

Request for Proposals

Annual Audit Services

For the fiscal years ending March 31:

2025

2026

2027

2028

2029

Proposals will be received up to and including close of business on March 31, 2024.

Each Proponent is required to submit one (3) copies of their Proposal in person addressed to:

Sheri Marceau

176 Main Street West

North Bay ON

P1B 2T5

The package should be clearly marked “RFP 2024-01 Audit Services” and include the Proponent’s name and return address.

**Or**

Each Proponent is required to submit one (1) copy of their Proposal electronically to: smarceau@nbd.CMHA.ca. The email or package should be clearly marked “RFP 2024-01 Audit Services” and include the Proponent’s name and return address.

Following review of the proposals, all Proponents will be contacted by June 30, 2024

**Request for Proposals**

**Table of Contents**

I Introduction 4

II Organization profile 4

III Timelines 5

IV Scope of Services 5

V Requirements 6

VI General 6

VII Contractual Requirements 7

VIII Vendor Selection 8

Proposal Form & Schedule of Fees (template) 12

**DEFINITIONS**

**Agreement:** means the contract between CMHA-NBD-NBD and a Successful Proponent(s) with respect to

the Services contemplated by the RFP, and shall be deemed to include the terms and conditions for

the provision of the Services as set out in this RFP.

**Board:** means a Board of Directors made up of a maximum of 12 members who govern the organization and are the primary force directing the Corporation towards the fulfillment of its responsibilities for the services set out in the mission statement of the organization.

**CMHA-NBD-NBD**: means Canadian Mental Health Association North Bay & District

**Closing Date**: means the date and time as set out in section 2.1 Proposal Submission and Closing

Date.

**Consultant:** means the Successful Proponent(s) with whom CMHA-NBD-NBD enters into an Agreement.

PHIPA: means the Personal Health Information Protection Act.

**Proposal:** means an offer submitted by a Proponent in response to this formal RFP which includes

all documents necessary to satisfy the submission requirements of the RFP.

**Proponent:** means a legal entity, being a person, partnership, firm or corporation that submits a proposal in response to a formal RFP.

**RFP**: means this Request for Proposal package in its entirety, which includes all sections, appendices, schedules, and attachments as listed in the Table of Contents and any addenda that may be issued by CMHA-NBD-NBD.

**Selection Committee:** means relevant representation of the CMHA-NBD-NBD and such other persons as

may be selected by CMHA-NBD-NBD to evaluate the Proposals.

**Services:** means all services and deliverables to be provided by a Consultant as described in this RFP.

**Site Authority**: means the CMHA-NBD-NBD designate specified with authority pertaining to the provision of Services.

**Successful Proponent(s)**: means the Proponent(s) whose Proposal is recommended for award to

***I. Introduction***

Canadian Mental Health Association- North Bay and District (CMHA-NBD) is requesting proposals from qualified local vendors with respect to annual audit services for the fiscal year beginning for the fiscal year ending March 31, 2025 which include but are not limited to:

* financial statement preparation, including assistance in the preparation of year end adjusting journal entries;
* preparation of the annual charity return
* reporting, including the Auditor’s Report and the Management Letter; and Attestation of year end reports for Ontario Health and Ministry of Health (ARR, AIR)
* Attendance and presentation of the draft audited financial statements at the meeting of the Board of Directors and at the Annual General Meeting
* other meeting attendance and services as may be requested and as agreed.

***II. Organization profile***

CMHA-NBD and District is a local Mental Health, Addictions and Peer Support agency that specializes in support services to people with a serious mental illness.

We provide collaborative support, advocacy and sustainable housing to those who have a serious and persistent mental illness, who may also have other medical and/or behavioural complexities.

*Our mission: To promote wellness and empower individuals to achieve their full potential by providing collaborative supports, advocacy, and sustainable housing through a respectful and culturally sensitive approach to care.*

***Structure***

CMHA-NBD is governed by a Board of Directors made up of a maximum of 12 members. The board members are the primary force directing the Corporation towards the fulfillment of its responsibilities for the services set out in the mission statement of the organization.

The day-to-day management is by the Chief Executive Officer (CEO) with support from a financial perspective from the Director-Finance. Currently we have approximately 200 staff.

