



Box 2741 231 Main St.
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www.partnersfamilyservices.ca

Request for Proposals (RFP) for Audit Services

PARTNERS Family Services Inc (PFS) is soliciting proposals from qualified audit firms and/or individuals to audit the financial statements of PARTNERS Family Services for the fiscal year ending March 31, 2020, with the option of auditing PFS's financial statements for two subsequent years.

The Organization

PFS is non-profit charitable organization based in Humboldt, SK. In operation since 2001, PFS provides services to at risk and vulnerable populations in Humboldt and Area. The organization primarily receives funding from the provincial and federal governments, provincial grants and fundraising and donation income. For the 2018-19 fiscal year, the organization anticipates the following funding sources:

- 5 Ministry of Social Services (SK) contracts
- 1 Ministry of Justice (SK) contract
- 1 Ministry of Health (SK) contract
- 1 Justice Canada Contract
- 2 provincial grants
- Fundraising income
- Donation income

Proposals

The proposal should contain, but not be limited to, the following considerations:

1. Eligibility – authorization by CPA Saskatchewan to conduct audits
2. Experience of your firm in relation to the scope of audits for this type of organization
3. A list of similar organizations or pertinent accounts served by your firm
4. Your staff assignments and availability to complete the audit on a timely basis
 - Participation of senior audit personnel assigned to the engagement
 - Frequency of contact with finance/bookkeeping personnel
 - Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit
5. Procedures used to transmit audit adjustments and reasons for them along with management recommendations for the PFS board and staff.
6. Detailed audit plan
7. Your fee proposal to conduct the basic audit function, along with your fee schedule for additional service that may be required beyond the scope of the audit engagement. The proposal should also state that any increase in the audit fee will be immediately disclosed to the PFS Executive Director. This disclosure should include an estimation of the increased fees and the reason for any increases.



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8. Estimated number of hours to complete the audit by classification of your employees, i.e. partners, senior, junior.
9. Details of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.

The final decision of the selection of the firm that will conduct the audit will be made by the PFS Board of Directors. The final agreement will be in the form of a written contract following the standard agreement form used by accounting firms conducting audits.

Please see attached Appendix I for a detailed description of the services required under this RFP. All questions and correspondence should be directed to Hayley Kennedy, Executive Director, PARTNERS Family Services Inc. by telephone at 306-682-4135 or email at hkennedy@partnersfamilyservices.ca. Please note previous years audited financial statements are readily available by email request.

We look forward to receiving your proposals on or before 5:00pm April 30th, 2019

Appendix I

Nature of Services Required

1. Audit period will be April 1, 2018 to March 31, 2020 (One year and the option to renew for additional two years)
2. Special Reports and Exhibit
 - Audit report on the annual financial statements
 - i. Purpose – to express an opinion on the fairness of presentation of the financial reports
 - ii. Scope of the audit – annual financial statements
 - iii. Auditing standards-Recommendations of the Canadian Institute of Chartered Accountants Handbook (CICA Handbook).
3. Exit conferences
 - With Executive Director, Board Chair and Treasurer
 - With staff bookkeeper
4. Description of Entity and Records to be audited
 - General ledger, accounts receivable, accounts payable, payroll
5. Available Manuals and Information Sources
 - Minutes of the board meetings of PFS
 - Accounting function work description of the General Ledger Bookkeeper
 - By-laws
 - Budgets are maintained and available for examination
6. Staff members will be available to pull and reproduce documents
7. Work area at PFS can be provided if required
8. Report requirements and time frames
 - To meet the Non-Profit reporting deadlines, the audit report and financial statement **must be prepared by June 15th**.
 - General ledger, Accounts Receivable, Accounts Payable, records will be available by April 30th.
9. Report review timing and Number of Copies
 - Prior to the submission of the completed audit report, the audit firm will be required to deliver and review the draft and the proposed management letter with the PFS Executive Director and Treasurer.
 - Copies required
 - i. Audit report – 4 copies
 - ii. Management letter – 4 copies
 - iii. Working papers – 4 copies



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10. Time requirements

- Proposals will be delivered to the PFS Service office at 905 5th Avenue, Box 2741 Humboldt, SK S0K 2A0, or by email to hkennedy@partnersfamilyservices.ca by 5pm on April 30th, 2019.
- The PFS Board will be appointing the auditor at the Board meeting on Tuesday, May 7th, 2019. All proposers will be notified of the Board action within 7 days.
- The auditor will then be appointed the Auditor of Record at the agency's Annual General Meeting June 25th 2019.
- Once a contract has been signed, work may begin immediately in accordance with the original agreement.

Terms and Conditions

1. Any information contained in the response will be regarded as confidential and becomes the property of PFS.
2. Information pertaining to PFS, obtained by the supplier as a result of responding to the RFP is confidential and must not be disclosed by the supplier except as authorized by PFS.
3. PFS reserves the right to reject any or all proposals.
4. PFS has no responsibility for the cost of preparing proposals or making presentations
5. Proposals submitted shall be final and may not be altered by subsequent offerings, discussions or commitments unless the supplier is requested to do so by PFS.
6. Proposals shall be firm for a period of 60 days following the closing date of the RFP
7. PFS may, at its discretion, make certain changes and exceptions to the terms and conditions as outlined in this document.