



Request for Proposals for External Audit Services

Issuing Organization: OASIS – Ontario Agencies Supporting Individuals with Special Needs

Issue Date: January 29, 2024

Submission Deadline: March 7, 2024 at noon

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OASIS

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I. INTRODUCTION

The Ontario Association of Social Integration Services (OASIS) invites qualified accounting firms to submit proposals to provide comprehensive external audit and financial consulting services for the fiscal years ending March 31, 2025, through 2027. The selected firm will perform audits in accordance with Canadian Accounting Standards for Not-for-Profit Organizations and any provisions of funding agreements held by OASIS. Annual extensions may be considered through a vote at OASIS's Annual General Meeting.

The Auditor should have experience and expertise in performing audits for non-profit organizations, be free of any obligations or interests that may conflict or affect their ability to perform and act as the Auditor of OASIS, and have the capacity to provide this service in a timely manner.

II. DEFINITIONS

Throughout this Request for Proposal, the following definitions apply:

- "Auditor" means the successful Proponent to this Request for Proposal.
- "Audit services" means the financial audit of and resulting opinion on the annual financial statements of OASIS, including the separately audited statement of revenue and expenses, as well as the preparation and filing of the annual Nonprofit Returns.

- "Firm" means the Auditing Firm.
- "Organization" refers to the Ontario Association of Social Integration Services (OASIS).
- "Proponent" means an accounting firm that submits a proposal in response to this Request for Proposal; "Proposal" means a submission in response to this Request for Proposal; "RFP" means Request for Proposal; "Services" means the works requested to be performed as per this RFP.

III. TERMS AND GENERAL CONDITIONS OF ENGAGEMENT

A. Term of Engagement

It is the intention of OASIS to enter into an agreement with the successful firm to provide external audit services beginning with the annual audit for the fiscal year ending March 31, 2025, with an opportunity to renew the engagement for the following two fiscal years (dependent on approval of the membership).

B. Acceptance of Proposal

OASIS reserves the right to reject all Proposals for any reason or to accept any Proposal based on Proposals received, which OASIS, in its sole unrestricted discretion, deems most advantageous to itself. The lowest of any Proposal may not necessarily be accepted.

C. Awarding of Contract

Notice in writing to the successful Proponent of the approval of its Proposal and the appointment of auditors by the OASIS Board, and the subsequent execution of an engagement letter and contract shall constitute the making of the Contract for Services. The Proponent will not, without written consent of OASIS, assign or transfer this contract or any part thereof.

D. Insurance

The Auditor shall maintain professional liability insurance with respect to professional liability as required and specifically named for the Services, including errors and omissions, with a limit of not less than \$2,000,000 per occurrence with respect to the Services alone and confirm that the "Firm" carries the required insurance as prescribed by the relevant professional regulatory bodies. The Auditor shall, without limiting its obligations or liabilities and at its own expense, provide and maintain insurance for its equipment and continuously carry insurance with insurers licensed in Ontario. The Proponent is responsible for all insurance costs (as required by law). The Proponent will provide verified copies of required insurance policies when requested.

E. Experience and Qualifications

The Proponent must meet the following minimum requirements to be considered for evaluation pursuant to this RFP:

1. The assigned supervisory staff must hold a valid accounting designation and have previous experience in performing a non-profit audit engagement and are licensed to operate in Ontario.
2. The accounting firm will have a dedicated group of professionals with expertise with the Accounting Standards for Not-for-Profit Organizations and with working with similar Not-for-Profit Organizations.

3. Demonstrated completion of several non-profit audits of similar size, complexity, and scope (or greater) within the last three (3) years.
4. Have sufficient staffing, facilities, financial resources, and expertise to address the scope of the audit services.
5. Demonstrate a commitment to providing reasonable annual continuity of experienced and qualified personnel.

