# REQUEST FOR PROPOSAL

**Financial Audit Services**

**CLOSING DATE – March 1, 2021**



**College of Physiotherapists of Ontario 375 University Avenue**

**Suite 800**

## Toronto, ON M5G 2J5

**November 10, 2020**



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# INVITATION AND INSTRUCTIONS TO PROPONENTS

## INVITATION

This Request for Proposals (“RFP”) is an invitation to obtain Proposals from qualified and experienced accounting firms (“Firm”) to perform the audit of the annual financial statements for the College of Physiotherapists of Ontario (“College”) for a maximum of five (5) one-year terms.[1](#_bookmark3)

Audits must be planned and executed in accordance with Canadian generally accepted auditing standards, the Canadian accounting standards for Not-For-Profit as in Part III of the CICA Handbook (“ASNPO”), and the Ontario *Regulated Health Professions Act,* S.O. 1991, Chapter 18 (“RHPA”).

The successful Firm should have experience and expertise in performing financial audits for not- for-profit organizations, be free of any obligations or interests that may conflict or affect their ability to perform and act as the Auditor on our behalf, and have the capacity to provide this service in a timely manner.

The Services are further described in **Section 3.0 – Scope of Services.**

## COLLEGE OF PHYSIOTHERAPISTS OF ONTARIO

The College is incorporated as a non-share capital corporation under the Act and considered as a not-for-profit under Section 149(1) of the *Income Tax* Act. The Ontario *Corporations Act* and *Not- for-Profits Corporations Act, 2010* do not apply to the College.

The College was formally incorporated in 1994.

The College is one of 26 health profession regulators in the Province of Ontario and responsible for regulating the practice of physiotherapy.

The College is governed of a Council that serves as its Board of Directors and consists of eight (8) physiotherapy professional members elected by the members in eight electoral districts, two (2) academic members representing the post-secondary institutions providing physiotherapy training, and seven (7) public members appointed by the Government of Ontario.

The College has approximately 30 employees who provide services related to registration, professional conduct, patient advise, corporate services, and executive management.

The College receives no financial support from the Government of Ontario and derives the majority of its revenue from fees charged to the physiotherapists joining the College as a registrant.

1 The College’s Council appoints the Auditor on an annual basis. The successful firm will be considered as the Auditor on an annual appointment by the Council subject to an assessment of the Auditor each year of the term. The Council reserves the right to not appoint the successful firm if, in the opinion of the Council, the successful firm has an unsatisfactory annual assessment.

The College’s annual operating budget is approximately $6,000,000 to $6,500,000. Nearly 95% of the College’s annual revenue is derived from registration fees charged to physiotherapists and professional health corporations. Nearly 60% of the College’s expenses are related to salaries and benefits, 22% are related to administration, overhead, and information technology, and 18% is related to programming.

The College has short-term and long-term investments greater than $5,000,000. The College has net assets over $6,000,000 invested in capital assets, internally restricted funds, and unrestricted. Unrestricted net assets equal approximately $4,500,000 representing nearly 9 months of operations.

Firms are strongly encouraged to review and understand the *RHPA,* the College’s Vision and Mission, as well as additional background on the Organization at [www.collegept.org.](http://www.collegept.org/)

## CRITICAL DATES

The key dates in the RFP process are:

* + - February 12, 2020 – Release of RFP
    - March 1, 2021 – Last day to receive proposals
    - April 30, 2021 – Completion of assessment by CPO Finance Committee
    - June 22-23, 2021 – Final decision by CPO Council

## CLOSING DATE

To participate a Firm must deliver its Proposal to the College, in accordance with the instructions set forth in this RFP before the Closing Date and Time.

All proposals must be received no later than March 1, 2021 at 16.00 hrs. (Eastern Standard Time).

