



JUNIOR LEAGUE OF TORONTO

REQUEST FOR PROPOSALS FOR AUDITING SERVICES

ISSUE DATE: DECEMBER 8, 2020

SUBMISSION DEADLINE: DECEMBER 31, 2020

DELIVERY METHOD: E-MAIL TO JWILLIS.JLT@GMAIL.COM

WHO WE ARE

JLT MISSION

The Junior League of Toronto (“JLT”) is an organization of women committed to promoting voluntarism, developing the potential of women and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

JLT VISION

An organization of women trained as civic and community leaders creating lasting and meaningful impact.

JLT VALUES

DIVERSITY:

The Junior League welcomes all women who value our Mission. We are committed to inclusive environments of diverse individuals, organizations and communities.

COLLABORATION:

Lasting societal change is achieved through collaboration which inspires us to accomplish more together.

COMMUNITY:

A strong sense of community is essential to human well-being and provides a foundation of inclusion, which allows us to make a greater impact on the world around us.

EMPOWERMENT:

Empowerment of women is a necessary requirement to create positive, lasting societal change.

LEADERSHIP:

The unique power of women’s leadership abilities transforms communities for the better, allowing us to make a collective difference.

RESPECT:

Respect is a fundamental human right and instills in us an unconditional positive regard for others.

SERVICE:

Service empowers us as catalysts for lasting community and societal change. Through service we build core relationships with others and it’s the lens through which we decide how we will invest our time and resources.

JLT HISTORY

A chapter of the Association of Junior Leagues International, the JLT was incorporated in 1926. The JLT has been an integral member of the community for over 90 years. Junior League members have contributed millions of volunteer hours in expertise, enthusiasm and hard work and over \$4 million to support or initiate over 400 community projects. The JLT is a non-profit, charitable organization.

1. BACKGROUND

This Request for Proposals (“RFP”) is issued by the Junior League of Toronto (“JLT”) for the purpose of selecting an Audit Firm to provide annual Financial Audit Services for the JLT. The JLT is situated in Midtown Toronto. We work with the community of Toronto and the GTA to address the region’s needs through community partnerships and projects. Our current area of focus is helping at-risk youth, with a two-pronged approach focusing on mental health and human sex trafficking. Our partnerships with organizations such as the Centre for Addiction and Mental Health (CAMH), Springboard Services, and Youth Without Shelter help us deliver on our mission. Further, we are a training organization focused on developing our members into civic leaders in the community. We are almost entirely volunteer-run, with only one part-time employee on our payroll. The Junior League’s fiscal year end is May 31.

2. RFP TERMS AND PROCEDURES

2.1 RFP COORDINATOR

All communications with the JLT regarding any aspect of this RFP must be directed via e-mail to the RFP Coordinator.

Name: Jenna Robertson, CPA, CA
 Title: Treasurer, Board of Directors
 E-mail: jwillis.jlt@gmail.com

2.2 RFP TENTATIVE SCHEDULE

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

EVENT	DATE
RFP issue date	Tuesday, December 8, 2020
Bidder’s questions deadline (questions to be submitted via e-mail to the RFP Coordinator)	Tuesday, December 15, 2020
Submission deadline	Thursday, December 31, 2020
Interviews for shortlisted proponents	Week of January 4, 2021
Final recommendation from the RFP Coordinator to the Board of Directors for approval	Saturday, January 9, 2021
Anticipated appointment of auditors	Thursday, March 25, 2021 at the JLT’s spring voting meeting

The JLT may change any of the above dates and times, including the RFP Submission Deadline at its sole discretion and without liability, cost, or penalty. In the event a change is made to any of the above dates, the JLT will communicate such changes to proponents who have been in contact with the RFP Coordinator.

2.3 PROPOSAL TIME LIMIT

Each bidding firm shall commit that the proposal, including the proposed fee for Services, is valid and accurate for 90 days from the Submission Deadline.

