

BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES
1001 Orchard Street, Boise, ID 83705
INDEPENDENT AUDIT SERVICES – REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL

The BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES are requesting proposals for auditing the financial statements for BOISE CITY HOUSING AUTHORITY, including six (6) blended component units, and ADA COUNTY HOUSING AUTHORITY. Please submit your proposal to the office listed below on or before 5:00 pm May 29, 2026.

PROPOSALS SHALL CONSIST OF: Auditing services for Boise HA and Ada County HA
GASB 87 Lease Calculations
GASB 97 Pension calculations and presentation
Tax Return Preparation
Agreed-Upon Procedures in REAC

Qualified firms are invited to submit a proposal in the format outlined in the Request for Proposals. Any proposal may be withdrawn prior to the above schedule time (or authorized postponement) for the opening of the proposals.

The envelope in which the proposal is received must be specifically marked:

PROPOSAL BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES

And delivered to: BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES
1001 S. Orchard Street
Boise, Idaho 83705

ALL PROPOSALS MUST BE SIGNED BY A PERSON AUTHORIZED TO EXECUTE A PERSONAL SERVICES AGREEMENT.

THE BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES RESERVE THE RIGHT TO REJECT ANY AND ALL PROPOSALS, TO WAIVE ANY IRREGULARITIES IN THE PROPOSALS RECEIVED, AND TO ACCEPT THE PROPOSAL DEEMED MOST ADVANTAGEOUS TO THE BEST INTEREST OF THE BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES.

BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES

REQUEST FOR PROPOSALS

I. INTRODUCTION

A. GENERAL INFORMATION

The BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES are requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years October 1, 2025 through September 30, 2026 and October 1, 2026 through September 30, 2027. These audits shall be performed in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2, US Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES were last audited at and for the year ended September 30, 2025. Programs that require auditing September 30, 2026 and 2027 include the following:

BOISE CITY

Low Rent Public Housing
Capital Fund
Section 8 Vouchers (major program)
Shoreline Administrative Fee
Business Activities
Veterans Affairs Supportive Housing Program Vouchers
Allumbaugh House – Detoxification and Mental Health Crisis Treatment Center (CDBG Grant)
FSS Forfeitures
Affordable Housing Solutions, Inc. (blended component unit)
ROSS Service Coordinator Program
ROSS Family Self Sufficiency
Shoreline Plaza, Inc. (blended component unit)
North Liberty, LLC (blended component unit)
Nez Perce, LLC (blended component unit)
Shoreline North, LLC (blended component unit)
Vine Street, LLC (blended component unit)

ADA COUNTY

Low Rent Public Housing
Capital Fund
Section 8 Vouchers (major program)
ROSS Family Self Sufficiency
Continuum of Care
Business Activities
U.S. Department of Justice - Office of Violence Against Women
FSS Forfeitures

SHORELINE PLAZA, INC.

223(f) HUD Loan (major program)
HUD Subsidy Program – Section 8 New Construction
Multi-family Service Coordinator Program

SHORELINE NORTH, LLC

223(f) HUD Loan (major program)

NORTH LIBERTY, LLC

223(f) HUD Loan (major program)

NEZ PERCE, LLC

223(f) HUD Loan (major program)

VINE STREET, LLC

223(f) HUD Loan (major program)

We appreciate your interest in our project and realize that the development of proposals is a costly, time-consuming effort. Please be assured your proposal will be given every consideration.

There is no expressed or implied obligation for the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

During the evaluation process, the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES reserves the right, where it may serve the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES' best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES are requesting a lump sum bid for the two subject years with a breakdown for each year by entity. The BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES reserve the right to:

- 1.) utilize the second-year price as a deductible alternative and;
- 2.) award the bid as a one-year bid.

BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES and the firm selected.

B. SUBCONTRACTING

Firms submitting proposals are encouraged to consider subcontracting portions of the engagement to small audit firms or audit firms owned and controlled by socially and economically disadvantaged individuals. If this is to be done, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the proposal. Following the award of the audit contract, no additional subcontracting will be allowed without the express prior written consent of the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES.

C. RELATED INFORMATION AND REQUIREMENTS

- 1.) The selected proposer(s) will be expected to execute a professional services agreement.
- 2.) Insurance requirements
 - 1. The successful firm will be required to provide evidence of General (Public) Liability Insurance issued on behalf of the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES, and Professional Liability Insurance in the form of a certificate of insurance for the following minimum limits and coverage:

Comprehensive General Liability Insurance \$1,000,000
Professional Liability Insurance \$1,000,000

