



REQUEST FOR PROPOSAL - FINANCIAL AUDIT AND TAX SERVICES

Girls Inc. of Durham. is requesting proposals (an “RFP”) from CPA firms, registered with CPA Ontario that are in good standing and have extensive experience in providing audit and tax services for not-for-profit organizations, to audit its financial statements for the fiscal year ending December 31, 2021, with the possibility of reappointment for subsequent years through December 31, 2025.

We invite your firm to submit a proposal to us by **April 8, 2021** for consideration. A description of our organization, the services needed, and other pertinent information follows:

Background of Girls Inc. of Durham

Girls Inc. of Durham (the "Organization") was incorporated under Letters Patents on January 21, 1986. It is a non-profit corporation with no share capital and is exempt from income taxes under the terms of the Canadian Income Tax Act. The objective of the Organization is to foster the development of young girls in need of assistance in order that they may grow up to become adults who are positive contributors to the community at large.

Our annual operating budget is approximately \$900,000 per year, and currently employs 8 people at our head office located at 398 Bayly Street West, Unit 1, Ajax, Ontario L1S 1P1.

Our main sources of revenues are from community foundations, United Way, federally funded programs, public support, program dues, fundraising and donations and various grants.

For more information about Girls Inc., please refer to:

- a. Audited Financial Statements: <https://girlsinc-durham.org/about-us/financials/>
- b. Website: <https://girlsinc-durham.org/>

The Organization maintains all accounting records in-house and uses QuickBooks 2019 for Not-for-Profit Organization for its accounting system, Ceridian for processing of its payroll and E-tapestry (by Blackbaud) to maintain its donor database. The Executive Director updates the books and records of the Organization with the Finance Committee having an oversight role.



Fiduciary responsibilities

The Board of Girls Inc. of Durham is responsible for oversight of the charitable nonprofit's accounting as part of its functions and the work of the independent auditor. As such, the Finance Committee of Girls Inc. of Durham is soliciting qualifications from interested firms to provide us with professional services in support of the annual independent audit.

Services to Be Performed

Your proposal is expected to cover the following services:

- Annual audit of the financial statements for the year ended December 31, 2021 and meetings with the Finance Committee and/or Board of Directors, as necessary.
- Management letter containing comments and recommendations with respect to accounting and administrative controls and efficiency.
- Preparation of federal and provincial information returns for the organization.
- Availability throughout the year to provide advice and guidance on financial accounting and reporting issues.

COVID-19 Protocols

For the protection of Girls Inc. of Durham and its staff, and the CPA firm's partner and staff, prior to commencement of work, the successful CPA firm shall prepare and submit a COVID-19 Plan, outlining precautions taken to mitigate exposure risk during the conduct of its audit.

This plan must, as a minimum, follow Federal and provincial governmental requirements or legislation currently in place. The document shall be updated as required to meet changing conditions. Girls Inc. of Durham will coordinate their own COVID-19 Management plans with the successful CPA firm.

Relationship with Prior CPA Firm

Audit services have been provided by Copetti & Co. Professional Corporation.

In preparing your proposal, the Organization will give permission to contact the prior auditors.



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Timeframe

The following is the anticipated timeframe for the services to be provided:

- Meet with the Finance Committee to discuss the audit plan, plus the letter of engagement – September 2021;
- Expected start date of audit fieldwork – February/March 2022;
- Draft Financial statement for management review – April 2022
- Final audited financial statements approval – June 2022 for the Annual General Meeting of Girls Inc. of Durham;
- Provide draft information returns for review - April 2022;
- File final information returns – June 2022

Proposal Content

In order to simplify the evaluation process and obtain maximum comparability, Girls, Inc. of Durham requires that all responses to the RFP be organized in the manner and format described below:

A. Executive Summary

Describe your understanding of the work to be performed, the estimates fees, and your firm's ability to perform the work within the time frame provided.

B. Service Approach and Timeline

Describe how your firm will approach the proposed services, areas that will receive primary emphasis, and the type of assistance that will be required from Girls, Inc.'s staff.

C. Professional Experience

Describe how and why your firm is different from other firms being considered. This should include an explanation of the firm's philosophy, size, structure, and qualifications with serving not for profit organizations with a similar size and operations. Describe your firm's resources devoted to not-for-profit organizations. Discuss the firm's independence with respect to Girls Inc.



D. Fees

Please provide a firm estimate of fees & donated portion for the services to be provided. Given that the time required in the first year will be more substantial than subsequent years, please feel free to include the fees for subsequent years if there is a significant differential in cost from year one as well as provide any guarantees that can be made regarding increases in future years. Additionally, if the timing of the audit may impact the pricing please provide alternative pricing.

The estimate of fees should present separately professional services relating to audit and tax preparation.

E. Proposal evaluation review and selection process

Qualified proposals will be evaluated on the basis of “best value” as determined by the Finance Committee and the Board of Directors of Girls Inc. of Durham.

All of the following criteria will be considered in evaluating the proposals:

- qualifications and expertise of the firm and proposed staff
- relevant prior experience
- feedback obtained from references
- proposed fees
- responsiveness to this RFP
- evaluation of capabilities and quality of work product.

F. Additional Questions/ Information

At a later date, you may be asked by the Finance Committee to furnish an expense policy describing how incidental costs (for example, travel and mileage) are billed.

G. Proposal Timetable

- RFP distributed starting March 15, 2021
- Written proposals due to Girls Inc. of Durham – by April 8, 2021
- CPA firm selected and notified – by May 13, 2021.

Girls Inc. of Durham may request one or more of the CPA firm whose submissions are of interest to the Organization to make an oral presentation to the Girls Inc. of Durham.

All expenses incurred by the CPA firm in preparation and submission of the RFP are to be borne by the CPA firm. Girls Inc. of Durham will also not be responsible for any costs involved in or associated with any meetings, discussion, or negotiation following submission that could lead to acceptance of the RFP and award of a contract.



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H. Key Contacts

Following are key contacts for information you may seek in preparing your proposal:

Ms. Yvette Nechvatal-Drew,
Executive Director of Girls Inc. of Durham
Phone: 905-428-8111
Email: yndrew@durham.girls-inc.org

Mr. Rico De Vega, CPA, CA
Treasurer of Girls Inc. of Durham
Phone: 416-473-5300
Email: ricodevegajr@gmail.com

I. Proposal contents and form

Proposals may be submitted in writing by mail, or electronically.

If submitted by mail, send the proposal in a sealed package, clearly marked on the outside of the package "Proposal for Girls Inc. of Durham Audit Services", along with the respondent firm's name.

If the proposal is submitted electronically, please put "Proposal for Girls Inc. of Durham Audit Services" in the subject line.

Please submit your proposal to Yvette Nechvatal-Drew, Executive Director Girls Inc. **by April 8, 2021.**