

**BUSINESS LICENSE
TAX/REVENUE COLLECTION
SERVICES
RFP NO. 25-0015**

July 22, 2025

BUSINESS LICENSE TAX/REVENUE COLLECTION SERVICES RFP — SCOPE OF SERVICES

Business License Tax

- Maintaining, auditing, and issuing occupation tax, alcohol, and insurances licenses
- Collecting licensing taxes and fees in accordance with Chapter 3 and 19 of the Columbus Code

Revenue Collections

- Collection of excise taxes, lease payments, and billing support for demolitions, lots clearings and landfill utilization services



EVALUATION COMMITTEE

City Manager's Office*

Inspections & Code Department*

Public Works Department*

Columbus Police Department*

Finance Department

* Voting Members



BUSINESS LICENSE TAX/REVENUE COLLECTION SERVICES RFP

January 23, 2025 - RFP issued

February 19, 2025 - RFP closed

Three proposals received

Information missing from 2 of the 3 proposals

March 3, 2025 – Information received from vendors

March 10, 2025 – Evaluation Committee met for RFP
Instructions/Overview and distribution of proposals

March 21, 2025 – 1st Evaluation Meeting

BUSINESS LICENSE TAX/REVENUE COLLECTION SERVICES RFP

April 2025 – Clarifications requested from vendors and reference checks issued to organizations identified on the Client Work History for each vendor

May 13, 2025 – Reference check survey responses received and provided to the Evaluation Committee

June 4, 2025 – 2nd Evaluation Committee Meeting

- Interviews with each vendor requested by the committee

June 16, 2025 – Interviews with each vendor

June 16, 2025 – 3rd Evaluation Committee Meeting

- Committee unanimously voted to reject all proposals

NEXT STEPS

Option 1: Continue to operate the Revenue Division in the Finance Department with city employees

Option 2: Re-issue the RFP

?? QUESTIONS ??
