

RFP 05-2026
Request for Proposal - Audit & Tax services

Boulder Housing Partners, identified hereafter as BHP, is requesting bid proposals from companies to provide the following services for multi-family housing sites:

- **Audit and Tax Services**

GENERAL

Boulder Housing Partners (BHP) is seeking qualified accounting firms to provide comprehensive audit, tax, and related financial compliance services for BHP and its affiliated Low Income Housing Tax Credit (LIHTC) partnerships. The selected firm(s) will support BHP's annual financial and federal awards audits, LIHTC partnership audits and tax returns, HUD/REAC requirements, development cost certifications, tax credit allocation assistance, and other related tax and financial reporting services. BHP may award the overall scope to one firm or separately award the BHP audit and LIHTC partnership services.

The bid packet will be listed as Request for Proposal, **RFP 05-2026 Audit & Tax Services** and will be available for downloading from our website, <https://boulderhousing.org/bidsrfps> beginning Friday, September 4th, 2026.

Submittals are due via email only on or before September 28th, 2026, by 5:00pm. Please submit all proposals or questions to procurement@boulderhousing.org. The subject line for proposal submittals must read "**RFP 05-2026, Company Name**". Unless approved by BHP, any proposals received after the due date and time will not be accepted. No mailed, hand-delivered, or faxed submissions will be accepted.

SUMMARY OF RFP DATES:

- **September 4th, 2026:** RFP Package Available online
- **September 28th, 2026:** RFP Proposal Submission Deadline, 5:00 pm
- **October 12th, 2026, or sooner:** Award of Contract and Notification

BACKGROUND AND SERVICES REQUESTED

1. About Boulder Housing Partners

Boulder Housing Partners (BHP) is the largest provider of affordable housing for lower-income households in the City of Boulder. Our mission is to “provide quality, affordable housing, inspire vibrant communities, and create the opportunity for change in people’s lives.” BHP was formed by the City Council of the City of Boulder in 1966 under the provisions of state law to address the need for decent, safe, and sanitary housing in Boulder.

As of December 31, 2025, BHP or its affiliates serve as the general partner in 16 Low Income Housing Tax Credit (LIHTC) partnerships comprising 1,551 units in operational status: 30Pearl LLLP, Boulder Communities LLLP, Canopy at ROP LLLP, Ciclo LLLP, Golden West IL LLLP, Hawthorn Court LLLP, High Mar Community LLLP, Lee Hill Community LLLP, Madison Woods Communities LLLP, Mount Calvary LLLP, Palo Park Community LLLP, Rally Flats LLLP, Red Oak Park LLLP, Tantra Lake Apartments LLLP, Westview Community LLLP, and West End Communities LLLP. West End Communities, LLLP has a project-based HUD contract. **Note:** Please refer to the attachment Exhibit A (LITHC).

In addition to the LIHTC portfolio, BHP directly owns 549 units across 19 properties that are permanently affordable under covenants with the City of Boulder, and 140 market-rate units across four properties (Bridgewalk, Foothills Community, Twenty37 Walnut, and Trout Farms) that help subsidize organizational overhead; a subset of the market-rate units at Bridgewalk and Foothills are already included in the permanently affordable count. BHP currently owns and manages no public housing units, having disposed of its remaining 14 public housing units during 2025.

BHP was originally one of the 39 initial Moving-to-Work (MTW) agencies (HUD contract extended in May 2016 through 2028) and, as of December 31, 2025, administered funding for 959 MTW Housing Choice/Rental Assistance Demonstration (RAD) vouchers, plus 181 Non-Elderly Disabled vouchers, 188 Mainstream vouchers, and 22 Emergency Housing Vouchers (approximately 1,350 vouchers in total). In 2026, BHP moved to MTW Expansion agency status (designated under the 2016 MTW Expansion Statute rather than the original 39-agency cohort). These properties and programs provide a continuum of housing choices to a large cross-section of families. Boulder Housing Partners leases dwelling units to elderly, minority, single-parent, and physically disabled households, among others.

A nine-member Board of Commissioners, appointed by the Mayor (one of whom is a current City Council member), provides direction for the organization. Day-to-day operations are supervised by the Executive Director. BHP has approximately 130 staff as of 2026.

Boulder Housing Partners performs many functions including property management, development of new properties, acquisition of new units, resident services, administrative functions, and maintenance services. A single property management staff manages the BHP-owned and LIHTC portfolios. Currently, none of BHP's property management is contracted privately.