All responses must be submitted **electronically or by mail** to:

Zoe Robinson, CPA, CMA, Director, Corporate Services, [zrobinson@collegept.org](mailto:zrobinson@collegept.org)

College of Physiotherapists of Ontario Attn: Finance Committee

375 University Avenue, Toronto, Ontario M5G 2J5

Submissions that do not adhere to these requirements may not be accepted. Questions on this RFP should be directed in writing via email to Zoe Robinson at

[zrobinson@collegept.org.](mailto:zrobinson@collegept.org) All questions received by the deadline will be answered and shared with all recipients of the RFP.

## FINANCIAL SYSTEMS AND STATISTICS

The College uses the desktop version of QuickBooks Premier 2020 Non Profit Edition to manage its financial data. The College’s registration data is managed by a customized data based, Regulate 365, built on the Microsoft Dynamics 365 platform.

For more information about the College please refer to:

1. Annual Reports: [https://www.collegept.org/about/council-members/council-](https://www.collegept.org/about/council-members/council-decisions-minutes-and-meeting-materials) [decisions-minutes-and-meeting-materials](https://www.collegept.org/about/council-members/council-decisions-minutes-and-meeting-materials)
2. Website: https://[www.collegept.org/](http://www.collegept.org/)

## COVID-19 PROTOCOLS

For the protection of the College staff, and the Firm’s own forces, prior to commencement of work, the successful Firm shall prepare and submit a COVID-19 Plan, outlining precautions taken to mitigate exposure risk.

This plan must, as a minimum, follow the Ontario Workplace Safety and Insurance Board (“WSIB”) and other Governmental requirements or legislation in place. The document shall be updated as required to meet changing conditions.

The College will coordinate their own COVID-19 Management plans with the successful proponent.

## INSTRUCTIONS TO PROPONENTS

### Definitions

In this RFP, the following definitions shall apply:

* 1. “Affiliated Person” has the meaning set out in the Income TaxAct (Canada).
  2. “ASNPO” means the Canadian accounting standards for Not-For-Profit as in part III of the CICA Handbook.
  3. “Auditor” means the successful Firm to this request for proposal
  4. “Audit Services” means the financial audit of and resulting opinion on the annual financial statements of the College of Physiotherapists of Ontario.
  5. “Contract” means a formal written contract between the College and a Selected Firm to undertake and provide the Services.
  6. “College” means the College of Physiotherapists of Ontario.
  7. “Firm” means an entity or individual that submits a Proposal.
  8. “Proposal” means a Proposal submitted in response to this RFP.
  9. “Selected Firm” means a Proponent selected by the College in response to this RFP.
  10. “Services” means the works requested to be performed as per this RFP

Firms will be deemed to have carefully examined the RFP, including all Schedules and Attachments, prior to preparing and submitting a Proposal with respect to all facts that may influence a Proposal.

### Enquiries and Addenda

All enquiries related to this RFP should be directed, by **e-mail ONLY**, to the following contacts:

Zoe Robinson, CPA, CMA, Director, Corporate Services, [zrobinson@collegept.org](mailto:zrobinson@collegept.org)

Only bona fide prospective Firms may ask questions. Information obtained from any person or source other than the Director, Corporate Services should not be relied on.

Firms shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Firms finding discrepancies or omissions in the Contract or RFP or having any doubts as to the meaning or intent of any provision should immediately notify the College’s Director, Corporate Services at the coordinates provided.

If there are any changes, additions, deletions to the Proposal Scope, conditions, or closing date, the College will issue a written addendum that will form part of this RFP.

Any changes relating to this RFP will be provided to Firms by means of written addenda, which will be published on the College’s website: [https://www.collegept.org/,](http://www.gvha.ca/) as well as through any other means by which this RFP was issued.

The Firms shall be deemed to have acknowledged such addenda; and by submitting a Proposal each Proponent shall be deemed to have agreed withthis process related to addenda.

Confirm receipt of all Addenda or clarifications received as per Section **5.0 Form of Proposal**

Information given orally will not be binding. Verbal discussion with the College’s Management, or staff, shall not become part of the RFP or modify the RFP unless confirmed by written Addendum/Proposal Submissions

All Proposals must be submitted either by regular mail or by email in in PDF Format. The RFP Name must clearly be stated on the subject line. Proposals will be accepted by the College only.

