



## Request for Proposal for Auditing and Financial Services

**Inquiries and Proposals should be directed:**

**Camden Maracle**  
**Vice President and Treasurer, NCCT**  
[Camden0229@gmail.com](mailto:Camden0229@gmail.com)



## **1. INTRODUCTION**

Native Canadian Centre of Toronto is a membership-based, charitable organization located in the heart of downtown Toronto. Since 1962 the Native Canadian Centre of Toronto has been a key meeting place for all people, of all nations, from across Canada and all over the world. As Toronto's oldest Indigenous community organization and one of the original Friendship Centres in Canada, the NCCT provides social, recreational, cultural, and spiritual services for the Indigenous community and visitors alike.

### **Mission**

To empower the Indigenous community in Toronto by providing programs that support their spiritual, emotional, physical, and mental well-being.

### **Mandate**

To nurture an inclusive environment where all people respect Indigenous knowledge.

### **Vision**

The Native Canadian Centre of Toronto is dedicated to working with all of our relations toward a better future.

### **Values**

Wisdom, Love, Respect, Bravery, Honesty, Humility and Truth

NCCT is looking for a supplier to provide audit services as outlined in section 4 Statement of Essential Requirements, starting with fiscal year April 1, 2023 to March 31, 2024.

NCCT's intent is to award a contract for one year with four (4) one year additional options; meaning that NCCT may exercise the option to extend contract through written notice. This type of contract extension will not require approval of the then current supplier.

## **2. RFP TIMELINE**

RFP date of issue: November 15<sup>th</sup>, 2023

RFP closing date: December 1<sup>st</sup>, 2023

Interviews with potential firms (if necessary): December 5<sup>th</sup> – December 8<sup>th</sup> 2024

Expected date of selecting a bidder for contract award: December 13<sup>th</sup> 2024

Expected date for contract award: December 14<sup>th</sup>, 2023 (post AGM)



### **3. GENERAL INFORMATION**

#### **3.1. RFP clarification questions and submission requirements**

RFP requests for clarification shall be submitted via email to the address specified in section 3.2. Responses to the questions will be provided in writing to all who received this RFP, without identifying the source of the question. These answers to questions are not considered addenda to the RFP.

Bidders shall submit proposals and be received via e-mail as an attachment in .pdf format to the email address specified in section 3.2 no later than December 1, 2023. It is the responsibility of the bidders to ensure that the e-mail submissions are received by NCCT.

The proposal shall be a standalone document, complete and integral, containing everything necessary to allow NCCT to evaluate them fully.

In responding to this RFP, the bidder's proposal shall include the following:

- a. Bidder's general firm information
  - i) Experience in the not-for-profit sector, including any experience with Indigenous organizations.
  - ii) Length of time in business
- b. Statement of understanding of the work to be performed as described in section 4 Statement of Essential Requirements, including an overview document for the audit plan.
- c. Biographies of the Partner and Manager who would be assigned by the bidder to this engagement, including their professional designations / certifications.
- d. Bidder's fee proposal in CAD funds net of taxes for 2023-2024 and for the four optional additional years, including applicable incentives, discounts for additional business (if extended). Any additional expenses (if significant and required) shall be presented separately.
- e. Bidder's billing hourly rates in CAD funds net of taxes for other accounting /consulting services if necessary on when required basis. Minimum hours for engagement (remote or in person) shall be described if applicable.
- f. A signed statement regarding the independence status of the bidder with NCCT, including a declaration that any of the bidder's employee or its subcontractors' employees do not and will not have an actual or potential conflict of interest in submitting the proposal to this RFP or if selected as the supplier under contract.



- g. Proposed timeline of the 2023-2024 fiscal year audit considering our March 31<sup>st</sup> year end and the October 2024 AGM (exact date TBD).
- h. Three references of similar sized clients in the same or similar sector/industry.

### **3.2. RFP and Project Authority**

Inquiries and Proposals should be directed to

Camden Maracle,  
Vice President and Treasurer  
Camden0229@gmail.com

### **3.3. NCCT's right to amend, suspend or cancel the RFP**

NCCT may in its sole discretion without liability: alter the timeline, cancel, supplement, or amend this RFP prior to the closing date of December 1, 2023.

