



NEGOTIATED REQUEST FOR PROPOSAL ADDENDUM #1

NRFP #DC-2019-CD-03 Tax Recovery Services

Close Date/Time:

September 16, 2019
14:00 hours
Pacific Time

Issue Date: September 10, 2019

From: CTC Procurement

To: All Vendors

E-mail: procurement@destinationcanada.com

Below are answers to question(s) submitted in regards to the above noted NRFP as of August 30, 2019.

Q1. Can you advise when the last sales tax review was completed, and the period covered during the review, (if applicable).

Answer: This information may be shared (if relevant) with the successful proponent.

Q2. Currently there is a four (4) year statute, is Destination Canada (DC) open to include all four (4) of the years to be reviewed during this project?

Answer: Depending on the type of tax and region, the maximum would be three (3) years.

Q3. When does DC's fiscal year-end?

Answer: December 31

Q4. Is DC eligible for full Input Tax Credits, or partial rebates?

Answer: DC can claim full Input Tax Credits on GST; it will be the Contractor's responsibility to work with DC to determine exactly what can be claimed in each region.

Q5. What accounting system does DC currently use?

Answer: SAP by Design.

Q6. C.3 Scopes of Work, there is no mentioned of Sales and Use Tax in the United States. Could DC confirm that outside of VAT Tax in the United States, no other review is required?

Answer: No review is required for the United States.

Q7. What is DC's expected timeframes for starting and completing the project?

Answer: The project target date is January 2020 but may be sooner dependant on tax requirements per region and current work being performed.

Q8. What key attributes is DC looking for in a business partner?

Answer: Knowledge of tax legislation, transparency, organized, responsive, and clear communication.

Q9. Does DC use an Accounts Management System such as Concur, Coupa, Chrome River, etc.?

Answer: No.

Q10. Does DC have a scan and capture system in place in order for the contractor to be able to receive/collect invoices from DC as required or does this need to be done manually?

Answer: No scan and capture, DC receives paper invoices.

Q11. Do DC's employees that travel claim expenses through a management system?

Answer: No.

Q12. Is the scope of work for VAT recovery both for domestic and foreign?

Answer: The tax recovery services are required for VAT that is processed through DC head quarters as well as VAT processed through our foreign offices.

Q13. Is the scope of work is for both Travel and Entertainment and foreign Accounts Payable expenses?

Answer: Foreign Accounts payable is what is required.

Q14. How are all invoices/ receipts are stored?

Answer: Paper copies of invoices are used for processing and storage.

Q15. What Expenses Management system is used to capture foreign and domestic Travel and Entertainment and Accounts Payable expenses?

Answer: Paper copies of invoices are used for entry into SAP by Design.