IV. GENERAL INFORMATION

A. Background Information

The Ontario Association of Social Integration Services (OASIS) was established to support social integration and inclusion services in Ontario. OASIS is a non-profit organization dedicated to promoting the well-being of individuals through social integration services. OASIS works closely with numerous member organizations and government bodies to achieve its mission.

B. Financial Systems and Accounting Standards

OASIS utilizes the following accounting systems:

- Accounting system: Quickbooks Pro (Online)
- Payroll system: Payworks
- Timesheets and Attendance method: Spreadsheets
- Electronic Payables System: Quickbooks Pro
- Electronic Receivables: Yes

V. SCOPE OF SERVICES

A. Services

The Auditor will be expected to:

1. Complete the audit of the annual financial statements and provide written audit reports with an audit opinion on the financial statements.
2. Conduct the examination in accordance with the Canadian Auditing Standards and in compliance with the Canadian Accounting Standards for Not-for-Profit Organizations.
3. Examine the financial records, systems, and controls of OASIS.
4. Prepare the financial statements and prepare and file the annual returns.
5. Give regular progress reports to the Treasurer and Executive Director during the audit process, with immediate notification if fraud is found. Instances of fraud, waste, illegal acts, or indications of such, including all questioned costs, must be covered by a separate written report to the Chair, Treasurer, and Executive Director of OASIS unless contraindicated.
6. Advise the Executive Director and the Board of Directors of any weaknesses in key areas of risk pertaining to the internal controls noted during the audit or other areas of concern, prior to the issue of the Management Letter. The Auditor shall provide appropriate beneficial

recommendations based on audit findings to improve areas of concern. The Auditor shall communicate in a post-audit report and in the form of a Management Letter, if required, to the Board any reportable conditions, as determined by the Auditor, found during the audit.

7. Ensure all new or changed reporting requirements and accounting and auditing standards are communicated to OASIS, in writing, in a timely manner to ensure that financial statements and notes are in compliance with current reporting requirements and auditing standards.
8. Review and complete any legislatively required returns (such as to the Canada Revenue Agency).
9. Respond to and discuss with OASIS's Executive Director on any accounting, auditing, tax, and other issues arising throughout the year.
10. Immediately upon discovery of information or conditions that would otherwise lead to the inclusion of a qualified opinion with respect to the financial statements, inform and fully discuss such matters with the OASIS Executive Director. In addition, the Auditor shall, as far as possible, allow a reasonable period for OASIS staff to make an investigation, analyze, report, and take such corrective action as to avoid the inclusion of such qualification.
11. Provide OASIS with electronic and printed copies (2) of the finalized financial statements bound with the audit report.
12. Attend organizational meetings, including the Finance/Audit Committee to discuss the audit plan, report on the audit findings, and the Annual General Meeting to respond to questions and for the appointment of the auditors.

B. Annual Audit Schedule

Before March 31st of each year, the Auditor shall correspond with OASIS staff to discuss and agree upon a schedule of activities that will lead to the completion of the annual audit. The schedule of activities shall be finalized by February of each year and shall set out the key dates by which necessary information is to be assembled by both parties.

The basic timeline will be as follows:

1. Schedule of client assistance, provided by the Auditor to the OASIS staff by mid-February.
2. Year-end trial balance, provided by OASIS staff to the Auditor approximately two (2) weeks after year-end.
3. Year-end audit, within the last week of May.
4. Draft audit report and presentation to the Executive Director and Finance and Audit Committee, no later than the second week of June.
5. Audit report and presentation to the Board and membership, no later than the second week of July.
6. Preparation and filing of the nonprofit returns, no later than the end of July.

Please note: OASIS is open to conducting an Interim Audit in November/December each year as a way of facilitating year-end audit deadlines.

OASIS staff will assist the Auditor by preparing a trial balance and supporting documentation on a timely basis. Both OASIS staff and the Auditor will be jointly responsible for the preparation and processing of all confirmation letters. The OASIS Executive Director will provide annually a representation letter as required by the Auditing Standards Committee.

