



Request for Proposal – Audit Services

Issued Date: January 23, 2023

Closing Date: March 17, 2023, 12:00 PM CST

Project Summary

The Society for the Involvement of Good Neighbours (SIGN) is seeking proposals from qualified auditing firms for the provision of annual financial audit services for the fiscal years ending 2024 to 2028 (inclusive), with SIGN having a March 31st year-end. SIGN's financial statements must be in accordance with Canadian accounting standards for not-for-profit organizations.

This Request for Proposal (RFP) outlines the basic requirements for audit services to be provided by the successful proponent.

Organizational Background

The idea of the Society for the Involvement of Good Neighbors (SIGN) was first developed in 1968 by four members of the Yorkton Ministerial Association, Father Paul St. Pierre, Rev. Wm. Shank, Jack Jones and Rev. Roland Wood. SIGN was created to be sensitive to community needs and to be available to the community to help develop programs to meet the needs of individuals in the community. SIGN's first full time Executive Director was Elton Davidge. Through his work, a number of early projects were undertaken under the SIGN umbrella. Some of the early projects included:

- A Drop-In Centre for Outpatients of Mental Health;
- A radio talk show called SIGN Listens, in which local clergy answered questions and offered advice to callers;
- A pre-school program which served children requiring a specific school readiness program;
- A child day care centre, which later became the model used by the province in setting their provincial standards;
- A general counselling program, which in the early years operated under the auspices of the Saskatchewan Psychological Association;
- A program which provided volunteers for the delivery of meals in a Meals-on-Wheels Program
- A senior's Drop-In Centre (one of the first in Saskatchewan); and
- A central information and referral service which maintained a directory of all non-profit and service groups in the community.

Many of these programs are still in existence and now operate independently of SIGN. Currently SIGN has the following support services and programs that is provided to those in the Yorkton community and surrounding areas: Rapid Access Counselling, Next Steps, Senior Mobility, Housing Support, Positive Impact, Choose to Change, Vocational Employment, Independent Living, Life Without Barriers, Trustee Services, KidsFirst, Triple P, Family Preservation, Family Support, Kamsack Family Resource Centre, Yorkton Family Resource Centre, Early Learning Centre, Before and After School Programs (St. Paul's, Yorkdale, and M.C. Knoll), Life Skills including the Youth Resiliency Project, and Adolescent Group Home.

The Vision of SIGN is to “contribute to and participate in communities that are caring, self-reliant, safe and stable; that offer opportunities to participate in and benefit from social, economic, cultural and recreational activities; and that provide for basic needs”. It is SIGN’s mission to “provide leadership, programs and services that assist, support and empower children, adults and families to achieve lifelong success, leading to strong and caring citizens and communities”.

SIGN has three locations within Yorkton, including the SIGN on Broadway, SIGN on North, and the Adolescent Group Home. SIGN also operates out of Kamsack through a rented facility, and programs travel across Saskatchewan to provide services. SIGN has approximately 120 staff members. Employees who work at the Adolescent Group Home are unionized, with the remainder of the staff being out of scope.

Financial Background

SIGN’s fiscal year-end is March 31st of each year. The 2023 fiscal year operating budget amounted to just over \$6.4 million, with revenues being derived from the Government of Saskatchewan (Ministry of Social Services, Ministry of Justice, and Ministry of Education), the Federal Government, the Saskatchewan Health Authority, the Morris Foundation, SGI, Saskatchewan Abilities, City of Yorkton, Family Services Saskatchewan, Donations, Fundraisers, and various other grants and user fees.

SIGN uses SAGE 300 as its accounting system, including accounts payable, accounts receivable, and general financial processing. ADP is used as SIGN’s payroll service provider and is imported into SAGE for financial reporting purposes.

The fiscal year-end March 31, 2022 audited Financial Statements is on our website to be viewed in association with this proposal. Please visit www.signyorkton.ca.

