

**Vaughan Community Health Centre
Request for Proposal (RFP)**

For Professional Auditing Services
Issue Date: June 20, 2024
Submission Deadline: July 19, 2024 at 5:00pm Eastern Daylight
Saving Time (EDT)

BACKGROUND

This Request for Proposals (RFP) is issued by the Vaughan Community Health Centre (VCHC) for the purpose of selecting an Audit Firm to provide Financial Audit Services for the VCHC. We invite your firm to submit a proposal to us by July 19, 2024, for consideration.

The Vaughan Community Health Centre (VCHC) is a non-profit, community-governed organization funded by the Ontario Health Central and the Ontario Ministry of Health and Long-term Care. VCHC provides primary health care, health promotion, illness prevention and community-based programs to meet the needs of Northern York Region and Western York Region residents using an interdisciplinary staff team approach. In particular, we serve those people experiencing barriers to accessing health care services due to culture, language, age, chronic illness, or the like. As part of the health promotion framework of our services, we work in partnership with other community-based health and social service organizations to address individual, family, and community needs.

For additional information on VCHC background and annual reports, audited financial statements, visit our website at www.vaughanchc.com.

SCOPE OF WORK

Your proposal is expected to cover the following services:

Audit of the corporation and the preparation of Audit Reports and other reports:

- Audit of the annual Financial Statements;
- Conduct of the examination in accordance with the Canadian Auditing Standards and in compliance with the Canadian Accounting Standards for Not-for-Profit Organizations;
- Presentation of the audit plan to the VCHC Board of Director's Finance & Audit Committee in person or virtual in February;
- (inserted from below) The fiscal year-end at the VCHC is March 31st. Typically the fieldwork takes place in May. Draft financial statements are usually presented to the Finance and Audit Committee in early June. Finalized audited statement and the special audit reports must be provided in June.
- Presentation of the audit findings to the VCHC Board of Director's Finance & Audit Committee in person or virtual in June;
- Recommendations based on audit findings and/or issuance of a Management letter, if required;

- The Registered Charitable Information Return (T3010) and other returns as required by the Canada Revenue Agency, the Ministry of Finance or the Ministry of Consumer and Commercial Relations;
- The Annual Reconciliation Return (ARR) for the Ministry of Health and Long-Term Care.
- Advise the VCHC on any and all changes in accounting and reporting requirements;
- The Auditors are to serve as a resource and be available for consultation on accounting and related issues throughout the fiscal year.

Attendance of the following three (3) meetings at the VCHC each year:

- The Finance & Audit Committee to discuss the letter of engagement and audit plan in February
- The Finance & Audit Committee to report on the audit findings in late May or early June.
- NOTE: The Annual General meeting to respond to questions as well as for the appointment of the auditors.

1. RFP TERMS AND PROCEDURES

1.1 RFP Lead

All communications with the VCHC regarding any aspect of this RFP must be directed in writing to the RFP Lead:

Name: LoAn Ta-Young
Title: Executive Director
E-mail address: ltayoung@vaughanchc.com

Proponents that fail to comply with the requirement to direct all communications to, and rely on information only from, the RFP Lead shall be disqualified from the RFP process. Without limiting the generality of this provision, Proponents shall not communicate with or attempt to communicate with the following individuals with respect to the RFP:

- a) any employee, volunteer or student or agent of the VCHC (other than the RFP Lead);
- b) any member of the Evaluation Team, or any expert or advisor assisting the Evaluation Team;
- c) any member of the VCHC's governing Board of Directors.

If a Proponent has questions or concerns about which individuals it is permitted to discuss the RFP with and which it is not, the Proponent shall contact the RFP Lead for direction and/or clarification.

The RFP Lead may, with notice to a Proponent, engage a member of her team to respond to some or all inquiries as her delegate.

1.2. Selection Process

Proposals will be evaluated by a selection committee consisting of the Executive Director, Treasurer and Finance and Audit Committee.

The Selection Committee reserves the right to accept or reject any proposals. The award will be based on a review of the proposals against all evaluation criteria. Each firm will be provided with fair access to information, as requested by e-mail or in writing (see RFP Tentative Schedule). Additional written materials, to ascertain the qualification of Proponents may be requested.

1.3. RFP Tentative Schedule

The following is a summary of key dates in the RFP process.

