

State of Louisiana
Department of Revenue

Uniform Electronic Local Return and
Remittance System Development and
Implementation Services

Pre-proposal Conference Inquiries and
Official Responses

The Pre-proposal conference was held on September 27, 2006 at the headquarters of the Louisiana Department of Revenue. Vendor representatives in attendance were:

Rob Thrash	Deloitte
Sheree Kerner	Bailey Link
Dan Flohn	First Data Government Solutions
Rick Mekdessie	RAMWARE
Martha Martin	UNISYS
Mark Hollingseed	CIBER
Rakesh Vahal	MAJESCO
Noah Boudreaux	Sparkhound
Don Flores	Ultix Technologies
Barry Alonzo	METHODS Technology Solutions
Glen Feucht	Gulf South Tech

1 – RFP Page 1 Section 1.1.1 Purpose

It appears that the State is seeking the development of a system that will be located and managed by the State. Will the State entertain a solution that is hosted at the vendor's site?

Response: No, the State wishes to have the developed system installed on the Department's web servers.

2 – RFP Page 2 Section 1.3 Schedule of Events

The deadline for submitting written questions is October 5th?

Response: Yes.

3 – RFP Page 5 Section 1.5 Proposal Response Format Item F Project Schedule

Does the State have a defined timeline in mind for implementation of the system?

Response: No, the Department estimates a six (6) month development and implementation effort will be needed. It will be up to each responder to provide an estimate based on availability of their resources. A final schedule, including implementation date, will be mutually agreed upon after a Contractor is selected.

4 – RFP Page 7 Section 1.7.1 Pre-proposal Conference

Is attendance at the pre-proposal conference mandatory?

Response: No, attendance is not a mandatory requirement of the RFP.

5 – RFP Page 7-8 Section 1.7.2 Inquiry Periods

Is this the address to send inquiries to?

Response: Yes.

6 – RFP Pages 7-8 Section 1.7.2 Inquiry Periods

Since an email address has been supplied, can email be used in place of a written inquiry delivered to the Department?

Response: Yes, inquiries can be emailed to the Department.

7 – RFP Page 10 Section 1.20 Use of Subcontractors

The second paragraph in this section urges the prime contractor to use Louisiana vendors. Does the State have any goals or targets as to the number of Louisiana vendors to use?

Response: The Department has no goals or targets as to the number of Louisiana vendors to use. Use of Louisiana vendors is not mandatory. The use or non-use of Louisiana vendors will not be a factor in the evaluation of proposals.

8 – RFP Pages 21-22 Section 2.6.2 Technical

The second bullet item states that the system is to operate within the Department's existing hardware and software infrastructure. Can the Department supply a list of the hardware and software?

Response: Appendix E of the RFP contains a list of the Department's existing hardware and software infrastructure components.

9 – RFP Pages 21-22 Section 2.6.2 Technical

Will the Department provide all hardware and software needed to operate the developed system or will the vendor be responsible for providing hardware and software?

Response: The Department will provide the hardware and software.

10 – RFP Pages 21-22 Section 2.6.2 Technical

In the fourth bullet item, the Department is requesting marketing support from the proposers. Is there a vision or certain level of support that the Department is expecting?

Response: The Department has no set expectations for marketing. Since this application will be available to taxpayers statewide, a marketing effort to make taxpayers aware of its availability will be needed. Each proposer should include in their response the marketing support that they are willing to provide.

11 – RFP Page 28 Appendix A Scope of Work/Services

Will there be a centralized location of the forms that are used by each parish?

Response: Most of the forms are available on the Louisiana Association of Tax Administrators (LATA) web site. The web address is www.laota.com/pta.htm. This address will lead you to a page that provides links to information about each parish. With a few exceptions, the tax form for that parish can be found there.

Follow-up Question #1 – For those parishes that don't have an electronic version of the form there, can the Department provide those?

Response: The Department does not have electronic versions of all parish tax forms. The UELRR advisory committee will make a request to each parish that they provide an electronic version of the current tax form for posting on LATA's website.

Follow-up Question #2 – Often in filing a sales tax return, a secondary form may be required. Can the Department provide a list of all the forms that are to be considered in scope for this application?