An organization chart, Get to Know us document and the organization’s March 31, 2023 Audited Financial Statements are attached to this proposal.

***Key Personnel***

The key contact for information you may seek in preparing your proposal:

Sheri Marceau, Operations Coordinator, 705-492-7881 smarceau@nbd.CMHA.ca

Requests for additional information, visits to the site, review of relevant material, information, etc. should be coordinated with Sheri Marceau at the contact information above.

Questions are to be submitted in writing no later than seven (7) calendar days prior to the Closing Date and sent to smarceau@nbd.CMHA.ca. CMHA-NBD-NBD shall determine, at its sole discretion, whether the query requires a response, and such responses will be made available to all Proponents by issue of addenda that will be incorporated into and form part of the RFP. No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

***III. Timelines***

CMHA-NBD reserves the right to modify this timeline at any time. Should the due date for proposals be changed, all firms sent a request for proposal shall be notified.

|  |  |
| --- | --- |
| *Request for Proposals released*  | January 19, 2024 |
| *Proposals due date*  | March 31, 2024 |
| *Approval by Board*  | May 31, 2024 |
| *Notification to successful firm*  | June 15, 2024 |
| *Notification to all firms*  | June 30, 2024 |
| *Other meetings*  | As required |

***IV. Scope of Services***

The successful firm will be required to provide the following services:

* An audit of the organization’s financial records for the fiscal periods under this RFP and the expression of an audit opinion upon completion (please provide a sample of the typical audit report associated with the audit of a not-for-profit organization which anticipates no difficulties or issues connected with the audit)
* Preparation of the annual Financial statements, including unaudited schedules
* Preparation of the organization’s registered charity return.
* Assistance with the year-end adjusting journal entries
* Reporting, including the Auditor’s Report and the Management Letter; and
* Attestation of year end reports for Ontario Health and Ministry of Health (ARR, AIR)
* Attendance and presentation of the draft audited financial statements at the meeting of the Board of Directors and at the Annual General Meeting

***V. Requirements***

As part of the proposal, all proposals must include the following:

* Completion of the proposal in accordance with requirements
* A profile of the firm, including experience in other similar projects, clients serviced locally of a similar business nature, resource and support services available locally and outside of the area which may pertain to CMHA-NBD, an explanation as to why the firm should be selected as the successful organization including strengths deemed to be appropriate for the audit
* Location and staffing, listing names, professional qualifications including areas of professional focus, and years of experience;
* Experience in providing services to registered charities and not-for-profit organizations of a similar size and to other similar organizations
* Outline of normal response or turnaround time when posed with a question from the client
* A description of the audit methodology utilized in audits of a similar size which may lessen the demand on internal resources or decrease costs
* Three references, including company/organization name, contact name, and contact phone number, as well as a brief description of services performed
* Anticipated on-going costs for a period of 2 years following the initial audit year (Note: The anticipated annual fee for each year of the five years for the completion of the audit of the financial statements is appreciated)
* Budgeted hours for audits and rates
* Hourly rate for accounting services, if any, associated with audit
* Notation of any additional services covered in the fee quote
* Confirmation of availability of appropriate staff during the audit period required
* A list of resources and support services readily available
* Commitment to the terms of the request for proposal

You may be contacted for further information on points where clarification is required.

***VI. General***

The following are general points to be considered:

* The award is subject to recommendation by the Finance Committee and approval by the Board of Directors
* All firms submitting a proposal for consideration, must disclose any conflict of interest in the proposal, or immediately upon discovery of a conflict of interest during the proposal process
* The proposal is irrevocable and is open until close of business on June 30, 2024
* CMHA-NBD reserves the right to withdraw, at its discretion, this proposal at any time, and shall not be liable for any cost incurred by the bidder as a result of this withdrawal
* CMHA-NBD reserves the right to reject, at its discretion, any or any part of the proposal and also reserves the right to award assignment based on other factors than solely lowest fee structure
* Fees shall be quoted exclusive of HST. HST must be added to the total of the amount proposed
* No adjustments to the cost proposed will be accepted after the proposal has been received
* CMHA-NBD will incur no costs in connection with the providing of materials or work related to this request for proposal. A confidentiality agreement will have to be signed prior to any materials being provided
* All proposals submitted become the property of CMHA-NBD
* No work may be assigned by the firm without prior written consent from CMHA-NBD
* CMHA-NBD reserves the right to terminate this agreement should the nature of its operations change or any operations currently being conducted cease to exist, which would result in services no longer being required, or in a material change in the nature of the organization
* CMHA-NBD reserves the right to obtain clarification on any aspect of the proposal. This clarification will not alter the proposal or cost structure provided
* Meetings requested by the CMHA-NBD or the vendor will be conducted at the CMHA-NBD location at 176 Main Street West, North Bay. CMHA-NBD will not accept responsibility for costs incurred in connection with firm staff attending these meetings