Event	Date
RFP Issue Date:	June 20, 2024
Bidder's questions deadline: (Questions to be submitted in writing)	July 8, 2024
Deadline for proposals:	July 19, 2024
Interviews for shortlisted proponents:	Week of August 12-16, 2024

Final recommendation from the VCHC Finance & Audit Committee to the Board of Directors for approval.	Week of Sep 3-6, 2024
Anticipated Appointment of Auditors	September 24, 2024 (Annual General Meeting)

The VCHC may change any of the above dates and times, including the RFP Submission Deadline, at its sole discretion and without liability, cost, or penalty. If any changes are made to this RFP, an addendum will be issued to Proponents expressing interest and providing the RFP Lead with contact information.

Alternative delivery methods may be arranged by request.

In the event of any change in the RFP Submission Deadline, the Proponents shall thereafter be subject to the extended RFP Submission Deadline.

In the event a change is made to any of the above dates, the VCHC will re-post any such change on the VCHC's website.

1.4. Distribution of the Invitation for Proposals

This invitation has been released by:

1. notice to potential Proponents identified by the VCHC; and
2. publication on the websites of VCHC, the Chartered Professional Accountants of Ontario and Charity Village.

1.5 The VCHC is not committed to Applicant's Expenses

The application process will not necessarily result in a commitment to sign a contract with the Proponent. The VCHC shall not be liable for any expenses incurred by any Proponent, including the expenses associated with the cost of preparing the Application.

1.6 External Factors

The VCHC reserves the right to withdraw this RFP or terminate the resulting contract within the terms of the contract without penalty. The VCHC receives

funding from various sources and therefore all contracted services are subject to budget constraints.

1.7. Proposal submission

To be fair to all Proponents, late submissions and phone calls or e-mails to discuss the applications status will not be accepted. Only shortlisted Proponents (individuals/organizations) will be contacted.

1.8. Receipt

Every Proposal received will be date/time stamped at the location referred to in Section 1.8 and a receipt will be provided upon request. Under no circumstances will the VCHC be held responsible for late Proposals.

2. Your Response to This Request for Proposal

Proposals should describe how the Proponent intends to carry out the services described, including transitioning services from the current provider and the firm's expectations of and process for communicating with VCHC.

It should also highlight any changes to the scope of work described in the RFP. Proposals must be marked "Accounting Services Proposal" delivered via email to:

LoAn Ta-Young
Executive Director
ltayoung@vaughanchc.com

The VCHC assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of the proposal or any other costs prior to issuance of a contract.

Proposals received after the submittal deadline will not be considered.

Upon submission, all proposals become the property of the VCHC. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the Proponent.

The VCHC retains the right to reject any and all proposals received, to interview or not interview any or all firms responding to this RFP prior to selection, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP if it determines such action to be in the best interest of the VCHC.

All Proponents will be notified of the status of their application via email by September 11, 2024. This solicitation in no way obligates the VCHC to award a contract.

2.1. Proposal Format

2.1.1. General

The Proponent's Proposal should be comprised of:

Electronic copies of all required documents sent via email attachments. Proponents may send multiple emails in sequence denoting the number of emails in the subject line.

2.1.2. Technical Issues

In preparing its Proposal, the Proponent should adhere to the following: all pages should be numbered;

- the use of symbols in the file name such as &, #, etc. should be avoided;
- the use of scanned copies of documents should be avoided, where possible (scanned copies tend to be of greater size than original electronic versions);
- embedded hyperlinks to online literature about the Services are not permitted – as needed, a PDF document containing such information may be incorporated within the Proposal;
- each general requirement identified in section 3.4. should be completely addressed on a point-by-point basis;
- the Proposal format requirements described above;
- responding to the requirements in the applicable schedule, or as may be directed in this RFP;
- the use of schedules provided, as appropriate, for completing the Proposal.

Please complete Appendix B.

2.1.3. Pricing Schedule

The Proponent shall complete the Pricing Exhibit in Appendix B, Stage III

2.1.4. Type of Agreement

Project based contract for fiscal years ending March 31, 2025, 2026 and 2027.

3. EVALUATION CRITERIA

3.1. General

The evaluation of the Proposals will be conducted by the Executive Director, Treasurer and VCHC Finance and Audit Committee based on, but not limited to, the following criteria:

Description	Points	Weighting
Stage I: Mandatory Requirements		
Unfair Advantage and Conflict of Interest Statement Completed	P/F	N/A
Reference Completed	P/F	N/A
Additional Mandatory Requirements	P/F	N/A
Stage II: General Requirements		
Corporate Overview and financial Viability	P/F	N/A
Organizational Profile including audit team and audit approach		30%
Stage III: Shortlisted Proponents		
In-person Interview		20%
Stage IV: References		
Validation of references will occur at this stage of the evaluation	P/F	N/A
Stage V: Price		
Price		50%

Please note that scores on stage I and II of the above evaluation process will be used to shortlist Proponents.