Contact Information

All inquiries related to this RFP should be directed to the following individual:

Lynsey Swanson, CPA, CA
Director of Finance
SIGN
83 North Street
Yorkton, SK S3N 0G9

Phone: (306) 783-9409
E-mail: l.swanson@signyorkton.ca

Please note that information obtained from any other person other than the contact individual above, may not be relied upon. All inquiries should be made by **March 3, 2023 at 3:30 PM CST**. Inquiries and responses will be recorded and may be provided to all known Proponents and/or be posted to SIGN’s website.

If there are any omissions of information or discrepancies noted within this RFP document please immediately notify the representative above.

Requirements

The proposal should include, but is not limited to, the following information:

- Proponent profile
- Experience of Partner, Managers, and Staff that will be assigned to this file and the firm's qualifications
- The size and organizational structure of the auditor's firm
- Statement of the firm's understanding of work to be performed
- A proposed timeline for fieldwork and final reporting, including whether interim work will be completed
- Proposed fee structure for each of the five years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged (Schedule A)
- Any travel fees that will be charged if the firm is outside of Yorkton
- References and contact information from at least three comparable non-profit audit clients
- Identification of anticipated potential audit problems

The audit must be completed within 75 days of the end of each fiscal year, in order for our Board to review each document prior to its submission to the appropriate recipients. In addition, the Society for the Involvement of Good Neighbors requires that a meeting of the auditors and selected board and staff members be held to discuss a draft version of the financial statements before finalization and acceptance by the board is made.

If weaknesses in internal controls or other concerns are identified throughout the audit, it is expected that these concerns are discussed with senior management before the issuance of the Management Letter.

Addenda

If it is determined that an amendment is required for this RFP, a written addendum will be made available on SIGN's website at www.signyorkton.ca. It is the responsibility of the proponent to check SIGN's website for addenda information.

Submission Information

Proponents have the option of submitting a paper or electronic format of their proposal. If the proposal is submitted electronically the proponent will receive a confirmation of receipt email indicating that the proposal has been received. Proposals should be submitted to SIGN on or before **12:00 noon CST on March 17, 2023** to the following address:

SIGN

Proposal for Auditing Services

Lynsey Swanson, CPA, CA
83 North Street
Yorkton, SK S3N 0G9

OR

Email: l.swanson@signyorkton.ca

Subject: Proposal for Auditing Services

Email submissions will be accepted; however, the date and time electronically recorded based on receipt on SIGN's inbox will be used in determining if the submission is late. SIGN does not take any responsibility for late submissions due to electronic or delivery complications. Late submissions may or may not be accepted, based on a decision by the board.

The proposal should be completed and signed with an authorized signature of the Proponent or designated official.

Schedule

The following is the proposed schedule for notification of potential acceptance of proposal:

Event	Timeline
RFP Posted	January 23, 2023
Last Day for Inquiries	March 3, 2023 at 3:30 PM CST
Proposal Submissions	March 17, 2023 at 12:00 PM CST
Opening of Proposals	March 17, 2023 at 1:00 PM CST
Recommendations Made to Board	March 28, 2023
Notification to Successful Proponent	March 29, 2023

SIGN reserves the right to adjust the schedule displayed above. Any changes to the schedule will be noted through an addendum to be provided to potential Proponents and/or posted to SIGN's website at www.signyorkton.ca.

Evaluation Criteria

The following evaluation criteria will be used when evaluating proposals; however, the board reserves the right to select the proposal that they see best fit the needs of the organization:

a. Quality and Completeness of Proposal – 10%

Evaluation will be made on the Proponents ability to meet the requirements as set out in the “Requirements” section of this RFP. Schedule A, Proposal Summary form is completed and signed by an authorized representative. The proposal is easy to understand and is clear on what is offered at what cost.

b. Experience, Reputation and Resources – 25%

SIGN will be keen to look at the qualifications of key personnel, including the Partner, Manager, Senior and/or accounting staff that will be assigned to this audit. The size of the firm should be indicated, as well as, the location of the office from which the work on the engagement is to be performed. References of at least three non-profit audit engagements should be provided with their contact information.

c. Audit Approach – 15%

A summary of the audit approach that will be used is indicated within the proposal. A sample of audit service plan document may be included. Additionally, provide an estimate of materiality that will be used for the audit.

d. Financial – 45%

Fees associated with the services provided for each year (fiscal years ending 2024 – 2028) should be included and submitted on Schedule A. Any breakdown of the fees to be charged or additional information regarding potential fluctuations in the fee should be attached to this Schedule.

e. Timeliness – 5%

Proposal will be evaluated on whether it has been submitted on time through hard copy or electronic means.

