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Addendum No. 2

To Offerors:

**Request for Proposals
On – Call Tax Consulting Services**

Date Issued:

June 26, 2020

This addendum is hereby made part of the Request for Proposals dated June 9, 2020, on the subject work as though originally included therein. The following amendments, additions, and/or corrections shall govern this solicitation.

This addendum incorporates the following items:

1. A copy of the second pre-proposal PowerPoint is attached hereto.
2. A copy of the pre-proposal conference attendee list is attached hereto.

Note: All addenda must be acknowledged by the Offeror in the Technical Proposal.

Carmina Perez-Fowler
Procurement Officer

End of Addendum 2



MARYLAND STADIUM AUTHORITY

Request for Proposals for On – Call Tax Consulting Services

Web Pre-Proposal Conference

June 25, 2020

POINT OF CONTACT

Ms. Carmina Perez-Fowler

Procurement Officer

Maryland Stadium Authority

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KEY DATES

Activity

Date (Local Time)

Request for Proposals Issued:	June 9, 2020
Pre-Proposal Web Conference:	June 25, 2020 at 10:00 a.m.
Offeror Questions Due:	June 30, 2020 at 10:00 a.m.
Technical Proposals Due:	July 9, 2020 at 10:00 a.m.

GENERAL INFORMATION AND PURPOSE

MSA is issuing this RFP to select a highly qualified firm to perform tax consulting services on an on-call basis for various MSA projects.

Please refer to Section 3 of the RFP for the full scope of work related to this project.

OFFEROR'S QUALIFICATIONS

Please refer to section 2 of the RFP. Offerors must meet the following minimum qualifications in order to be considered for this RFP:

- It shall be a firm with a minimum of seven (7) years specializing in providing accounting and tax consulting services and is registered to practice in the State of Maryland;
- In the last seven (7) years, the Offeror must have acted as a tax advisor for at least five (5) state or local bond issues;
- In the last five years, the Offeror's proposed key personnel must have acted as tax advisors in at least three (3) issues of tax-exempt bonds, of which two (2) of them are public issues; and
- Has the ability to meet insurance coverage requirements outlined in the Sample Contract, included as **Attachment C** to this RFP.

SCOPE OF WORK

This RFP will be the basis for selecting one firm that will be issued task orders related to the bond issues as needed. Specifically, MSA is looking for firms that specialize in Section 118 of the Internal Revenue Code and provide advice in the creation of affiliates or subsidiaries that would allow for tax-exempt financing.

Please refer to section 3 of the RFP for the full scope of work related to this project. Offerors shall discuss their understanding of the project, approach to the scope of work and schedule, among others, in their proposal.

MINORITY BUSINESS ENTERPRISES

❖ No MBE participation goal has been set for this procurement. MSA encourages small, minority and women owned firms to respond to this solicitation.

PROPOSAL SUBMISSIONS

- ❖ All submissions must be sent electronically. DO NOT send them via email. Use the link provided in Section 1.10 of the RFP.
- ❖ See Section 4 of the RFP for all proposal and submission requirements, including format requirements.
- ❖ Technical Volume:
 - Transmittal letter
 - Title and Table of Contents
 - Executive Summary
 - Offeror's Experience and qualifications
 - Economic Benefits Factor
 - Bid/Proposal Affidavit
 - Conflict of Interest Disclosure
 - Consultant Corporate Profile
- ❖ Financial Volume:
 - Information on submission instructions will be included in the notification to the selected Short-listed Offerors.

EVALUATION CRITERIA

- ❖ Technical criteria has more weight than Financial criteria. Proposals will be evaluated based on the adequacy of their proposed work plan, Offeror's experience and qualifications, among other criteria listed in Section 5.2 of the RFP.
- ❖ The Selection Committee will review the Offerors' Technical Proposals upon submission. Firms deemed as meeting all requirements will be ranked and, based on the achieved rankings, selected firms will then be "short-listed."
- ❖ Those short-listed firms will be asked to attend an oral presentation. After oral presentations, the Selection Committee will select which short-listed Offerors will be requested to submit a Financial Proposal.
- ❖ **Please note the date for the oral presentations has been changed to the week of July 27, 2020.**

QUESTIONS

This section is for informational purposes only. All questions regarding the RFP must be submitted to the Procurement Officer in writing via the link included in Section 1.9 prior to the deadline given for questions in order to receive an official response from the Maryland Stadium Authority. Only responses provided in writing by the Maryland Stadium Authority will be considered official answers to questions regarding this RFP.

Pre-Proposal On- Call Tax Consulting Services
06/18/2020 & 06/25/2020

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