



District of Columbia Housing Authority

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Adrienne Todman, Executive Director

ADDENDUM

ADDENDUM NO. 1

ISSUED: February 17, 2016

SOLICITATION NO.: POLP 0001-2016
Accounting Services for Parkway Overlook, LP

All respondents shall acknowledge receipt of this addendum in their proposal. Failure to acknowledge receipt of this addendum may be cause for rejection of your proposal. Respondents are informed that the above named solicitation is modified as follows:

The District of Columbia Housing Authority has received questions in response to the mentioned solicitation and is outlined in Attachment A of this addendum.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

END OF ADDENDUM NO. 1

Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____

Title: _____

Attachment "A"

Questions/Responses

- Please list the financial statements that are subject to the solicited audits for years 1, 2, 3, 4 and 5?

The financial statements will vary by year depending on the stage of the development process. There will be additional financial statements as the financing for the project is finalized and funds flow into the project.

- If financial statements are being audited, will Parkway Overlook, LP prepare and provide the financial statements and related disclosures for the audit?

Yes. The Office of Financial Management will prepare and provide all financial statements and related backup.

- Based on your experience with similar engagements, what is your estimate of the total labor hours needed to execute this engagement?

We have estimated about 250 hours per year, for a total of roughly 1,250 over the 5 year period of the contract.

- Please confirm that you don't require the contractor to perform the following services:

The schedule for the provision of services is based upon the services needed at each stage of the development process. The development schedule is subject to change, thus the accounting services required for each year may also be adjusted:

50% test for Year 1

Final cost certification for years 1 and 2

Certification of 95% Good Cost for years 1 and 2

Audit of development costs for years 3, 4 and 5

Completion of Form 8690 for years 3, 4 and 5

Stabilization reporting for years 1, 2 and 3

Debt service coverage reporting and redrafts for years 1 and 2

- Can 28 years of experience in auditing Federal and DC governments; nonprofits and commercial entities substitute for no experience in tax credits? We possess advanced knowledge of tax credits, however.

The proposal will be evaluated based on all relevant experience. We cannot substitute one set of experience for another.

- Section B.1.9 speaks of an agreed-upon procedure report. Will DCHA draw up the list of procedures for the winning bidder to perform?

The procedure will be worked out between the selected respondent, the Owner, and the financing institutions.

- What is the type of auditing services required: financial, compliance, or tax and the auditees (entities) concern?

Different auditing and tax services will be required at various stages of the development project. All of the above will likely be needed.

- Prepare and provide initial Form 8690. Do you mean IRS Form 8610?

It is form 8609.

- Return for limited activity GP entities. Specifically, what are GP entities? Are there entities other than Parkway Overlook?

Parkway Overlook LP is a limited partnership. One of the partners is Parkway Overlook GP LLC, which is a disregarded entity and no financials or returns

- Can you elaborate on what you mean by HCVP home ownership assistance programs?

The Housing Choice Voucher Program (HCVP) assist vouchers holders with the purchase of affordable housing.

- What was the contract price in prior years? If this is a first time contract, what was the winning price of a comparable contract that DCHA entered into?

Information regarding the pricing of prior solicitations/contracts must be obtained through the District of Columbia's Housing Authority's Office of General Counsel in accordance with the "Freedom of Information Act".

- Do you really require bidders to attach a copy of their financial statement? We don't expect many potential bidders being comfortable with dispensing that information.

This is a requirement of this solicitation. The proposal may be marked "Confidential" as noted under Section C.13.

- On page 23, the total maximum points on the Technical and Cost aspects adds up to 120 as opposed to 130 claimed by the solicitation.

The correct total points for Technical and Cost factors for which respondent will be scored is 120 instead of 130.

- What is DCHA's experience with winning bidders on the evaluation criteria outlined in Section 3 "Experience and Plan?"

The options in this category can vary according to what's feasible to the awardee.