2. The contract will also require that the Consultant provide Worker's Compensation Insurance for all employees engaged in this project.
- D. Questions relating to the scope of the work contemplated and submittal requirements in this Request for Proposal are to be directed in writing via e-mail to Jillian Patterson, Deputy Director at jpatterson@bcacha.org.
- E. BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES will provide all clarifications or other modifications in writing. The deadline for any requests for clarification must be submitted to BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES Attn: Jillian Patterson, Deputy Executive Director, four (4) working days prior to the proposal deadline. Verbal clarifications will not be binding on the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES or the Proposer. All modifications to the requirements of the RFP will be communicated to all registered proposers by addenda.
- F. Proposals will be accepted until 5:00 p.m., local time, on May 29, 2026. Proposals may be submitted in hard copy via U.S. mail or electronically via email. Whether submitted by mail or email, proposals are DUE and must be delivered by 5:00 p.m., local time, on May 29, 2026.
1. Proposals submitted in hard copy must include five (5) copies of your proposal in a sealed envelope clearly labeled Independent Audit Proposal and be addressed to: BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES, 1001 S. Orchard Street, Boise, ID 83705.
 2. Proposals submitted electronically should be sent to jpatterson@bcacha.org with the subject line of Independent Audit Proposal Submission.
- G. Proposals received in compliance with this Request for Proposal will be publicly opened and the names of the participating proposers read aloud on May 29, 2026, at or about 10:30 a.m., local time, in the front lobby of BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES, 1001 S. Orchard Street, Boise, ID 83705.

II. DESCRIPTION OF THE HOUSING AUTHORITIES

- A. The auditor's principal contact with the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES will be Jillian Patterson or a designated representative, who will coordinate the assistance to be provided by the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES to the auditor.

B. Background Information

The BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES year begins on October 1 and ends on September 30.

The BOISE CITY HOUSING AUTHORITY AND ADA COUNTY HOUSING AUTHORITIES are two separate government entities that assist eligible families and individuals to address their housing needs by providing a variety of housing programs. The Housing Authorities assists eligible families with monthly rental payments under rental assistance programs offered by the Department of Housing and Urban Development (HUD). BOISE CITY HOUSING AUTHORITY also has six blended component units – Shoreline Plaza Inc. which is an independent non-profit agency (501(c)4); Affordable Housing Solutions Inc. which is an independent non-profit agency (501(c)3); North Liberty LLC, Nez Perce LLC, Shoreline North LLC and Vine Street LLC, which are all single member LLCs under Boise City Housing Authority.

The BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES are organized into three divisions. The accounting and financial reporting functions of the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES are centralized.

C. Budget Basis of Accounting

The BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES prepares its budgets on a basis consistent with generally accepted accounting principles.

D. Federal Financial Assistance

The BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES received funding for Section 8 Vouchers, Low Rent Operating Fund Subsidy, Capital Fund Program, Continuum of Care, Multi-family Service Coordinator Program, ROSS Service Coordinator Program, pass thru funds for CDBG, and subsidy from Idaho Housing and Finance Association for Shoreline Plaza, a Section 8 new construction project.

E. HUD 223(f) Loans

Shoreline Plaza Inc., Shoreline North LLC, North Liberty LLC, Nez Perce LLC and Vine Terrace LLC have 223(f) HUD loans and are required to have separate and combined financial statements and HUD submissions.

F. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters may view these on-line at <http://www.bcacha.org/> or may contact John Murphy, Nan McKay and Associates, Interim Finance Director at (832) 671-2876 or via email at Jmurphy@nanmckay.com.

III. SPECIAL CONSIDERATION

- A. The schedule of federal financial assistance and related auditor's report, as well as the reports on internal controls and compliance are to be issued as part of the comprehensive annual finance report.
- B. BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES are each required to submit their financial information electronically to HUD. This filing will be entered by the housing authority, but requires special review procedures and attestations by the auditor. The auditor should be familiar with the requirements for such filings and include the costs of meeting those requirements in the fee proposal.
- C. AFFORDABLE HOUSING SOLUTIONS INC. (a blended component unit of the Boise City Housing Authority) was established to develop and construct an affordable housing complex in Boise. Contemplated funding sources included low-income housing tax credits, HOME and CDBG funding. Experience with LIHTC should be clearly stated, as well as pricing. Currently there is no activity, and it does not have a separately issued financial statement or audit.
- D. Shoreline Plaza Inc., North Liberty LLC, Nez Perce LLC, Shoreline North LLC and Vine Street LLC all hold HUD 223f loans which have strict deadlines for HUD submission and issuance of audited financial statements. The HUD submissions will be entered by the Finance Director or a 3rd party, but require special review procedures and attestations by the auditor. The auditor should be familiar with the requirements for such filings and include the costs of meeting those requirements in the fee proposal. These will be due no later December 31 of each year.
- E. Boise City Housing Authority has a lease for software and will need calculation for GASB 96 (SBITA) and also cell tower leases for GASB 87.
- F. Billings must be submitted to BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES with a breakdown by each Authority, Shoreline Plaza, Inc. and for the LLCs.
- G. Working Papers Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES

Parties designated by the federal or state governments or by the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES as part of an audit quality review process.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

IV. NATURE OF SERVICES REQUIRED

A. General

The BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES are soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending September 30, 2026 and 2027 with the option to renew annually upon mutual consent by both parties. Up to two renewals shall be allowed. These audits are to be performed in accordance with the provisions contained in this request for proposals and perform related work as identified below. In addition, the firm selected will be required to present a draft of the audited financial statements to the Board of Commissioners at a regularly scheduled meeting.