The evaluation of the proposals may not be limited to the criteria referred to above. Other criteria may be identified during the evaluation process and used to appraise the proposals. All criteria considered will be applied to each Proponent on an equitable basis. This evaluation is for internal use and for presentation to the board only.

If there are any obvious discrepancies identified within the proposals, SIGN will make obvious corrections, but only to the extent that the corrections are blatantly apparent within the submission.

SIGN may, at its discretion, request clarifications or additional information from a Proponent in respect to their submission. SIGN may consider such clarifications or additional information in evaluating a proposal.

Confidentiality

SIGN will endeavour to keep all proposals confidential. Material will only be viewed by the evaluation team and board members. Information contained in the proposal will not be released to the public.

In the conduct of the engagement the Auditor may require access to confidential or private information. It is expected that the Proponent selected will abide by its professional standards and code of conduct in terms of safeguarding SIGN's corporate and staff personal information. The Auditors shall not disclose to third parties any private or confidential information obtained during the course of the engagement, unless as required by law or due to a professional duty to disclose, nor use the information for their personal advantage or the advantage of third parties.

Termination

SIGN may terminate any or all services upon 30 days written notice. If such notice is given, SIGN will pay only for the time and expenses incurred by the Auditors up to the termination date and for any reasonable time and expenses incurred to bring the services to a close in a prompt and orderly manner.

Additional Information

SIGN reserves the right to reject any or all submissions, as well as, accept, accept parts of a proposal, and/or negotiate with the successful Proponent. SIGN will reject any proposal which is either:

- Incomplete, obscure, or unrealistic; or
- Has not been signed by an authorized representative;

This RFP is not a tender and does not commit SIGN in any way to select a proposal or to proceed with negotiations for a Contract. By submitting a proposal, Proponents agree that no contract of any kind is formed under, or arises from this RFP prior to the signing of a formal written Contract.

Proponents are solely responsible for their own expenses for preparing and submitting a proposal. SIGN will not be liable to any Proponent for any claims for costs, damages, loss of anticipated profits, or for any other matter whatsoever incurred by the Proponent in preparing and submitting a proposal, participating in negotiations for Contract, or other activity related to or arising from this RFP.

A Proponent shall disclose in the proposal whether there are any or potential conflicts of interest and/or existing business relationships with SIGN, its elected or appointed board or employees.

Proposals must be firm for at least 45 days after the submission deadline date of March 17, 2023, or disclosure should be made on what charges may fluctuate before signing of a contract.

All fees and rates should be expressed in Canadian dollars.

While SIGN has used considerable efforts to ensure an accurate representation of the information contained within this RFP, the information is supplied as a guideline only. The information is not guaranteed or warranted to be accurate, nor is it necessarily comprehensive

or exhaustive. It is each proponent's responsibility to review and understand the terms and conditions of this RFP and the scope of the work being requested.

Schedule A - Proposal Summary Form

(Return all of Schedule A with the Proposal Package Submission)

Contact Information

Legal Name of the Proponent: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Authorized Individual Name: _____

Authorized Individual Position: _____

Authorized Individual E-mail Address: _____

All fees quoted below should be excluding taxes:

Fiscal Year	2024	2025	2026	2027	2028
Total Fees	\$	\$	\$	\$	\$
Hourly rate for additional services (attach separately if necessary)					\$

Total fees should include all anticipated costs including travel, administration fees, printing, etc. If the Proponent wishes to include a breakdown of the fees, please put the total charges on this summary page and attach a separate schedule.

I hereby certify that there are no known or potential conflicts of interest or existing business relationships between SIGN's appointed board or employees and the Proponent.

Authorized Representative Signature

Date