



REQUEST FOR PROPOSALS

RFP – Financial Audit Services

Issue Date:
November 8, 2019

CLOSING DATE AND TIME
4:30PM (PST), November 30, 2019

GENERAL INFORMATION

Background Information

The Vancouver Native Health Society is a registered charitable organization that has as its mission “to improve and promote the physical, mental, emotional and spiritual health of individuals, focusing on the Aboriginal community residing in greater Vancouver.” Programs include:

- Primary Care Medical Clinic
- Dental Clinic
- HIV Clinic
- BC Housing Rental Subsidies
- Vancouver Indigenous Elders program
- Music Therapy
- Aboriginal Child & Family Support Services
- Community Garden
- Aboriginal Supported Child Development Program
- Cancer Awareness program
- Sheway Children & Women’s Program
- Social Enterprise

The Vancouver Native Health Society serves an average of 15,000 – 20,000 clients each year with funding from grants, contracts, and fees as well as government funding from several Provincial departments and one Federal. We have 70 employees located in 6 offices. Annual revenue has ranged between \$6,000,000 and \$7,000,000 over the past 4 years.

Audit firms that are considering a Proposal pursuant to this request are encouraged to visit the Organization’s website at www.vnhs.net for an overview of our programs and services and to view documents pertinent to this RFP which include audited financial statements.

The Vancouver Native Health Society utilizes Great Plains software which runs in a Windows environment and includes modules for general ledger and financial reporting, budgets, accounts receivable and payable and payroll.

**REQUEST FOR PROPOSAL
FINANCIAL AUDIT SERVICES
VANCOUVER NATIVE HEALTH SOCIETY**

Introduction

The Vancouver Native Health Society invites qualified audit firms to submit a proposal for the preparation of its annual financial audit for the 2019/2020 fiscal year. The audit of the Vancouver Native Health Society financial statements must be performed in accordance with Canadian generally accepted auditing standards. The Auditor should have experience and expertise in performing audits for non-profit charitable organizations, be free of any obligations or interests that may conflict or affect their ability to perform and act as the Auditor, and have the capacity to provide this service in a timely manner.

Definitions

Throughout this Request for Proposal the following definitions apply:

“Auditor” means the successful Proponent to this Request for Proposal

“Audit services” means the financial audit of and resulting opinion on the annual consolidated financial statements of the Vancouver Native Health Society

“Proponent” means an accounting firm that submits a proposal in response to this Request for Proposal

“Proposal” means a submission in response to this Request for Proposal

“RFP” means Request for Proposal

“Services” means the works requested to be performed as per this RFP

TERM AND GENERAL CONDITIONS OF ENGAGEMENT

Term of Engagement

It is the intention of the Vancouver Native Health Society to enter into a one-year agreement with the successful firm to provide external audit services for the fiscal year ending March 31, 2020.

Acceptance of Proposals

The Vancouver Native Health Society reserves the right to reject any and all Proposals for any reason or to accept any Proposal which the Organization, in its sole unrestricted discretion, deems advantageous to itself. The lowest Proposal may not necessarily be accepted. The acceptance of any Proposal is subject to funds being available to complete this transaction and approval by the Society’s Board of Directors.

Awarding of Contract for Services

Notice in writing to the successful Proponent of the approval of its Proposal and the appointment of auditors by the Vancouver Native Health Society and the subsequent execution of an engagement letter and contract shall constitute the making of the Contract for Services. The Proponent will not, without written consent of the Society, assign or transfer this contract or any part thereof.

Insurance

The Auditor shall maintain professional liability insurance with respect to professional liability as required and specifically named for the Services, including errors and omissions with a limit of not less than \$1,000,000 per occurrence with respect to the Services alone. The Auditor shall, without limiting its obligations or liabilities and at its own expense, provide and maintain insurance for its own equipment and continuously carry insurance with insurers licensed in British Columbia. The Proponent is responsible for all insurance costs (as required by law). The Proponent will provide verified copies of required insurance policies when requested.

Registration with WorkSafe BC

The Auditor will be registered with WorkSafe BC and maintain WorkSafe BC coverage for the duration of the engagement. The Auditor will abide by all provisions of the Workers Compensation Act of British Columbia and provide proof to the Society that all assessments have been paid and that they are in good standing throughout the term of the contract between the Society and the Auditor.