CMHA-NBD will safeguard the confidentiality of all proposals

***VII. Contractual Requirements***

***Indemnity***

The successful bidder shall indemnify and save harmless CMHA-NBD, its directors, officers, employees and agents, against and from all actions, causes of action, interest, claims, demands, costs, damages, expenses including defense costs or loss which the CMHA-NBD may bear, suffer, incur, become liable for or be put to by reason of any damage to property or injury or death to persons by reason of, arising out of or in consequence of breach, violation of non-performance by the successful bidder of any provision of this agreement, or by reason of or arising out of the use of the premises or in connection with the work covered by this agreement, or by reason of or arising out of any act, neglect or default or omission by the successful bidder or of any of its officials or employees or any other person or persons, in, on, or about the premises. The rights to indemnity contained in this paragraph shall survive any termination of this agreement, anything in this agreement to the contrary notwithstanding.

***Insurance***

In connection with this indemnification by the firm, the firm agrees to purchase and maintain in force at its expense, including the payment of all deductibles, a policy of Professional Liability Insurance, acceptable to CMHA-NBD in the amount of not less than $1,000,000, and to deliver a Certificate of the Policy originally signed by an authorized agent of the insurance company issuing the policy and a Certified copy of the Policy to CMHA-NBD upon the firm’s execution of this agreement. It is expressly provided that the Policy is:

* Not to be construed as a limit on the liability of the vendor in provision of goods or the performance by the vendor of its services under this agreement
* Notwithstanding anything to the contrary contained herein, kept in force and effect for a period of time ending no sooner than one (1) year after completion of the audit
* To be in a form and with an insurance company acceptable to CMHA-NBD

***VIII. Vendor/Firm Selection***

All proposals will be reviewed by the CMHA-NBD Selection Committee and the Finance Committee of the Board and presented to the Board of Directors. Bidders may be asked to make an oral presentation to the Selection Committee or the Board of Directors. It is expected that the vendor staff completing the project will be involved in the presentation. Selection criteria will include but will not be limited to:

* History of the vendor
* Locality of the firm
* Technical expertise
* Experience and qualifications of staff assigned to the project
* Compliance with the information requirements outlined in the RFP
* Knowledge of the sector in which CMHA-NBD conducts business and the environment from which its members/donors/stakeholders come
* Listing of clients, particularly those in the not-for-profit sector
* References (including name and phone number of contact)
* Resources and support services available
* Fees proposed
* Presentation to senior staff and/or a selection committee (if required)

**Stage 1 – Mandatory Requirements:**

• Compliant Mandatory and Submission Requirements Pass/Fail

**Stage 2 – Proposal Merits – Score out of 100**

**Section 1 - Firm Profile - 25%**

* Breadth of other registered charities and not-for-profit experience within Ontario
* Relevant experience and qualifications of key personnel including names, professional qualifications including areas of professional focus and years of experience and location.

**Section 2 – Resources and Support Services – 30%**

* Resource and support services available including initial response time to inquiries
* Capacity to provide feedback within short timeframes
* Corporate philosophy and any program dealing with quality assurance
* Preliminary assessment of the firm’s understanding of the work to be performed including, but not limited to:
* Preparation of the annual Financial statements, including unaudited schedules
* Preparation of the organization’s registered charity return.
* Assistance with the year-end adjusting journal entries
* Reporting, including the Auditor’s Report and the Management Letter; and
* Attestation of year end reports for Ontario Health and Ministry of Health (ARR, AIR)
* Attendance and presentation of the draft audited financial statements at the meeting of the Board of Directors and at the Annual General Meeting
* Confidence in the approach and direction for the provision of Services including any additional services that may be required and available.

