Request for Proposals for Audit Services

**Organization Name:**Progressive Intercultural Community Services (PICS) Society

**Organization Website:**[**www.pics.bc.ca**](http://www.pics.bc.ca)

**RFP status:**Active

Summary:

This Request for Proposal (RFP) is issued by Progressive Intercultural Community Services (PICS) Society, a registered Non-Profit Organization (NPO), operating and serving diverse communities in the British Columbia since 1987.

The purpose of this RFP is to invite proposals to select a firm who could provide audit and tax services for the Annual Audit of PICS Society for the year 2022-23 and possibly beyond. PICS Society Financial year is from April to March, and the proposed Audit will take place in May 2023.

**PICS Society Background:**  
Progressive Intercultural Community Services (PICS) Society is a well-established NPO which has been providing a wide range of services for newcomers, immigrants, refugees, farmworkers, seniors, women and youth for the past 35 years. Our programs and services include employment programs, settlement services, language services, social programs and housing facilities for seniors. PICS Society is governed by a voluntary board, and, our funders include the Province of British Columbia, the Government of Canada, Ministry of Social development and much more. PICS Society is incorporated as a provincial NPO in BC.

PICS Society Board of Directors will select the auditors. After the PICS Society AGM held in August of 2022, the PICS Society Board approved our previous Auditor to be retained. Unfortunately, we have had the previous firm’s main NPO Audit experienced partner resign from their organization. We are now trying to select a suitable firm for the ongoing year.

Our annual operating budget is approximately $15 million per year; and we employ about 250 fulltime and part-time staff.

PICS Society Fiscal year year-end is March 31st and our audit is usually performed in May of that year; and the AGM is held in late July or August of the same year. In 2020, due to pandemic related delays and factors, the audit took place in June 2020, and the AGM was held in September 2020.

PICS Society draft audit is first presented to the PICS Society Accounting Staff and the Audit Committee. After approval, then it is submitted to the Board of Directors and is presented at the Annual General Meeting.

PICS Society maintains all accounting records in-house. We use (SAGE software). PICS Society Accounting Team is assisted by the Directors, Managers and other team leaders during the audit.

1. Terms and Conditions:

**1.1. Delivery of Proposal:**  
Please submit one (1) electronic copy in PDF format by email to: [Judy.pavlovic@pics.bc.ca](mailto:minhaz.manji@pics.bc.ca) by **March 22nd, 2023 by 23:59, PST**. All documents should be combined as one single document.

**1.2. Proposal Time Limit:**  
Each bidding firm shall commit that the proposal is valid and accurate for 30 days from the closing date of March 22nd, 2023.

**1.3. Selection Process:**  
PICS Society reserves the right to accept or reject any proposal. PICS Society will review all applications; the award will be based on a review of the proposals against all evaluation criteria and will not necessarily be awarded on the lowest price offered. Each firm will be provided with fair access to information, as requested by email or in writing (attn.: Audit at [Judy.pavlovic@pics.bc.ca](mailto:minhaz.manji@pics.bc.ca) ).

Additional written materials, to ascertain the qualification of applicant, may be requested.

**1.4. Inquiries:**  
Respondents may email **(please no phone calls)** all questions to: (attn.: Audit: [Judy.pavlovic@pics.bc.ca](mailto:minhaz.manji@pics.bc.ca) ) by **March 20th, 2023 by 5:00pm.**

**1.5. Liability Insurance**  
All firms are requested to warrant that the firm does not have any outstanding liability claims that may impact on the future health of the firm. Additionally, the firm must maintain sufficient liability relevant for a client of our size. The liability coverage must be confirmed.

**1.6. Conflict of Interest**  
Applicants responding to this RFP may not have any personal or business interest that would present an actual, potential, perceived or apparent conflict of interest with the performance of the contract being awarded.

**1.7. Distribution of the Invitation for Proposals:**  
This invitation has been released by notice to potential applicants identified by PICS Society.

**1.8. PICS Society is not committed to Applicant’s Expenses:**  
The application process will not necessarily result in a commitment to sign a contract with the applicant. PICS Society shall not be liable for any expenses incurred by any Applicant for the submission of this RFP.

**1.9. Successful Applicant:**  
The successful applicant will be required to enter into a Service Agreement with PICS Society. Please be advised that successful applicant will be required to:  
1.9.1. Provide the services for a defined period of time;  
1.9.2. Provide invoices to PICS Society on account of their services, accordingly; and  
1.9.3. Provide PICS Society with a GST number for their business.

**1.10. External Factors:**

PICS Society reserves the right to withdraw this RFP or terminate the resulting contract within the terms of the contract without penalty. PICS Society programs and services receive funding from various sources and therefore all contracted services are subject to budget constraints.

2. KEY DATES

* Issue Date: March 3rd, 2023
* Bidder’s questions deadline: March 20th, 2023
* Deadline for submission of proposals: March 22nd, 2023, 23:59 PST
* PICS Society Board will review the proposal in its meeting in the March 30th, 2023, and the firms will be notified soon after that but before the 13th of April 2023. Formal appointment of the Auditors will be in early April 27th, 2023.

