



Request for Proposal: Financial Audit Services

RFP2022-01

Proposal Due Date: 5:00:00 PM PST, January 21, 2022

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1. Summary and Background

Parent Support Services Society of B.C. (PSS) is a provincial charitable organization founded in 1974 with an independent Board of Directors. PSS' mission is to protect the safety and wellbeing of children and promote the health of all families by partnering with those in a parenting role and their communities to build support, advocacy, education, research, and resources.

PSS is currently accepting proposals from qualified and experienced auditors, licensed under the CPA Act, to provide financial audit services.

The selected auditor will be responsible for performing the annual corporate financial statement audit for PSS, to serve as a resource, and be available for consultation on accounting, tax and related matters throughout the year.

2. About PSS

2.1 Financial year and timelines:

PSS's organizational fiscal year runs April 1 – March 31. In general, PSS presents completed financial statements to its membership at its AGM, held at the end of June each year.



2.2 Financial activity:

PSS currently receives the majority of its funding from the Ministry of Children and Family Development BC, the Gaming Grant, and other grants.

For more information, go to <https://www.parentsupportbc.ca/about/agm-reports/> for previous annual reports.

Revenue for PSS for the previous fiscal years are as follows:

| Fiscal year | Revenue |
|--------------------|----------------|
| March 31, 2018 | \$ 731,610 |
| March 31, 2019 | \$ 746,170 |
| March 31, 2020 | \$ 850,295 |

2.3 Key Financial Systems:

PSS currently uses SAGE 50 Canada as its software solution for General Ledger and Accounts Payable.

2.4 Finance, Audit and Risk Committee:

PSS's Finance, Audit and Risk Committee is responsible for reviewing the annual financial statements of PSS prior to submission to the Board of Directors. The Auditor will present the audited financial statements and results to the Committee on an annual basis.

3. Project Purpose and Deliverables

3.1 Project Purpose:

The objective of this Proposal is select an audit firm to enter into a contract with PSS. The Auditor shall have experience and expertise in performing not-for-profit/Society audits, be free of any obligations or interests that may conflict or affect their ability to perform and act as the Auditor on our behalf and have the capacity to provide this service in a timely manner that provides best value for quality.

The purpose of the Financial Audit Services is to:

1. Meet with the necessary stakeholders, including Management and Board members when required throughout the audit process and be available to PSS members at the Annual General Meeting;
2. Perform the annual financial audit;
3. Complete the annual tax return;
4. Serve as a resource and be available for consultation on accounting, tax and related matters throughout the year.



From a technical perspective, we envision the provider to submit a proposal and any appendices, which includes the following:

1. **Company Profile and Contract:** A brief profile of your firm indicating the scope of its practice, the range of activities performed by the firm such as auditing, tax returns/service, and accounting services. Identify the contact person, phone number and email address as well as the address and phone number of the office that will manage or assist in managing this audit.
2. **Experience with Not-for-Profit Audits:** List current and past audit clients and indicate the number of years your firm has been the auditor for each client. Describe your familiarity and experience with ASNPO accounting and accounting standards.
3. **Experience with government contribution agreement funding:** Describe your familiarity and experience in audits for non-profit organizations who receive funding.
4. **Audit Staffing:** Name and brief resume of the partner(s), manager(s) and other key staff who would be assigned to this audit.
5. **Audit Implementation:** Proposals performed, audit approach and commitment to perform the work within the time specified in the annuals schedule. This would include the approach to be used to gain an understanding of PSS' structure and systems as well as a proposed schedule and any specific techniques or processes to be used for the annual audit.
6. **COVID-19 Protocols:** Outline the necessary precautions that the firm will take to ensure the safety of all staff involved. This plan must, at a minimum, follow WorkSafe BC and other governmental requirements or legislation in place.
7. **Other Services:** Description of the methodology to be used for keeping PSS abreast of any changes in accounting principles or legislation that would impact the annual financial statements.

3.2 Scope of Work and Project Deliverables:

The Auditor will be responsible for the following deliverables:

1. Provision of audit services to PSS in accordance with Part III of the CPA Canada Handbook – Accounting, including the examination of the financial records, systems and controls;
2. Provision of an Independent Auditor's Report as a component of the audited financial statements and the Management Representation Letter, identifying areas of concern of weaknesses encountered in the examination of PSS' financial statements, recommendations for improvement, and management's response to any such concerns raised;
3. Participation in the Finance, Audit and Risk Committee meeting and conference calls as required to close the audit (early May each year);
4. Prepare and file the organization's annual tax return by September 30;
5. Perform subsequent event procedures to the date of the Independent Auditor's Report;
6. To serve as a resource and be available for consultation on accounting, tax and related matters throughout the year.

3.3 Key Dates and Timelines:

The expected key dates and deliverables relating to the audit are as follows:



| Deliverables | Key dates* |
|---|-------------------|
| Letter of engagement | January |
| Conduct year-end audit field work | April/May |
| Present the Audited Financial Statement to the Finance, Audit and Risk Committee and discuss Audit Report | Early May |
| Completed audited financial statements | Mid-May |

**Depending on the Auditor's availability, dates to be adjusted.*

3.4 Period of Contract:

The resulting contract will be in effect from approximately January 2022 to provide auditing services for the 2021-2022 organizational financial year, with the possibility of renewal or extension for the 2022-2023 and 2023-2024 organizational financial year based on membership approval at the AGM.

