

## RFP Addendum # 2

Request for Proposals for  
**Limited Partnerships and Other SHA Entities Audit, Tax Services  
and Related Solutions**  
(Solicitation # 5446)

**Date of Addendum # 2: December 4, 2020**

The Request for Proposals (RFP) for the above named project is amended as noted in this Addendum. This Addendum consists of 3 pages.

Due to the number of questions received and the length of time to put together the responses to those questions (see Item 1 below), this Addendum is getting posted later than anticipated; therefore, SHA is hereby extended the Submittal Date as described in Item 2 below.

**Item 1.** The following is a list of questions received and SHA's responses to those questions.

Question 1. Can you please provide a list of the LIHTC Partnerships that are included in the RFP?

Response: *Please see Attachment A to this Addendum for a list of the Limited Partnerships and the Other Entities included in this RFP. There will be other LP's and/or Entities added as they are created.*

Question 2. Can you please provide us a list of the current entities that are covered by this RFP?

Response: *See Response to Question 1 above.*

Question 3: Can you provide a copy of the 2019 financial statements and tax returns for the Limited Partnerships and entities covered by this RFP?

Response: *There are too many to post, so I am posting a sampling of the Audits on SHA's website at <https://www.seattlehousing.org/do-business-with-us/solicitations> along with this Addendum No. 2. Tax documents will not be posted since they may contain confidential information.*

Question 4: For the existing entities covered by this RFP, is it possible that you will select a different firm to provide audit/tax services for those entities? Or will you stay with the current provider?

Response: *SHA will be evaluating proposals against the criteria shown in the RFP and determine how many of the top ranked firms to select at that time. A determination of which firm or firms that will be assigned the work for the entities will be determined at that time.*

Question 5: Are there any new developments that are covered by this RFP? Do you want the proposal to include fees for carryover and final cost certifications?

Response: *There will be new developments in the future. Since there are none currently in the works, we will wait until they are started to ask for costs for those services.*

Question 6: Does the 10-page limit include resumes for the engagement team?

Response: *No. The resumes don't count in the 10-page limit.*

Question 7: Can you please provide us with a copy of the prior year Audit Reports?

Response: *Please see SHA's Response to Question 3 above.*

Question 8: Does the 10-page requirement noted on page 3 of the RFP include the cover page, addenda attachment, and letter?

Response: *No, none of those are included in the 10-page limit.*

Question 9: How many staff are in your accounting department?

Response: *SHA has 23 staff in the accounting department.*

Question 10: Do you outsource any accounting functions?

Response: *No, SHA does not outsource any accounting functions other than the Audits, Tax Services and other audit related consulting services.*

Question 11: What were the prior year fees for these services?

Response: *The 2019 Audits and Tax Services totaled approximately \$181,000 and other services under these contracts totaled approximately \$40,000.*

Question 12: What do you have budgeted for the current year for these services?

Response: *Estimated at between \$220,000 and \$250,000.*

Question 13: Did you have any negative experiences with your prior auditor that would prevent them from continuing on as the auditor?

Response: *SHA currently has six audit firms under contract. Those contracts are reaching their five-year term. SHA will evaluate firm's responses in their proposals against the evaluation criteria in the RFP. The top scoring firms will be offered contracts.*

Question 14: Do you foresee your previous auditor bidding on this contract?

Response: *I cannot speculate on that.*

Question 15: Is there anything you would like to see improved from the prior year's audit experience?

Response: *Auditors are given dates for submitting documents. That will stay the same.*

Question 16: In the RFP, you asked us to indicate how many of the tax credit limited partnership audits and tax returns we can perform. Will you provide total number of audits and tax returns required?

Response: *SHA has many LP's and LLLP's. Current Auditors perform Audit and Tax Services for anywhere from 1 to 5 different LP's or LLLP's. SHA would like Auditors that can handle more than one Audit and Tax Services at a time.*

**Item 2.** The Deadline for Submitting Proposals is hereby extended from Friday, December 11, 2020 to **Friday, December 18, 2020.**

**END OF RFP ADDENDUM # 2**