

Procurement Title*

New Mexico Gross Receipts Tax Audit

Statement of Work*

1. General

1.1. Sandia Labs is requesting technical responses to a Request for Interest (RFI) for New Mexico Gross Receipts Tax Professionals.

1.2. Technical Responses should be emailed to Suzanne Boehland, Sandia Contracting Representative at sboehla@sandia.gov.

1.3. Technical Responses are due March 13, 2012, but suppliers are encouraged to submit technical responses as early as possible.

1.4. This is an RFI to determine which companies are qualified to compete in the formal Request for Quote (RFQ).

1.5. Be advised that Sandia will not issue your organization a Request for Quotation unless you submit clear and convincing information that your organization has the necessary relevant experience, can fulfill the requirements of the statement of work and can meet each and all of the mandatory requirements. If you do not adequately address each question, and the SCR does not have information indicating otherwise, the presumption will be that your organization is not a viable competitor.

2. Statement of Work

2.1. Contractor shall provide up to five tax professionals for up to seven weeks (2 April 2012 to 18 May 2012) to assist with the collection of Sandia National Laboratories (Sandia) New Mexico Gross Receipts Tax (NMGRT) data from primary project administrators (PPAs) for every active direct operating and capital project as of 30 March 2012.

2.2. Shall be acquainted with NMGRT laws and regulations.

2.3. Will be trained by Sandia regarding Sandia's NMGRT process.

2.4. Conduct interviews with PPAs to review their NMGRT input for their assigned projects. If documentation is required, assist in the collection of the supporting documentation for a complete file for the project.

2.5. Provide advice and assistance as needed during this NMGRT audit/review project.

2.6. A large portion of the work shall be performed on-site at Sandia Labs in Albuquerque, New Mexico.

Mandatory Requirements*

Mandatory requirements will be issued with the RFQ.