**Section 3 - Quality of Proposal – 10%**

• Professionalism and thoroughness of the Proposal

**Stage 3 –Financial Information – 35%**

* Rates to complete annual audit services as defined throughout this document
* Rates and retainers for various levels of firm owners, partners and staff available for CMHA-NBD audit services.
* Rates and retainers for additional audit services that may be required to service CMHA-NBD audit needs, as outlined in this RFP, which are not available within the firm.

Total Available Points 100

It is expected that the appointment will be approved by June 15, 2024

**PROPOSAL GENERAL TERMS AND CONDITIONS**

**Proposal Withdrawal and Acceptance Period**

A Proposal may be withdrawn by email to smarceau@nbd.cmha.ca at any time from the same email address as the submission. A Proponent who has withdrawn a Proposal may submit a new Proposal, but only in accordance with the terms of this RFP. CMHA-NBD requests that the Proposal remain open for acceptance until sixty (60) days after the Proposal Closing Date, or until such time as mutually agreed upon in writing.

**Alternate Proposals**

Proponents may submit an alternate Proposal provided it complies with the essential requirements set forth in the RFP and contains adequate justification, including costs.

Alternate Proposals should be marked as such and included in a single package with any other Proposal being submitted. It will be at the sole discretion of the Selection Committee to determine if an alternate Proposal is acceptable and to be further considered for evaluation. Alternate Proposals will be individually evaluated. Proposals that do not comply with the essential requirements are not encouraged and will be rejected.

**Solicitation of CMHA-NBD Staff and Board Members**

With the exception of the Operations Coordinator, and except as otherwise specified by CMHA-NBD, Proponents shall not, directly or indirectly, contact or communicate with, any individuals working for or associated with CMHA-NBD in relation to this RFP. Any Proponent which CMHA-NBD determines to be circumventing or subverting this process may, in CMHA-NBD’s absolute discretion, be disqualified.

**Influence**

No person, partnership, firm, company, corporation, or organization shall attempt in any way, directly or indirectly either in private or in public, to influence the outcome of any CMHA-NBD evaluation or Proposal acceptance.

The Proposal of any person, company, corporation or organization that does attempt to influence the outcome of any CMHA-NBD purchasing process will be disqualified.

**No Collusion**

No Proponent may discuss or communicate about, directly or indirectly, the preparation or content of its Proposal with any other Proponent or the agent or representative of any other Proponent of prospective Proponent. If CMHA-NBD discovers there has been a breach at any time, CMHA-NBD reserves the right to disqualify the Proposal or terminate any ensuing Agreement.

**Conflict of Interest**

In its Proposal, the Proponent must disclose to CMHA-NBD any potential conflict of interest that might compromise the performance of the Services. If such conflict of interest does exist, the CMHA-NBD may, at its discretion, refuse to consider the Proposal.

The Proponent must also disclose whether it is aware of any CMHA-NBD employee, Board member or member having a financial interest in the Proponent and the nature of that interest. If such an interest exists or arises, the CMHA-NBD may, at its discretion, refuse to consider the Proposal or withhold the awarding to the Successful Proponent until the matter is resolved to CMHA-NBD’s sole satisfaction.

All requests for additional information and/or clarification in connection with the RFP must be sent via email to smarceau@nbd.cmha.ca

Canadian Mental Health Association- North Bay and District

PROPOSAL FORM

Closing Date: March 31, 2024

Sheri Marceau, Operations Coordinator

176 Main Street West

North Bay ON P1B 2T5

Subject: Request for Proposal

Dear Selection Committee:

We, the undersigned, agree to provide services in accordance with the specifications provided for in the request for proposal, at the costs outlined below/in the attached.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Province \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Extension \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Canadian Mental Health Association- North Bay and District

PROPOSAL FORM (continued)

Schedule of fees:

Please separate by Audit and Audited Financial Statements, Registered Charity Return, Ministry Attestation reporting ( AIR, ARR)

2025 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2026 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2027 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2028 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2029 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional costs which may be charged include: (example: supplies, printing, travel) (please list)

Yours truly,

Name

Firm