



**Seaway Valley  
Community Health Centre**

*Working with you for a Healthier Community*

***Request for Proposal # RFP***

***AUDIT SERVICES***

*Date Issued: May 7<sup>th</sup>, 2021*

*Deadline for submission: May 31<sup>st</sup>, 2021 at 1:00pm*

*Seaway Valley Community Health Centre  
353 Pitt Street  
Cornwall, ON  
K6J 3R1*

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## 1.1 RFP Introduction

The Seaway Valley Community Health Centre invites proposals from qualified accounting firms for the provision of professional audit services related to the annual financial statements and supplementary financial information of the organization.

## 1.2 RFP Schedule of Events

RFP Issue Date	May 7 <sup>th</sup> , 2021
RFP Closing Date	May 31 <sup>st</sup> , 2021 at 1:00 p.m.
Selection of Preferred Proponent	June 1 <sup>st</sup> 2021

The dates above are provided for information purposes only and may be subject to change.

## 2.0 Engagement Overview

### 2.1 Audit Requirements

The auditor will be responsible for the following:

- Performing an annual audit in accordance with Canadian generally Accepted Audit Standards as defined by the CICA Handbook.
- Providing an opinion to Seaway Valley Community Health Centre as to the fair presentation of Seaway Valley Community Health Centre's financial statements in accordance with Canadian Generally Accepted Accounting Principles for local governments as defined by the CICA Public Sector Accounting Handbook.
- Assessing the effectiveness of internal controls and making recommendations for improvement where warranted.
- Presenting the audit results to Seaway Valley Community Health Centre and addressing any questions that may arise concerning the audit and its findings.
- Advising and counseling Seaway Valley Community Health Centre staff as to developments that may arise during the year in the areas of accounting, auditing or tax that may affect the Centre.

## **2.2 Communication**

Seaway Valley Community Health Centre requires that the audit team be able to communicate in English.

## **2.3 Timelines**

The financial statements and financial information return, along with respective audit reports, are due to SVCHC by May 20<sup>th</sup> each year.

The audited financial statement shall be approved by the board of directors, ratified by the membership of CHC at the Annual General Meeting, and signed by any two of the Chairperson and/or Treasurer of the board of directors and/or Executive Director of the CHC certifying that it is complete and accurate.

In order to meet this deadline, the auditor must complete all required audit work and be prepared to present signed audit reports to Seaway Valley Community Health Centre by a May 15<sup>th</sup> deadline.

## **2.4 Term**

The service period is for a three-year term beginning April 1<sup>st</sup>, 2021 and ending March 31<sup>st</sup>, 2024.

## **2.5 Agreement**

A letter of engagement setting out the audit requirement based on this RFP and the proposal will be entered into and signed by Seaway Valley Community Health Centre and the successful proponent after the appointment of auditor has been approved by the Board.

## **3.0 Overview of Organization**

### **3.1 Seaway Valley Community Health Centre**

Seaway Valley Community Health Center is a not-for-profit organization.

Seaway Valley Community Health Centre is helping people increase control over and improve their health and health of the community as a whole. We bring the knowledge of good health and the factors affecting it to community residents, partners and groups. We deal with a wide range of issues and concerns that affect health.

We do this through primary health care, counseling, health promotion and the illness prevention programs. These programs include: workshops, drop-ins,

support groups, community meetings, training, outreach counseling, education, problem solving, advocacy and support of community initiatives.

We also work with community residents on finding solutions to problems they identify and provide organizational support to local groups and associations.

### **3.2 Selected Statistical Information – 2020**

• No. of GL accounts	493
• No. of sales invoices issued	294
• No. of vendor invoices received	1400
• No. of employees	39

Copies of past years financial statements for the Seaway Valley Community Health Centre are available for review on request. Copies of year end working documents are also available for your analysis.

### **3.3 Financial Systems**

The Seaway Valley Community Health Centre currently uses Microsoft Dynamics GP software for general ledger, AR, AP. Payroll is processed in-house using Quadrant Workforce.