To meet the requirements of this request for proposal, the audits shall be performed in accordance with generally accepted auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2, *US Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The BOISE CITY HOUSING AUTHORITY, ADA COUNTY HOUSING AUTHORITY, and SHORELINE PLAZA INC. each desire the auditor to express an opinion on the fair presentation of its financial statements in conformity with generally accepted accounting principles, GAS, and the Uniform Guidance.

The reporting package should include:

- Auditors' report(s) expressing an opinion on the financial statements and the supplementary schedule of expenditures of federal awards
- Auditors' report on compliance and on internal control over financial reporting based on an audit of the financial statements
- Auditors' report expressing an opinion on compliance with requirements applicable to each major program and report on internal control over compliance
- Auditor-submitted Schedule of Findings and Questioned Costs
- Client schedule of expenditures of federal awards
- A single copy of the data collection form prepared by both the client and the auditor
- Auditors' report on the electronic financial statement submission of each Authority to HUD's Financial Assessment Sub-System

1. The SHORELINE NORTH LLC, NORTH LIBERTY LLC, NEZ PERCE LLC, and VINE STREET LLC, each desire the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with HUD Audit Guide.

The reporting package should include:

- Auditors' report(s) expressing an opinion on the financial statements
- Auditors' report on compliance and on internal control over financial reporting based on an audit of the financial statements
- Auditors' report expressing an opinion on compliance with requirements applicable to each major program and report on internal control over compliance
- Auditor-submitted Schedule of Findings and Questioned Costs

- Client schedule of prior audit findings
- Client corrective action plan for current year findings
- Auditors' report on the electronic financial statement submission of each Authority to HUD's Multifamily Financial Assessment Sub-System

The auditor is required to audit the financial statements and supporting schedules. In addition, the auditor is to provide an in-relation-to report on the combining financial statements and supporting schedules based on the auditing procedures applied during the audit of the financial statements.

The auditor is also required to audit the schedule of federal financial assistance. And the auditor is to provide an in-relation-to report on that schedule based on the auditing procedures applied during the audit of the financial statements.

2. Additional internal control analysis, recommendations and other related miscellaneous services

3. Tax consultation:
The BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES occasionally require assistance with various tax issues. These issues are usually related to payroll and fringe benefits, including deferred compensation, but this request is not limited to this area.

Tax form 990 will need to be filed for Shoreline Plaza Inc. and Affordable Housing Solutions Inc.

4. Assistance with the reporting requirements of GASB 68.

V. PROJECT TIMETABLE:

Schedule for the 2026 Fiscal Year Audit (a similar time schedule will be developed for audits of future fiscal years if the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES exercises its option for additional audits) due August 20, 2026.

The auditor should complete each of the following no later than the dates indicated.

1. Detailed Audit Plan

The auditor shall provide BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES both a detailed audit plan and a list of all schedules and formats to be prepared by the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES.

2. Preliminary Work

The auditor shall complete preliminary work in October, 2026.

Fieldwork

The auditor shall complete all fieldwork for Shoreline Plaza Inc., North Liberty LLC, Nez Perce LLC, Shoreline North LLC and Vine Street LLC by December 15, 2026.

The auditor shall complete all fieldwork for Boise City and Ada County Housing Authorities by ~~December 22, 2026~~ March 15, 2027 and present to the Board on April 14, 2027.

3. Reports and Management Letter

The audit firm shall prepare and send the financial statements and audit reports for Shoreline Plaza Inc., North Liberty LLC, Nez Perce LLC, Shoreline North LLC and Vine Street LLC to the Housing Authorities prior to December 15, 2026. Presentation to the Board of Commissioners will be required.

The audit firm shall prepare and send the financial statements and audit reports for Boise City and Ada County Housing Authorities to the Housing Authorities prior to March 15, 2027, ~~contingent upon approval of the REAC unaudited submissions.~~ Presentation to the Board of Commissioners will be required.

4. The audit firm shall prepare Tax form 990 for Shoreline Plaza Inc. and Affordable Housing Solutions Inc. prior to February 15, 2027 and then again by February 15, 2028 unless the Housing Authority requests an extension.

5. The audit firm shall complete the approval of Multifamily Housing (FASSUB) HUD submission for Shoreline Plaza Inc., Shoreline North LLC, North Liberty LLC, Nez Perce LLC and Vine Street LLC by December 31, 2026.