### Amendments to Proposals

Proposals may be revised by amendment, submitted by email to the Delivery Location set out in the Summary of Basic Information, at any time before the Closing, but not after. An authorized signatory of the Firm must sign an amendment in the same manner as the original and confirm the amendment with an electronic signature. Fax or written hand delivered amendments are not permitted.

## GENERAL TERMS OF PROPOSAL PROCESS

### Proposal Preparation Costs

All expenses incurred by the Firm in preparation and submission of a Proposal are to be borne by the Firm, with the express understanding that no claims for reimbursements against the College will be accepted.

The College shall not be responsible for any costs involved in or associated with any meetings, discussion, or negotiation following submission that could lead to the development or acceptance of the Proposal and award of a contract.

### Limitation of Damages

Further to the preceding paragraph, the Firm, by submitting a Proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, more than an amount equivalent to the reasonable costs incurred by the Firm in preparing its Proposal and the Firm, by submitting a Proposal, waives any claim for loss of profits if no agreement is made with the Proponent.

### Proposal Evaluation

The College recognizes that “best value” is the essential part of purchasing a product and/or service and therefore the College may prefer a proposal with a higher price, if it offers greater value and better serves the College’s interests, as determined by the College at its sole discretion, over a proposal with a lower price.

**Section 4.0 Selection Criteria** contains the information regarding how Proposals are to be evaluated. The Evaluation Team will not be limited to the criteria listed in Section 4.1, and the evaluation team may consider other criteria that the team identifies as relevant during the evaluation process. However, any criteria considered will be applied evenly and fairly to all Proposals.

The College, at its sole discretion, reserves the right to:

* 1. Reject any or all Proposals whether complete or not.
  2. Reject any Proposal it considers not to be in its best interests.
  3. Waive any minor irregularity or insufficiency in the Proposal submitted.
  4. Not be liable for misunderstandings or errors in the Requestfor Proposals.
  5. Issue Addenda to the Request for Proposals.
  6. Contact references provided by the Firms.
  7. Retain independent persons or contractors for assistance inevaluating Proposals.
  8. Request points of clarification to assist the College inevaluating Proposals.
  9. Negotiate changes with the successful Firm.
  10. Award separate contracts for separate work components; and
  11. Withdraw the Request for Proposals.

Each Firm shall disclose in its Proposal any conflicts of interest and existing business relationships it may have with the College, its elected officials, oremployees. The Firm agrees and understands the College may rely on such disclosure.

### Proposal Presentation

The College reserves the right to request one or more of the Firms whose submissions are of interest to the College, to make an oral presentation to the College.

### Proposal Confidentiality

All submissions become the property of the College and will not be returned to the Firm. The College will consider all Proposals submitted as confidential, unless otherwise required by law, but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants.

### Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and prior and existing business relationships it may have with the College, its elected or appointed officials or employees. The College may rely on such disclosure.

### Solicitation of College Staff

Proponents and their agents are cautioned that solicitations of members of the College including members of the Council, employees, or any appointed Contractor, Firm, committee or commission, during the Proposal seeking period, through evaluation and up to award, may be cause for rejection of a Proposal as this will be viewed as that of one Firm seeking an unfair advantage over another.

### No Collusion

Except as otherwise specified or as arising due to the provision of the contract documents, no

person whether natural, body corporate, other than the Firm has or will have any interest or share in the Proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Firm and any other actual or prospective Firms relating to Proposals submitted for this project and the Firm has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party relating to the making of the Proposal.

### Disqualification

The College reserves the right to disqualify or reject a Proposal in whole orin part if in the sole opinion of the College:

* 1. The current or past corporate or other interests of a Firm or any of its subcontractors or Affiliated Persons place it in a conflict of interestregarding this RFP or the activities or mandate of College.
  2. The Firm, including any corporation whose directors are, or were directors of any corporation is in arrears, in respect of any contractual arrangement with the College unless financial arrangements satisfactory tothe College are made in respect of such arrears.
  3. The Firm or any of its directors, officers, shareholders, Affiliated Persons, associates or affiliates has a claim or has initiated a claim or legalproceeding against the College or any of its subsidiaries or against whom the College or any of its subsidiaries has a claim or has initiated a legal proceeding with respect to any previous contracts, tenders or business transactions; or
  4. There is collusion between separate Firms.

