



REQUEST FOR PROPOSAL

**AUDIT SERVICES**

COMMUNITY COUNSELLING & RESOURCE CENTRE

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**Closing Time & Date:**

4:00 p.m., Tuesday April 18, 2017

At the CCRC office, 540 George St. North, Peterborough, ON K9H 3S2

Detailed Information is available by contacting:

Lynda Terry, 705-743-2272 ext. 304

[lterry@ccrc-ptbo.com](mailto:lterry@ccrc-ptbo.com)

[www.ccrcc-ptbo.com](http://www.ccrcc-ptbo.com)

March 2017

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## **1. General Information**

### **1.1 Overview**

For over 60 years, Community Counselling and Resource Centre (CCRC) has provided professional, caring services that make a positive and lasting difference in people's lives and within the community.

CCRC is a charitable, non-profit, community-based agency, accredited by Family Services Ontario and Credit Counselling Canada. We are proud to be a Member Agency of the United Way of Peterborough and District.

Funding is derived from various sources including: Ministry of Health (LHINS); Ministry of Community and Social Services; Ministry of Community Safety and Correctional Services; City of Peterborough; United Way; Donations; and various other sources.

CCRC has 26 staff administering 6 programs, a 2015-16 budget totaling \$2,750,000, and a fiscal year ending March 31st. Audited Financial Statements are to be completed before our AGM which is in the 3<sup>rd</sup> week of June.

### **1.2 Process**

- a) Advertisement placed in the Peterborough Examiner.
- b) Deadline for receipt of proposals: Tuesday April 18, 2017.
- c) Request for Proposal document is available on our website or by contacting.

#### **CCRC**

540 George St. North, Peterborough, ON. K9H 3S2 705-743-2272

c/o Lynda Terry, Manager of Finance and Administration

Email: [lterry@ccrc-ptbo.com](mailto:lterry@ccrc-ptbo.com)

[www.ccrc-ptbo.com](http://www.ccrc-ptbo.com)

- d) If required a presentation of the proposal of short-listed candidates will be completed by May 12<sup>th</sup>, 2017 and award of the contract will be completed upon our AGM in the 3<sup>rd</sup> week of June.
- e) There will be no public opening of proposals.
- f) This RFP will form the basis for a contract with the successful proponent.
- g) In the event that no candidate firm is successful in gaining a contract, a repeat competition will be held.

### 1.3 Mandatory Requirements

To be considered for this project, all candidates responding to this RFP must meet the following criteria:

- a) Hold a valid chartered accountant / public accountant license
- b) Have had audit experience with non-profit and /or Ontario government funded agencies
- c) Be resident of the Province of Ontario
- d) Have sufficient resource / support services available to address the scope of the audit services required and provide related consulting services if and when needed
- e) Be familiar with all applicable regulations and guidelines for audit services that govern public health agencies

### 1.4 Terms of Engagement

Bidders are asked to submit their proposals on the basis of an initial one year term with an estimate for two subsequent years. A longer term of engagement may be negotiated with the successful bidder.

### 1.5 Scope and Requirements

Commencing with the 2017 - 2018 fiscal year, the audit shall include an examination of CCRC's records and financial statements to the degree necessary to express an opinion on the financial statements of CCRC. Specifically included will also be all related audit, certification work and various program statements required by the Ministry of Health and Long-Term Care and the Ministry of Community and Social Services

The responsibilities of the auditors will be as follows:

- a) audit of the organization's financial records for the fiscal period;
- b) preparation of various adjusting journal entries for the year-end;
- c) preparation of all audited financial statements for the year-end;
- d) preparation of program statements required by Ministry of Health and Long Term Care; and Ministry of Community and Social Services
- e) review of the Annual Reconciliation Report;
- f) Any other issues the auditors, the Board and management deem significant.

## **2. Proposal Content**

### **2.1 Process for Determination of Successful Candidate**

- a) Proposals will be reviewed by the CCRC Finance Committee team comprised of, at minimum, the Chairperson, Executive Director, Finance and Administration Manager and Treasurer
- b) Upon review, any candidate not meeting the specified mandatory requirements will not be considered
- c) The review team will review and contact short-listed proponents by May 12, 2017 with the view of selecting a winning candidate and signing a contract on or before our AGM

### **2.2 Submission of Proposals**

Proposals should be presented in hard-copy (4 copies) enclosed in envelope imprinted with title, due-date, and addressed to:

CCRC  
540 George St. North, Peterborough, ON. K9H 3S2 705-743-2272  
c/o Lynda Terry, Manager of Finance and Administration  
Email: lterry@ccrc-ptbo.com

### **2.3 Audit Personnel Qualifications**

Proponents should provide.

