



REQUEST FOR PROPOSALS (RFP 18-8)

Tax Credit Accounting and Financial Audit Services

Housing Authority of the City of Texarkana, Texas (HATT)

12 July 2018

The Housing Authority of the City of Texarkana Texas (HATT) hereby solicits proposals from accounting firms to provide tax credit accounting and financial audit services for five (5) affordable housing developments. This **RFP** contains submission requirements, scope of service, period of services, terms and conditions and other pertinent information for submitting a proper and responsive submittal. **RFP #18-8** will be posted on **July 12, 2018** and can be downloaded from HATT's website www.texarkanaha.org.

Prospective **Offerors** desiring any explanation or interpretation of this solicitation must make the request in writing no later than **July 17, 2018**. The request **must be emailed** to Tarisha Duson tduson@texarkanaha.org. Any information given to a prospective Offeror about this solicitation will be furnished to all other prospective **Offerors** as a written amendment to the solicitation. All amendment(s) to this solicitation, if issued, will be posted on HATT's website www.texarkanaha.org. All **Offerors** are encouraged to check the HATT website for amendment(s) issuance.

The proposal(s) must be enclosed in a sealed envelope and labeled as follows: **Tax Credit Accounting and Financial Audit Services-Request For Proposals. RFP #18-8, Due Date and Time: July 23, 2018, 2:00 P.M. (CST), Name of Offeror.**

The **RFP** submission must be addressed to **Ms. Tarisha Duson, Director of Administrative Services, Housing Authority of the City of Texarkana, Texas, 1611 N. Robison Rd, Texarkana, TX 75501**. **RFP** submissions may also be emailed as a PDF attachment to tduson@texarkanaha.org.

Submittals must reach HATT no later than **2:00 P.M. (CST)** on **July 23, 2018**. Late submissions will be handled in accordance with the provisions in Form HUD-5369-B title "Late Submissions, Modifications, and Withdrawal of Offers." Submittals will be held in confidence and will not be released in any manner until after the contract award.

Submittals will be evaluated on the criteria stated in the **RFP**. Negotiations may be conducted with **Offerors** who have a reasonable chance of being selected. After evaluation of the proposals, if any, the contract will be awarded to the responsible **Offeror(s)** whose qualifications, price and other factors considered are the most advantageous to HATT.

HATT reserves the right to reject any and all submittals.