

Request for Proposal for Services (Audit)
Regina Transition House

REQUEST FOR PROPOSALS (SERVICES)

Introduction

The Regina Transition House (RTH) is inviting proposals from qualified vendors for the supply of certain services as further outlined in this Request for Proposals ("RFP"). The purpose of this RFP is to select a qualified vendor to enter in to a services contract with the RTH for the performance of services. Further detail about the services required by the RTH are set out in Appendix A.

This RFP is not a tender and is not subject to the laws of competitive bidding. No bid contract or agreement is created by the submission of a proposal.

About the Regina Transition House

OUR MISSION Regina Transition House serves the needs of women and children through the provision of safe temporary shelter and support services.

OUR ORGANIZATION is a non-profit organization registered in Saskatchewan and a registered Canadian charity. We are governed by a volunteer board of directors who oversee the operation of Regina Transition House and all of its programs.

Regina Transition House can accommodate 27 women and children. The shelter operates 7 days a week, 24 hours a day providing safe short-term housing, support counselling, information and education, advocacy and referral services for women and children, outreach and children's programming, as well as, providing basic needs and emergency transportation.

Since opening its doors on January 12, 1976, Regina Transition House has provided emergency housing and services to over 14,000 women and children fleeing violence. We work continually to identify needs within our community and ensure that programming and services reflect current issues faced by the women and children who access our services.

We receive operating funds from the Ministry of Justice, Urban Programming for Indigenous Peoples, United Way Regina, and the City of Regina. We also receive an assortment of project related funding and grants, which may vary from year to year. Regina Transition House relies on the generosity of our community and raises between 15-20% of annual operating costs each year through donations, fundraising and project grants.

OUR CLIENTS: Are the women and children who reside in the shelter, the women and children who participate in outreach programming and the women who reach out to us from the community.

WE BELIEVE that conflict can be resolved without violence. We believe that everyone has the right to live in harmony and enjoy a peaceful and productive life. We believe that by working together we can create a kinder world.

PROGRAM AND SERVICES

Safe Temporary Housing:

Regina Transition House provides services in a safe facility. Our objective is to provide a safe haven for women and children but not at the cost of losing a homelike atmosphere. The organization is committed to providing a functional, pleasant and comfortable atmosphere for women and children until they find new housing or can safely return to their previous home.

Regina Transition House has eight bedrooms and is licensed to accommodate up to 27 women and children at any time.

Counselling / Support / Referral:

While at Regina Transition House, staff provide information, support, safety planning, options and alternatives and a holistic response to the needs of women and children. Because the focus of our program is short term crisis intervention, staff members strive to link women with longer term community resources that are appropriate for their and/or their children's needs. Services are provided with a focus on client strengths, trauma informed care and a woman-centred perspective and our programs are based on a harm reduction model.

The shelter is staffed around the clock with staff available to resident clients, and community clients via telephone, 24 hours per day, 7 days per week.

Children's Programming:

The Children's Support Worker focuses on the needs of resident children. Program priorities are risk assessment, support, and parenting assistance. Education and information is provided to children in an age appropriate manner so that they learn how to keep themselves safe and that they are not responsible for the violence of others. Significant program time is committed to work with mothers on issues of child development, discipline, realistic expectations and family reunification. Referrals are made to various community agencies and services for children's ongoing needs.

Outreach Program:

Shelter clients have the option of participating in the "Bridges of Hope" outreach program which provides ongoing contact to women after their departure from shelter. Program focus is on ongoing support, education and information, facilitating access to resources in the community and assistance in maintaining housing, all with the goal of assisting women to achieve a life without violence.

Cultural Programming:

The shelter hosts regular in-house visits, feasts and sharing circles with local Elders.

Public Education and Awareness:

Regina Transition House provides information to the public on the issue of interpersonal violence. Presentations have been provided to groups such as the RCMP, Nursing Education Program, work preparation programs, service groups, businesses and community associations.