6. The audit firm shall complete the approval of PHA (FASPHA) HUD submission for Ada County Housing Authority and Boise City Housing Authority by ~~January~~ March 31, 2027.
7. The audit firm shall provide the audit engagement letter prior to any work being performed. This letter will be a formal contract between the auditor and the Authorities.

FORMAT OF PROPOSALS

The purpose of the Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES, in conformity with the requirements of this request for proposal. As such, the substance of proposals will carry more weight than their form or manner of presentation. Emphasis should be placed on the specific qualifications of the firm and individuals who will actually perform the project. It should also specify an audit approach that will meet the request for proposals requirement.

The proposers should address all the points outlined in the request for proposal. Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal.

While additional data may be presented, the following subjects, items No. 1 through 10 must be included, and with the following headings to assist evaluation. They represent the criteria against which the proposal will be evaluated.

1. Independence:

The firm should provide an affirmative statement that it is independent of the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES, as defined by generally accepted auditing standards in the United States. The firm should also list and describe the firm's (or proposed subcontractor's) professional relationships involving the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit. In addition, the firm shall give the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES written notice of any professional relationships entered into during the period of this agreement.

2. License to Practice in Idaho:

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Idaho.

3. Firm Qualifications and Experience:

The proposer should state the size of the firm, size of the firm's governmental audit staff, previous housing authority experience, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether the quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

4. Partner, Supervisory, Staff Qualifications and Experience:

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Idaho. Provide information on housing authority and government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience, and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of the staff over the term of the agreement will be assured.

The proposer should identify the extent to which staff to be assigned to the audit reflects the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES' commitment to Affirmative Action.

Other audit personnel may be changed after notification and discussion at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

5. Similar Engagements with Housing Authorities and Other Governmental Entities:

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum – 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

6. Specific Audit Approach:

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section IV of this request for proposal. In developing the work plan, reference should be made to such sources of information as BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES' budget and related materials, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagements
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample size and the extent to which statistical sampling is to be used in the engagement
- d. Type and extent of analytical procedures to be used in the engagement
- e. Approach to be taken to gain and document an understanding of the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES' internal control structure
- f. Approach to be taken in determining laws and regulations that will be subject to audit test work
- g. Approach to be taken in drawing audit samples for purposes of tests of compliance

- h. Anticipated audit fieldwork schedule to meet the required deadlines and the impact on staff.

7. Identification of Anticipated Audit Problems:

The proposal should identify and describe any anticipated potential audit problems, the firm’s approach to resolving these problems, and any special assistance that will be requested from the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES.

8. Costs:

Costs for services should be listed and allocated by program listed in the introduction section. LIHTC costs should be listed separately as this funding is not yet secured. Costs should show at the minimum:

- Boise City Housing Authority - audit, single audit, calculation for GASB 87 and 96, and agreed-upon procedures for REAC
- Ada County Housing Authority - audit, single audit and agreed-upon procedures for REAC
- Affordable Housing Solutions Inc. - LIHTC cost certifications, audit, and preparation of form 990
- Shoreline Plaza Inc. – audit, single audit, agreed-upon procedures for REAC and preparation of form 990
- Shoreline North LLC – audit and agreed-upon procedures for REAC
- North Liberty LLC – audit and agreed-upon procedures for REAC
- Nez Perce LLC – audit and agreed-upon procedures for REAC
- Vine Street LLC – audit and agreed-upon procedures for REAC
- Travel costs

9. Peer Review Report

The audit firm shall provide a copy of the audit organization’s peer review report.

10. Signature Page:

The signature page must be complete and included.

SELECTION PROCESS

The evaluation and selection process are intended to identify the proposer best qualified to conduct the audit. Selection will be based on an evaluation of the proposer’s ability to meet the established criteria as set forth in the RFP.

The criteria listed below will be used to evaluate proposals for the purpose of ranking them in relative position based on how fully each proposal meets the requirements of this RFP. It is the intent of the BOISE CITY AND ADA COUNTY HOUSING AUTHORITIES to award this project on or before June 11, 2026.

Evaluation Criteria	Points
Mandatory requirements (VI #1-3)	Pass or Fail
Partner, supervisory, staff qualification, experience and commitment to professional training	100 points
Depth of firm’s experience in auditing Housing Authorities or other government entities	75 points
Depth of firm’s experience in auditing Low Income Housing Tax Credits	25 points
Staffing of audit and meeting timelines	50 points
Quality of audit approach	150 points
Cost	100 points
Total Maximum Possible Points	500 points

SIGNATURE PAGE

Company Name (printed)

Federal Tax I.D. Number

Proposer Name (printed)

Title

Proposer Signature

Address

Proposer Telephone Number

City, State, Zip