There will be a maximum of 2 shortlisted Proponents invited to an interview. Proposals that do not meet the mandatory requirements listed above will be disqualified.

Proponents are expected to respond to all requirements of this RFP

3.2. Stage III – In person interviews (20%)

Shortlisted Proponents are expected to accommodate to the dates and times of the interviews.

3.3. Stage IV- Reference Verification (Pass/Fail)

The VCHC will verify as many references provided by the Proponent as the Evaluation Team may deem appropriate and may include references other than those provided by the Proponent. References will be assessed on a pass/fail basis as to their satisfaction with the Services delivered, and will serve to validate (or not, as the case may be) the evaluation conducted by the Evaluation Team.

3.4. Stage V - Pricing (50%)

Pricing will be scored on a pricing formula established by the Evaluation Team on the basis of the information provided in the Price Exhibit set out in the Response Schedule.

Each Proponent will receive a percentage of the total possible points allocated to price for the Services by dividing that Proponent's price for the Services by the lowest bid price for the Services. For example, if the lowest bid price offered by one Proponent is \$120.00, that Proponent will receive 100% of the possible points ($120/120 = 100\%$). A Proponent who bids \$150.00 will receive 80% of the possible points ($120/150 = 80\%$) and a Proponent who bids \$240.00 will receive 50% of the possible points ($120/240 = 50\%$).

3.5. Discussions with Preferred Proponent

After identifying the Preferred Proponent, if any, the VCHC may attempt to finalize the terms and conditions of the Agreement with the Preferred Proponent, or it may, in its sole discretion, prior to making the award, enter into a letter of intent with the Preferred Proponent or enter into an interim purchase order, on terms satisfactory to Purchasing Organization, as an interim measure.

For certainty, the VCHC makes no commitment to the Preferred Proponent that the Agreement will be executed. The Preferred Proponent acknowledges that the commencement of any discussions does not obligate the Purchaser

to execute an Agreement.

4. Successful Proponent

The successful Proponents will be required to:

- Provide the services for the fiscal years ending March 31, 2025, 2026 and 2027
- Provide invoices to the VCHC on account of their services; and
- Provide the VCHC with an HST number for their business.

Appendix A

Vaughan Community Health Centre Background

VCHC has been serving the community in the Western and Northern York Region since February 2009.

We provide comprehensive, integrated, primary health care, illness prevention and health promotion, counselling, chronic disease management, community-based programs, advocacy, and community development and action. Our passionate and committed team of professionals provides coordinated programs and services aimed at maintaining wellness and improving the health of community members who experience barriers in accessing health care services.

VCHC is a publicly funded, charitable organization which is governed by a Board of Directors. We are an accredited Community Health Centre and a member of the Alliance for Healthier Communities.

Our Vision

A healthy, thriving community.

Our Mission

Working with our community, VCHC provides exceptional client-centred community health services that address social determinants of health, foster more equitable health outcomes, and promote health and wellbeing.

Our Values

At VCHC our work is driven by our core values of:

Belonging: we facilitate a community where all feel welcome and safe.

Equity: we advocate for and create culturally safe, inclusive, diverse and accessible environments.

Collaboration: we develop strong, inter-disciplinary partnerships that respond to client, staff and community needs.

Accountability: we practice the highest standards of professional services.

Excellence: we are leaders in providing exceptional community health care through continuous learning and innovation.

APPENDIX B
RESPONSE SCHEDULE
FOR
FOR AUDITING SERVICES

ISSUE DATE: JUNE 20, 2024

**CLOSING TIME: AT 5:00 P.M. EASTERN DAYLIGHT SAVING TIME
(EDT) ON**

JULY 19, 2024

Please provide concise responses to the following questions in complete sentences where applicable. Any questions left blank in your company's response will be evaluated unfavourably. Please keep this in mind when completing your response.

Please note any or all parts of this response schedule will form the basis of the Scope of Work incorporated in the Services Agreement that will be signed with the awarded Proponent.

Please review all RFP materials before completing this schedule.