2. Scope of Work

The audit engagement(s) must be conducted in accordance with Generally Accepted Auditing Standards (GAAS), Government Auditing Standards issued by the Comptroller General of the United States (the "Yellow Book," where applicable), applicable Governmental Accounting Standards Board (GASB) pronouncements (including but not limited to GASB 68 and 75 for pension and OPEB reporting, and other GASB statements effective for the periods under audit), and the audit requirements of 2 CFR Part 200, Subpart F ("Uniform Guidance," which superseded OMB Circulars A-128 and A-133). BHP is a Moving-to-Work ("MTW") agency and, as of 2026, moved from the original 39-agency MTW cohort to MTW Expansion agency status (per the 2016 MTW Expansion Statute); the audit scope must accommodate MTW-related reporting and the audit compliance supplements HUD has developed specifically for the MTW demonstration, including the Same Total Sample (STS) Requirement methodology applicable to MTW Expansion agencies.

The scope of work also includes the audit of the 16 Low Income Housing Tax Credit ("LIHTC") partnerships identified in Section 1 above (subject to tax credit exits in 2026 and beyond), each treated as a discrete component unit of the Housing Authority.

Interested parties may submit proposals for an overall BHP audit that includes the tax credit partnership work, or for only the BHP audit, or only the tax credit partnership work (including related development cost certifications and IRS Form 8609 assistance).

2.1 Pricing

Proposers should submit pricing for each component of the scope of work separately, with a base-year fee and four option-year fees, reflecting average annual price increases (base year plus four (4) option years).

- Please submit pricing for each component separately, with a base-year fee and four option-year fees and provide average price increases per year.

2.2 Detailed Scope of Services

a. Annual Audit and Tax Return Preparation for LIHTC Partnerships

BHP is the General Partner and manages the LIHTC partnerships identified in Section 1 (16 as of the FY2025 audit) for the year ending 12/31/2026. **Note:** Please refer to the attachment Exhibit A (LIHTC).

Timing of work to be performed:

- Audit:
 - Work to begin second week of January 2027
 - Draft audit reports to investors by beginning of February 2027
 - Final audits to investors for approval by mid-March 2027
- Tax Return:
 - Completed by March 15, 2027, unless an extension is necessary

b. LIHTC Partnership REAC / HUD Multi-Family Attestation

For West End Communities, LLLP, which holds a project-based HUD contract, attest to the HUD Multi-Family REAC submission, including: Balance Sheet, Revenue and Expense and Cash Flow, Computation of Surplus Cash Distributions, and Opinion on Financial Statement and Compliance.

Timing of Services: Meet HUD/REAC filing deadline (typically March 31 following year-end)

c. Audit Cost Certificates on Development Projects

Assist in drafting the Cost Certificate and final Cost Certificate for designated development projects.

Timing of Services: Per designated development project.

d. CHFA Final Application for Allocation of Tax Credit

Review and assist in completing IRS Form 8609 for the final application for allocation of tax credit through the Colorado Housing and Finance Authority (CHFA).

Timing of Services: Dependent on current development projects.

Note: Historically, BHP has had approximately one new construction project and one acquisition/rehabilitation project per year requiring this service; frequency should be confirmed with BHP prior to finalizing scope.

e. LLC Federal & State Corporate Tax Returns

BHP anticipates that federal and state corporate tax returns will be required for a small number of LLC entities affiliated with the LIHTC portfolio. This includes both (i) LLC entities associated with active LIHTC partnerships, currently estimated at two to four entities (e.g., Red Oak Park LLC and WestView LLC, with BHP Ventures I LLC and a partial-year return for Broadway West LLLP possibly also required), and (ii) LLC entities associated with former LIHTC properties that have exited the tax credit compliance period but continue to require corporate/LLC-level filings. The final list of entities requiring returns — including both active and post-exit entities — will be confirmed by BHP prior to contract execution and communicated to the awarded firm(s).

Because the specific entities, their status (active vs. exited), and return complexity may shift between proposal submission and engagement start, proposers should submit pricing per entity/per return (rather than a single all-inclusive fee), along with a description of how pricing would change based on entity type (e.g., single-member LLC vs. partnership, active vs. post-exit/wind-down, full-year vs. partial-year). A sample return for a comparable entity (Westview Ventures) is available as an additional attachment to assist proposers in scoping return complexity.