### Litigation

Firms who, either directly or indirectly through another corporation orentity, have been or are in litigation, or who have served notice with intent to proceed with court action against the College relating to any contract for works or services, may be considered ineligible Firms.

Receipt of Proposals from such Firms may be disqualified from the evaluation process.

### No Contract

This RFP is not a tender and does not commit the College in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Firms expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on the Council by this RFP or submissions prior to the completed execution of a formal written Contract.

### Reservation of Rights

The College reserves the right to accept the Proposal that it deems most advantageous, and the right to reject any or all Proposals for any reason, in each case without giving notice or reasons.

The College reserves the right to contract only for selected services, products, or compensation. The College reserves the right to negotiate with any Firm as it sees fit, or

with another Firm or Firms concurrently.

In no event will the College be required to offer any modified terms to any other Firm. The College also reserves the right not to accept any Proposal submitted and may seek additional or further Proposals from any other party or parties.

The College shall not incur liability to any other Proponent because of such negotiations or modifications.

### Acceptance of Proposal

* 1. The acceptance of a Proposal will be made in writing from the College and will be addressed to the successful Firm at the address given in the submitted Proposal. Following acceptance and approval to proceed with theProposal, the Firm is expected to enter into a contract with the College to perform the work set out and agreed upon in the Proposal.
  2. The Contract will include amongst other items attachments including the entire Request for Proposals, the Proponents Total Proposal submission, and any mutuallyagreed upon modifications, changes or negotiated adjustments.

### Firm Pricing

Proposals must be firm for **Sixty (60)** days after the closing date. Prices will be firm for the entire Contract period. Firms are solely responsible for ensuring rates and prices consider any fluctuations in fuel prices or other variable costs during the Contract period.

The Firms will provide multiyear pricing for the entire 5-year period of the Contract. This pricing may not be modified without prior written consent and approval by both the College and the Selected Firm.

Firm’s pricing must detail the explicit cost any additional services not covered by the Proposal and Contract, including any one-time costs or fees that may be applicable. Conditions for the additional fees must be provided and explained in the Proposal.

### Currency and Taxes

All prices quoted are to be:

* 1. in Canadian dollars (CAD). ‘
  2. exclusive of HST.

### Negotiation Delay

If a written Contract cannot be finalized within thirty (30) days of notification of the successful Firm, the College may, at its sole discretion at any time thereafter, rescind the award with that Firm and either sign a Contract with the next qualified Firm or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Firms.

### Assignment

This RFP and any resulting Contract may not be assigned by either party without the prior written consent and approval of the other party, which consent may not be unreasonably withheld; provided however, either party, without such consent, may assign or sell the same regarding the transfer or sale of substantially its entire business to which this contract pertains or in the event of its merger or consolidation with another company.

### Law

Any permitted assignee shall assume all obligations of the assignor under the Contract. No assignment shall relieve any party of responsibility for the performance of any accrued obligation that such party then has hereunder.

This RFP and any resultant award shall be governed by and construed in accordance with the laws of the Province of Ontario

**SUBMISSION REQUIREMENTS**

## PROPOSAL FORMAT

Firms are requested to maintain brevity in their submissions and avoid unnecessary additional documentation, other than that that is requested.

