

Kansas Housing Resources Corporation
Housing Development Division

Request for Proposals

Qualified Contract (QC) Price Calculation and Determination Services

April 10, 2020

Background

The Kansas Housing Resources Corporation (KHRC) seeks to contract with a Certified Public Accountant (“CPA”) for the provision of calculating the Qualified Contract Price for KHRC’s Low Income Housing Tax Credit Program.

KHRC’s Housing Development Division processes requests for Qualified Contracts which owners are permitted to submit after the commencement of the 15th year of all buildings in a property in the Low Income Housing Tax Credit program. KHRC has undertaken the responsibility of engaging a CPA firm to follow the IRS formula to calculate and determine the Qualified Contract price as prescribed in Section 42 of the Internal Revenue Code (“§42”) and Treas. Reg. §1.42-18 (“§1.42-18”)

Scope of Work

The scope of services expected from the Consultant in connection with this RFP shall include, but shall not be limited to, the following:

- A. Obtaining from the documents submitted to KHRC as part of the Qualified Contract request, all applicable and necessary information, including, but not limited to tax returns and audited financial statements from the year the property first claimed tax credits under this program through year 15 of the tax credit period.

For each property assigned, the Consultant shall perform an analysis of all financial documents necessary to calculate the Qualified Contract price as stipulated in §42 and §1.42-18.

- B. Producing the following supporting documentation to be included with the final Qualified Contract price:
 - a. Review, verify, and document all line items that are used in determining the Qualified Contract price and their source;
 - b. Utilize and provide a Qualified Contract price calculation worksheet that follows the IRS Qualified Contract price formula;
 - c. Provide a narrative/comments section as part of the final Qualified Contract price calculation to provide any notable items; and

- d. Statement certifying that the Qualified Contract price was calculated in accordance with applicable requirements under §42 and §1.42-18.
- C. Communicating with KHRC staff on progress and issues related to the successful completion of an assigned Qualified Price determination, which includes, but is not limited to:
- a. Participating in meetings and conference calls with KHRC staff as needed;
 - b. Coordinating with KHRC staff for an incomplete or missing documentation necessary for the Qualified Contract price calculation; and
 - c. Working at the direction of KHRC staff on all tasks assigned pursuant to services under this RFP.

Minimum Qualifications

KHRC requires the consultant to have, at minimum, the following qualifications and provide documentation where required:

1. The consultant shall have a minimum five (5) years of CPA experience, including recent experience in calculating Qualified Contract prices for other State Housing finance agencies and/or private property owners for multi-family housing properties funded under the Federal Tax Credit 9% and 4% programs.
2. Any key personnel assigned to the Contract shall have a minimum of three (3) years' experience determining and calculating Qualified Contract prices for a minimum of three properties.

Proposal Content Requirements

All proposals must contain the following information and relevant documentation in the order outlined below:

A. Minimum Qualifications

The consultant shall demonstrate that it meets the qualifications outlined above.

B. Summary of Experience and General Capability

- a. **Experience** – The respondent shall provide an overview of its experience rendering services similar to those outlined above and how that experience is relative to this RFP. This narrative shall also include a summary of the experience of key personnel proposed to be assigned to the Contract.
- b. **References** – The respondent must provide the names, addresses, telephone numbers, and contact persons of three (3) current clients or clients from the past three years for whom similar services required by this RFP were performed. KHRC reserves the right to contact any known current or former client.

- c. **Samples** – Two (2) samples of actual Qualified Contract price calculations already provided to clients. All identities and confidential information contained in the samples must be redacted.

C. Work Plan

The respondent shall provide a work plan presenting how the services described in this RFP shall be provided by the respondent should the respondent be awarded a Contract. At a minimum, the Work Plan shall include the following:

- a. The respondent's understanding of the services to be provided;
- b. A reasonable estimate of how quickly the respondent can provide the completed services outline above;
- c. The respondent's approach to managing the performance of work, including overall organization and support resources; and
- d. The tasks and methods to be utilized in completing the required services described above.

D. Key Personnel

Identify the specific key individuals being proposed for the project team and specify the division of responsibility that is envisioned among these individuals to perform the scope of services listed above. If the personnel are not employees of the respondent, indicate the relationship with the respondent and confirm their availability to work on assignments within the deadlines established in the scope of services. For each individual named, include the educational background and the relevant experience.

E. Conflict of Interest

Respondents shall consider any conflicts of interest which presently exist or which may arise if the respondent is selected for contract award. A conflict of interest is defined as a relationship of such a character that would raise doubts in the mind of an independent observer about the Contractor's ability to conduct an impartial review of the assigned project.

Respondents shall provide in their Proposal a list of all relationships that may constitute a material conflict of interest.

If during the term of the Contract, the contractor becomes aware of any such conflict of interest, or the potential appearance of a conflict, the Contractor shall disclose same, in writing, within five (5) business days from the time the Contractor becomes aware of the relationship. It shall be KHRC's responsibility to determine whether or not the contractual relationship so disclosed would constitute a conflict sufficient to present the appearance of impropriety.

F. Price Proposal

A description of pricing for projects financed with 9% Low Income Housing Tax Credits. The price proposal should be as detailed as possible to enable KHRC to appropriately budget for services under this RFP.

Responses to this *Request for Proposals* should be received by KHRC no later than **5:00 p.m., May 29, 2020.**

Responses should be mailed or emailed to:

Kansas Housing Resources Corporation
Attn: Alissa Ice
611 S. Kansas Avenue, Suite 300
Topeka, KS 66603-3803

Or

aice@kshousingcorp.org

Questions regarding this solicitation should be directed to:

Alissa Ice, Division Director
Kansas Housing Resources Corporation
611 S. Kansas Avenue, Suite 300
Topeka, KS 66603-3803
Phone: (785) 217-2001 / TTY (800) 766-3777
E-mail: aice@kshousingcorp.org

The chosen consultant of this solicitation will be notified in writing by ***June 30, 2020.***