



March 1, 2021

READ Saskatoon
#2-706 Duchess Street
Saskatoon, SK S7K 0R3
email: sheryl@READsaskatoon.com

Request for Proposal Professional-Auditing Services

READ Saskatoon is soliciting proposals from qualified firms of certified accountants to audit READ Saskatoon's financial statements for the fiscal year April 1, 2021 – March 31, 2022. There is the option to extend the contract for READ Saskatoon. It should be noted that READ Saskatoon is not undertaking this process due to the dissatisfaction with the current audit partner.

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

1. Your staff assignments and availability to complete the audit in a timely basis.
 - a. Participation of senior audit personnel assigned to the engagement.
 - b. 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.
2. Procedures used to transmit audit adjustments and the reasons for them along with management recommendations to the responsible personnel within the Organizations structure.
3. Detailed audit plan.
4. Your fee proposal to conduct the basic audit function, along with your fee schedule for additional services 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 estimation of the increased fees and the reason for the increase.
5. Estimated number of hours to complete the audit.
6. Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.
7. Audit firm to produce financial statements.

8. The proposal should include a brief description of any value-added services that the Auditor's will provide; advice to Organization Name staff on issues related financial statements, NPO accounting standards, and any publications related to income tax, GST, etc.

Enclosed is a copy of the audit proposal information to provide you with information about the Organization financial records. I have enclosed the audited statement from the previous fiscal period as well. Our most recent annual report can be viewed on our website [https://www.readsaskatoon.com/ckfinder/userfiles/files/Annual%20Report%202020\(2\).pdf](https://www.readsaskatoon.com/ckfinder/userfiles/files/Annual%20Report%202020(2).pdf)

The final decision of the firm to conduct the audit will be made by the Board of Directors and recommended to the general membership at READ Saskatoon's annual general membership.

All question and correspondence should be directed to Sheryl Harrow-Yurach, Executive Director in writing at the address below or by calling 306-652-5448.

We will look forward to receiving your proposal, in person, via email or both, on or before noon, Monday, April 5, 2021.

Sincerely,

Sheryl Harrow-Yurach
Executive Director, READ Saskatoon

2021	Milestone
Monday, March 1, 2021	RFP released
Noon, Monday, April 5, 2021	Final deadline for written proposals.
READ Saskatoon Audit and Finance Committee evaluate proposals and complete final recommendation.	
May 26, 2021	Present recommendation to Board of Directors
May 28, 2021	Contact successful candidate

**Note that READ Saskatoon reserves the right to cancel or alter the RFP process as described in this document at any time*

Proposal Evaluation

Lowest cost will not be the sole criteria against which proposals will be evaluated. In consideration of all key objectives described in this document, the evaluation of proposals will be based on a set of criteria that include, in no particular priority:

Criteria	
Qualifications and experience of the proposed team members, the firm and the local office, including relevant experience with the charitable sector and READ Saskatoon	15
Audit approach, including methodology, deliverables, and timing	10
Total cost of services	15
Perceived fit with READ Saskatoon and the charitable sector, including a demonstrated understanding of the issues, challenges and opportunities facing READ Saskatoon and the sector	20
Approach to client service and account management	15
Availability of additional value-added services	10
Involvement with and commitment to local communities and charities	5
Overall quality of the proposal	10