To receive full consideration during evaluation, Proposals must include the following:

* + 1. **Company Profile and Contact**: A brief profile of your firm (1 to 2 pages) indicating the scope of its practice, the range of activities performed bythe firm such as auditing, tax service, accounting, or management services. Identify contact person, phone number and email address. State the head office address as well as the address and phone number of any local office that will manage or assist in managing this audit.
    2. **Experience with Not-For-Profit Audits**: List current and past audit clients and indicate the number of years your firm has been the auditor for eachclient. Describe your familiarity and experience with ASNPO and the Canadian Audit Standards (“CAS”).
    3. **Experience with Regulated Sectors**: Describe and list, if applicable, the Firm’s experience with other College’s covered by the *RHPA* or similar organizations in a government regulated sector.
    4. **Audit Staffing**: Name and brief resume of the partner(s), manager(s)and other key staff who would be assigned to this audit.
    5. **Audit Implementation**: Proposals performed, audit approach and commitment to perform the work within the time specified in the annual schedule. This would include the approach to be used to gain an understanding of the College structure and systems as well as a proposed schedule and any specific techniques or processes to be used for theinterim audit and annual audit.
    6. **Covid-19 Protocols**: Prepare and submit a COVID-19 plan, outlining the necessary

precautions that the firm will take to ensure the safety of all staff involved. This plan must, as a minimum, follow WSIB and other governmental requirements or legislation in place.

* + 1. **Other Services**: Description of the methodology to be used for keeping the College abreast of any changes in accounting principles or legislation that would impact the audited annual financial statements. Description of non-auditing professional services provided to other not- for-profit clients and innovative products offered by your firm as well as any specific pricing structure forsuch services.
    2. **Independence:** Description of how the Firm will maintain its independence if it is providing audit and accounting consulting services.
    3. **Fee Proposal**: Your firm's audit fee including the estimate of the hours broken down between various responsibilities that are perceived to be required. Estimates should be provided of the fees that would be charged in the subsequent four years following the initial appointment. Out of pocket expenses shall be clearly stated to be either part of the estimated fee or estimated separately. An indication shall be given in the proposal as to how fees for special audit, accounting, or consulting work (if any) would be billed and the conditions under which these additional services would be provided.
    4. **Billing Dates**: The proposed schedule of billing dates.
    5. **References**: Three references audited within the last three years. Include numbers of years of service to and a contact name, telephone number and email address for each reference.

# SCOPE OF SERVICES

## PROJECT OBJECTIVES

### Services

* + - 1. The Auditor will be required to examine the financial records, systems and controls of in accordance with the CAS and ASNPO, and the RHPA to provide a written audit opinion on the College’s annual financial statements. The Auditors report should be suitable for printing within the financial statements and beaddressed to the Council. The Auditor will be required to attend the College’s Audit & Finance Committee, or other duly appointed committee by the College’s Council, meetings to present and explain as necessary the audit plan and audit findings reports.
      2. The College’s Audit & Finance Committee, or other duly appointed committee by the College’s Council, will recommend the appointment of an Auditor (or Audit Firm) for audit services to the College’s Council and the Council will confirm the appointment of the auditor. Other firms may be used for other financial services if it is deemed more advantageous or appropriate to do so. The College, therefore,expressly reserves the right, at its sole discretion, to use other financial services and/or financial firms for other services besides the annual audit of financial statements.
      3. The Auditor will ensure all new or changed reporting requirements and auditing standards are communicated to the Audit & Finance Committee, or other duly appointed committees by the Council, in writing, to ensure that financial statements and notes prepared by management are in compliance with current reporting requirements and auditing standards.

The Auditor will respond to and discuss with the Director, Corporate Services and other College staff as appropriate, accounting, auditing, tax, and other issues arising throughout the year.

* + - 1. Inquiries, if any, are infrequent, usually brief, and specific in nature, and may require a written confirmation. It is expected that such inquiries would be included in the fee schedule provided and would not incur additional billing or that the College staff would be advised of any additional charges prior to services being provided.

