

**Request for Proposals
("RFP"):**

Date: September 22, 2026

**Pre-Qualified Rent Revenue
Audit Services Panel RFP**

RE: Addendum # 1
of 2
Pages:

BPCA's RESPONSES TO SUBSTANTIVE QUESTIONS:

Below are the responses to substantive questions received by the Battery Park City Authority ("BPCA") by September 15, 2026, in connection with this RFP. Responses are provided in bold, italicized text immediately following each question. All capitalized terms have the meanings assigned to them in the RFP.

The deadline for proposal submissions remains unchanged.

Please ensure that all submissions include acknowledgment of this addendum.

By signing the line below, I am acknowledging that all pages of this Addendum #1 have been received, reviewed and understood, and will be incorporated into the Proposal submitted. This document must be attached to the Proposal for consideration.

Print Name

Signature

Date

Number of pages received: _____ <fill in>

Distributed to: All prospective Proposers

The following is a list of responses to initial questions submitted by prospective respondents to the RFP for Pre-Qualified Rent Revenue Audit Services Panel.

Question 1: Specifically, does BPCA permit the use of offshore personnel in the performance of audit services under this engagement? If permitted, are there any restrictions regarding:

- The nature of work that may be performed offshore;
- Access to BPCA records, systems, or documentation;
- The handling of confidential or sensitive information; and
- Any disclosure, approval, or subcontracting requirements related to offshore staffing arrangements.

No, BPCA does not permit contractors to perform any services under this engagement outside the United States or utilize any third party (including its own employees) to perform any services outside the United States. Further, BPCA data must remain within the continental United States at all times.

Question 2: How many years is the rent audit for as I do recall when I did it at the small firm we went back 5 years from 2022 depending on the rent agreement (i.e. if they allow such prior year reviews)? Is it going to be the same for this year?

BPCA will assign audits to panelists on a case-by-case basis. Depending on the specific terms of the rent agreement (such as provisions allowing prior-year reviews), audits may initially look back up to five (5) years. Furthermore, depending on the nature and scope of the audit findings, BPCA may go back as many years as necessary to ensure proper reconciliation.