### **4.0 Response Guidelines**

All submissions become the property of the Seaway Valley Community Health Centre and will not be returned to the sender. RFP responses are to be e-mailed, in PDF, to Jeff Walmsley, at [walmsleyj@seawayvalleychc.ca](mailto:walmsleyj@seawayvalleychc.ca) or delivered in a sealed envelope to the Seaway Valley Community Health Centre at the following address:

353 Pitt Street  
Cornwall, ON  
K6J 3R3

Please note that the Seaway Valley Community Health Centre is open  
Monday, Wednesday and Friday from 8:30 a.m. to 4:30 p.m.  
Tuesday and Thursday from 8:30 a.m. to 7:30 p.m.

**Submissions must be received by 1:00 p m, EST, May 31<sup>st</sup>, 2021.**

## 4.1 Submission Requirements

All submissions should contain the following information:

- The name of the firm, address of the practicing office closest to Seaway Valley Community Health Centre's office, telephone number and name of contact person.
- Number of partners, managers and professional staff employed at the local practicing office.
- The proposed audit team, including qualifications and identification of previous related audit experience for each person.
- A listing of current and past public sector audit engagements undertaken by the office and the number of years of service to each client.
- Contact information for references for which the respondent has provided audit services that are similar in scope and complexity to the services described in this RFP. The Seaway Valley Community Health Centre may contact these references without prior notification to the respondent.
- An outline of how the auditor proposes to meet the engagement requirements and timelines identified, including details of audit methodology and suggested dates when work will be performed.
- Cost of services, including:
  - An estimate of the total hours of work required to complete the audit with subtotals for each major area of work.
  - Identification of total charges for professional services.
  - Identification of any additional charges related to the audit and the basis for calculation of those costs.
  - Maximum all-inclusive annual fee for each of the three years under agreement to meet all identified requirements of the engagement.
- Identification of any potential conflict of interest or circumstances that could be perceived to be a conflict of interest should the respondent be appointed auditor for the Centre.
- Confirmation that the respondent carries all required professional liability insurance and workers compensation coverage.

- An outline of non-audit services provided by the firm that may be of value to the Centre. Any additional costs related to these services should be clearly identified.

## **4.2 RFP Evaluation Criteria**

Each submission will be measured against the following criteria:

- Knowledge and experience of OHRS and MIS Reporting Standards.
- Quality and clarity of the submission.
- Auditor's demonstrated ability to meet the requirements of the engagement.
- Clearly explained and cohesive work plan.
- Appropriateness of methodology and approach proposed.
- Total maximum cost for the three-year engagement period.
- References.

## **5.0 RFP Conditions**

### **5.1 Confidentiality**

Respondents at all times will consider all information and data received from the Centre to be confidential. In addition, the proponents shall not use or disclose any information to anyone without written consent of approval from authorized individuals of the Centre, except for necessary preparation of the RFP and, if selected, for the completion of the work.

All documents submitted to the Centre will be subject to the protection and disclosure requirements of the Freedom of Information and Protection of Privacy legislation (FOIP).

### **5.2 Acceptance, Rejection or Re-issue of RFP**

The Centre is not under any obligation to select a vendor, nor is it required to accept the lowest cost proposal. The Centre reserves the right to accept, or refuse an RFP. The Centre reserves the right to discuss different or additional terms to those included in the RFP. The Centre reserves the right to amend or modify any term in this RFP. By the act of submitting its RFP, the proponent waives any right to contest in any legal proceeding or action the right of the

Centre to award the work to whomever it chooses, in its sole and unfettered discretion.

### **5.3 Incurred Costs and/or Compensation**

No respondent shall have any claim for compensation of any kind as a result of participating in the RFP; by submitting a proposal each respondent shall be deemed to have agreed that it has no claim. Preparing and presenting the proposal is the sole financial responsibility of the respondent and costs will not be compensated.

### **6.0 Contact Information**

#### **6.1 RFP Contact**

Debbie St John-de Wit  
Executive Director  
Seaway Valley Community Health Centre  
Telephone: (613) 930-4892, extension 101  
Email: [dewitd@seawayvalleychc.ca](mailto:dewitd@seawayvalleychc.ca)

Or

Jeff Walmsley  
Manager of Corporate Services  
Seaway Valley Community Health Centre  
Telephone: 613-930-4892, extension 104  
Email: [walmsleyj@seawayvalleychc.ca](mailto:walmsleyj@seawayvalleychc.ca)