

CITY OF HOBOKEN

ADDENDUM #1 TO RFP DOCUMENTS

RFP 16 - 05

Parking Tax Compliance Auditing Services

This Addendum # 1, dated August 3, 2016 is issued to modify the previously issued RFP documents for RFP 16 – 05 – Parking Tax Compliance Auditing Services, and is hereby made part of the RFP documents. Please attach this Addendum #1 to the original documents in your possession, and ensure that same is included in your submission Proposal.

This addendum consists of the following:

A. Clarifications, Questions and Answers

Q1. Has an audit on Parking Tax Compliance been performed? If so, is the most recent audit report available?

A1. No. A Parking Tax Compliance Audit on parking taxes has never been performed before.

Q2. On page 17 of the RFP documents, under nature of services, specification 4f, ("prepare a comparative analysis of lot characteristics including capacity and rates...") Does this analysis have to be performed for all parking lots?

A2. Yes. A short analysis of each parking lot is required.

Q3. In the RFQ, the City indicates that an individual or firm must be a licensed CPA and/or RMA in New Jersey. Our firm has performed numerous audits of similar nature for cities throughout the country. These cities did not require auditors to be licensed CPA's. Limiting to only licensed CPA firms, those firms may not have the practical relevant experience the City is looking for in the audit for this particular project. Is the requirement for a CPA firm a preference or a firm requirement?

A3. If appears that this should be an exception, you can complete the exception on page 23. All proposals will be scored in accordance with the published criteria on page 21.

Q4. On page 2 of the RFP, No. 6 it reads in part "The entire proposal section of the proposal package is to be returned completed." Please clarify what is meant by that.

A4. This is the standard language for the City RFP package, and for this particular RFP, there is no proposal format provided. The vendors must follow the instructions provided in the specification starting on page 17. All proposals will be scored in accordance with the published criteria of page 21.

Q5. When was the last time a parking audit was conducted?

| **A5.** Compliance audit on parking taxes has never been performed before.

Q6. Is there a deadline the work needs to be completed by? The RFP indicates procedures related to 2014, 2015, and 2016. Would you want 2014 and 2015 completed first, and then move on to 2016 and work concurrently each month?

A6. The work needs to be completed within one year at the latest. The timing indicated in this question would be acceptable in terms of completing prior years' first, but not necessary.

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B. The proposal submission deadline of August 18, 2016 will not be changed.

This Addendum #1 will be sent to all vendors who have received the complete RFP documents on or before the date of this Addendum #1; will be included in the complete RFP package on and after the date of this Addendum #1; will be published in the newspaper; and will be posted on the City of Hoboken website.

There are no other changes to the bid documents as part of this addendum.

ATTEST:

Date: August 3, 2016

AL B. Dineros, QPA
Purchasing Agent

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RFP 16 - 05

Parking Tax Compliance Auditing Services

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (Initial)
Addendum # 1	August 3, 2016	_____
_____	_____	_____
_____	_____	_____

No addenda were received:

Acknowledged for: _____

(Name of Bidder)

By: _____ Date: _____

(Signature of Authorized Representative)

Name: _____ Title/Position: _____

(Print or Type)