



COUNTY OF MENDOCINO
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COUNTY OF MENDOCINO ♦ REQUEST FOR PROPOSAL
ADDENDUM No. 1

Sales Tax Audit and Consulting Services

RFP No.	02-17
Addendum Issue Date:	March 23, 2017
RFP Issue Date:	March 6, 2017
RFP Submission Deadline:	April 5, 2017 - 2:00 pm

VENDOR INQUIRIES/MENDOCINO COUNTY RESPONSES

1. **Vendor Inquiry:** Business License Reporting. *Please provide additional information and/or clarification regarding this need. What type of reporting is requested? Is the County considering purchase of access to business license software to track either existing or future license? If the County is considering the purchase of business license software, please provide the following information so that vendors can provide cost figures.*
- a. *Total number of active business license accounts*
 - b. *Annual business license revenue*
 - c. *Number of potential users (add/edit privileges)*
 - d. *Name of existing business license database, if any*
 - e. *Name of Financial software if any. Would the County consider an interface with it?*
 - f. *Name of cashiering software if any. Would the County consider an interface with it?*
 - g. *Current credit card payment getaway vendor*
 - h. *Would the County consider County hosting of software application of off-site hosting?*
 - i. *Would the County consider business license compliance services (revenue discovery and audits)?*
 - j. *Would the County consider outsourcing the business license operations?*

County of Mendocino Response/Clarification: Manatron, Inc. - a Thomson Reuters business, has contracted with the County to provide hardware, software, and services relating to a new property system. The agreement also includes the purchase of the Business Revenue Module to be utilized in the management of revenue collections in the areas of business licenses, transient occupancy taxes, and Business Improvement District assessments. A recent addendum to this agreement also includes the purchase of the Cannabis Business Revenue Module to be utilized in the management of revenue collections in the areas of cannabis-related taxes and business licenses. At this time, the County is in the early stages of cleaning up data to prepare for conversion to the new system; the entire project will be completed in phases over the next approximately three years. However the

Cannabis Business Revenue Module is being implemented now in order to prepare for the issuance of County Cannabis Cultivation Permits in May. The County would consider additional services that interface with the Thomson Reuters system and would provide enhanced efficiencies.

a. Total number of active business license accounts

County of Mendocino Response/Clarification: Approximately 3,100 regular business licenses, Cannabis-related business licenses to be determined.

b. Annual business license revenue

County of Mendocino Response/Clarification: \$110,000 (cost recovery only), Cannabis-related business license revenue to be determined.

c. Number of potential users (add/edit privileges)

County of Mendocino Response/Clarification: 12

d. Name of existing business license database, if any

County of Mendocino Response/Clarification: Currently in-house database.

e. Name of Financial software if any. Would the County consider an interface with it?

County of Mendocino Response/Clarification: Munis, the County would consider all options.

f. Name of cashiering software if any. Would the County consider an interface with it?

County of Mendocino Response/Clarification: None currently, but Thomson Reuters system will include cashiering software. The County would consider all options.

g. Current credit card payment getaway vendor

County of Mendocino Response/Clarification: Point & Pay

h. Would the County consider County hosting of software application of off-site hosting?

County of Mendocino Response/Clarification: The County prefers hosting on premise, but in appropriate circumstances would consider off-site hosting.

i. Would the County consider business license compliance services (revenue discovery and audits)?

County of Mendocino Response/Clarification: Yes, the County would consider all options.

j. Would the County consider outsourcing the business license operations?

County of Mendocino Response/Clarification: Not at this time, but the County may consider this option in the future.

2. **Vendor Inquiry:** Transient Occupancy Tax Auditing and Discovery (TOT).

- a. *Would the County consider full administration of the TOT process or just individual audits and discovery?***
- b. *How many Hotels/Motels?***
- c. *Will this include vacation rentals and other types of temp stays? How many?***
- d. *Annual TOT/other temp stay establishment revenue?***

County of Mendocino Response/Clarification: Please refer to questions and answers below:

- a. *Would the County consider full administration of the TOT process or just individual audits and discovery?***

County of Mendocino Response/Clarification: It is highly unlikely the County would ever relinquish the full administration of the TOT process; however, the County would consider services relating to individual audits and discovery.

- b. *How many Hotels/Motels?***

County of Mendocino Response/Clarification: There are approximately 400 lodging establishments located within the unincorporated areas of the County.

- c. *Will this include vacation rentals and other types of temp stays? How many?***

County of Mendocino Response/Clarification: Yes, data is not available, but vacation rentals do comprise the vast majority of short-term rentals.

- d. *Annual TOT/other temp stay establishment revenue?***

County of Mendocino Response/Clarification: Approximately 4.7 million.

ALL OTHER SPECIFICATIONS REMAIN IN FULL FORCE AND EFFECT.

Acknowledgment of receipt of this addendum is required to be included in your proposal. You may indicate such inclusion in narrative form within your proposal or by attaching a copy this addendum to your proposal.

Any questions or concerns regarding this matter should be directed to Alan Flora, Assistant Chief Executive Officer, at the phone numbers or email addresses below:

Alan Flora, Assistant Chief Executive Officer
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