2.4 SELECTION PROCESS

The JLT will review all applications and 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 bidding firm will be provided with fair access to information, as requested by e-mail (see deadline for questions in [Section 2.2](#)). Additional materials to ascertain the qualification of Proponents may be requested.

2.5 DISTRIBUTION OF THE RFP

The invitation to submit proposals has been distributed by:

1. notice to potential Proponents identified by the JLT; and
2. publication on the website of the JLT

2.6 THE JLT 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 JLT shall not be liable for any expenses incurred by any Proponent, including the expenses associated with the cost of preparing the Proposal.

2.7 EXTERNAL FACTORS

The JLT reserves the right to withdraw this RFP or terminate the resulting contract within the terms of the engagement letter without penalty.

2.8 PROPOSAL SUBMISSION

Proposals shall be delivered to the RFP Coordinator as referred in [Section 2.1](#).

Proposals received after the RFP Submission Deadline shall not be considered.

In order to be fair to all proponents, late submissions and phone calls or e-mails to discuss the Proposal's status will not be accepted. Only shortlisted Proponents (individuals/firms) will be contacted.

2.9 RECEIPT

The RFP Coordinator will confirm receipt of proposal via e-mail, by means of replying to the same e-mail address from which the proposal is submitted. Under no circumstances will the JLT be held responsible for late proposals.

3. SERVICES

3.1 SCOPE OF SERVICES REQUESTED

The JLT's financial statements are presented in accordance with Accounting Standards for Not-for-Profit Organizations (ASNPO). We expect the audit to be conducted in accordance with Canadian Auditing Standards and in compliance with ASNPO.

This proposal must address all of the following audit items:

- Audit of the annual Financial Statements for the year ended May 31, 2021 and preparation of the Auditor's Report thereon
- Recommendations based on audit findings and/or issuance of a Management Letter, if required

3.1 SCOPE OF SERVICES REQUESTED (CONTINUED...)

- Filing of the JLT’s Registered Charitable Information Return (T3010) and other returns as required by the Canada Revenue Agency and the Ministry of Finance
- Advice to the JLT on any and all changes in accounting and reporting requirements (throughout year)
- Attendance at the following 3 meetings (can attend by telephonic or electronic means):
 - I. Audit planning meeting in early July 2021
 - II. Audit closing meeting at the end of August 2021
 - III. AGM in September 2021, to present the audited financial statements to the JLT’s membership and respond to any question regarding the audit (the Treasurer will respond to questions regarding results)

3.2 CONSULTATION FROM TIME-TO-TIME

The Auditors are to serve as a resource and be available for consultation on accounting and related issues throughout the fiscal year, as required. (Note: the JLT does not expect to require frequent consultation).

3.3 AUDIT TIMING

The following is a summary of key dates in the audit process:

EVENT	DATE
Fiscal year end	May 31, 2021
Audit planning meeting (Auditor to provide Client Assistance Package detailing audit requests in advance of this meeting)	Week of July 5, 2021
Audit fieldwork (1 week)	Week of July 26 <u>or</u> August 2, 2021
Draft FS available for Treasurer review and feedback	By August 23, 2021
Audit closing meeting (phone call with Treasurer)	Week of August 23, 2021
Draft FS presented by Treasurer to Board for approval	Week of September 6, 2021
Audited FS presented to the membership at AGM	Week of September 20, 2021
Filing of T3010	By October 31, 2021

3.4 AUDIT SUPPORT PROVIDED BY THE JLT

The JLT’s accounting functions are supported by the following individuals:

- VP Finance, volunteer position
- Treasurer, volunteer position (role currently held by an Audit Senior Manager employed at KPMG LLP)
- Bookkeeper, externally contracted

All audit requests will be provided by the JLT in advance of scheduled audit fieldwork in accordance with the Client Assistance Package issued by the auditor. Draft FS and supporting schedules are prepared by the JLT’s contracted bookkeeper with assistance from the VP Finance and Treasurer.