4. Proposal Evaluation Criteria

A public accountant should:

- be a member in good standing of an institute or association of accountants incorporated by or under an Act of the legislature of a province;
- meet any qualifications under an enactment of a province for performing any duty that the person is required to perform under the Act; and
- subject to the Act, be independent of the Network, its affiliates, or the directors or officers of the Network or its affiliates.

Only those bids that meet all mandatory requirements identified in this Request for Proposal will be further evaluated. The bid should be concise and should address, at a minimum, all mandatory criteria identified below. It is suggested that the Bidder address these criteria in sufficient depth in the bid.

4.1 Mandatory criteria for technical and financial bid includes:

- Estimated fees in Canadian dollars, excluding applicable taxes, for each deliverable listed. All costs must be itemized to include an explanation of all fees and costs. Bidders are requested to provide the hourly fee for personnel involved in delivering the proposed deliverables. All costs and fees must be clearly described.
- History of the firm and location, affiliation with any relevant partners or networks, size, etc.
- Description of support team, including bios, relevant experience and specific expertise that they will bring to this role – this section should demonstrate the ability of the firm to deliver on the specific items outlined in Deliverables in Appendix A



- Description of support process, including specifics regarding the level of responsiveness that PSS can expect on a regular basis – this section should include details about measures in place for when the primary contact/support staff are not available.
- Two (2) client references ONLY, for whom you have provided the services described in the statement of work.
- Value-added services, including whatever the Bidder may want to add to its proposal.
- Timeframe for completion of the project;
- All proposals must be signed by an official agent or representative of the company submitting the proposal.
- Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted. Additionally, all costs included in the proposals must be all-inclusive to include any outsourced or contracted work.

4.2 Evaluation criteria:

PSS will evaluate all proposals against all mandatory and rated requirements identified herein, based on the following criteria. To be eligible, all proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.

To ensure consideration for this Request for Proposals, your proposal should be complete and include:

- **Organizational Experience (60%):** Bidders will be evaluated on their experience as it pertains to the scope of this project; examples of their work; client testimonials and references. Specifically does the bidder have the:
 - Functional, technical or vertical expertise – including staff expertise and experience – needed to accomplish their proposed deliverables;
 - Sectoral/problem or issue set expertise needed to accomplish their proposed deliverables;
 - Geographic/location-based expertise necessary to accomplish their proposed deliverables;
 - Experience working effectively within complex governance structures.
- **Value and cost (40%):** Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project;
 - Is the scope of the proposed work and the funds requested reasonable and commensurate with the proposed goals?
 - Does the proposal represent a particularly thoughtful and efficient use of resources?

5. Timelines and Contract

- All proposals in response to this RFP are to be submitted electronically **no later than 5pm PST, January 21, 2022**. Any proposals received after this date and time will NOT be considered.



- The shortlisted selection of firms will be presented to the Finance, Audit and Risk Committee, for recommendation to the Board. Parent Support Services will notify the preferred bidder, and bidders who were not selected, within 10 business days of a decision from the Board of Directors.
- Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by PSS and will include scope, budget, schedule and other necessary items pertaining to the project.
- The preferred bidder will be ratified by Parent Support Services members at the PSS AGM in June.

6. How To Submit Proposal

Bidders should submit their proposal by January 21, 2022 at 5pm PST, with “RFP2022-01 PSS Financial Audit Services” in the subject line to:

Mel Ifada, KOJA Consulting
info@koja-consulting.com

All proposals received will be acknowledged by reply email. If a confirmation email is not received, please email mifada@koja-consulting.com.

7. General Terms and Conditions

No Obligation

The submission of a proposal shall not in any manner oblige PSS to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.

Ownership of Proposals

All Proposals become the property of PSS. PSS agrees to treat all Proposals as confidential and agrees to use the Proposals only for purposes related to this RFQ process.

Agreement of Non-Disclosure

This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed and submitted to potential partners of PSS solely for the benefit of PSS.

Conflict of Interest

Proposers must identify any real or potential conflict of interest that may exist in connection to this RFQ and/or any subsequent agreements. A conflict of interest is any situation or relationship that gives the Proposer a real or perceived unfair advantage or any situation or relationship that is not in keeping with the Proposer’s own conflict of interest standards. Any non-disclosure of any potential conflicts of interest may be sufficient cause to disqualify the Proposal or terminate/cancel any subsequent agreements.

Irrevocable Offer

Proposals constitute a valid and irrevocable offer which is open for acceptance by PSS for a period of 60 days following the Closing Date noted in the Key Dates table in Section **Error! Reference source not found.**



Compensation

No Proposer shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFQ, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

Responsible Proposer

For PSS, a responsible proposer means:

- Does not discriminate and does not do business with others who discriminate on the basis of race, color, ethnicity, sex, gender, etc.
- Takes steps to safeguards all those it comes in contact with from any form of sexual abuse, harassment and discrimination.
- Complies with all applicable laws and regulations
- Will make no reference to PSS in any literature, promotional material, etc. without the express written consent of PSS.
- Has the necessary experience, resources (people/staff/sub-contractors, financial and equipment and facilities) and technical skills to complete the Scope of Work

Use of PSS Logo

Proposers may use PSS’s logo only for the preparation of their Proposal for this RFQ. The Proposers are not permitted to use PSS’s logo for any other purpose without written consent from PSS.

Contract Term

PSS will negotiate contract terms and selection. All contracts are subject to review by PSS and a project will be awarded upon signing of a contract which outlines terms, scope, budget and other necessary details.