

## **REQUEST FOR PROPOSALS**

### **I. Document Identification & Terms of Submission**

#### **A. Name and Organization Issuing the Request for Proposals (RFP)**

This RFP is issued by the Four County Labour Market Planning Board, hereinafter referred to as the FCLMPB.

The FCLMPB reserves the right to amend terms of the RFP, to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort applicants have spent on their responses.

#### **B. RFP Identification**

This RFP is identified as “Auditing Services”, which focuses on all the business conducted within its fiscal year of April 1 to March 31.

#### **C. Background**

The Four County Labour Market Planning Board is requesting proposals from qualified independent firms for its annual audit services. This process is being undertaken at the request of the Board of Directors, as a standard procedure to ensure the Planning Board continues to receive the best value it can for its audit services.

The mission of the Four County Labour Market Planning Board is to plan and promote local labour market strategies to meet the challenges of a changing economy.

We serve the counties of Bruce, Grey, Huron and Perth through labour market research and project delivery. We receive government funding from the Ministry of Training, Colleges & Universities. We have three (3) full-time equivalent staff located in one (1) office.

Our annual revenue is \$284,500.00. Throughout the year, the FCLMPB may apply for and receive additional project funding when RFP's are released for projects that fall within the scope of our mandate and mission.

**Registration no.:** 871776779  
**Ontario Not-for-Profit:** 1998-09-15  
**Accounting software:** QuickBooks Online

**C. Synopsis of Document**

Services to be provided in the annual audit of the Four County Labour Market Planning Board financial statements include providing an audit opinion on the organization's financial statements through:

- an internal control audit, completed during the course of the year-end audit, consisting of studying and reviewing the accounting system and internal controls
- substantive year-end audit, specifically targeted at the balance sheet, statement of changes in financial position, the income statement and reserve funds.

The audit will include:

- preparation and submission of an annual audit plan to management by May 31, 2019. During the audit planning you will also undertake discussions with management about any changes that have occurred through the course of the year that may have an impact on the audit or the audit approach you described in your original proposal submission
- year-end field audit, normally held in May, conducted according to Canadian generally accepted auditing standards and the requirements of the Ministry of Training, Colleges and Universities Audit guidelines
- 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
- presentation of audited statements to the Board of Directors (first week of June)
- preparation and timely submission of all required tax and other information returns and reports.

**D. When and Where Proposals Have to Be Submitted**

Proposals will be accepted until 4:30 p.m. local time on Friday 5<sup>th</sup>, October, 2018. It is the applicant's responsibility to secure proof that his/her proposal has been received by the FCLMPB within the prescribed time limit.

**E. Required Information**

Items to be covered by the proposal include the following:

1. a description of your firm and its areas of expertise
2. a description of your relevant work with other not-for-profit organizations
3. a proposed fee structure for the annual audit, including start-up costs, if any. Please include a fee structure for any overtime hours that may be incurred if unforeseen circumstances arise and indicate how these will be billed
4. a summary description of the personnel that you would assign to the organization and their position within your firm and include their billable rate
5. a description of the scope of the audit to be undertaken
6. a list of names and contact person(s) for up to three references for financial audit work most similar to the FCLMPB's.

**F. Acceptable Format of Applicant Proposals**

Proposals will be accepted by electronic mail to:

**Gemma Mendez-Smith, Executive Director**  
Four County Labour Market Planning Board  
executivedirector@planningboard.ca

No proposals will be accepted after the closing (**4:30 p.m. EDT October 5, 2018**), and no modifications to those proposals already submitted will be permitted prior to award, except in those cases where the FCLMPB requests more information for clarification and/or enhancement purposes.

All submitted proposals become the property of FCLMPB, and will not be returned to the originator.

**G. Will a Proposal Necessarily Be Awarded?**

The FCLMPB reserves the right to reject all proposals.

**H. Contract to be Signed by Applicant**

The successful applicant must agree to sign a contract with the FCLMPB.

**I. Limitation of One Contractor**

The FCLMPB will select only one applicant.

**J. Indemnification**

The successful applicant shall indemnify and save blameless FCLMPB from and against all claims, losses, damages, costs and expenses related to any injury or death of a person, or loss of damage to property caused or alleged to be caused by the contractor or its servants or agents in carrying out the activities described in the contract.

**K. Legal Requirements**

The contractor shall ensure that the project is carried out in accordance with all laws, by-laws, and regulations and, prior to the commencement of the project, shall obtain such permits, licenses, consents and other authorization as may be required. All work performed under this contract and all by products shall remain the property of the FCLMPB.

**II. Schedule of Events**

**A. Summary**

Request for Proposal Issued/Published	September 12, 2018
Deadline for Proposal Submission	October 3, 2018 at 4:30pm EDT
Final Selection	October 17, 2018
Notification to Applicants Not Selected	October 24, 2018

NOTE: Above dates are subject to change as determined by the FCLMPB.

**B. Applicant Conference/Interviews**

Applicant conferences or interviews may be requested prior to final selection.

### **III. General Information about the Planning Board**

#### **A. Workforce Planning Boards**

The Four County Labour Market Planning Board (FCLMPB) is responsible for one of 26 planning zones as designated by the government of Ontario.

Working with the provincial government, through the Ministry of Training Colleges and Universities, Workforce Planning Boards provide a coordinated approach in labour market policy and programming in Ontario.

Workforce Planning Boards are designed to provide a vehicle that will permit communities to coordinate projects related to workforce planning, employment, training and skills development.

Volunteer Boards of Directors govern the Workforce Planning Boards. They are led by local representatives from business and labour, as well as representatives for ethnic minorities, persons with disabilities, women, francophones, youth, Indigenous Peoples and educators and trainers.

#### **B. Mandate of the Four County Labour Market Planning Board**

The Four County Labour Market Planning Board (FCLMPB) is a not-for-profit volunteer board, designated to identify local training needs. Incorporated in 1997, the FCLMPB is governed by a Board of Directors that includes representation from business, labour, education, and equity groups.

The FCLMPB facilitates training and adjustment activities that will deliver this mission and help employers fill their workforce needs in their own local community. Our expertise is mainly in the areas of community partnership building, research, marketing, networking, communication and management of community projects.

Specifically our mandate is to:

- Provide reliable research;
- Identify labour market challenges;
- Target workforce opportunities;

- Promote skills development; and,
- Raise public awareness of workforce issues.