Qualifications and Experience

The Proponent must meet the following minimum requirements to be considered for candidacy pursuant to this RFP:

1. Supervisory staff assigned to this contract must hold a valid designation and have previous experience in performing a non-profit charitable organization audit engagement.
2. Completed a non-profit charitable organization audit of similar size and scope within the last two years
3. Have sufficient staffing, financial resources and expertise to address the scope of the audit services.
4. Demonstrate a commitment to providing continuity of experienced and qualified personnel
5. Demonstrate an understanding and knowledge of legislation relevant to the non-profit sector and evidence
of the firm's qualifications necessary to provide the above services

SCOPE OF SERVICES

Services

The Auditor will be required to examine the financial records, systems and controls of the Society in accordance with Canadian generally accepted accounting standards, and to then provide written audit reports with an audit opinion on the consolidated financial statements as prepared by the Auditor. The Auditor will be required to attend a meeting of the Society's Finance Committee to present and explain the audit report. The Auditor will attend the Annual General Meeting of the Society to present and explain the audit report.

The Auditor will advise the Society of any weaknesses in internal control noted during the audit or other area of concern prior to the issue of the Management Letter and shall provide appropriate suggestions to improve areas of concern.

The Auditor will communicate with the Society's Finance Officer any accounting, audit or other issues arising throughout the year. It is expected that infrequent, specific enquiries arising throughout the year would be included in the fee schedule provided and not incur additional billing or that the Finance Officer would be advised of any additional charges in advance of services being provided.

Annual Audit Schedule

The audited financial statements and Management Letter shall be completed within 75 days of the end of the fiscal year in order for the Board of Directors to review each document prior to its submission to the appropriate recipients. In addition, the Vancouver Native Health Society requires that a meeting of the auditors and Finance Committee be held to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Board of Directors'.

Society accounting staff will be responsible for the year-end close and will assist the Auditor by preparing a full set of working papers, schedules, a trial balance and supporting documentation on a timely basis.

Both the Society accounting staff and the Auditor will be jointly responsible for the preparation and processing of all confirmation letters.

AUDIT PROPOSAL

Proposal Requirements

A covering letter shall be provided with the proposal clearly stating the accounting firm's understanding of the services to be provided. The letter must include the name(s) of the person(s) who will be authorized to make representations for the firm, their title(s) and telephone number(s). The person signing the covering letter must be authorized to bind the Proponent.

Proponents must respond to the items listed below in the order they are presented. The proposal should include a table of contents identifying the topics by page number. Proposals, as a minimum, should include:

1. The size and organizational structure of the auditor’s firm
2. Statement of the Proponent’s understanding of work to be performed
3. A proposed timeline for fieldwork and final reporting
4. Proposed fee structure, including the maximum fee that would be charged
5. Description of billing rates and procedures for technical questions that may arise during the year, or whether these occasional services are covered in the proposed fee structure
6. The names of the partner, audit manager, and field staff who will be assigned to the audit and their biographies
7. A copy of the Proponent’s most recent peer review report, the related letter of comments, and the Proponent’s response to the letter of comments; and
8. References and contact information from at least two comparable non-profit audit clients
9. Proposed Fee: The firm’s audit fee in the following format for the Society:

Assigned Staff	Hours	Rate	Fee
Partners	xx	xx	\$ xx
Seniors	xx	xx	xx
Staff Support	xx	xx	xx
Total Hours/Fees	xxx		xxx
Other Disbursements (please specify)			xxx
Total Fixed Fee			\$xxx

Submission of Proposals

Two copies of the proposal must be submitted in a sealed envelope marked “RFP for External Audit Services”, by courier to:

Vancouver Native Health Society
 Tamara Edwards, Finance Officer
 449 East Hastings Street
 Vancouver, BC V6A 1P5

Electronic and facsimile submissions will not be accepted.

Submissions will be received until **4:30pm on November 30, 2019.**

A Proponent must not contact or communicate with any elected or appointed officer or employee of the Society other than the designated employee in relation to the proposal prior to the award of such proposal by the Vancouver Native Health Society. Any such communication will result in disqualification of the proposal from further consideration.

Contact

Any inquiries regarding this request for proposal should be directed to the designated contact of Vancouver Native Health Society, Tamara Edwards, Finance Officer, at email: finance@vnhs.net.

Disclaimer

The information contained in this RFP is supplied solely as a guideline for Proponents and is not guaranteed or warranted by the Vancouver Native Health Society to be accurate, nor is it necessarily comprehensive or exhaustive.

Each Proponent is responsible to review and understand the terms and conditions of this RFP, and the Scope of Services being requested. The Vancouver Native Health Society will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of this RFP on the part of the Proponent.

Further, the Vancouver Native Health Society is not liable for any costs incurred in the preparation of the proposals.