- a) Current curriculum of vitae of audit partner and/or manager to be involved in this project.
- b) Information detailing prior audit experience with projects of this type with reference to type, size, and scope
- c) Any subsequent changes to assigned audit partner and/or manager must be reviewed with and approved by the Chairperson and Treasurer of CCRC within a reasonable notice period prior to commencement of the annual audit
- d) A sample copy of the firm's engagement letter shall be attached with the submission.

## 2.4 Audit Firm Technical Approach

- a) Describe your approach to the audit. This should include at least the following points:
- Use of statistical sampling
  - Organization of audit team and approximate percentage of time spent on site at client facilities
  - Tentative audit time schedule
  - Approach to audit planning
- b) We expect the audit will be carried out in the manner proposed. Any changes in the audit program shall be discussed with the organization's designated representative.
- c) It is expected the audit will be completed within the time frames agreed upon as determined by the organization's designated representative and Audit Partner. Please confirm your intent to comply with this request.
- d) Describe your firm's quality control program.

## 2.5 Confidentiality

Please confirm that the auditor will not at any time before, during or after the completion of the engagement divulge any confidential information communicated to or acquired by the Auditor or disclosed by the Client in the course of carrying out the engagement. No such information shall be used by the Auditor on any other project without prior written approval by the respective parties.

## 2.6 Post-Audit "Management Letter"

- a) Confirm that the partner will meet with the organization's designated representative to discuss the draft management letter. Following agreement as to the factual accuracy of the observations, a revised management letter (if necessary) shall be prepared and agreed to by the CCRC Finance Committee review team.
- b) In conjunction with the completion of the annual statements, confirm that the auditor will:
- i) If required, deliver to CCRC review team, letters conveying their concerns relative to the internal controls and/or other matters of material importance with respect to the operations, which may have been discovered in the course of the audit
  - ii) Provide suggestions for corrective actions.

## 2.7 Meeting and Subsequent Assistance

a) Confirm that the auditors will attend such meetings as are called to discuss their work and reports and shall provide such information as may be requested concerning matters pertaining to the annual financial statements.

b) Present the Audited Financial Statements at CCRC's Annual General Meeting.

## 2.8 Qualified Statements

a) Confirm that the auditors shall immediately, upon discovery of information or conditions which would otherwise lead to the inclusion of a qualified opinion with respect to the organization's financial statements, inform and fully discuss such matters with the organization's designated representative. In addition, the auditors shall, as far as possible, allow a reasonable period of time for the organization's designated representative to make an investigation, and take such corrective action as to avoid the inclusion of such qualification.

## 2.9 Fees and Expenses

The proposal should include a firm quotation for the fees to be charged for March 31, 2018 audit and an estimate for two subsequent years to enable consideration of a multi-year contract.

## Note

a) Out of pocket expenses will be included in the total fee

b) Confirm that the fees will include all auditing assignments and consultations not requiring a significant time commitment or written report. This includes telephone consultations

c) It is understood that should change in requirements occur (e.g. legislated) then additional fees be presented in writing to the organization's designated representative

d) If it should transpire that less time is required to perform the audit than anticipated, it is expected that a reduction will be given

e) All fees quoted will be kept confidential until they are released for purpose of approval

## 2.10 Other Services and Publications

a) Information should be included in the proposal regarding any advisory services which may be available free of charge on “routine” matters. These may include staff assistance and/or publications relating to income tax, sales tax, employee benefit plans, internal audit, management, cash management, etc.

## 3. **Other Considerations**

- 3.1 CCRC reserves the right to discuss any and all proposals, to request additional information from the applicants and to decline any and all proposals made; the lowest cost proposal will not necessarily be accepted.
- 3.2 The organization will not be liable for any costs incurred by the applicants in the preparation of their response to this proposal.
- 3.3 If called upon to make an oral presentation, it is expected that the partner and manager who will be assigned to the audit will be present to make the presentation on behalf of the firm.

## 4. **Evaluation Process**

- 4.1 Community Counselling & Resource Centre will select the successful proposal that it deems will best serve its interests including but not limited to the following criteria, as applicable in their opinion:
- Audit Firm and Personnel Experience
  - Audit Approach and Technique
  - Skill, training or background in public finance
  - Presentation, Content & Compliance with Request for Proposal
  - Fees

## 5. **Contact**

**Lynda Terry**, Manager of Finance & Administration  
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705-743-2272 ext 304 Fax: 705-742-3015  
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