Timing of Services: Filing due date March 15, 2027.

f. BHP: Annual Audit of Basic Financial Statements and Federal Awards

Annual audit of Boulder Housing Partners' basic financial statements and federal awards for the year ended December 31, 2026, including drafting of financial statements, Schedule of Expenditures of Federal Awards (SEFA), Data Collection Form (DCF) supplementary information, and assistance with related notes to the annual audit report, such as PERA Pension and OPEB year-end adjustments per GASB 68 and 75, and any other GASB statements effective for the period under audit (e.g., GASB 87 – Leases, GASB 96 – Subscription-Based IT Arrangements, or successor pronouncements then in effect).

Note: This award will be for the calendar year ended 12/31/2026 and will begin at the end of 2026.

3. Contract Term / Period of Performance

Boulder Housing Partners will award this contract based on a base year and four (4) option-year terms. BHP reserves the right to award the BHP audit and the tax credit partnership work separately. The winning proposal will relate to the specified annual scope.

4. Attachments

1. Exhibit A (LITHC)

2. Westview Ventures Tax Return (Sample)
3. Insurance Requirements (Only GL is required)
4. 75764 - Boulder Housing Partners - 1225 - Single Audit – Final
5. 75764 Boulder Housing Partners 1225 AU 260 – Final
6. 75764 Boulder Housing Partners 1225 AUD - Final FS
7. 75764 Boulder Housing Partners 1225 AUP – Final
8. Boulder Housing Partners-1225-AUD - Mgmt Rep Letter - Audit

Thank you for reading our solicitation. We hope you consider submitting a proposal.

SUBMITTAL REQUIREMENTS AND FORMAT

Submittals must include a submittal letter and supporting data, including the following list of items. Submittals are prepared at the firm's expense and upon submission become the property of BHP and therefore become a matter of public record once the successful firm has been chosen and the contract awarded.

TO BE INCLUDED IN THE SUBMISSION OF THIS ORDER:

1. Cover Letter of no more than one page summarizing the firm's qualifications and why the firm is well suited to provide the services requested to BHP.
2. Firm Information – Company name, address, phone number, email address, primary contact, applicable licenses or qualifications and areas of specialization relevant to the services proposed.
3. Services Proposed - Clearly identify the services for which the firm is submitting a proposal, including whether the proposal is for:
 - the overall BHP audit and tax credit partnership work;
 - the BHP audit only; or
 - the tax credit partnership work only.
4. Pricing for each proposed service component. Pricing must include a base-year fee and four option-year fees and identify the applicable annual price increases.
5. Insurance Company Name, address, phone, fax, and email.
6. Relevant Experience - Describe the firm's experience performing work comparable to the services proposed, including, as applicable, LIHTC partnership audits and tax returns, federal awards audits, HUD/REAC requirements, GASB reporting, development cost certifications, and IRS Form 8609 assistance. Include a list and description of relevant projects completed within the past three years and identify work performed for BHP, the City of Boulder, or similar governmental or housing organizations.
7. Organizational chart or description of principals and individuals responsible for work.
8. Two references for whom the firm has performed related work for in the last three years.
9. Please include whether your firm is certified as a Minority-Owned Business Enterprise (MBE), Woman-Owned Business Enterprise, or a Section 3 Business Enterprise.
10. If you are a PERA retiree, please include this in your proposal.
11. Sample Contract. If your firm needs additional language or addendums to the contract as provided in this RFP, please provide with proposal.

SELECTION CRITERIA

BHP will use the following selection criteria to select the top firms for each service contract identified. The selection criteria are based on a 100-point evaluation:

Criteria	Points on 100 point Basis
Pricing	40 points
Ability and Experience in performing the required service	30 points
References	20 points
Complete Proposal and Ability to sign BHP contract	10 points

Boulder Housing Partners does business in accordance with the Federal Fair Housing Law (the Fair Housing Amendments Act of 1988). BHP shall not discriminate against or in favor of any bidder on the basis of race, religion, sex or sexual preference, age, national origin, disability or political affiliation.

BHP RESERVATION OF RIGHTS:

1. BHP reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by BHP to be in its best interests.
2. BHP reserves the right not to award a contract pursuant to this RFP.
3. BHP reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful bidder.
4. BHP reserves the right to inspect work at any time during the ongoing work.
5. BHP reserves the right to determine the days, hours and locations that the successful bidder shall provide the services called for in this RFP.
6. BHP reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals.
7. BHP reserves the right to negotiate the fees proposed by the bidder.
8. BHP reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.
9. BHP shall have no obligation to compensate any bidder for any costs incurred in responding to this RFP.
10. BHP shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a bidder or reject any proposal submitted that does not conform to any of the requirements detailed herein.