Stage I – Mandatory Requirements

Proposals that do not meet the mandatory requirements will be **disqualified**. A Proposal must include, or conform to, the following Mandatory Requirements:

References

The References in Appendix B, completed by the Proponent in accordance with the instructions contained in that schedule.

Additional Mandatory Requirements

Proponents must answer the additional mandatory requirements set out in Appendix B.

Please note Proponents unable to comply with any of the Mandatory Requirements shall be eliminated from the process and will not be further considered.

Unfair Advantage and Conflict of Interest Statement

In the event that the boxes below are left blank, the Proponent shall be deemed to declare that (a) it has had no Unfair Advantage in preparing its Proposal and (b) there is no foreseeable actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If either or both of the statements below apply, check the appropriate box:

- The Proponent declares that there is an actual or potential Unfair Advantage relating to the preparation of its Proposal.
- The Proponent declares that there is an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

In the event the Proponent declares an actual or potential Unfair Advantage and/or an actual or potential Conflict of Interest (by marking either of the boxes above), the Proponent shall provide all relevant detailed information below.

The Proponent agrees to provide any additional information which may be requested by the RFP Lead, in the form prescribed by the RFP Lead. Where, in its sole discretion, the Purchasing Organization concludes that an Unfair Advantage and/or Conflict of Interest arises, it may, in addition to any other remedy available to it at law or in equity, disqualify the Proponent's Proposal or terminate any Agreement awarded to the Proponent under the RFP.

Please provide a minimum of three references. References should demonstrate the experience of the staff proposed to work under the VCHC contract. The Vaughan Community Health Centre may, at its discretion, request any additional references in support of the RFP. The Proponent shall comply with any such request.

Reference 1	Proponent Response	
Facility name (include reference sites, if available)		
Address		
Number of sites/facilities		
Contact Information Identify appropriate contacts to discuss the Services (i.e., V.P. of ... in this area)	Contact Name & Title	
	Phone	
	Email	
Detailed description of the Services provided		
Start-up date of implementation		
Value of Service/Account		

Reference 2	Proponent Response	
Facility name (include reference sites, if available)		
Address		
Number of sites/facilities		
Contact Information Identify appropriate contacts to discuss the Services (i.e., V.P. of ... in this area)	Contact Name & Title	
	Phone	
	Email	
Detailed description of the Services provided		
Start-up date of implementation		
Value of Service/Account		

Reference 3	Proponent Response	
Facility name (include reference sites, if available)		
Address		
Number of sites/facilities		
Contact Information Identify appropriate contacts to discuss the Services (i.e., V.P. of ... in this area)	Contact Name & Title	
	Phone	
	Email	
Detailed description of the Services provided		
Start-up date of implementation		
Value of Service/Account		

Additional Mandatory Requirements

Please limit your answers to 250 words or less

An Overview of the firm describing the firm's experience in providing audit services to government funded not-for-profit and charitable organizations and any other ancillary services that you feel would be beneficial to the VCHC.

Provide the size and organizational structure of the auditor's firm.

Provide evidence of the firm's qualifications to provide Auditing Services.

Stage II – General Requirements

Completion of this document is required to establish whether a Proponent possesses the capacity, skill and integrity necessary for the proper execution of the Agreement.

In 250 words or less, please provide concise responses to the following questions, in complete sentences where applicable.

Corporate Overview & Financial Viability

Item	Proponent Response
Identification	
Corporate head office location	
Other locations	
Indicate whether incorporated, partnership, sole proprietorship, consortium or other	
Incorporation date	
Place of incorporation	
Incorporation type (provincial/federal)	
Number of years in business	
Number of years in Canada	
Has your company or division been involved in a merger or acquisition in the past five years?	
Name of primary financial institution, address/contact/coordinates	
Corporate Overview (In 250 words or less),	
Brief overview of the company background and its corporate philosophy	

Item	Proponent Response
Brief description of the area and scope of services provided by your organization	
Type of clients	
Financial Viability	
Canadian Revenue	
Worldwide Revenue	
Organizational Profile (In 250 words or less),	
Proponent should indicate how long they have been providing auditing services for non-profit charitable organizations;	
Proponent should state whether they are a Chartered Professional Accountant (CPA) member, Licensed Public Accountant (LPA), experienced and knowledgeable in the not-for-profit sector;	
Proponent should state whether they have current knowledge and experience with respect to legislation relevant to the operation of not-for-profit charitable organizations;	
The Proponent should have experience in providing audit services for similar sized not-for-profits and charitable organizations;	
The proponent should state the reputation of the firm in its industry, and particular areas of expertise which may be of value beyond the normal engagement;	

