

Addendum #3

Informal Solicitation for
Accounting Only Services For Commercial Condos
(Solicitation #6091)

Issue Date of Addendum #3: 08/07/2025

The Request for Proposals (RFP) for the above-named project is amended as noted in this Addendum. This Addendum consists of 7 page(s).

This Addendum updates the Scope of Work (see Item 1 below) and lists questions received and SHA's responses (see Item 2 below).

Item 1. Adding and removing the following bullets from the RFP.

Adding:

- The selected firm should propose its preferred software with a willingness to adapt to SHA's preferences.

Removing:

- Any applicable Section 3 Form(s) under 2. Attachments to be included with Your Submittal/Proposal

Item 2. The following is a list of questions received and SHA's responses to those questions.

Question 1. Request is to obtain a copy of the most recent Financial Statements for these 3 Condo Association Properties so that we can attain some knowledge of the size and complexity of the Association's operations.

Response: See attached balance sheets for all three condos.

Question 2. I would like to subcontract some of this work. I would like to know any subcontract red-tape.

Response: It depends; you can specify the work you want to subcontract in the proposal. The prime consultant is responsible for sub-contracting

Question 3. Contract Value and Duration: Does the estimated \$175,000.00 contract value cover a one-year term, or is it intended to span a longer (or shorter) period?

Response: The budgeted amount is for 5 years.

Question 4. Anticipated Contract Term: Can you confirm the intended contract duration and whether extensions or renewals are anticipated? If so, what is the potential maximum term?

Response: The contract duration is 5 years from the date of execution of the contract.

Question 5. Is SHA currently using a specific accounting platform (e.g., QuickBooks, Yardi), or is the selected firm expected to propose and implement one?

Response: We are using web-based software provided by Nova powered by Vantaca. The selected firm should propose its preferred software with a willingness to adapt to SHA's preferences. Our preference is to see the reports in the same format for all three condos and provide detailed information on a monthly basis.

Question 6. Transaction Volume: Could you provide an estimate of the monthly transaction volume for each condo association (e.g., number of assessments, disbursements, deposits)?

Response: The transaction volume is for three associations with two owners located in Southend of Seattle. The volume of transactions depends on the association but an average per month of two assessments, two deposits and 10 monthly disbursements for each condo.

Question 7. Condo Association Setup: Are the three condo associations legally distinct entities with their own financial and banking, or are they managed under a single umbrella?

Response: The condos are legally distinct entities with their own individual Board of Directors.

Question 8. What is the expected start date for services, and will there be a transition period from the current provider (if applicable)?

Response: The start date will be once the contract is fully executed and in place. Yes, there will be a transition period

Question 9. How frequently do escrow, refinancing, or resale-related document requests occur? Are these services expected to be included in the base scope or billed separately?

Response: It is unlikely that any escrow, refinancing or re-sale related document requests will occur during the course of this contract. If required, should be billed separately.

Question 10. Will the firm be responsible for actively managing reserve account investments, or simply tracking balance and processing transactions as directed?

Response: The selected firm will simply track balance and process transactions.

Question 11. Can we include experience/qualification of the subcontractors and employees we are planning to use while filling the RFP?

Response: We will be basing the evaluation experience and qualifications on the criteria #2 and #3 outlined in the solicitation. Yes, that does require that you provide the resume of the principals and lead staff.

Question 12. We will be proposing to hire minorities and section 3 workers. Do we need to make any specific commitments in the proposal regarding this?

Response: Since this is not federally funded there are no Section 3 requirements for this solicitation. All of our contracts have WMBE goals, federal or non-federally funded.

Question 13. We understand that there are three condos. How many units are there in each condo?

Response: Tamarack 3 units (Residential, commercial and Arvue Eye Clinic), Othello 3 units (Residential, commercial and International Community Health Services (ICHS), New Holly Campus 2 units (SHA and Seattle Colleges).

Question 14. Will the work include follow-up for dues collection and generation of invoice for each condo unit?

Response: Yes

Question 15. Will the selected firm be responsible for issuing monthly statements or invoices to unit owners? If so, is there a designated issuance date each month?

Response: Yes. Invoices should be issued to be payable on the 1st day of each month and delinquent by an established date, generally the 10th.

Question 16. Will the firm be expected to follow up on delinquent accounts or initiate collection efforts?

Response: The firm will be expected to notify the Condo Association Coordinator of any delinquencies and perform initial collection activities. All collection activities are to be approved by SHA.

Question 17. Are there any online payment systems currently in place for owner payments?

Response: The question is unclear.

