CHINOOK
Community Forest

REQUEST FOR PROPOSAL (RFP)

Chartered Accountant and Professional Accounting Services

RFP Reference: CCF-RFP-2026-01
Issued By: Chinook Comfor Limited Partnership
Managing General Partner: Chinook Comfor Limited
Issue Date: Nov 10, 2026
Submission Deadline: Dec 6, 2026, 2:30 pm pacific time
Contact: Ken Nielsen, info@chinookcomfor.ca, 250-692-0630

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1. INTRODUCTION

Chinook Comfor Limited Partnership (the "Partnership") invites qualified Chartered Professional Accountant (CPA) firms to submit proposals for the provision of professional accounting, assurance, taxation, and financial advisory services.

The Partnership operates through a Limited Partnership structure with a Managing General Partner responsible for management and administration in accordance with the Partnership Agreement.

The Partnership seeks to engage a professional accounting firm with the experience, qualifications, and resources necessary to support its financial reporting, regulatory compliance, taxation, and financial management requirements.

2. ORGANIZATIONAL PROFILE

Chinook Comfor LP is established to support community-based forestry activities and the responsible management and utilization of forest resources.

The Partnership is committed to sustainable forest management, environmental stewardship, community economic development, and responsible financial administration.

Its organizational structure consists of a Limited Partnership and a Managing General Partner responsible for overseeing and managing the Partnership's affairs in accordance with the applicable Partnership Agreement.

The Partnership recognizes the importance of sound financial governance, transparent reporting, effective internal controls, and compliance with applicable accounting, taxation, and regulatory requirements.

3. PURPOSE OF THE RFP

The purpose of this RFP is to identify and select a qualified CPA firm to provide professional accounting and related services to Chinook Comfor Limited Partnership and Chinook Comfor Limited.

The selected firm will work collaboratively with the Managing General Partner Chinook Comfor LTD and the Chinook Comfor Board of Directors to ensure accurate financial reporting, appropriate accounting practices, and timely compliance with applicable requirements.

4. SCOPE OF SERVICES

The proposed services may include the following:

A. Accounting and Financial Reporting

- Preparation of annual financial statements.
- Maintenance and review of accounting records.
- General ledger and year-end adjusting entries.
- Financial statement presentation and reporting.
- Accounting advice and recommendations.

B. Audit and Assurance Services

- Independent audit of annual financial statements, where required or engaged.
- Review engagements or other assurance services, as applicable.
- Recommendations concerning internal controls and financial processes.
- Communication of findings and recommendations to the Chinook Board of Directors.

C. Taxation and Regulatory Compliance

- Preparation and filing of applicable partnership income tax information returns.
- Preparation and filing of applicable tax returns for the Managing General Partner, if included in the engagement.
- GST/HST compliance and related reporting.
- Tax planning and advisory services.
- Assistance with CRA inquiries and correspondence.

D. Financial Advisory Services

- Financial management advice.
- Accounting policy recommendations.
- Assistance with budgeting and financial planning.
- Advice concerning financial reporting and partnership accounting matters.
- Other services mutually agreed upon.

E. Schedule of Timeline Deliverables

- First draft of Chinook Comfor Limited & Chinook Comfor LP financial statements June 3, 2027.
- Auditor present draft financial statements to the Chinook Board of Directors June 8, 2027.
- Auditor present financial statements to Chinook Comfor Limited Shareholders sometime in July at the Annual General Meeting.
- Auditor present financial statements to Chinook Comfor Limited Partners sometime in July at the Annual General Meeting.

5. PROPONENT QUALIFICATIONS

Proponents should demonstrate:

- Valid registration and good standing as a Canadian CPA firm.
- Experience providing accounting services to limited partnerships.
- Experience with forestry, resource-based, or community-based organizations considered an asset.
- Knowledge of Canadian accounting standards and taxation requirements.
- Demonstrated ability to provide timely and accurate professional services.
- Appropriate professional liability insurance.
- References from comparable clients.

6. PROPOSAL REQUIREMENTS

Proposals should include:

1. Firm profile and organizational background.
2. Qualifications and experience of the proposed engagement team.
3. Experience serving limited partnerships and similar organizations.
4. Proposed scope of services and methodology.
5. Annual service delivery and reporting schedule.
6. Fee proposal, including hourly rates and annual estimated costs.
7. Identification of additional or optional services and associated fees.
8. Conflict of interest declaration.
9. Professional references.
10. Confirmation of professional liability insurance.

7. FEE PROPOSAL

Proponents are requested to provide a transparent fee schedule identifying:

Service	Proposed Fee
Annual financial statement preparation	$_____
Annual audit or assurance engagement	$_____
Partnership tax return preparation	$_____
GST/HST reporting assistance	$_____
Tax advisory services	$_____

Additional professional services $_____

All fees should clearly identify applicable taxes, assumptions, exclusions, and additional charges.

8. PROPOSAL EVALUATION

Proposals may be evaluated based on the following criteria:

Evaluation Criteria	Weight
Relevant professional experience	25%
Experience with limited partnerships	20%
Qualifications and expertise of team	15%
Proposed scope and service approach	15%
Fee competitiveness and transparency	20%
References and reputation	5%
Total	**100%**

The Partnership reserves the right to request clarification, conduct interviews, negotiate service terms, or reject any or all proposals.

9. SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically or in the format specified below:

Submission Address: info@chinookcomfor.ca or mail to Box 969, Burns Lake, BC, V0J 1E0

Attention: Ken Nielsen, General Manager
Chinook Community Forest

Deadline: Dec 6, 2026, 2:30 pm pacific time.

Late submissions will not be considered.

10. CONFIDENTIALITY

All information provided in connection with this RFP shall be treated as confidential and used solely for the purpose of preparing and evaluating proposals, subject to applicable legal requirements.

11. GENERAL CONDITIONS

The issuance of this RFP does not constitute a commitment to award a contract.

The Partnership reserves the right to amend, suspend, or cancel this RFP process, request additional information, negotiate with proponents, or select a service provider based on its assessment of the Partnership's needs.

The successful proponent will be required to enter into a professional services engagement agreement with the Partnership and/or the appropriate contracting entity as determined by the Managing General Partner.

12. AUTHORIZATION

Issued on behalf of:

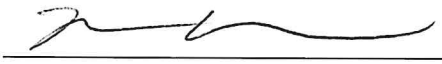
CHINOOK COMFOR LIMITED PARTNERSHIP

By its Managing General Partner:

Chinook Comfor Limited

Authorized Representative: Ken Nielsen

Position: General Manager

Signature: 

Date: Nov 10, 2026

END OF REQUEST FOR PROPOSAL