

# CITY OF TOLLESON

## REQUEST FOR PROPOSALS FOR TRANSACTION PRIVILEGE TAX AUDIT SERVICES

### 1. Request for Proposal.

The City of Tolleson invites experienced transaction privilege tax auditors to submit proposals for contracts to serve as the City Tax Auditor as further detailed below.

### 2. Instructions to Proposers.

Proposals will be accepted until November 14, 2008 at 10:00 a. m. MST. Proposals received after that time will not be accepted. Proposals shall be submitted in a sealed envelope clearly marked on the outside: "Tax Audit Services Proposal." One (1) original and three (3) copies of the proposal must be submitted to:

City Finance's Office  
City of Tolleson  
9555 West Van Buren  
Tolleson, Arizona 85353

Proposals must contain a thorough and concise description of the Auditor's firm, professional experience specifically in the area of transaction privilege tax auditing, educational background, professional organization memberships, firm description and a statement on character and qualifications setting forth the reasons the Auditor should be selected for this position. Proposals must include a list of Arizona cities or towns for whom you currently or have previously provided tax auditing services. Proposals are suggested to be no more than ten (10) pages.

3. Project Description: The City of Tolleson is seeking qualified tax auditors to serve as City Tax Auditor.

Minimum Qualifications: Tax Auditors submitting proposals must meet the following minimum qualifications for consideration for an award of contract:

Have at least five (5) years of experience in transaction privilege tax audit and review, and at least three (3) years of experience in municipal tax audit and review;

Be able to report to City Staff and City Council when required;

Be able to provide its own offices, staff and overhead;

Be able to provide the insurance coverage set forth in the Form of Contract attached to the RFP; and

Be able to provide two (2) professional references from local Cities/Towns.

Agreement Term and Renewal Option: The City Tax Auditor Contract shall be for a period of one (1) year. The City may choose to renew the contract annually.

Compliance with City Tax Auditor Contract: Any Auditor submitting a proposal shall agree to be bound by the terms of the City Tax Auditor Contract, attached hereto, if selected. The exact scope of work may be negotiated with the selected City Tax Auditor.

4. Compensation: The City Tax Auditor shall be compensated at an hourly rate as agreed upon by the City and the selected City Tax Auditor.

5. Selection and Award: Proposals will be accepted until November 14, 2008 at 10:00 a. m. MST, at the location listed in Paragraph 2. The City reserves the sole right to evaluate the proposals submitted, waive any irregularity therein, select candidates and/or reject any and all proposals. The City may interview any or all persons submitting proposals, and will employ the auditor submitting the best or most fitting proposal in its judgment unless there is a legal reason for not doing so.

6. City Contact: Questions may be directed to

Steven J. Baumgardt, Finance Director  
City of Tolleson  
9555 West Van Buren  
Tolleson, AZ 85340  
Telephone No.: (623) 936-2778  
Fax No.: (623) 936-7117