



**homeward trust**  
edmonton

# **Request for Proposal**

**Audit Services**

**Issue Date**

June 13, 2017

## Request for Proposal

Homeward Trust Edmonton (HTE) is requesting proposals from Capital Regions based CA firms to provide audit and tax services for our organizations for the period January 1, 2017 to December 31, 2019. The Homeward Trust Board has determined that an audit selection process occurs every three years.

### Background

**Homeward Trust Edmonton** is the community's comprehensive housing body: it is a not-for-profit organization that provides leadership and resources towards ending homelessness in Edmonton., Alberta. By working in partnership with a diverse set of stakeholders and groups, Homeward Trust Edmonton works to fulfill its mission by providing leadership in housing, administering resources, and coordinating standing and ad-hoc committees and events. The Trust funds housing projects for people who are homeless and those at risk of becoming homeless.

**Homeward Trust Holdings** provides for the development and acquisition of property and buildings for use by Homeward Trust Edmonton.

**Find Furniture Bank Ltd.** provides furniture for housing projects in Edmonton, Alberta and is controlled by Homeward Trust Edmonton. The Company also operates a gently-used furniture retail store for consumer purchases.

**1627175 Alberta Ltd.** acquires and maintains residential properties for adults with developmental disabilities. The Company is controlled by Homeward Trust Edmonton.

### Scope

Your proposal is expected to cover the following services:

- Annual audit to be completed in compliance with filing requirements.
- Some specialized reporting to funders on a specific project basis.
- Meetings with HTE management, Audit & Finance Committee, and/or Board of Directors, as necessary.
- Annual tax filings
- Other services as anticipated.
- In addition to the audit and taxation requirements, the successful CA firm may be asked to assist with the provision of occasional advice to HTE management on matters relating to HTE's preparation, content and format of financial information required to conduct and prepare annual audited financial statements.

### Key Personnel

The following are key contacts for information you may seek in preparing your proposal:

Heather M LaRose, CPA, CMA, MBA Chief Financial Officer, email: [hlarose@homewardtrust.ca](mailto:hlarose@homewardtrust.ca), phone (780) 496-7683

Susan McGee, Chief Executive Officer, email: [smcgee@homewardtrust.ca](mailto:smcgee@homewardtrust.ca), phone (780) 496-6035

Requests for additional information, visits to our site, review of prior financial statements and tax return, and/or appointments with the Audit & Finance Committee Chair should be coordinated through Heather M LaRose, CFO.

### **Your Response to the Request for Proposal**

In responding to this proposal request, we require the following information:

- Detail your firm's experience in providing auditing and tax services to companies in the not-for-profit sector, as well as associations of a comparable size to HTE.
- Provide information on whether you provide services to any related industry associations or groups.
- Discuss the firm's independence with respect to HTE.
- Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.
- Identify the five largest clients in the past three years, the five largest client losses your firm has experienced and the reasons for such losses. Also discuss, in instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).
- Identify the partner, manager, and in-charge accountant who will be assigned to the HTE annual audit if you are successful in your bid, and provide biographies. Indicate any complaints against any person assigned to the HTE audit that have been filed by any provincial, federal or professional association or regulator authority governing the conduct and practice of chartered accountants in Canada. Indicate any corrective actions that have been taken by the firm with respect to the mitigation and resolution of these complaints.
- Describe how your firm will approach the audit of HTE, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphases. Also discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with the management and finance and audit committees of the board.
- Set forth your fee proposal for the 2017 audit and taxation services, with whatever guarantees can be given regarding increases in future years. Provide your proposed fee for the required semi-annual review work and for tax preparation.
- Furnish standard hourly/assignment billing rates for classes of professional personnel as assigned to the specific activity areas of the audit proposal.
- Provide the names and contact information for other, similarly sized and business related clients of the partner and/or manager that will be assigned to the HTE financial audit for reference purposes.
- Describe what advantages your firm provides to HTE.

### **Evaluation of Proposals**

HTE will evaluate proposals on a qualitative and fee proposal basis. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and

timeliness in its response to this proposal call. The lowest bidder may not necessarily be the successful bidder. HTE reserves the right to reject all proposals received without compensation to the proponent.

### **Submission Requirements**

Those interested in providing a response to the Request for Proposal are to forward electronic submissions to Homeward Trust by July 10, 2017, to the attention of:

Homeward Trust Edmonton  
6th Floor, 10242 105 Street  
Edmonton AB T5J 3L5  
Email: [proposals@homewardtrust.ca](mailto:proposals@homewardtrust.ca)

Any questions should be directed by email to Heather M LaRose, Chief Financial Officer ([hlarose@homewardtrust.ca](mailto:hlarose@homewardtrust.ca)), by June 30, 2017.