

REQUEST FOR INFORMATION

Uniform Electronic Local Return and Remittance System Requirements



**State of Louisiana
Department of Revenue
(February 3, 2006)**

REQUEST FOR INFORMATION FOR

Uniform Electronic Local Return and Remittance System Requirements

I. Background

The Louisiana legislature recognizes both the need to make Louisiana a better environment in which to do business and the complexities of the existing sales and use tax system. It is the intention of the legislature to provide taxpayers with a simple, efficient, and cost effective means of transmitting accurate sales and use tax returns and remittances to political subdivisions of the state from a central site in the quickest manner possible. Louisiana Revised Statute 47:337.23, as adopted by Act 73 of the 2003 Regular Session, provides for the creation of a uniform electronic local return and remittance system which a taxpayer may use to file a sales and use tax return of a taxing authority and remit any tax, interest, penalty or other charge due by the taxpayer.

II. Purpose

The purpose of this Request for Information (RFI) is to obtain comments on and ideas for how a Uniform Electronic Local Return and Remittance System can be deployed for widespread use. The Louisiana Department of Revenue is not requesting a proposal, detail plans, budgetary information or proprietary information in response to this RFI. However, the comments and ideas received in response to this RFI may be used in the development of a Request for Proposal to obtain services necessary to develop and implement the Uniform Electronic Local Return and Remittance System.

III. Goals and Objectives

The Louisiana Department of Revenue desires to develop and implement the uniform electronic local return and remittance system to make Louisiana a better environment in which to do business and to reduce the complexities faced by businesses in filing accurate sales and use tax returns and remittances with the many political subdivisions of the state.

The system by which taxpayers file electronically and pay their taxes shall be established, managed, and supervised by the Department of Revenue. The system will be an Internet application and will be accessible to taxpayers via a link on the Department of Revenue's website. In addition to the uniform electronic local return and remittance system, a repository of tax rates and a list of optional exemptions enacted by a tax authority shall be created that shall be accessible to taxpayers through a link on the Department of Revenue's web site.

The Louisiana Department of Revenue has identified the following critical goals for this initiative:

- Taxpayers shall access the system via a web page through which secured electronic transactions may take place
- The system shall contain a registration component that will allow taxpayers to subscribe to the services offered by the system
- The system shall allow taxpayers to file sales and use tax returns for any and all jurisdictions in which they do business in a single transaction
- The system shall allow taxpayers to remit any tax, penalty, interest, or other amounts due
- The filing and remittance shall be done at no charge to the taxpayer by the state, the collector, or any taxing authority levying a tax
- The system shall provide a means for the transmission and retrieval of the appropriate collector's data and funds
- The repository of tax rates and optional exemptions enacted by taxing authorities may be relied upon by taxpayers as absolute defense against any claim for a taxing authority's sales and use tax
- Any funds transmitted through the system shall be considered the funds of the taxing authorities and shall not in any way be considered state funds.

IV. Instruction for Responses

The Louisiana Department of Revenue invites information and comments regarding these goals and objectives. Responses should be in letter-size (8-1/2" x 11") format. Respondents should submit a concise document that includes:

- The features that should be included in the system to be developed for the following functional areas:
 - Taxpayer access
 - Registration
 - Filing of Returns
 - Remittance
 - Reports
 - Data retrieval and transmission
 - Security
- Major design principles/elements of a potential technical architecture for the system. This description should be suitable for public discussion.
- Topics or issues regarding the system to be developed not addressed by the RFI that respondents believe are important to address in any future RFP, and offer input on those topics or issues.
- Possible marketing or advertising campaigns that could be used to obtain taxpayer acceptance and use of the system.
- Any additional information that would assist a vendor in its evaluation of interest for future participation in the project.

In addition, respondents may include any innovative ideas that should be considered as the project progresses.

Inquiries concerning this RFI may be delivered by mail, express courier, e-mail, or hand to:

Elizabeth Kunjappy, CPPB
Procurement Director
Purchasing Section, Controllers Division
6th floor, Room #165
Louisiana Department of Revenue
617 North 3rd St.
Baton Rouge, LA 70802

E-Mail: Elizabeth.kunjappy@la.gov

V. Schedule of Events

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|--|-------------------|
| 1. RFI released to prospective respondents | February 3, 2006 |
| 2. Deadline for submission of responses | February 24, 2006 |

VI. Response Submittal

All responses shall be received by the Department of Revenue **no later than 4:00 pm CST on the date shown in the Schedule of Events.**

Important - - Clearly mark outside of envelope, box or package with the following information and format:

Uniform Electronic Local Returns and Remittance System
Request For Information Response

Responses may be mailed through the U. S. Postal Service to:

Elizabeth Kunjappy, CPPB
Procurement Director
Purchasing Section, Controllers Division
6th floor, Room #165
Louisiana Department of Revenue
617 North 3rd St.
Baton Rouge, LA 70802

Responses may be delivered by hand or courier service to our physical location at:

Louisiana Department of Revenue
617 North 3rd St.
Baton Rouge, LA 70802

Six (6) copies of the response are desired.

VII. Trade Secrets and Proprietary Information

For the purposes of this request, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect. Responders are reminded that while trade secrets and other proprietary information they submit in conjunction with this request may not be subject to public disclosure, protections must be claimed by the responder at the time of submission of its response. Responders should refer to the Louisiana Public Records Act for further clarification.

The responder must clearly designate the part of the response that contains a trade secret and/or privileged or confidential proprietary information as “confidential” in order to claim protection, if any, from disclosure. Further, to protect such data, each page containing such data shall be specifically identified and marked “CONFIDENTIAL”.

Responders must be prepared to defend the reasons why the material should be held confidential. If a person seeks review or copies of another responder's confidential data, the state will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify the state and hold the state harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order the state to disclose the information. If the owner of the asserted data refuses to indemnify and hold the state harmless, the state may disclose the information.

The State reserves the right to make any response, including proprietary information contained therein, available to LDR personnel, the Office of the Governor, or other state agencies or organizations for the sole purpose of assisting the State in its evaluation of the response. The State shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

If your response contains confidential information, you should also submit a redacted copy along with your response. If you do not submit the redacted copy, you will be required to submit this copy within 48 hours of notification from the Louisiana Department of Revenue. When submitting your redacted copy, you should clearly mark

the cover as such - "REDACTED COPY". The redacted copy should also state which sections or information has been removed.

VIII. Cost of Preparation

The State is not liable for any costs incurred by Responders in developing the response. Any expenses incurred by the Responder in responding to the RFI are entirely the responsibility of the Responder, and shall not be reimbursed in any manner by the State of Louisiana.