The JLT’s bookkeeper, as well as the Treasurer and VP Finance, will be available to respond to questions and to prepare requested information. The JLT’s office administrator will also be available as required.

The audit may be conducted off-site as the JLT’s accounting records are housed on Quickbooks Online.

4. PROPOSAL FORMAT

4.1 GENERAL FORMAT

In order to facilitate the evaluation process, the following general format is preferred for the RFP submission:

- I. Executive Summary
- II. Understanding of Scope and Objectives
- III. Audit Approach and Ability to Meet Audit Timelines
- IV. Experience and Qualifications of the firm and the proposed audit team
- V. Proposed fees – please provide a three year fee proposal for the fiscal years ended May 31, 2021, 2022, 2023

4.2 MANDATORY REQUIREMENTS

4.2.1 EXECUTIVE SUMMARY

It is expected that an executive summary of the Proposal is provided, describing the main features, benefits, and any limitation or condition of the Proposal, in non-technical terms. The executive summary should be no longer than 1 page in length.

4.2.2 INDEPENDENCE

Any unfair advantages or conflicts of interest by the Proponent should be identified and brought to the RFP Coordinator's attention in writing. This can be included in the proposal or identified in the text of the submission e-mail to the RFP Coordinator.

4.2.3 REFERENCES

The Proponent shall provide references from at least three (3) current comparable non-profit audit clients (of a similar size and audit scope). The format is included in [Appendix 1: References](#). The JLT will only contact the references of the Preferred Proponent (final step before awarding contract).

4.2.4 ADDITIONAL MANDATORY REQUIREMENTS

Proponents must provide:

- an Overview of the firm describing the firm's experience in providing audit services to not-for-profit and charitable organizations;
- the size and organizational structure of the auditor's firm; and
- evidence of the firm's qualifications to provide Auditing Services.

Proponents should include all requirements, terms and conditions they may have in their Proposal, and should not assume that any opportunity will exist to add such matters after the Proposal is submitted.

4.2.5 LEGAL ACTIONS

The Proponent should disclose any pending or threatened legal actions against the Proponent or by the Proponent against any third party that may have an impact on the Service proposed by the Proponent.

4.3 NON-MANDATORY REQUIREMENTS

In order to assess the Proponents' qualifications, we ask that you complete [Appendix 2: Audit Firm Overview](#).

4.4 PROPOSED FEES

All prices bid shall include applicable administrative or technology fees, insurance, expected incidentals, and all other charges of every kind attributable to the work. This is intended to be a fixed price contract with no extras unless specifically provided for otherwise in this RFP. All work required or desired under the terms of this RFP (see [Section 3](#)) is to be included in the price and the price is not to be subject to adjustment, including due to unknown or undisclosed conditions, unavailability of labour or materials, increases in cost of labour or materials, etc. The only charge not included shall be HST.

In the event of significant changes to the JLT's organizational structure, activities, and/or revenue, we understand that you may need to reevaluate your fee. In such a case, we require that you inform us of anticipated increases in the fee as soon as you are aware of such circumstances which may give rise to an increased fee and under no circumstances are you to perform services without first negotiating and agreeing to a new fee with the JLT.

Please provide a quote for three years of Services: fiscal years ended May 31, 2021; 2022; 2023.

5. PROPOSAL EVALUATION

5.1 EVALUATION CRITERIA

The evaluation of the Proposals received will be conducted by the JLT's Board of Directors, primarily the Treasurer (who is also the RFP Coordinator).

Criteria for evaluation include:

- Complete proposal provided, in compliance with the mandatory requirements of this RFP
- 'Appendix 1: References' completed
- 'Appendix 2: Audit Firm Overview' completed (at a minimum, all mandatory fields to be completed)
- Strength of proposal (audit firm qualifications, audit team qualifications, audit approach)
- Ability to accommodate proposed audit timelines presented in [Section 3.3](#)
- Strength of interview
- Proposed fee
- Strength of references (references will only be contacted for the Preferred Proponent, as a final step before awarding the contract)

5.2 SUCCESSFUL PROPONENT

The Successful Proponent will be notified via e-mail no later than Friday, January 15, 2021 and will be officially appointed by the JLT's membership at its spring voting meeting on Thursday, March 25, 2021.

