



Montezuma County Hospital District  
1311 N. Mildred Road  
Cortez CO 81321  
August 22, 2024

# REQUEST FOR PROPOSAL AND QUALIFICATIONS

## Montezuma County Hospital District General Accounting and Tax Preparation

September 12, 2024

### **MONTEZUMA COUNTY HOSPITAL DISTRICT CONFIDENTIAL RFP**

The information contained within this Request for Proposal (RFP) is considered confidential. All recipients are advised against discussing the contents of this RFP with anyone other than those involved in constructing its response.

This is not a competitive bid. MCHD reserves the right to reject any or all proposals and further reserves the right to select the Certified Public Accounting Firm that best meets the needs of the District taking into account all of the factors set forth in this RFP.

### **1. About Montezuma County Hospital District**

(a). Montezuma County Hospital District (MCHD) is a Colorado special district operating as a Colorado Health Services District. MCHD geographically includes the entire area of Montezuma County. MCHD is a governmental entity subject to the provisions and limitations of TABOR Article X, Section 20, Colorado Constitution except as expressly modified by voter approval. MCHD owns the real property and all of the constructed and existing facilities of the existing hospital, Southwest Memorial Hospital in Cortez, Colorado. Since 1996 MCHD has leased the hospital facilities for all hospital operational aspects to Southwest Health System (SHS), a Colorado non-profit corporation and 501(c) qualified entity. Southwest Health System operates the hospital and leases the hospital property and facilities from MCHD under a master lease agreement. The lease expires on September 30, 2051 and is cancelable by default or by mutual agreement of the parties. The scheduled lease payments were intended to approximate the required payments on the District's outstanding long term revenue bonds. Currently the bond payments have been reamortized to build a building capital fund for replacement of critical components of the hospital facility.



(b). MCHD has identified the need for a replacement Certified Public Accountant (CPA).

## **2. Scope of Work**

(a). CPA would be responsible for all accounting needs of the Special District including but not limited to preparation of monthly financial statements, payment of regular bills, tracking sales tax revenue and property tax revenue of the District, general financial guidance, attendance at District meetings to present District financials upon request, preparing and assisting with the yearly budget process and renewing and reporting to the Board regarding the Special District's yearly audit requirements and compliance.

## **3. General RFP Terms and Conditions**

All CPAs submitting proposals for this scope of work should include the following:

1. Fee schedule for accounting tasks performed for MCHD, CPA rate and rate for assistance/clerk
2. Certification of Insurance/Liability
3. Resume per paragraph 5

## **4. General RFP Requirements**

### **4.1 RFP Schedule**

Release of RFP	<u>September 12, 2024</u>
Proposal due date	<u>October 9, 2024</u>
Potential interviews at District Special Meeting	<u>October 15, 2024</u>

## **5. CPA Resume Information – Qualifications**

The Profile should include, but not be limited to:

- (a) Information describing the CPA's current Financial Statement organization, ownership, number of years in business, rating, services offered and number of employees.
- (b) Please identify and provide professional resumes or job descriptions of the key individuals involved in the accounting services that would be provided to MCHD, including education, qualifications, and experience.



- (c) Identification of any other governmental entities the CPA has provided services for.

## **6. CPA Proposals**

CPAs are to review this RFP and reply with a formal proposal on the CPA's letterhead no later than October 9, 2024. Any questions or requests for information may be submitted to Kelly R. McCabe, P.C. at 970-565-7209, [klovett@mccabelawcortez.com](mailto:klovett@mccabelawcortez.com).

All proposals must be valid for at least 60 days from the Proposal submission date. Proposals are to be sent to the following address:

Kelly R. McCabe  
Attorney for Montezuma County Hospital District  
Kelly R. McCabe, P.C.  
22 E. Main St.  
Cortez, CO 81321

Postal Address:  
P.O. Box 1296  
Cortez, CO 81321

## **7. Additional Information**

- (a) MCHD reserves the right to select any of the firms submitting proposals or to decide not to move forward hiring an account at all. This request for qualifications is not intended to be a contract, obligation, or commitment of any kind.
- (b) Under no circumstances will MCHD be responsible for any costs incurred by an outside firm in the submittal of qualifications, any subsequent follow-up or negotiations.
- (c) MCHD is committed to equal opportunity and non-discrimination in all aspects of its contracting and procurement activities.
- (d) MCHD reserves the right to interview CPA candidates, however MCHD is not guaranteeing or required to interview any CPA candidate who submits a proposal.