

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** Internal Audit

**AGENDA DATE:** May 26, 2020

**CONTACT PERSON NAME/PHONE:** Edmundo Calderon, Chief Internal Auditor 915-212-1365  
Bruce D. Collins, Director, Purchasing & Strategic Sourcing 915-212-1181

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL NO. 6:** Set the Standard for Sound Governance and Fiscal Management

The linkage to the 25 by 2025 strategic plan is subsection 6.6 – Ensure continued financial stability and accountability through sound financial management, budgeting and reporting. This service will support the Department in realizing the revenue to which the City is entitled and ensure that hotels in El Paso accurately file lodging tax returns.

**SUBJECT:**

Discussion and action on the award of Solicitation No. 2020-780R Hotel Occupancy Tax Review to Avenu Insights and Analytics, LLC. for the review and audit of the City's Hotels Occupancy tax revenue for an initial term of three (3) years at an estimated award of \$137,853.00. This award is to include a two year option award of \$91,902.00 for a five (5) year award of \$229,755. Selected firm will be assigned number of hotels to audit on annual basis during the contract term by the Internal Audit Department.

**BACKGROUND / DISCUSSION:**

The Internal Audit Office has reviewed Solicitation No. 2020-780R Hotel Occupancy Tax Review and recommends the contract be awarded to Avenu Insights and Analytics, LLC., the bidder offering the best proposal to the City.

This contract will enable a firm to perform a review of audit services of 103 hotel/motel establishments operating with the City of El Paso as described in Solicitation No. 2020-780R Hotel Occupancy Tax Review.

**SELECTION SUMMARY:**

Three (3) proposals were received for this solicitation. Avenu Insights and Analytics, LLC scored highest mark based on the proposal evaluation criteria.

**PROTEST**

☒ No protest received for this requirement.

☐ Protest received.

**CONTRACT VARIANCE:**

No variance.

**PRIOR COUNCIL ACTION:**

Council on August 3, 2015 awarded a five year contract to MuniServices, LLC. for the review and audit of the City's Hotel Occupancy tax revenue

**AMOUNT AND SOURCE OF FUNDING:**

Amount: \$229,755.00

Department: 115; Division: 12030 ; Fund: 1000 ; Account: 522150 ; Program:

**BOARD / COMMISSION ACTION:** N/A

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

Edmundo S. Calderon May 15, 2020

## COUNCIL PROJECT FORM

\*\*\*\*\***POSTING LANGUAGE BELOW**\*\*\*\*\*

Please place the following item on the **CONSENT** agenda for the Council Meeting of May 26, 2020.

### STRATEGIC GOAL #6: **Set the Standard for Sound Governance and Fiscal Management**

This item's goal linkage to the 2025 strategic goal is 6.6 Ensure continued financial stability and accountability through sound financial management, budgeting and reporting. This service will support the Department in realizing the revenue to which the City is entitled and ensure that hotels in El Paso accurately file lodging tax returns.

#### **Award Summary:**

The award of Solicitation No. 2020-780R Hotel Occupancy Tax Review to Avenu Insights and Analytics, LLC. for the review and audit of the City's Hotels Occupancy tax revenue for an initial term of three (3) years at an estimated award of \$137,853.00. This award is to include a two-year option award of \$91,902.00 for a five (5) year award of \$229,755.00. The selected firm will be assigned a number of hotels to audit on annual basis during the contract term by the Internal Audit Department.

Department:	Internal Audit
Award to:	Avenu Insights and Analytics, LLC. Centreville, VA
Item(s):	All
Initial Term:	3 Years
Initial Estimated Award:	\$137,853.00 (3 years)
Option Years	\$91,902.00 (2 Years)
Total Estimated Award:	\$229,755.00 (5 Years)
Account No.:	115-12030-1000-522150
Fund Source Name:	General Fund
District(s):	All

The Purchasing & Strategic Sourcing Department and Internal Audit Department recommend award as indicated to Avenu Insights and Analytics, LLC. the bidder offering the best proposal. In accordance with this award the City Manager or designee is authorized to exercise future options if needed.

\*\*\*\*\***ADDITIONAL INFO BELOW**\*\*\*\*\*

# CITY OF EL PASO RFP SCORESHEET

**PROJECT:** 2020-780R Hotel Occupancy Tax Review

## Evaluation of Submittal

MAX POINTS		Avenu Insights & Analytics	Azavar Government Solutions	Carr, Riggs & Ingram (CRI)
		Mean	Mean	Mean
	<b>Fee Proposed</b>	<b>\$229,755.00</b>	<b>\$177,590.00</b>	<b>\$131,392.00</b>
Factor A - Offeror's Fee Proposal (Purchasing will evaluate)	<b>25</b>	<b>14.30</b>	<b>18.50</b>	<b>25.00</b>
Factor B - General Overview of Agency and Services.	<b>10</b>	<b>9.67</b>	<b>8.83</b>	<b>6.33</b>
Factor C - Experience in Professional Auditing Services, specifically in government and hotel occupancy tax audits.	<b>25</b>	<b>24.33</b>	<b>19.33</b>	<b>13.33</b>
Factor D - Capacity and Capability of Agency's resources.	<b>20</b>	<b>19.33</b>	<b>17.67</b>	<b>14.33</b>
Factor E - Number of hours dedicated to engagement.	<b>10</b>	<b>9.33</b>	<b>7.67</b>	<b>8.00</b>
Factor F - Response of References (Purchasing will evaluate)	<b>10</b>	<b>9.17</b>	<b>6.25</b>	<b>9.17</b>
<b>TOTAL SCORE</b>	<b>100</b>	<b>86.13</b>	<b>78.25</b>	<b>76.16</b>
				Vendor's price did not include administration part of the requirements.



**CITY OF EL PASO**  
**REQUEST FOR QUALIFICATIONS TABULATION FORM (REVISED)**



**Bid Opening Date: April 8, 2020**

**Solicitation #: 2020-780R**

**Project Name: Hotel Occupancy Tax Review**

**Department: Internal Audit**

<b>BIDDER'S NAME:</b>	<b>LOCATION:</b>	<b>AMENDMENT(S) ACKNOWLEDGED:</b>
Azavar Audit Solutions, Inc. DBA Azavar Government Solutions	Chicago, Illinois	Yes
Avenu Insights and Analytics, LLC	Centreville, VA	Yes
Carr, Riggs & Ingram, LLC	El Paso, TX	Yes

**RFQs SOLICITED: 2    LOCAL RFQs SOLICITED: 0    RFQs RECEIVED: 3    LOCAL RFQs RECEIVED: 1    NO BIDS: 0**

**NOTE: The information contained in this RFQ tabulation is for information only and does not constitute actual award/execution of contract.**

Approved: Tayo Seckale

Date: 04/21/2020

2020-780R Hotel Occupancy Tax Review

## **Hotel Occupancy Tax Review**

### **List of Potential Companies:**

1. Azavar Audit Solutions, Inc. DBA Azavar Government Solutions, Azavar Technologies Corporation & Localgov LLC  
55 East Jackson Boulevard, Suite 2100  
Chicago, Illinois 60604  
Contact: Ted Kamel, Senior Vice President  
Direct: (903) 539-8847  
Toll Free: (800) 683-0800  
[www.localgov.org](http://www.localgov.org)  
[www.azavargovernment.com](http://www.azavargovernment.com)
2. Avenu Insights & Analytics  
P.O. Box 1896  
Weatherford, TX 76086  
Contact: Brenda Anderson, Client Success Manager  
1-817-771-4066  
[Brenda.Anderson@avenuinsights.com](mailto:Brenda.Anderson@avenuinsights.com)