



# **Request for Proposals**

**From**

**Sustainable Buildings Canada**

**For**

**An appointment as public accountant and for the  
provision of external audit and advisory services**

**From**

**Sustainable Buildings Canada**

**416-918-2346**

**Contact: [msingleton@sbcCanada.org](mailto:msingleton@sbcCanada.org)**

**November 5, 2021**

## **Request for Proposals from Sustainable Buildings Canada**

This RFP is intended to obtain proposals from responding firms (“respondents”) for an appointment as public accountant and for the provision of external audit and advisory services for the fiscal year commencing January 1, 2022, with the possibility of annual renewals thereafter.

### **Background**

Sustainable Buildings Canada (SBC) is constituted without share capital as Not-for-profit Corporations. It was created in 2003 with a mandate to advocate and support sustainable buildings practices. The organization’s head office is located in Toronto, ON.

SBC operates on a not-for-profit basis and, as such, is exempt from income tax pursuant to section 149 (1)(l) of the Income Tax Act. It is fully funded through a variety of events and programming based activities. These are undertaken under the direction of the Executive Director who has the responsibility for all operational and human resources based efforts. All activities are overseen by a Board of Directors. All financial activities are overseen by an Audit Committee, chaired by the Treasurer. SBC employs a third party bookkeeper and annually prepares audited financial statements.

### **Scope of Services**

The 2021 audit is to be conducted in accordance with generally accepted auditing standards, and the financial statements are to be prepared in accordance with Canadian accounting standards for not-for-profit organizations. The appointment may also involve the provision of related financial advisory services from time to time as required.

The organization’s fiscal year end is December 31. The audit will be conducted as soon thereafter as possible – with the understanding that the books are typically completed by March 31. The selected candidate will be required to:

- meet with the Audit Committee Chair after January 1, 2022 to plan the audit;
- interact with the Executive Director and bookkeeper as required;
- provide draft financial statements for review by the SBC Audit Committee no later than the end of May 2022;
- attend a (virtual) meeting of the Audit Committee to deliver and discuss the statements;
- deliver the draft financial statements as reviewed by the Audit Committee to the SBC Board by June 30, 2022;
- provide the final financial statements within 5 days of approval of the statements by the SBC Board

## **Who May Respond**

Any firm licensed to provide professional auditing services. Preference will be given to respondents with a fully staffed office in the Greater Toronto Area.

## **How to Respond**

All responses are to be submitted by email in PDF or MS Word format, together with any supplementary materials, to the email address on the cover of this document. Responses should be limited to a maximum of 5 pages, not including attachments. Responses must be received by SBC no later than December 2, 2021.

## **Questions**

SBC wishes to ensure that all potential respondents have access to the same information in formulating their responses. Any respondent wishing to be copied on SBC's responses to questions asked by other potential respondents prior to the response deadline is invited to provide an email address to which all questions and responses will be copied.

## **Response Outline**

In responding to this RFP, respondents should provide, at a minimum, the following information and supporting documentation. This proposed structure is intended to minimize the efforts of respondents and their analysis by SBC.

Respondent Background Information, including firm size, structure, areas of practice, and demonstrated capacity to deliver services. Please include the following:

1. Respondent's experience and expertise in the provision of audit services in the not-for-profit sector;
2. Two or more relevant references;
3. Identification of individual who will manage the relationship with SBC;
4. Identification of professionals who will participate in the delivery of audit services (with accompanying CVs and biographical information);
5. Audit approach and strategy;
6. Quality control procedures, confirmation of independence, and conflicts of interest;
7. Confirmation that the respondent has the capacity to meet the deliverables according to the Scope of Services, including the required timelines;
8. Proposed fee for the full audit service, including estimates for future years; and;

9. Hourly rates of professionals identified in items 4 and 5, as well as rates charged by their support staff, in the event of requests for additional advisory services.

### **Evaluation Criteria**

Experience and expertise in providing audit services to not-for-profit clients: 40

Sufficiency of staffing and commitment to availability and responsiveness: 30

Competitiveness of rates for audit services: 30

TOTAL: 100

### **Timeline**

RFP Issued – November 8 2021

Responses Due – December 3, 2021

Potential Interviews of select respondents – Dec 6 - 8, 2021

Selection to be announced – Dec 13, 2021

### **RFP Rules**

The RFP does not represent any commitment on behalf of SBC, nor is it a commitment to purchase. The RFP, any acceptance and any proposal selected will be non-binding and be subject to further negotiations between the parties. Any oral undertaking will have no legal standing unless confirmed in writing.

SBC may choose, in its discretion, not to respond to expressions of interest or any responses to this RFP or any proposal(s) relating to or arising from the RFP. All questions received from potential respondents prior to the RFP submission deadline, and any answers which SBC provides to them, will be distributed on a periodic basis prior to the RFP submission date to all respondents who provide an email address and request to receive them.

SBC reserves the right to terminate this RFP or dismiss any response at any time.

Responses that are not complete or that exceed the maximum length specified herein may not be considered.

SBC reserves the right to:

- reject any or all of the response(s), quotation(s) or proposal(s), for any reason whatsoever;
- select all or any part of a quotation for further negotiations;

- negotiate and/or request re-submission of all or part of a particular response, quotation or proposal from one or more respondents, and to reject or not to consider any re-submission.
- select any, all or none of the responses, quotations or proposals submitted, in the sole discretion of SBC. SBC shall not be obliged or bound to accept or reject any response, quotation or proposal that is:
  - compliant or not compliant with selection criteria;
  - the lowest priced, even for identical items;
  - received later than the indicated response deadlines;

SBC shall not be obligated to explain its final selection of respondent(s) or disclose anything about the responses, quotations or proposals received or selected.

Any request for date extensions must be obtained in writing. SBC will evaluate the request and, if an extension is granted, notify the requesting respondent. SBC is not obligated to and may or may not notify other respondents of such extension(s).

All expenditures incurred by respondents in preparation and submission of responses and all activities relating to the RFP and any proposal(s) relating to or arising from the RFP are solely the responsibility of the respective respondents, and will not be reimbursed by SBC in whole or in part.

This RFP shall not be construed as a commitment by SBC to award a contract or contracts.

By choosing to obtain this document, respondents (as well as parties who obtain the document but decide not to respond) agree that all information provided by SBC in connection with this RFP is strictly confidential. Such information shall be maintained in confidence and not disclosed to any third party or used for any other purpose other than responding to the RFP or any subsequent requests from SBC, if applicable.