



## REQUEST FOR PROPOSALS FOR AUDIT SERVICES

March 1, 2024

The Canadian Engineering Education Association- Association Canadienne de l'éducation en génie (CEEA-ACÉG) invites proposals from qualified accounting firms for professional services for an annual financial audit for CEEA-ACÉG. The auditor will be responsible for the following:

- Performing an annual audit in accordance with generally accepted standards, which will include advice on internal control and related procedures. (Management Letter)
- Attending meetings (through electronic means) with CEEA-ACÉG administrative staff and as required for establishing the audit process and planning, executing, and reporting on the audit of the financial statements.
- Discussing with and advising CEEA-ACÉG staff on accounting, auditing and tax issues that may arise during the year.
- Completing and filing annual tax returns, (T1044, T2 tax return, T3010 and all related forms) on behalf of CEEA-ACÉG.

The service period is for a three-year term, renewable annually, beginning with the fiscal year ending on December 31, 2024. The appointment of the auditor is subject annually to the approval of the CEEA-ACÉG Board of Directors and then the CEEA-ACÉG members at the Annual General Meeting in June 2024.

### 1. CLIENT BACKGROUND

The Canadian Engineering Education Association – Association Canadienne de l'éducation en génie (CEEA-ACÉG) is a national not-for-profit corporation organized under the Canada Not-for-Profit Corporations Act.

CEEA-ACÉG strives to be the national leader in advancing engineering education towards a stronger community and enhancing the profession's contribution to a better world. The Association's mission is to connect and empower engineering education stakeholders for continuous improvement in engineering and design education through scholarly practice.

CEEA-ACÉG has approximately 400 individual members and 25 institutional members. Annual revenues (largely in the form of membership, corporate sponsorships, and



conference fees) average \$200,000 - \$300,000 per year. Administration of the organization is carried out by AOR360 (a trade name of Jay Adamsson Consulting Inc.) under contract. The Association's fiscal year runs from January 1st to December 31st. The annual financial audit must be completed by April 30th to ensure that financial statements are available for the Annual General Meeting, held at the annual conference in June of each year.

CEEA-ACÉG currently uses Sage Business Cloud Accounting to record income and expenses.

## **2. INSTRUCTIONS TO RESPONDENTS**

### **2.1 Proposals**

All proposals regarding this RFP must be made in writing and emailed to:

Colleen Cash  
Executive Director  
Canadian Engineering Education Association – Association Canadienne de l'éducation en génie  
Email: [administrator@ceea-aceg.ca](mailto:administrator@ceea-aceg.ca)

Proposals must be received no later than 5:00 PM ET on April 5th 2024. Proposals received after this time will NOT be considered during the selection process. CEEA-ACÉG is not responsible for submissions which are delivered to any other email address other than requested in this RFP.

### **2.2 Addenda**

If deemed necessary by CEEA-ACÉG, responses to any questions and/or any additional information will be issued by the corporation in the form of an Addendum, which shall form part of this RFP. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any respondent.

All addenda shall be issued and posted to the CEEA-ACÉG website at <https://ceea.ca/request-for-proposals-for-audit-services/>. It is the responsibility of the respondent to review all addenda prior to the proposal submission deadline. Upon submitting a proposal, a respondent will be deemed to have received all addenda that have been issued.

### **2.3 Clarity and Organization of Proposals**



Proposals should be complete, clear, consistent, well organized, and legible to facilitate evaluation. All information requested in this RFP should be provided in your proposal.

### **3. GENERAL CONDITIONS**

#### **3.1 Cost of Proposal**

Preparation and submission of a proposal in response to this RFP is voluntary and any costs associated with the proposal preparation, submission, meetings, negotiations, or discussions with CEEA-ACÉG are solely the responsibility of the respondent submitting the proposal.

#### **3.2 Acceptance of Proposal**

CEEA-ACÉG reserves the right to accept or reject any or all proposals received in response to this RFP.

CEEA-ACÉG reserves the right to conduct personal interviews with selected respondents and contact the references provided under section 4 of this RFP.

#### **3.3 Evaluation Criteria for Proposals**

CEEA-ACÉG will conduct an evaluation of each proposal received in response to this RFP using the following criteria:

- Completeness, thoroughness, and relevance of the proposal submitted in response to the RFP.
- Demonstrated ability and experience in reviewing other not-for-profit organizations of a similar size and complexity.
- Cost of services to be provided and other value-for-money services bundled with the review.
- Background and stability of the accounting / audit firm.

The above list is indicative only; it is not exhaustive, and the items are not ranked in order of preference or priority.

### **4. PROPOSAL CONTENT**

All proposals should contain the following information about the proposed firm:



- A list of current and prior not-for-profit or public sector clients including the number of years of service on each and the name, telephone number and email address of two (2) contacts for reference.
- Related professional services that your firm provides, and any innovative products offered by your firm of potential relevance to CEEA-ACÉG.
- The firm's independence with respect to CEEA-ACÉG.
- Cost of services including:
  - An estimate of the total hours of work required to complete the financial audit, broken down by major anticipated tasks as applicable.
  - The hourly billing rates for each category of staff assigned to work on the CEEA-ACÉG financial audit.
  - Other identified additional costs or disbursements, and how these will be charged.
  - A pricing structure for special work could be included as optional offerings.
  - Please include pricing for 2024, 2025, and 2026 fiscal years.
- In addition, CEEA-ACÉG welcomes your comments on:
  - Innovative ways to reduce audit fees and streamline the audit process.
  - Approach to fee negotiation for additional or unplanned work.
  - Strategies to familiarize the audit team with the operations of CEEA-ACÉG.
  - Strategies to maintain continuity of the audit team and provide an appropriate level of senior management involvement in the audit, while minimizing review team staff costs.
  - Quality assurance/control processes employed by the firm to ensure effective product and service delivery.

Any questions regarding this RFP should be directed to Colleen Cash at [administrator@ceea-aceg.ca](mailto:administrator@ceea-aceg.ca).

Thank you for your interest.