3. SCOPE OF AUDIT, the proposal must address all of the following audit items:

**3.1. Audit of the corporation and the preparation of Audit Reports and other reports:**

* Audit the annual Financial Statements, and conduct the examination in accordance with the Canadian Auditing Standards and in compliance with the
* Canadian Accounting standards for Not-for-profit organizations;
* Present draft audited financial statement to the PICS Society Board of Directors in person or via Zoom by July 15th, 2023;
* Make recommendations based on audit findings and/or issue a Management Letter, if required;
* Review Charitable Information Return (T3010) and other returns as required by the Canada Revenue Agency or the Province.
* Advise PICS Society of any and all changes in accounting and reporting requirements.
* Must attend the AGM in person and present the Audited Financial Statements to members of PICS Society and respond to any queries.

**3.2. Meeting attendance:**  
Meetings between the auditor partners and the PICS Society staff and Board members will be arranged in April 2023, after the Audit firm is appointed.

**3.3. Consultation from time to time:**  
The audit team is to serve as a resource and be available for consulting on accounting and related issues throughout the fiscal year.

**3.4. Audit timing:**  
The end of the fiscal year at PICS Society is March 31st. The field work takes place during May. Draft Financial Statements are presented to the Accounting Staff and Audit Committee in late June. Finalized audited statements and audit findings report should be provided by mid July, and AGM will be held in towards the end of July or in August.

4. FORM OF PROPOSAL, all proposals must include:

**4.1. An overview of the firm:**

* Describe your firm’s experience in providing audit services to government funded, non-profit and charitable organizations.
* Provide evidence of firm’s qualifications to provide the services described in Section 3.
* Scope of the Audit;
* Indicate your firm’s expertise in charitable law, accounting systems, and any other ancillary service that you feel would be beneficial to Progressive Intercultural Community Services (PICS) Society.
* Provide references from at least one (1) current comparable non–profit audit clients (of similar size and audit scope and involved in settlement and refugee services if possible). This should include contact person’s name, organization, title, e-mail, address, phone number and year that audit services were provided; and
* Provide the size and organizational structure of the Applicant’s firm.

**4.2. The Audit Team:**

* Provide names of the partner, audit manager, and field staff who will be assigned to our account and provide their biographies; and
  + Provide the firms’ history regarding staff continuity at the partner and senior staff level and its experience with other clients similar to PICS in this regard.
  + Provide references from three (3) organizations, including one (1) non-profit organization.

**4.3. The Audit approach:**

* Describe the audit processes and techniques used by your firm;
  + Indicate your expectations of PICS Society both before and during the audit; and
  + Propose a timeline for fieldwork and final reporting.

**4.4. Audit Fees:**

The terms of engagement is for the 2022-23 fiscal audit year (ending March 31st, 2023) with an option to extend annually for an additional four (4) years. Annual extension will be determined through a vote at PICS Society Annual General Meeting.

Provide proposed fee structure for each of the five (5) years of the proposal period (2022-23 onwards), including details of administration fee structure, as well as any assurances that can be given regarding fees in future years and the maximum fee that would be charged.

5. EVALUATION CRITERIA

* PICS Society criteria will be based upon, but not limited to, the following criteria:
* Be a Provincially / Nationally recognized firm;
* Be current with respect to legislation relevant to the operations of a Canadian (Provincial) registered NPO;
* Have experience in providing audit services for similar sized registered charities;
* Have experience in providing audit services in a Settlement and refugee serving context;
* The background, education, qualifications and relevant experience of staff assigned to the engagement, and the professional standards of the firm;
* Reputation of the firm in its industry, and particular areas of expertise which may be of value beyond the normal engagement;
* Ethical reputation, past performance and conduct of the firm including but not limited to confirmation the firm is not subject to any concerns, disputes, or investigations regarding ethical misconduct that may impact our reputation;
* Be in a position to provide professional development opportunities for PICS Society staff through events, webinars, and blogs about non-profit related subjects;
* Gender balance of the firm’s Board and senior management team;
* Having a Diversity and Inclusion Policy and related programs and initiatives;
* Organizational alignment with PICS Society and a willingness to establish a long-term beneficial relationship;
* Understanding of the scope of the proposed professional services as evidenced by the proposal submitted including a comprehensive understanding of issues that affect PICS Society and the communities it serves;
* Proposed fee structure for each of the five (5) years of the proposal period including details of administration fee structure; and,  
  Reference checks.

How to Apply:

Respondents may email **(please no phone calls)** all questions to:

(attn.: Audit: [Judy.pavlovic@pics.bc.ca](mailto:info@northw.ca)) by **March 20th, 2023, by 5:00pm.**

Please submit one (1) electronic copy in PDF format by email to: [Judy.pavlovic@pics.bc.ca](mailto:info@northw.ca) by **March 22nd, 2023, by 23:59, PST**. All documents should be combined as one single document.