Item	Proponent Response
The Proponent should state the degree of fit between our organizations and a willingness to establish a long term, mutually beneficial relationship;	
The Proponent should state their understanding of the scope of the proposed professional services as evidenced by the proposal submitted, including a comprehensive understanding of issues that affect the proposed service;	
Proponent should state how many clients the Proponent has of a similar service volume, how many clients the Proponent has added in the last year in this range, and the typical rate of growth for these accounts;	
Proponent should state whether they are a for-profit organization or not-for-profit organization;	
Proponent should be debt free;	
Proponent should state whether they have been involved in any litigation in the past 5 years, and provide details;	
Proponent should state whether there are any outstanding judgements against them and provide details;	
Proponent should state whether there has ever been a claim made against them for breach of third-party confidentiality;	

Item	Proponent Response
<p>Proponent should warrant that the firm does not currently have any outstanding liability claims that may impact the future health of the firm and that the firm maintains sufficient liability insurance relevant to a client of our size. The liability coverage must be included;</p>	
<p>Proponent should state that it does not have any personal or business interest that would present an actual, potential or apparent conflict-of-interest with the performance of the contract to be awarded.</p>	
<p>The Audit Team (In 250 words or less),</p>	
<p>Proponent should provide names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies;</p>	
<p>Proponent should provide the firm's history regarding staff continuity at the partner and senior staff level and its experience with other clients similar to the VCHC in this regard;</p>	
<p>The Proponent should state the background, education, qualifications and relevant experience of staff assigned to the engagement, and the professional standards of the firm.</p>	

Item	Proponent Response
The Audit Approach (In 250 words or less),	
Proponent should describe the audit processes and techniques used by their firm;	
Proponent should indicate expectations of the VCHC both before and during the audit;	
Proponent should propose a timeline for fieldwork and final reporting;	
Proponent should provide a proposed fee structure inclusive of any expenses or administrative fees for each of the 3 (three) years of the proposal period (2025, 2026, 2027), including any assurances that can be given regarding fees in future years, and the maximum fee that would be charged;	
Proponent should describe their billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;	
Proponent should indicate any additional services that the firm can provide that might be beneficial to the VCHC and the fee schedule that would apply.	

Item	Proponent Response
Experience and related information	
Number of years the Proponent has provided the services contemplated in this RFP.	
The percentage of the Proponent's total sales revenue that is attributable to the services contemplated under this RFP.	
Provide audited financial statements, and annual reports for the last three fiscal periods.	Year 1
	Year 2
	Year 3
Legal Actions (In 250 words or less),	
The Proponent should disclose any pending or threatened legal action against the Proponent, or by the Proponent against any third party, and how this may impact the provision of Services under this RFP.	

Stage V – Price

1. Proposed Price: \$ _____

This is a three-year contract. Rates in the proposal should reflect a 3-year contract period.

It is expected that if the selected firm performs satisfactorily, it will be engaged to continue the scope of work for another 3-year period.

Provide hourly rates with estimated hours by staff and projected expenses.

The Proponent should provide a proposed fee structure inclusive of any expenses for each of the 3 (three) years of the proposal period (2025, 2026, 2027), including any assurances that can be given regarding fees in future years, and the maximum fee that would be charged.

The Proponent should describe their billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure.

The Proponent should indicate any additional services that the firm can provide that might be beneficial to the VCHC and the fee schedule that would apply.

All prices shall be provided in Canadian funds and shall include all applicable customs duties, tariffs, overhead, profit, permits, licenses, labour, carriage insurance, and warranties, and further shall not be subject to adjustment for fluctuation in foreign exchange rates. All prices shall be quoted exclusive of applicable taxes, taxes if applicable, should be stated separately.

All prices quoted, unless otherwise instructed in this RFP, shall remain firm for the period set out in the RFP.

Travel, meal and accommodation expenses shall not be paid, and should not be quoted.

In the event of any discrepancy in the pricing, the lowest unit price submitted shall prevail.

The Proponent is deemed to confirm that it has prepared its proposed pricing with reference to all provisions of the Agreement and Form of Agreement.

2. Payment Terms and Conditions

Standard payment terms for the Purchaser are net 45 days subject to the terms and conditions of the Agreement.