VI. AUDIT PROPOSAL

A. Proposal Requirements

A covering letter shall be provided with the proposal clearly stating the accounting firm's understanding of the services to be provided. The letter must include the name(s) of the person(s) who will be authorized to make representations for the firm, their title(s), and telephone number(s). The person signing the covering letter must be authorized to bind the Proponent.

Proposers must respond to the items listed below in the order they are presented. Note: If the proposal is more than 10 pages in length, the proposal should include a table of contents identifying the topics by page number.

Proposals, as a minimum, should include:

1. **Company Profile and Contact Information:** A brief profile of the firm (1 to 2 pages) indicating the scope of its practice, the range of activities performed by the firm such as auditing, tax service, accounting, or management services. Identify the Proponent's contact person, phone number, and email address. Provide information on the size and organizational structure of the auditing firm.
2. **Audit Approach and Experience:** Describe how the firm is keeping up with changes to the Accounting Standards for Not-for-Profit Organizations. List current and past not-for-profit audit clients and indicate the number of years your firm has been the auditor for each client. Specify how many staff members are dedicated to working on NPO clients.
3. **Audit Team:** Provide the name and brief resume of the partner(s), manager(s), and other key staff who would be assigned to this audit and their experience, formal education, professional designations, and certifications.
4. **Audit Implementation Approach:** Proposals must include:
 - The firm's understanding of the work to be performed and audit approach.
 - Proposed schedule and any specific techniques or processes to be used for the annual audit.
 - The firm's commitment to perform the work within the time period specified in the annual schedule.
 - Expectations of OASIS both before and during the audit.
 - A timeline for the work and final reporting.
5. **Other Services:**

- Description of the methodology to be used for keeping the organization abreast of any changes in accounting principles or legislation that would impact the annual financial statements.
 - Description of non-auditing professional services provided to other not-for-profit and public sector clients and innovative products offered by your firm, as well as any specific pricing structure for such services.
6. Fee Proposal: Provide the firm's fixed fee quote for audit services as described herein.
- Include a breakdown of fees for the actual preparation of the audit as well as for the preparation of the financial statements, the preparation and filing of the nonprofit returns.
 - Include a detailed proposed budget with costs stated as an hourly rate.
 - Identify audit managers and/or supervisors and other staff who will work on the audit, including staff from other than the local office, should this situation apply.
 - Specify any additional expected costs such as travel, administration fees, conference calls, long-distance fees, photocopying, courier, communications, expendable supplies, etc.
 - Indicate any additional services that the firm can provide that might be beneficial to OASIS and an associated fee schedule.
7. Billing Dates: Provide the proposed schedule of billing dates.
8. References: Include three references of not-for-profit audits within the last three (3) years. Include numbers of years of service and a contact name, telephone number, and email address for each reference. The references will only be called should your proposal be short-listed.

B. Proposal Evaluation Criteria

Proposers must meet the following mandatory requirements to be considered for further evaluation. Please note that while proposals must meet the following criteria, the process for assessing proposals may not be limited to the following criteria:

1. Recognized provincial/national status.
2. Knowledge of relevant legislation.
3. Experience with similar-sized registered charities.
4. Experience in settlement and refugee services.
5. Staff qualifications and professional standards.
6. Reputation and areas of expertise.
7. Ethical reputation and past performance.
8. Professional development opportunities for OASIS staff.
9. Gender balance and diversity and inclusion policies.
10. Organizational alignment with OASIS.

11. Understanding of the scope of professional services.
12. Proposed fee structure.
13. Reference checks.

VII. HOW TO APPLY

Respondents may email all questions to: admin@oasionline.ca by February 29th, 2024, at 5:00 pm ET. Please submit one (1) electronic copy in PDF format by email to: admin@oasionline.ca by March 7, 2024 at noon. Combine all documents into a single document for submission.