### Qualified Statement

a) The Auditor shall immediately upon discovery of information or conditions, which would otherwise lead to the inclusion of a qualified opinion with respect to the financial statements, inform and fully discuss such matterswith the College’s Director, Corporate Services. In addition, the Auditor shall as far as possible, allow a reasonable period of time for the College staff to make an investigation, analyze, report and take such corrective action as to avoid the inclusion of such qualification:

### Annual Audit Schedule

1. Before March 31st of each year, the Auditor shall correspond with the College’s Director, Corporate Services to discuss and agree upon a schedule of activities which will lead to the completion of the annual audit. The schedule of activities shall be finalized by March 31st of each year and shall set out the key dates by which necessary information is to be assembled by both parties.
2. The Auditor will attend a meeting of the Finance and Audit Committee, or other duly appointed committees by the Council, to review the audit plan and answer any questions that may arise prior to the Finance and Audit Committee approving the plan.
3. The Auditor will be responsible for the preparation and processing of all confirmation and engagement letters. The College staff will be responsible for preparing working papers, Notes to the Statements, and the Financial Statements.
4. The suggested timeline for audit work and auditor presentations will be as follows and is subject to change depending on the date of approval by the College’s Council. The timeline may be altered with the agreement of the College and the Auditor:

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Item** | **Date or Description** |
| 1 | Auditor to submit audit prep requirements to the College’s finance department | March 31 |
| 2 | The College’s finance department to complete audit prep work | April 15 – May 15 |
| 3 | Auditors present Annual Audit Plan to the College’s Audit & Finance Committee | April |
| 4 | Auditors conduct audit field work | End of May – early June |

|  |  |  |
| --- | --- | --- |
| 5 | Auditors present audit findings & draft audited financial statements to Audit & Finance Committee for  recommendation to the Council | July |
| 6 | The College’s Council approves audited financial statements | August |
| 7 | Auditor provides signed audited financial statements and a management and discussion letter to the Director, Corporate Services. | August |
| 8 | Management & Audit & Finance Committee issue RFP for audit services | Every 5 years |

## COLLEGE PROFESSIONAL SERVICES AGREEMENT

### .1 Professional Services Agreement

A professional services agreement will be drafted and signed by both the College and the Audit firm binding both parties to a contractual agreement.

## TERMS OF ENGAGEMENT

It is the intention of the College to enter into a five year agreement with the successful firm to provide financial statement audit services beginning with the annual financial statement audit for the fiscal year ending March 31, 2022 to the fiscal year ending March 31, 2026 inclusive.

# SELECTION CRITERIA

## EVALUATION TEAM

All submitted proposals which are responsive and meet the requirements outlined in this RFP Evaluation of Proposals will be conducted by a team formed by the College.

The Evaluation Team will not be limited to the criteria referred to in this RFP, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process. Please refer to Section

**4.4 Evaluation Matrix** for scoring of proposal submissions

The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Firm’s Proposal to another Firm’s Proposal. All criteria will be applied evenly and fairly to all Proposals.

The Evaluation Team will use the following broad weighting to compare and evaluate the Proposals, with the goal of determining the strength and ability of each Firm to conduct the required work, to establish which of the Proposals is most advantageous to the College.

## MINIMUM REQUIREMENTS

The Proponent must meet the following **minimum** requirements to be considered forevaluation pursuant to this RFP:

* + 1. The Firm must have a license issued by the Canadian Professional Accountants of Ontario to

perform audit services.

* + 1. The assigned supervisory staff must hold current membership to the Canadian Professional Accountants of Ontario.
    2. Completed a Not-For-Profit audit of similar size and scope (or greater) within the last three years.
    3. Have sufficient staffing, facilities, financial resources, and expertise to address thescope of the audit services.
    4. Demonstrate a commitment to providing reasonable annual continuity ofexperienced and qualified personnel.

## MANDATORY REQUIREMENTS

The Firm must meet the following **mandatory** requirements to be considered for further evaluation:

1. Proposal completed and signed by a person authorized to bind the Firmto statements made in the submission.
2. Three duly signed copies of the Proposal submitted if submitted by regular mail.
3. Proposal received at the closing location by the specified Closing date andtime.

