

Request for Proposal

For Auditing Services

Fiscal Years January 1, 2020-December 31, 2024

Issued by



Return Date: March 13, 2020 by 5:00 pm

Halifax Chamber of Commerce  
Request for Proposal  
External Auditing Services

**Instructions to Bidders**

The Halifax Chamber of Commerce is a voluntary, not-for-profit organization that represents business interests and provides vital leadership that benefits Halifax and the Atlantic Region. It is a lobby and advocacy group acting on behalf of over 1700 members and operates out of our office at 32 Akerley Blvd, Suite 100, Dartmouth, Nova Scotia B3B 1N1.

This document constitutes a Request for Proposal (RFP), which specifies the Chamber's requirements for Audit Services. All pricing information should be fully disclosed with all charges clearly defined. Please feel free to address any additional services not specifically mentioned in this RFP that may be of potential benefit to the Chamber.

I have attached the Audited Financial Statements for 2018 for your review of previous services provided

**Objective**

The objective in this call for proposals is to select an auditing firm to provide auditing services to the Halifax Chamber of Commerce.

**Terms of Contract**

The term of the commitment is a five-year (5) term commencing for the fiscal year of January 1, 2020 to December 31, 2024. The auditors are reappointed annually at the Halifax Chamber of Commerce's Annual General Meeting in April. Ninety (90) days written notice must be provided if either party wishes to terminate the agreement prior to the commitments expiry date.

**Inquiries during Proposal Process**

All enquiries regarding this RFP can be emailed to:

Colin J Bustard  
Director of Finance and Administration  
Email: [colin@halifaxchamber.com](mailto:colin@halifaxchamber.com)

**Submission of Proposal**

Submit one copy of the proposal, in a sealed envelope and clearly marked:

RFP Response Audit Services, addressed to:

Halifax Chamber of Commerce  
100-32 Akerley Blvd  
Dartmouth, Nova Scotia B3B 1N1

ATT: Colin J Bustard, Director of Finance and Administration

Proposals will be received at our front reception desk during regular business hours only: 8:00 am -5:00 pm.

Bidders are solely responsible for the method of conveyance of their proposal to the receiving point.

The Halifax Chamber of Commerce reserves the right to accept any proposal submitted or to reject all proposals.

It is anticipated that the successful bidder will be notified no later than April 30, 2020.

#### **Termination of Contract**

The Halifax Chamber of Commerce reserves the right to terminate the agreement within 30 days written notice to the firm subject to the following:

- The firm fails to perform in accordance with specified service requirements as outlined in the RFP.
- The firm fails to provide any product or service as specified in the agreement without written explanation.
- The firm otherwise violates the provisions of the RFP to a significant degree.

#### **Proposal Submission Due:**

**March 13, 2020 by 5:00 P.M.**

#### **Bidder Qualifications**

To be considered a candidate for the provision of audit services for the Halifax Chamber of Commerce, bidders must:

- Be a recognized Chartered Accounting firm experienced and knowledge in the not-for-profit sector;
- Be current with respect to legislation relevant to the operation of not-for-profit organizations;
- Be current members of the Halifax Chamber of Commerce

#### **Service Requirements**

Following are specific services required:

- Audited financial statements and not-for-profit tax return;
- Verification of bank account balances and valuation of Chamber investment account;
- The Auditor shall conduct the examination in accordance with Canadian generally accepted auditing standards;
- The Auditor shall present the audit to the Audit and Risk Committee and the Board of Directors in February and March of each year;
- The Auditor shall advise the Halifax Chamber of Commerce of any and all changes in accounting and reporting requirements;
- The Auditor shall serve as a resource and be available for consultation on accounting and related issues throughout the fiscal year.

## **Proposal Contents and Format**

Following are to be included in any proposal:

- Firm's experience working within the not-for-profit sector;
- List of individuals in the firm that will be directly responsible for the audit;
- How audit engagement will be managed and supervised;
- Output of engagement (reports to be issued etc.);
- Timeline of components of audit engagement process;
- Demonstrated knowledge and expertise related to the not-for-profit sector;
- The name and contact information of one not-for-profit organization for whom the firm has performed audits within the last two years;
- Fee structure for audit services

## **Basis of Awarding**

A letter of engagement will be signed with an independent auditor who, based on an evaluation of all responses, applying all criteria and oral interviews (if performed), is determined to be the best qualified to perform the services, and best qualified to deliver the best value package of deliverables.

The right is reserved, as the interest of the Halifax Chamber of Commerce may require, to waive any defects or all informalities in any proposal, to reject any or all proposals, to take any or all proposals under advisement or to accept any proposals as may be deemed to be in the Halifax Chamber of Commerce's interest in meeting the standards of quality, price and value ("best" proposal).