



Request for Proposal for Audit Services

Introduction

Established in 1900, the Greater Summerside Chamber of Commerce (GSCC) is a not-for-profit organization made up of business and professional people sharing a common goal — the economic development of the Greater Summerside area. Small and large businesses from virtually every sector and profession form the membership.

To achieve its strategic goals the GSCC provides the following services:

Advocacy

- Proactively advocates on priority issues impacting the business community in the Greater Summerside Area.
- Represents members on collective business issues of concern.
- Collaborates with City, Provincial and Federal representatives to support business growth.

Engages and Supports Business in Summerside:

- Collaborates with likeminded stakeholders to define the vision for economic development in the Summerside area.
- Shares positive business stories with the membership and in the media.
- Engages future leaders, both entrepreneurs and young professionals.
- Supports the integration of newcomer business owners and entrepreneurs into our community.
- Supports business growth through formal and informal mentoring.

Provides Membership Value:

- Accelerates business connections through networking opportunities and events.
- Connects businesses to educational programming to support growth.
- Supports Chamber members through relevant benefits and services.
- Revisits Chamber priorities and deliver progress updates.



Scope of Service Request

The GSCC is seeking service of a licensed professional accounting firm (which includes sole practitioners) to perform the following:

- A. An audit of the financial statements as prepared by management, an evaluation of the fairness of the financial statement presentation and the provision of an opinion thereon, prepared in accordance with Accounting Standards for Not-for-Profit Organizations (ASNPO).
- B. Preparation of annual Canada Revenue Agency filings as required.
- C. Presentation of a management letter addressing any concerns with regard to internal controls or other significant issues identified during the audit.

Terms of Contract

The terms of the contract shall be for one year, with the intent of annual continuances dependent on performance and approval at each Annual General Meeting (AGM) by the Membership.

Deadline

The Audit is to be complete, with draft financial statements prepared and presented to the Board of Directors Executive Committee seven (7) days prior to the GSCC's 2021 AGM. The GSCC's AGM is traditionally held in February.

Capacity to Perform

The GSCC expects all proposals will furnish satisfactory evidence of their ability to complete the contract in the timelines outlined and that there is no conflict of interest with the organization's activities and initiatives.

Confidentiality of Information

All information obtained in connection with this proposal is the property of the GSCC. It shall be treated as confidential and not used for any purpose other than for replying to the Request for Proposal.

Any requests for additional information shall be made in writing and delivered to Tara Maddix at tara@Summersidechamber.com.

Required Proposal Content

The proposal shall clearly outline your understanding of the scope of the audit requirements, additional supports requested along with the quoted fee and ability to meet the required deadlines.

Contacted firms will be provided the opportunity to submit a proposal by May 20th, 2021. The Board of Directors Executive Committee will then evaluate all proposals and submit their recommendations to the GSCC Board of Directors.



Candidates MUST be a GSCC member in good standing.

GSCC Operations

The GSCC uses Quick Books accounting software, Chamber Master and Wagepoint. For more information on these systems please contact Executive Director Tara Maddix at tara@summersidechamber.com.

Evaluation of Proposal

Project submissions will be evaluated based on the criteria set out in Table 1 below.

Table 1 - Evaluation of Submissions

Evaluation Criteria	Weighing
Work Plan & Understanding of work	30%
Key Personnel	20%
Company Profile/Experience and References	15%
Project Schedule	15%
Cost of Service/Price	20%
Total	100%

Proposal Submission

Proposals shall be submitted to the Executive Committee in care of the Executive Director, no later than May 20th, 2021 at 5pm. Please address the submission to:

GSCC Executive Committee
C/O Tara Maddix
10-263 Heather Moyse Drive
Summerside, PEI
C1N 5P1

tara@Summersidechamber.com

Email submissions should be in PDF format. The GSCC reserves the right to accept or reject all or part of any proposal and to accept the proposal that is in the best interest of the organization. The successful firm/practitioner will be notified after the May Board of Directors meeting.

263-10 Heather Moyse Drive, Summerside PE, C1N 5P1