



Request for Proposals: Auditor

Background

Fierté Canada Pride (FCP) is the national association of Canadian Pride organizations. Governed by an elected board of directors, FCP has over 70 member associations across Canada. FCP's currently registered office is located in British Columbia, however, this is outdated.

Founded in 2004, FCP has been operated as a volunteer-run organization up until very recently. In 2019, FCP was able to hire the first contractors to support capacity-building for the agency.

Up until 2019, FCP mostly received funding from membership dues, sponsorships, and corporate donations. In 2019, FCP received its first government funding, requiring us to undergo an audit, as required by Canada's Non-Profit Act.

FCP's fiscal year follows the calendar year.

Scope of Work

We are hoping to establish a relationship with a firm or professional who would be interested in providing us with:

- Audit, as required by the Non-Profit Act; and
- Bookkeeping support, as required by our contractors or Treasurer (billed hourly).
- Advice, as required by our contractors or Treasurer (billed hourly).

Services to be Provided

As an organization that is seeking out our first formal relationship with an accounting firm or professional, we are open to discussing with potential firms and professionals about what they perceive are the most appropriate services to be included in the audit.

We anticipate requiring an audit of FCP's 2020 & 2021 years which include:

- An internal control audit for both 2020 and 2021, completed during the course of the year-end audit, consisting of studying and reviewing the accounting system and internal controls;
- Substantive year-end audits, specifically targeted at the balance sheet, statement of changes in financial position, the income statement and reserve funds;
- Provision of a management letter, making any recommendations on improvements to existing internal controls or financial and reporting practices based on any weaknesses found during the course of the year-end audit; and
- Preparation of all required tax and other information returns and reports.

Information Requested

We've included a list of the information we are requesting from firms and professionals who are interested in providing a proposal for our financial services and audit. We invite you to share additional information that you believe may be pertinent.

- a. Name of firm or name and pronouns of professional
- b. Description of your firm and its areas of expertise
- c. Description of your relevant work/interest in 2SLGBTQ+ organizations, non-profits, initiatives or charities
- d. Proposed fee structure for:
 - i. A 2020 and 2021 audit, including start-up costs, if any;
 - ii. Any potential multi-year fee structures, if applicable;
 - iii. Hourly rates for individual services you or your firm may be able to provide; and
 - iv. A description of any conditions under which you may seek additional fees in the first year of this relationship or in subsequent years;
- e. Description of the personnel that you would assign to FCP (if known), including:
 - i. Names, pronouns, and positions within your firm
 - ii. Their interests in working with a 2SLGBTQ+ organization
- f. List of names and contact information for at least one (1) reference for financial audit work similar to FCP's.



Commitment to Equity

FCP believes strongly in supporting companies, organizations and individuals who are members of the 2SLGBTQ+ community. We invite any proposal to include information about any involvement of 2SLGBTQ+ people in the governance, management, or personnel of your firm.

As a non-profit organization providing services and working to challenge colonialism, we also believe strongly in supporting companies, organizations and individuals who are Indigenous and/or Two-Spirit. We invite any proposal to include information about any involvement of Indigenous and/or Two-Spirit people in the governance, management, or personnel of your firm.

Interest in Partnership Building

As a 2SLGBTQ+ organization, we strongly believe in building close and meaningful partnerships with agencies, companies and individuals in our communities. We also recognize the value for companies and organizations to promote their relationships with 2SLGBTQ+ organizations to the public and their clients.

We maintain strong partnerships with many different companies and agencies across the province that provide us with cash contributions, in-kind donations, governance support or advice, and support in implementing programs. In return, we provide companies and agencies with 2SLGBTQ+ education and diversity training, consultation services, support to 2SLGBTQ+ employees and staff, and public recognition of their commitment to the 2SLGBTQ+ community.

We invite any proposal to include a statement of interest in building a meaningful, reciprocal partnership with us.

Organizational Conflicts of Interest

Any proposal must warrant that, to the best of the firm or professional's knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest, real or perceived.



Proposal Contents & Form

Proposals must be submitted electronically over email. Any written components must be in PDF format.

In recognizing the value of “queerness” and challenging traditional ways of building relationships, we also invite proposals to include appropriate components of the proposal in video, audio, or picture format that may provide FCP with a better understanding of you or our firm’s passion for supporting the 2SLGBTQ+ community across Canada. Please note: This is not required or expected.

Proposals must include a statement that the information provided is true, correct and reliable for the purposes of evaluation for potential contract award.

Please submit your proposal by **5:00 pm, January 25th, 2021** to:

Jacq Brasseur, National Director

Pronouns: they/them

jacq@fiertecanadapride.org

Subject Line: Proposal for Audit

Proposals received late may not be considered.

Proposal Evaluation Review and Selection Process

Qualified proposals will be evaluated on the basis of “best value” as determined by FCP’s National Director, Treasurer and Board of Directors.

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

- A. Qualifications and expertise
- B. Relevant work/involvement with 2SLGBTQ+ communities
- C. Proposed fees
- D. Responsiveness to this RFP
- E. Interest in meaningful partnership
- F. Involvement of 2SLGBTQ+ and Indigenous or Two-Spirit personnel, management and governors
- G. Evaluation of capabilities and quality of work product



Fierté Canada Pride
the national association of Canadian Pride organizations
l'association nationale des organismes fierté canadiennes
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FCP will not be obliged in any manner to any proposer whatsoever. At our sole discretion, we may choose to terminate the Request for Proposal process and not enter into a contract with any of the proposers.

Disposition of Responses

All materials submitted in response to this RFP will become the property of FCP, however will not be shared outside of our officers, directors, contractors, Council members, volunteers or membership without explicit, written consent from the proposer.

Contacts & Inquiries

Please contact Jacq Brasseur, National Director, at 306-570-8298 or jacq@fiertecanadapride.org with any questions or requests for additional information.