



REQUEST FOR PROPOSAL

External Audit Services

Issued by:

Prince George Hospice Palliative Care Society

May 12, 2022

Contents

Summary of the Requirement	3
Background.....	3
Project Scope & Deliverables.....	4
Proposal Guidelines.....	5
Evaluation Criteria.....	6
Submission Requirements	7

Summary of the Requirement

The **Prince George Hospice Palliative Care Society (PGHPCS)** is seeking proposals from qualified CPA firms to audit its financial statements for a five-year period beginning with the fiscal year ending March 31, 2023. These audits are to be performed in accordance with generally accepted auditing standards and the financial statements are to be prepared in accordance with Canadian Generally Accepted Accounting Principles applicable to not-for-profit organizations.

The PGHPCS is funded through a contract with Northern Health, per diem billings, donations, various fundraising initiatives including our BC Gaming Dream Home Lottery and raffles, and proceeds from our two Resale Shops. Our expected annual revenues is anticipated to be \$3-\$4 million.

Background

Formed in 1987, the Prince George Hospice Palliative Care Society established the first freestanding hospice in British Columbia. In 2000, the Society opened the Solace Centre adjacent to the Rotary Hospice House. This facility is home to the Society's administrative offices, and hosts palliative programs such as grief, caregiver, and chronic disease support programs along with volunteer training. The Society seeks to improve the quality of life for the many individuals who are dealing with life threatening illnesses, grief, and loss.

In 2022 the PGHPCS will be initiating Hospice at Home which will provide expert hospice care to those who choose to die at home.

The Rotary Hospice House is a ten-bed facility designed to provide care to anyone who is suffering with an advanced chronic illness, or a life-threatening illness. A referral is not required. People choose to become a guest at the Hospice House for a number of reasons:

- Assistance in the transition from hospital to home;
- The need to gain control of symptoms (pain, nausea, fatigue, difficulty breathing, etc.);
- The need for respite for their main caregiver;
- They require end of life care in their final days.

The Hospice House provides guests, families, and friends with a home-like atmosphere. There are ten private bedrooms and bathrooms. Guests and families have access to a fully equipped kitchen dining area, living room and quiet rooms. On the grounds, guests and families can enjoy the yard complete with bench seating areas. The house also has a playroom and outdoor swing set. Children are welcome at any hour, for any length of time. Pets are always welcome.

The Prince George Hospice Palliative Care Society provides service to our community free of charge. Everyone deserves access to hospice care.

Project Scope & Deliverables

- Audit Engagement: conduct annual financial audit in accordance with Canadian Generally Accepted Auditing Standards.
- Finalize Audited Financial Statements and Audit Reports by the end of June and prior to the Annual General Meeting each year (typically held in September).
- Auditors will meet first with the Finance Director and Executive Director, and then with the Finance Committee to review the final Auditor's Report.
- Auditors will attend and present the Financial Statements to the Board and Society members at the Annual General Meeting.

Proposal Guidelines

All proposals in response to this RFP are due no later than 4 pm PST **June 15, 2022**. Incomplete or late proposals will be immediately disqualified.

The selection of the Auditor will be recommended by our Finance Committee and confirmed by the Board of Directors at the Annual General Meeting in **September 2022**.

Details that must be included:

Business Overview:

- Years in Business
- Number of Current Local Employees available to assist PGHPCS
- A brief background of Senior Officers of your Firm
- Any detail(s) that you believe differentiates your Firm from your Competition, and how substantial this difference is

References

- Two (2) References of current not-for-profit clients

Timeline

- Projected timeline for performing the year-end audit
- Commitment to complete all functions prior to the end of June each year

Budget

- Estimated total hours, including a timeframe, budget and staff allocation to perform the audit services
 - Indicate an hourly rate for each category of personnel
 - Provide a complete breakdown of the costs associate with the audit

- Indicate cost increases anticipated for future years (up to 5)
- Costs associated with any meetings with Senior Management and Finance Committee
- Additional fees for providing Special Reports or performing Special Projects that may be requested from time to time

Regulatory Compliance / Legal

- What, if any, Regulatory and or Supervisory Entity is the Firm registered with?
- Is there now, or has there been within the past three years, any Criminal, Civil or Administrative actions pending or threatened against your Firm, or any of its Principals? If so, please provide details.
- Are there any Conflicts of Interest that PGHPCS should be aware of?

Client Information and Reporting

- What kinds of Reports will be shared with PGHPCS as the Client? Provide Samples of all Reports we can expect to receive.
- Projected timeline for performing the Interim and Year-End Audit.

Risk Management

- Describe your Firm-Wide Risk Management System.
- Provide confirmation of Liability Insurance coverage.

Evaluation Criteria

The PGHPCS will evaluate all proposals based on the following criteria:

- **Client Information and Reporting:** Quality of Reports that PGHPCS can expect to receive (samples requested). The audit process, estimated total hours, timeframe, budget and staff allocation.

- **Customized Services:** Interest in building and maintaining a great relationship with PGHPCS. Working with PGHPCS on financial matters and advising on significant financial issues.
- **Experience and Capabilities:** Qualified and dedicated personnel. Understanding of the not-for-profit environment. Following current best practices. Share current or emerging issues and trends. Strong commitment to Ethical Business Practices.
- **Pricing Structure:** The fee structure for audit services and additional fees for services, advice and special projects outside of the audit.

Submission Requirements

Provide a cover letter outlining interest in this project, a draft project plan and include all information as requested in the proposal guidelines.

Please submit proposals by the deadline to:

- By email:

Anika Lachapelle, Finance Director, alachapelle@pghpcs.ca.

- By mail:

Prince George Hospice Palliative Care Society
Attention: Anika Lachapelle
1506 Ferry Avenue
Prince George, BC V2L 5H2