

Courtyard Associates, a Montana Limited Partnership

**REQUEST FOR PROPOSAL  
FOR ACCOUNTING SERVICES**

**ELECTRONIC PROPOSALS SHOULD BE DIRECTED TO:**

Name: Cassidy Kipp  
Title: Director of Project Development  
Address: **ckipp@capnwmt.org**  
Entity: Courtyard Associates, A Montana Limited Partnership, P.O. Box 88,  
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## **I. GENERAL INFORMATION**

### **A. Purpose**

This Request for Proposal (RFP) is to contract for accounting work related to the Courtyard Apartments.

Courtyard Apartments was an acquisition and rehabilitation project of 32 units of affordable housing in Kalispell, Montana. The project is financed through a variety of sources including 2018 9% Low Income Housing Tax Credits (without 4% acquisition credits), Federal Home Loan Bank Affordable Housing Program, a capital contribution from a general partner, and a permanent loan from Glacier Bank. Glacier Bank is also the equity investor for the tax credits through Mountain Plains Equity Group. The total development cost for this project was approximately \$5.2 million.

The project includes a mix of one-, two-, and three-bedroom units targeted to households at or below 50% of AMI and 60% of AMI. There is a project-based HUD 811 rental assistance contract for eight units for persons with disabilities. There are four buildings, three of which were placed in service following rehabilitation in 2018 and one placed in service in 2019.

The property is owned by a sole purpose entity, Courtyard Associates, A Montana Limited Partnership. There are two co-general partners: Recapitalization Montana, LLC, an affiliate of Community Action Partnership of Northwest Montana, a Kalispell-based 501(c)(3) corporation; and Rural Integrity, LLC, an affiliate of Rural Community Assistance Corporation, a regional 501(c)(3) corporation.

The tax credit investor's stated deadlines for a draft tax return is February 15, and final audited financial statement by March 1. The tax credit allocating agency is the Montana Board of Housing (MBOH). Successful Offeror shall complete an initial 5-year period of service with options for renewal commenced with the annual signing of the engagement documents by Courtyard Associates up to an additional 5 years.

### **B. Scope of Work**

1. Provide advice and guidance as to inclusions or exclusions of costs in tax credit eligible basis.
2. Prepare the partnership's audited financial statements and state and federal tax returns annually by the deadlines established by the equity and financing sources
3. Advise the general partners on the best way to record transactions involving the general partner LLCs on the general partners' balance sheets.

### **C. Who May Respond**

Only licensed Certified Public Accountants with Low Income Housing Tax Credit (section 42 of the Internal Revenue Code of 1986) experience may respond to this RFP.

### **D. Instructions Regarding Proposal Submission**

1. Closing Submission Date  
Proposals must be submitted electronically by 4:00 PM Mountain Standard Time on November 22, 2023.
2. Inquiries

Inquiries concerning this RFP and Courtyard Apartments should be directed to Cassidy Kipp  
ckipp@capnwmmt.org

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Courtyard Associates, LP nor any of its affiliated entities.

4. Instructions to Prospective Contractors

Your electronic proposal should be addressed as follows:

Name: Cassidy Kipp  
Title: Director of Project Development  
Address: [ckipp@capnwmmt.org](mailto:ckipp@capnwmmt.org)  
Subject Line: **Courtyard Accounting RFP**

5. A full submission shall consist of: Attachment A: Qualifications Component; Attachment B: Price Component, and Attachment C: Certifications. It is the responsibility of the Offeror to ensure that the proposal is received by Courtyard Associates by the date and time specified above.

Late proposals will not be considered.

6. Right to Reject

Courtyard Associates reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

7. Small and Minority-Owned Businesses and Women's Business Enterprises

Efforts will be made by Courtyard Associates to utilize small businesses and minority-owned or women owned businesses in accordance with 2 CFR 200.321

8. Notification of Award

It is expected that a decision selecting the successful accounting firm will be made within 2 weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful firm.

9. Commencement of Work

It is expected that work will commence promptly upon execution of the contract.

**E. Options**

At the discretion of Courtyard Associates, LP, this contract can be extended for five additional one-year periods for annual tax returns and audits. The cost for the option periods will be agreed upon by Courtyard Associates and the Offeror.

**II. SPECIFICATIONS**

**A. Price**

The Offeror's proposed price should be submitted separately. Include information indicating how the price was determined. For example, the Offeror should indicate the estimated number of hours by staff level, hourly rates,

and total cost by staff level. Any out-of-pocket expenses should also be indicated. The pricing information should be in a separate email attachment (B).

Please quote the following:

1. Price to conduct the audit and prepare the tax returns.

**B. Payment**

Payment will be made for each deliverable when Courtyard Associates has determined that the deliverable has been satisfactorily completed. Should the partnership reject a report, its authorized representative will notify the Offeror in writing of such rejection giving the reason. The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Offeror submits the final invoice for payment.

Progress payments will be allowed to the extent that the partnership can determine that satisfactory progress is being made.

**C. Report Review**

All reports prepared under this contract will be reviewed by Courtyard Associates, its partners and its funding sources to ensure compliance with requirements.

**III. OFFEROR’S QUALIFICATIONS**

The Offeror, in its proposal, shall, as a minimum, include the following:

**A. Prior Experience**

The Offeror should describe its prior Tax Credit experience including the names, addresses, contact persons, and telephone numbers of at least 5 prior partnerships served. Experience should include 10% tests, cost certifications, partnership audited financial statements and partnership tax returns.

**B. Organization, Size, and Structure**

The Offeror should describe its organization, size (in relation to audits to be performed) and structure. Indicate, if appropriate, if the firm is a small or minority-owned business or women-owned business. Offeror should identify any conflicts of interest that exist.

**C. Staff Qualifications**

The Offeror should describe the qualifications of the firm and the staff to be assigned. Please include resumes of staff to be assigned to the audits. Education, position in firm, years and types of experience, and continuing professional education will be considered.

**D. Certifications**

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP.

**IV. PROPOSAL EVALUATION**

**A. Submission of Proposals**

All proposals shall include one copy of the Offeror’s technical qualifications, one copy of the pricing information (in a separate electronic email attachment), and one copy of the signed Certifications (in a separate electronic email attachment). These documents will become part of the contract.

**B. Nonresponsive Proposals**

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.
4. The proposal is not adequate to form a judgment by the reviewers that the scope of work can be adequately met.

**C. Evaluation**

Evaluation of each proposal will be based on the following criteria and points:

Experience with Low Income Housing Tax Credit partnerships, 10% tests, cost certifications, financial statements and tax returns	60
Experience with rehabilitation and multi-building Tax Credit developments	20
Price	15
Small and minority businesses and women’s business enterprise	5
<b>MAXIMUM POINTS:</b>	<b>100</b>

**D. Review Process**

The partnership may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors’ proposals.

However, the partnership reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

Courtyard Associates contemplates award of the contract to the responsible Offeror with the highest total points.

**CERTIFICATIONS**

*(please sign, scan and email as a separate attachment)*

On behalf of the Offeror:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F. The individual signing certifies that the Offeror is a properly licensed certified public accountant, or a public accountant licensed on or before *(insert date)*\_\_\_\_\_.
- G. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.
- H. The individual signing certifies that the Offeror, and any individuals to be assigned to the audits, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state or local government. (If the Offeror or any individual to be assigned to the audits has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
(Offeror's Firm Name)

\_\_\_\_\_  
(Signature of Offeror's Representative)

\_\_\_\_\_  
(Printed Name and Title of Individual Signing)