Question 18. Do all disbursements require prior approval from the Condo Association Manager? If not, is there a specific dollar threshold under which payments may be made without prior approval? Are there recurring payments (e.g., utilities, service contracts) that can be pre-authorized?

Response: Yes, disbursement approval will require prior approval from the Condo Association. There is no specific dollar threshold that triggers this requirement. Additionally, there are no pre-authorized approvals in place for recurring payments.

Question 19. On average, how many disbursements are processed per month per association?

Response: 10-15

Question 20. Do you typically experience seasonal fluctuations in the volume of transactions?

Response: Yes

Question 21. Will the firm be responsible for collecting W-9s and issuing 1099s to vendors?

Response: Yes

Question 22. Are disbursements made electronically, or do physical checks also need to be processed?

Response: SHA prefers electronic payments, physical checks can be issued with Condo Association Manager's approval

Question 23. Do you need an accounting firm for this solicitation? A firm that can sign off on financials and do attestation work?

Response: Yes

Question 24. Are there any unique financial or operational characteristics for any/each association?

Response: Yes, it is documented in each association's bylaws and Covenants, Conditions, and Restrictions (CCR).

Question 25. How many hours do you anticipate the Consultant working on this engagement each month?

Response: Please refer to criterion 4 for proposed fee of the requested services.

Question 26. What is the typical volume of escrow-related requests per month?

Response: It is unlikely to engage vendor for escrow services except for informational purposes. Refer to scope of work.

Question 27. Are there any preferred formats or platforms for providing escrow information?

Response: Not applicable.

Question 28. How likely is it that additional condo associations will be added in the next twelve months? Not likely would require an addendum/change order to existing contract. Will Clean-up Required?

Response: It is unlikely to add additional condos in next twelve (12) months. If service is required, it will be added through a change order signed bilaterally.

Question 29. Are there any accounts that are currently in need of clean up or where the balance is not accounted for? If so, please provide a list of accounts and description of the clean-up involved.

Response: No

Question 30. Accounts Payable Question: Do you use a bill pay system and if not, are you willing to transition to one?

Response: Currently process all invoices electronically.

Question 31. Bank Reconciliation: The RFP mentions that the firm would be required to establish and maintain one or more separate checking accounts and reserve accounts. Please confirm this is accurate of whether the accounts are established by SHA and are there any specific challenges or complexities in reconciling your current accounts?

Response: Accounts are already established and there are no challenges/complexities involved.

Question 32. Payroll Question: What is the frequency of payroll processing (e.g., bi-weekly, monthly)?

Response: Not applicable

Question 33. Payroll Question: How many employees do you have? How many are hourly vs salary?

Response: Not applicable

Question 34. Payroll Question: What payroll provider do you use?

Response: Not applicable

Question 35. Are there specific formats or templates you prefer for the monthly financial reports?

Response: We currently receive the reports in MS. Excel.

Question 36. Do you follow GAAP accounting standards?

Response: Yes

Question 37. Are the three condominiums required to be audited?

Response: Yes, an audit can be done upon board's approval.

Question 38 Are accruals, prepaids, fixed asset schedules currently maintained and where?

Response: Yes, the current vendor does maintain through a system powered by Vantaca.

Question 39. Are you current on all state and federal compliance filings?

Response: Yes.

Question 40. To what extent do you require assistance with tax filings? (B&O, PPA, unclaimed property, 1099, federal filings, etc.)

Response: We only require assistance with Federal IRS Tax filing 1099.

Question 41. Our firm works exclusively within Smartsheet for project management and transfer of sensitive data. Is your organization willing to work within these applications?

Response: SHA maybe open to consider.

Question 42. Is the general manager at the condo in charge of paying all bills? If not, can a check register be provided to get a sense of scale?

Response: SHA Condo association coordinator approves invoices daily through an electronic online portal

Question 43. It appears that the collection/depositing of all payments is a service to be provided. Is the method prescribed, or can there be changes to method?

Response: The question is unclear.

Question 44. In D. Evaluation criteria item 4 asks us to state our proposed fees. Is this contract supposed to be a reimbursable type of contract or is it a fixed fee?

Response: Fixed Fee for each association

Question 45. Are there any employees?

Response: This question is unclear, employees to who?

Question 46. How much was the annual contract for the prior vendor?

Response: A public records request will need to be submitted for this information to SHAs Public Records Officer at Colleen.Carlson@seattlehousing.org

Question 47. Why are you making a change from the prior vendor?

Response: The current contract is expiring in December 2025

END OF ADDENDUM #3