

## **Informal Solicitation No. 816981**

### **Condominium, Homeowner Associations & Other SHA Entities Audit & Tax Services**

The Seattle Housing Authority (SHA) as managing partner and/or managing agent for SHA related condominiums, homeowner associations and other entities, requires the services of one or more audit and tax services firms interested in performing the following:

#### **Scope of Work:**

The selected Consultant(s) shall provide annual audits and audited annual (calendar year) financial statements as needed for condominiums, homeowner associations and other entities that the SHA is the managing partner and/or managing agent for under this solicitation. This includes any preliminary audit work and audits of the information provided by SHA to sufficiently produce an audit opinion. The audits must be prepared in conformance with Generally Accepted Auditing Standards.

**Obtaining the Informal Solicitation:** Visit our website at <http://www.seattlehousing.org/business/consulting/requests> to obtain a copy of the Solicitation. Any addenda issued for this Solicitation will be published at the above-referenced website and proposers are responsible for checking the website prior to submission of proposals for any addenda. If you are unable to download the Solicitation or addenda, you may call Don Tucker, Sr. Contract Administrator at (206) 615-3475.

**Questions:** Any questions or requests for further information must be submitted in writing no later than 2:00 p.m. on Monday, May 8, 2017 to the Sr. Contract Administrator noted above by e-mail at [don.tucker@seattlehousing.org](mailto:don.tucker@seattlehousing.org).

**Submission Deadline:** Proposals (one original and four copies) must be received not later than 2:00 p.m. on Tuesday, May 23, 2017. Proposals must be by e-mail to [don.tucker@seattlehousing.org](mailto:don.tucker@seattlehousing.org) prior to the deadline stated above.

**Diversity:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, small businesses and veteran-owned businesses to submit proposals or to participate in a subcontracting capacity on SHA contracts.

**Rights Reserved:** SHA reserves the right to waive as an informality any irregularities in submittals, and/or to reject any and all proposals.

Jena Richmond  
Contracts and Procurement Manager