## EVALUATION MATRIX

#### EVALUATION MATRIX

**PROPONENT**

|  |  |
| --- | --- |
| **CRITERIA** | **MAXIMUM SCORE** |
| **Mandatory Criteria:** | |
| 1. Cover letter completed and signed by person authorized to bind the Firm tostatements made in the submission. 2. Sealed package containing three copies of the proposal. 3. Proposal must be received at the closing location by the specified closing date andtime. | |
| **Point-Rated Criteria** | |
| 1. **Understanding of Engagement**    * Demonstration of full understanding of the College structureand governance    * Statement of full understanding of the audit objectives andoverall scope of work to be performed. | **5** |

|  |  |
| --- | --- |
| 1. **Experience with Not-For-Profit Audits**    * Not-For Profit auditing experience    * Experience with organizations from a government regulated sector | **10** |
| 1. **Personnel**    * Technical experience of the firm and experience withorganizations of a similar size and complexity.    * Experience and qualifications of audit team proposed for theCollege’s audit. | **15** |

|  |  |
| --- | --- |
| 1. **Audit Implementation**    * Audit plan including number of person hours anticipated toperform the services.    * Approach used to gain an understanding of the College’s structureand operations.    * Quality of the proposal in terms of methodology and approachto the audit, including a description of substantive and compliance testing, and internal control evaluation    * Estimate of the College staff time required including a scheduleoutlining when required. | **15** |
| 1. **Additional Services**    * Accounting firm's ability to provide additional services to theCollege on an ongoing basis throughout the entire period of the Agreement.    * Whether or not the additional services are included with the Firm’s pricing or if they are an extra cost to the College. | **10** |
| **6. References** | **10** |
| 1. **Audit Fee**   The proposed fees for the entity for the five-year term which are to be shown exclusive of taxes and include:   * + professional fees of audit and support staff based on person hours   + estimated disbursements and administrative fees   + value added services bundled with the audit service fees   + Estimated hours required and levels of staff to be assigned andhourly billing rates   + The cost of additional services that may be provided and the conditions why such services may be required. | **35** |
| **Total Points** | **100** |

#### REQUEST FOR PROPOSAL FINANCIAL AUDIT SERVICES

**October xx, 2020**

# 5.0 FORM OF PROPOSAL

#### Complete form below and submit with Proposal.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FORM OF PROPOSAL** | | | | | | |
| **RFP Project Title** | | REQUEST FOR PROPOSAL  Financial Audit Services July 14, 2020 | | | | |
| Name of Proponent: | |  | | | | |
| Contact Person and Title | |  | | | | |
| Business Address: | |  | | | | |
| Telephone: | |  | | | | |
| Fax: | |  | | | | |
| E-mail Address | |  | | | | |
| **TO:**  **Zoe Robinson, CPA,CMA, Director, Corporate Services**  c/o College of Physiotherapists of Ontario  375 University Avenue, Suite 800, Toronto, Ontario M5G 2J5 [zrobinson@collegept.org;](mailto:zrobinson@collegept.org) 416-591-3828, ext. 244 | | | | | | |
| **1** | **I/We, the undersigned duly authorized representative of the Firm**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the College of Physiotherapists of Ontario (“College”) website or other means noted above, and having informed ourselves of the intent, difficulties, to submit this Proposal in response to the RFP. | | | | | |
| **2** | **Acknowledgement of Addenda and Clarifications Issued by the College ( Per Section 1.8.3** | | | | | |
|  | We acknowledge the receipt of the following addenda or clarification forming part of this Request for Proposal. | | | | | |
| **Addendum or Clarification Number** | | **Date of Addenda/Clarification**  **YY/M/D** | | | **Proponent Signature Acknowledging Receipt** |
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| **4** | **I/We confirm** that this proposal is accurate and true to the best of my/our knowledge. | | | | | |
| **5** | **I/We confirm** that, if I/we am/are awarded the Contract, I/we will always be the “prime contractor” with respect to the audit services.  This proposal is submitted this day of , 2020 | | | | | |
| **6** | **I/We** have the authority to bind the Firm. | | | | | |
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|  | | |  |  | |
| **(Name of Firm)** | | | **(Name of Firm)** | |
|  | | |  | |
| **(Signature of Authorized Signatory)** | | | **(Signature of Authorized Signatory)** | |
|  | | |  | |
| **(Print Name and Position of Authorized**  **Signatory)** | | | **(Print Name and Position of Authorized**  **Signatory)** | |



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