Response: The Department does not maintain a list of the forms used by each parish. Therefore a list cannot be provided. However, Section 2.0 of Appendix A lists the taxes that the application must support. Any return that is required for reporting the collection of these taxes is considered in scope. Forms for providing supplemental information are not in scope.

12 – RFP Page 28 Appendix A Scope of Work/Services

Proposals may be based on software packages with some customization or can be based on custom development. Will there be additional weight given in the evaluation to pre-existing software?

Response: No additional weighting will be provided in the evaluation process to either custom development or pre-existing software.

13 – RFP Page 28 Appendix A Scope of Work/Services

Is it the Department's desire to enter into a fixed price contract without transaction fees for the development of an application that they can take ownership of?

Response: Yes, that is the Department's intention.

14 – RFP Page 29 General Requirements

Are the requirements for the use of VB.Net 2.0, ASP.Net 2.0, etc. representative of the skill set of LDR employees who will be maintaining the system in the future?

Response: Yes.

15 – RFP Page 31 Taxpayer Profile Repository

Does the State have a common ID which links a taxpayer to all the tax types in which they have liabilities?

Response: The State has a common ID it uses for its tax processing. However, this application is for the reporting and remitting of taxes collected at the parish and local level. Each parish issues its own taxpayer identification numbers. A taxpayer conducting sales in multiple parishes will have a different ID in each parish. The State does not

maintain a cross reference of state taxpayer ID numbers to the parish taxpayer id numbers.

16 – RFP Page 38 Data Transfer

When a taxpayer first registers with the system, what data will be available to validate the information being provided by the taxpayer?

Response: There will be no data available for validation. A decision was made to accept the information from the taxpayer as supplied. The burden will be on each collector’s office to validate and reconcile the information provided by the taxpayer.

17 – RFP Page 38 Data Transfer

The system will allow taxpayers who remit by ACH Credit to file returns through this application. Will the system store the local collectors’ bank account information?

Response: Yes.

18 – RFP Page 38 Reports

Will there be a need for report generation software?

Response: Please refer to Contractor responsibilities concerning reports on page 42 of the RFP - “The Contractor shall develop mechanisms for generating reports printed directly from the application or report files to be downloaded for print external to the application.” Proposal responses may provide for the use of report generation software currently licensed by the Department. Proposals requiring the use of other report generation software must include the name and version of the software to be used.

19 – RFP Page 49 Price Schedule

Are there funds available for this project?

Response: Yes. The Department’s current year budget contains funds for this project.

Follow up Question #1: Can you tell us how much money is available?

Response: No. In order to receive competitive bids, the Department does not generally disclose how much money has been budgeted for a project.

20 – RFP Page 49 Price Schedule

Can a vendor modify the price schedule to create a payment task for the cost of the marketing effort being proposed?

Response: Yes. If the vendor wishes to separate the marketing costs into a separate payment task, they may do so.

21 – General Question

Will the Contractor be required to interact with all 63 parishes during the engagement or will the Department provide a liaison to interact on the Contractor's behalf?

Response: The department will provide personnel to interact with the parishes or the UELRR advisory council during the project.

22 – General Question

Will this be a return and remittance application only or are there other requirements such as correspondence not included in the RFP?

Response: This will be a return and remittance application only. The back end systems used by each local collector are not to be replaced by this project.

23 – General Question

Will this application interface with the Department's tax processing system (GenTax)?

Response: No. The application will only interface, through data transfer, with systems operated by the local collectors.

24 – General Question

Are the systems used by the local collectors consistent from parish to parish?

Response: No. Very few parishes utilize the same back end system for tax processing. Some are PC based solutions some are mainframe based. Some parishes have built their own tax processing applications while others may use purchased software.

Follow up Question #1

Are the tax forms consistent from parish to parish?

Response: The tax forms are consistent from top to bottom as far as the data being requested of the taxpayer to report. What is inconsistent are the columns on the return. Some parishes request reporting by jurisdiction, while other parishes request reporting by the different taxes being collected.

25 – General Question

Will there be any data migration from local collectors systems prior to implementation?

Response: No. There will not be any data migrated from local systems.

26 – General Question

Will the list of attendees be published?

Response: Yes. The list of vendor attendees has been incorporated into this document.

