

**ADDENDUM #1**

Request for Proposals  
Audit and Tax Preparation Assistance  
Solicitation No. TP23-5001

Originally Issued October 31, 2023

**Addendum 1 – Issued November 8, 2023**

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

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**CHANGES:**

**RFP Document Introduction Section is amended as follows.**

**INTRODUCTION**

Touchstone Property Services, Inc. (TPS) hereby solicits and requests proposals from qualified contractors to provide ~~Preventative Maintenance Plan preparation~~ **Audit and Tax Preparation Assistance**. This request is not an offer to buy and should not be assumed as such. The award will be made to the most responsive, responsible contractor(s) who submits the most technically acceptable proposal and meets the overall criteria.

**QUESTIONS:**

1. Will CMHA select one CPA for all the work covered in the RFP?  
**TPS intends to use 4 or 5 IPAs to accomplish these Audit, Tax and Cost Certification Services with each IPA having 3 to 5 properties. (See Attachment A Scope of Work section 6.1.) If your IPA has the capacity to accomplish the entire scope of work within the stated deadlines, you may indicate this in your proposal for consideration of a single award.**

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2. I have noticed the RFP for No. TP23-5001 states that it is a request for Audit and Tax Preparation Assistance, however, the first sentence of the Introduction of this RFP states that it is to provide Preventative Maintenance Plan preparation. Would you be able to clarify what is being requested?

Please see changes section above.

\*\*\*END OF ADDENDUM TO DATE 11/8/2023\*\*\*

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