FINANCIAL STATEMENTS

The RTH, as at March 31, 2018 has a total of \$2.2 million in assets, of which net fixed assets are \$1.4 million. The RTH receives approximately \$1.1 million in revenues annually, of which 78% is grant funding from the Saskatchewan Ministry of Justice. Approximately 72% of annual expenditures are for

salaries and benefits. The March 31, 2018 audited financial statements are available at www.reginatransitionhouse.ca

Submission of Proposals

1. Proposals must be submitted by 3:00 pm Saskatchewan time on April 26, 2019. Late proposals will be rejected. The deadline for receipt of proposals may be extended by the RTH by way of addendum. Vendors are solely responsible to ensure their proposals are delivered on time.
2. Proposals are to be sent electronically to Jennifer Taylor at officemanager@reginatransitionhouse.ca. Please ensure that all relevant attachments and links are included in one email. Faxed and mailed applications will be rejected.
3. Inquiries concerning are to be directed in writing to Jennifer Taylor at officemanager@reginatransitionhouse.ca.
4. The RTH may make additional copies of submitted proposals as it sees fit. Proposals will not be returned to vendors.
5. Out of pocket expenses shall not be reimbursed unless such expenses have been agreed to in advance by the RTH in writing.
6. Any assumptions being made by the vendor should be clearly and prominently stated in the proposal.
7. All or any vendor(s) may be asked to participate in vendor interviews as part of this RFP process. Vendors are required to attend and participate in such interviews at their own expense. Such interviews will take place in Regina, Saskatchewan at a location chosen by the RTH.
8. Vendors will be advised of the outcome of this RFP process following the Annual General Meeting in June 2019.
9. Alternative or innovative proposals are encouraged. However, vendors submitting alternative or innovative proposals are asked to also provide a proposal in accordance with the base requirements of this RFP. The alternative/innovative proposal portion of the response should be clearly identified as such and separated from the proposal provided for the base requirements. The RTH reserves the right to make an award based on any alternative/innovative proposal.

Service Contract

10. The supply of any services pursuant to this RFP shall be acquired under a mutually acceptable contract. The RTH reserves the right to negotiate any and all purchase terms and conditions (including price) with any vendor at its sole discretion.
11. Vendors (and/or its employees and agents) may be required to sign supplemental confidentiality agreements prior to accessing any RTH software or systems.
12. Proposals must be submitted in writing and should be in the form attached as Appendix B. Vendors may provide additional information beyond that requested in the RFP for RTH consideration. Any such additional information may be considered by the RTH at its sole discretion.
13. The RTH is not responsible for costs incurred by vendors in preparing their proposals, attending any meetings or interviews with the RTH, making any presentations to the RTH in connection with their proposal, or otherwise incurred in connection with the RFP process.

Anticipated Schedule of Events

14. The following is the anticipated schedule of events related to this RFP. These dates are provided as target dates only and may be changed at any time by the RTH at its sole discretion:

RFP Event Estimated Dates:

March 28, 2019

RFP Release Date

April 26, 2019

RFP Close Date

June 18, 2019

Finance Committee Recommendation to the Board of Directors

Late June 2019

Board of Director recommendation to the Annual General Meeting

Evaluation Process

15. Proposals will be opened privately.
16. The RTH reserves the right to keep evaluation detail and/or vendor ranking confidential to the RTH.
17. Vendors may be requested to participate in an interview, demonstration or other interactive process with the RTH in connection with this RFP, at the vendor's own expense.
18. The RTH reserves the right to select a short-list of vendors who may be subject to further evaluation and/or negotiation process.
19. Competitive negotiation may be part of this RFP process.
20. The RTH may conduct reference checks independent of the client references provided by the vendor.
21. The RTH's objective is to select the firm able to provide the best overall value and service solution to the RTH. Vendors are advised that the evaluation process is subjective in nature and the RTH's intention is to consider, in its sole discretion, each proposal on its merits, without regard to the rules of competitive or principles of competitive bidding or other legal duties, including without regard to whether a proposal is compliant with this RFP.
22. Evaluation criteria may include, without limitation and in no order of importance:
 - Service offering/ability to meet service requirements,
 - Price,
 - Ability, capacity and previous experience of vendor,
 - Acceptance of service terms and conditions,
 - Outcome of reference checks and general reputation of vendor, and
 - Value-added products and services that the vendor can provide.

Legal Framework

23. This RFP is not intended to and shall not create any binding obligation on the RTH to purchase all or any of the services, or to enter into any service contract related thereto. Vendors are advised that the RTH is intending to conduct a flexible procurement process, not subject to the laws of competitive bidding.
24. Without limiting the generality of the above paragraph, the RTH reserves the right, in its sole discretion at any time and for any reason to:
 - Reject any or all proposals (including for greater certainty, the lowest cost proposal),
 - Accept any proposal or any combination of proposals received,
 - Accept a proposal in whole or in part,
 - Correct a proposal where, in the sole judgement of the RTH, an error or mistake is apparent on its face,
 - Accept any non-compliant proposals where the non-compliance is, in the RTH's sole judgement, not material,
 - Reject any non-compliant proposal,
 - Accept or reject any conditional proposal,
 - Accept any alternative or innovative proposal,

- Negotiate any aspect of any proposal (including price) and/or any purchase terms and conditions, and
 - Cancel this RFP at any time for any reason (with or without commencing a new RFP or other similar process in its place).
25. Proposals may be withdrawn or amended by vendors at any time by written notice to the RTH prior to the RG and a vendor signing a formal contract.

Confidentiality

26. Vendors are expected to keep confidential all documents, data information and other materials of the RTH, which are provided to or obtained or accessed by a vendor in relation to this RFP. Confidentiality also includes the location of the RTH. Proponents are expected to refrain from making any public announcement or news releases regarding the services without the prior written approval of the RTH.

Appendix A: Service Requirements

Background

The RTH is a not for profit organization incorporated in the Province of Saskatchewan and governed by a Board of Directors composed of representatives of the membership. The Board of Directors appoints the Executive Director, an ex-officio and non-voting member of the Board of Directors. The Executive Director is responsible to the Board of Directors for the administrative and operational direction of the RTH. The Board of Directors meets 10 times per year reviewing and addressing all issues related to the governance and sustainability of the organization.

The Board of Directors maintains three standing committees to assist in the governance of the organization. These are the Finance Committee, the Governance Committee and the Communications and Fundraising Committee. Based on the recommendation of the Finance Committee, an independent auditing firm is engaged annually to review the organization's financial affairs.

Financial Management

The RTH operation has been efficient and fiscally responsible. Budgets are monitored monthly by staff and quarterly by the Finance Committee and the Board of Directors. Monitoring consists of, but not limited to, reviewing financial statements and variance explanations and the preparation of a forecast.

Scope of Services

The selected audit firm will annually review the books and financial activities of the RTH to identify and assess any risks that may have a potential impact on the financial accounting systems and consequent financial reporting. The Finance Committee, together with the Executive Director, is responsible for the integrity of the accounting and financial reporting systems, including controls to prevent and detect fraud and error. The scope of work shall include, but is not limited to the following:

1. Annually present an Audit Service Plan to the Regina Transition House Finance Committee,
2. Annually conduct year-end field work,
3. Annually report Audit Findings and draft Financial Statements to the Finance Committee by the end of May or early June,
4. Annually issue a Management Letter,
5. Finalize the Financial Statements for the Annual General Meeting held in June,
6. Review, input and submit the T3010 Annual Charity Information Return,

Services will be contracted for up to five years with an annual appointment to occur at the Annual General Meeting.

Additional services may be requested by the Executive Director and/or the Finance Committee as required.

Schedule

The RTH fiscal year end is March 31st. The Auditors would be appointed at the Annual General Meeting in June of 2019 to conduct the audit of our fiscal year ending March 31, 2020.

Appendix B: Form of Proposal

Vendors should, at a minimum, address the following in their proposal:

Firm Detail

1. A brief description of your firm including any qualifications you consider relevant. Description should include, but is not limited to, confirmation that the firm is registered and in good standing with The Institute of Chartered Professional Accountants of Saskatchewan and that the relevant person(s) are appropriately licensed to provide audit services.

Relevant Experience

2. A description of your firm's experience in performing similar work, including the not-for-profit sector.

Lead Personnel

3. Identify the lead personnel responsible for the delivery of the services the proponent is prepared to offer and their expected involvement. The RTH expects that each of the identified lead personnel will be licensed and in good standing to perform the services in Saskatchewan.
4. A description of the relevant experience of the lead personnel and include their professional designations.

Capacity

5. The RTH expects that you will have sufficient resources available to meet the service requirements of the RTH in a timely and efficient manner. Provide a brief description of your firm's staffing resources that will be utilized to meet the service requirements of the RTH.

Not for Profit Services

6. Describe your experience in providing not for profit accounting and auditing services.

References

7. List at least three (3) current clients for whom you provide auditing services. Provide email and contact information.

Fee Proposal

8. Provide the specific costs for services, including any estimated costs/fees changes for years 2-5 of the service periods.
9. All prices/rates should be quoted in Canadian Dollars, exclusive of any applicable taxes.

Schedule

10. Proposals should include a confirmation of whether your firm is capable of meeting the RTH schedule for completion of the services, as set out in this RFP.

Conflict of Interest Disclosure

11. Disclose any actual or potential conflicts of interest that may exist between your firm and its management and the RTH and the nature of such conflict of interest. If a proponent has no such conflict of interest, a statement to that effect should be included in its proposal.