### **3.4. Amending or withdrawing a proposal by bidder**

Bidder may amend the submitted proposal only by submitting a revised proposal to the RFP and NCCT specified in section 3.2. prior to the closing date and time. The last proposal received by NCCT shall supersede any previous submission(s).

### **3.5. NCCT right to clarify proposals**

NCCT may at any time after proposal submission, seek clarification from any bidder, either in writing or through an oral presentation, interview, or site visit, with respect to the proposal.

### **3.6. No obligation to purchase and costs related to this RFP**

Nothing in this RFP, receipt of proposals, negotiations of the terms of the contract to supply, shall impose a legal obligation on NCCT to make any purchases from any bidder.

Nothing in this RFP, receipt by NCCT of a response to this RFP, or subsequent negotiations by NCCT of terms of a contract to supply, shall in any way impose an obligation on NCCT to reimburse any bidder or to pay any compensation for costs incurred in the preparation of a response to this RFP, presentations, or the negotiation of a proposed contract.

### **3.7. Validity of proposal**

Proposals shall be irrevocable by the bidder and remain in effect and open for acceptance by NCCT for one hundred (100) calendar days following the closing date of November 24th, 2023.



Proposals shall be signed by a representative of the bidder who is legally authorized to enter contractual relationship in the name of the bidder.

### **3.8 Confidential information**

The bidders shall hold all NCCT's confidential information in confidence and use it only for the purpose of replying to this RFP and shall not disclose it to subcontractors without prior written approval from NCCT or without having an executed agreement with respect to disclosure and use of this information.

All information regarding the terms and conditions, financial and/or technical aspects of the bidder's proposal, that in the bidder's opinion, are of a proprietary or confidential nature should be clearly marked "PROPRIETARY" or "CONFIDENTIAL" at each relevant item or page or in a statement covering the entire offer(s).

NCCT will treat such information as confidential unless disclosure is required pursuant to any legislative or other legal requirement or any order of a court or other tribunal having jurisdiction.

## **4. STATEMENT OF ESSENTIAL REQUIREMENTS**

- a) Audit of NCCT Annual Financial Statements in compliance with Canadian Auditing Standards for not-for-profit organizations.
- b) Attendance at meetings, remote or in person, with NCCT's Finance & Audit Committee and/or Board of Directors as and when required.
- c) Completion of NCCT's annual Corporate Income Tax and Non-Profit Organization/Charity Information Returns.

## **5. EVALUATION PROCESS**

Proposals received no later than the closing date will be evaluated by NCCT. After NCCT's Board of Director's approves the recommendation of the selected bidder for contract award, this will then be presented for approval by the NCCT Members at the AGM in December 2023.

The approval of the NCCT membership is a condition for contract award. Should the approval not be granted by the members at the AGM, NCCT reserves the right to enter into negotiations with the second highest rated bidder.

The evaluation and selection process will be staged and based on the following:

Internal



- Stage 1:
  - a) Bidder's general firm information and its experience in the not-for-profit sector, particularly experience in Professional Member Associations.
  - b) Bidder's statement of understanding of the work to be performed as per section 4 Statement of Essential Requirements, including an overview document for the audit plan and scope
  - c) Positive reference checks
- Stage 2:
  - a) Price proposal / structure
  - b) Oral presentation, interview, site visit (if required)
- Stage 3: Overall ranking and final selection
- Stage 4: Approval of recommendation by NCCT's Board of Directors for presentation to the membership
- Stage 5: Approval of selected bidder by NCCT's members at the AGM in October December 2023.
- The bidder with the highest final overall score will be recommended for the contract award of this RFP. In the event that NCCT is unable to successfully finalize the contract with a selected bidder in a timely manner, or if the members do not approve at the AGM the selected bidder for contract award, NCCT, without liability, cost, or penalty, may, in its sole discretion:
  - Extend the period for negotiation or execution; or
  - Cease negotiations with the selected bidder; or
  - Cancel this RFP; or
  - Enter negotiations with another bidder.

Thank you for your interest in NCCT.