The Successful Proponent is required to provide an engagement letter for Services for the year ended May 31, 2021 (annual extensions will be granted at the JLT's AGM in September each year) including all terms and conditions and explicitly stating the fee agreed to as part of the Proposal process.

APPENDIX 1: REFERENCES

Please provide references in compliance with [Section 4.2.3](#) using the below format.

Note: The JLT will only contact the references of the Preferred Proponent (final step before awarding contract). We will not contact references of every Proponent.

REFERENCE 1	PROPONENT RESPONSE	
Client Name		
Client Address		
Contact Information Identify appropriate contacts to discuss the Services (i.e., V.P. of ... in this area)	Contact Name & Title	
	Phone	
	E-mail	
Detailed description of the Services provided		
For how many years have you been providing Services to this client?		

REFERENCE 2	PROPONENT RESPONSE	
Client Name		
Client Address		
Contact Information Identify appropriate contacts to discuss the Services (i.e., V.P. of ... in this area)	Contact Name & Title	
	Phone	
	E-mail	
Detailed description of the Services provided		
For how many years have you been providing Services to this client?		

REFERENCE 3	PROPONENT RESPONSE	
Client Name		
Client Address		
Contact Information Identify appropriate contacts to discuss the Services (i.e., V.P. of ... in this area)	Contact Name & Title	
	Phone	
	E-mail	
Detailed description of the Services provided		
For how many years have you been providing Services to this client?		

APPENDIX 2: AUDIT FIRM OVERVIEW

Please complete the below Appendix in compliance with [Section 4.3](#). Items marked by an asterisk (*) are mandatory items per [Section 4.2](#).

ITEM	PROONENT RESPONSE
IDENTIFICATION	
Firm address (servicing office)*	
Other locations (if any)	
Indicate whether incorporated, partnership, sole proprietorship, consortium or other (define)*	
Number of years in business*	
Link to firm's website	
CORPORATE OVERVIEW (IN 250 WORDS OR LESS)	
Brief overview of the firm's background and its corporate philosophy	
Brief description of the area and scope of services provided by the firm	
Type of clients serviced by the firm	
SIZE AND FINANCIAL VIABILITY	
Number of Canadian employees*	
Number of Worldwide employees (if applicable)	
Canadian Revenue	
Worldwide Revenue (if applicable)	
ORGANIZATIONAL PROFILE (IN 250 WORDS OR LESS)	
Proponent should state whether they are a Chartered Professional Accountant (CPA) member, experienced and knowledgeable in the not-for-profit sector.*	
Proponent should indicate how long they have been providing auditing services for non-profit charitable organizations.	

ITEM	PROONENT RESPONSE
The Proponent should have experience in providing audit services for similar sized not-for-profits and charitable organizations.*	
The Proponent should state the degree of fit between our organizations and a willingness to establish a long term, mutually beneficial relationship.	
THE AUDIT TEAM (IN 250 WORDS OR LESS)	
Proponent should provide names of the audit partner and audit manager who will be assigned to our audit and provide brief biographies (background, education, qualifications, relevant experience).	
RISK PROFILE (IN 250 WORDS OR LESS)	
Proponent should disclose any pending or threatened legal actions against the Proponent or by the Proponent against any third party that may have an impact on the Service proposed by the Proponent.*	
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.*	
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.	
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.	

APPENDIX 3: AUDITED FINANCIAL STATEMENTS

Audited financial statements for the year ended May 31, 2020 and the Auditor's Report thereon are available by request. Please e-mail the RFP coordinator to request a copy.