



40+ Years Proudly Serving Flathead, Lincoln, Lake and Sanders Counties.

August 30, 2022

Dear Vendor,

Community Action Partnership of NW MT (CAPNM) is seeking proposals for a commercial loan to complete the purchase of property located at 1820 Highway 93 S in Kalispell Montana. The total loan amount being sought is \$2,000,000. This includes \$1,000,000 towards purchase price (total sale price is \$1,500,000; agency will pay \$500,000 in cash towards purchase price) and an additional \$1,000,000 for rehabilitation expenses.

CAPNM has been providing anti-poverty services in Flathead, Lake, Lincoln and Sanders Counties since 1976. In depth information on mission delivery and financial status can be found at www.capnm.net.

Closing submission for the proposal is September 12th at 5:00 pm. Any RFP received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award. RFP may be submitted electronically via email, via mail or dropped off at the CAPNM office.

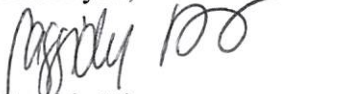
Name	Cassidy Kipp, Deputy Director, CAPNM
Address	Mailing - PO Box 8300, Kalispell, MT 59904 Physical - 214 Main Street
Phone	406-752-6565
Email	ckipp@capnwmmt.org

All proposals will be reviewed for complete information. Efforts will be made by Community Action Partnership of NW MT to utilize small businesses, women owned enterprises and minority-owned businesses in accordance with **2 CFR § 200.321**. An Offeror qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

Enclosed please find the request for proposal which outlines a clear and accurate description of the services being solicited, as well as requirements of the bidder. A copy of the evaluation criterion is also enclosed.

Please feel free to reach out with any questions or concerns.

Thank you,


Cassidy Kipp

Enc: RFP summary, evaluation criterion

Main Office

214 Main Street
PO Box 8300
Kalispell, MT 59904
Phone: 406-752-6565
Fax: 406-752-6582

Outreach Offices

933 Farm to Market Rd.
Suite B
Libby, MT 59923
Phone: 406-293-2712
Fax: 406-293-2979

110 Main Street
Mezzanine Level
Polson, MT 59860
Phone: 406-883-4370
Fax: 406-883-3481

HRDC District 10

www.capnm.net



REQUEST FOR PROPOSAL: Loan

Community Action Partnership of Northwest Montana (CAPNM) is seeking financing for the purpose of acquiring and rehabilitating property located at 1820 Highway 93 S in Kalispell Montana.

All bids for services must include:

- 1.) CAPNM will be paying \$500,000 cash towards the purchase of the property located at 1820 HWY 93 S. A balance of \$1,000,000 will need to be financed for the purchase, as well as a \$1,000,000 construction loan to make the space suitable for offices.
 - a. Proposal must outline the following:
 - i. Loan-to-Value requirements.
 - ii. Down payment requirements.
 - iii. Interest rates and terms for calculating interest payment on the unpaid principal balances.
 - iv. Payment terms.
 - v. Fee schedule with associated charges itemized.
 - vi. Non-profit discount.

Email inquiries regarding the scope of work to Cassidy Kipp at ckipp@capnwmmt.org.

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Please complete **all** the requested information and return to this office electronically to Cassidy Kipp ckipp@capnwmmt.org or in paper form no later than 5:00 pm September 12, 2022.

No bid will be considered without the required documents. The agency has the right to accept or reject all bids.

FY 2022 CAPNM
1820 Highway 93 South Financing
SELECTION PROCESS – EVALUATION SCORING SHEET

Proposer Name:	Reviewer:
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Evaluation	Total Possible	Awarded
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Evaluation of each proposal will be based on the following criteria:

1.) Did vendor submit proposal for products and services as requested?	5	
a.) Yes		
b.) No		
2.) Overall review of loan terms & services.	25	
3.) Women owned enterprise, local or minority owned business, small business	5	
4.) Additional services available to non-profits and non-profit discount	15	

50

Comments/ Notes on Scoring:
