

**REQUEST FOR PROPOSAL FOR AUDIT SERVICES**

**I. INTRODUCTION**

The University Hospitals Kingston Foundation (UHKF) is requesting proposals for audit services to be awarded in June 2021. The fiscal year end for UHKF is March 31. This Request for Proposal (RFP) provides submission instructions, contract award provisions, and background on the Foundation.

**II. PROPOSAL INSTRUCTIONS AND QUALIFICATIONS**

All inquiries concerning the specification of this RFP are to be directed to Steve Miller at

549-5452 extension 5907 or Steve.Miller@uhkf.ca

The proposal must be delivered to UHKF by mail, fax or e-mail by 4:00 pm on Monday, March 22, 2021. The address is:

University Hospitals Kingston Foundation

55 Rideau St. Suite 4

Kingston, ON, K7K 2Z8

Fax: 613-549-5455

The format for the proposals is in Attachment A. Late responses received after closing date will be disqualified from the evaluation and returned to the respondent.

All responses are subject to evaluation after opening and before notification to respondents.

Questions regarding this RFP or the service requested will be accepted via mail, fax or email,

on or before 12:00 p.m. Monday, March 15, 2021. Responses to all material questions submitted will be communicated to each prospective bidder.

Notification of the successful bidder will be mailed out to all bidders immediately after the RFP is awarded.

Bid evaluation criteria:

Capability of Audit Team

Proposed Audit Strategy

Fees and Costs

UHKF may not necessarily choose the lowest cost proposal. Presentations are not anticipated, however, UHKF may contact respondents for additional clarification if required. As the UHKF Board of Directors are responsible for appointing the auditors, the awarding of the contract will be recommended for approval at the Board of Directors Annual General Meeting to be held in June 2021. The term of the proposal is for three years with an option to extend for additional two years subject to an annual review by the Board with reappointment confirmed following the review.

**III. BACKGROUND**

The University Hospitals Kingston Foundation was created in 2005 as the joint fundraising arm of Hotel Dieu Hospital, Kingston General Hospital and Providence Care. On July 1st, 2014, UHKF amalgamated with the foundations at each of the hospitals, creating the new UHKF organization, responsible for fundraising, granting, distribution and reporting.

The mission of UHKF is: Inspiring generosity for the health of our families, our region and beyond.

UHKF’s vision is: Exceptional health care made possible by fully engaged, generous people and communities.

The Finance, Audit, and Risk Management Committee of the UHKF Board of Directors serves as the Audit Committee. The main staff contact for the audit team will be the Chief Finance and Administration Officer of UHKF.

UHKF currently has 23 employees. The projected revenue for the 2021 fiscal year is $16.3 million with projected operating expenses of $3.8 million.

Please visit the UHKF website (www.uhkf.ca) to find more information on past Audited Financial Statements, Annual Reports, Campaign Information, and further background on the Foundation.

**IV. Technology and Information Systems**

**A. Financial Transactions**

All financial transactions for UHKF are in The Financial Edge system (General Ledger).

**B. Donations**

All donations for UHKF are in The Raiser’s Edge database.

**V. Requirements**

**A. Audit of Financial Statements**

The primary duty of the auditor will be to attest that the identified financial statements are fairly presented in accordance with generally accepted accounting principles. The audited financial statements will be presented at the Annual General Meeting held in June.

**B. Management Letter**

This letter provides recommendations to management and the Board of Directors of any significant opportunities for improvement (both management and operational) identified during the course of the audit.

**C. Assistance Provided to Auditors**

A major objective of the UHKF is to ensure a quality audit and services at a reasonable cost. Accordingly, Foundation staff is prepared to provide reasonable assistance as required by the auditor.

**ATTACHMENT A**

**AUDIT FIRM PROPOSAL OUTLINE.**

Please provide the following:

**Section 1**: Covering Letter

**Section 2**: Overview of Firm and Audit Approach

2.1 Please provide a description of the firm and its local and national resources.

**Section 3**: Audit Partner and Staff Experience

3.1 What is the size and make-up of the audit team to be assigned to the audit?

(Please provide the names of the partner, audit manager, and field staff who will be assigned to our audit including their biographies.)

3.2 What is the extent of their auditing experience in the not-for-profit sector?

3.3 Based upon historical experience, what is the annual turnover of senior audit staff?

**Section 4**: Proposed Audit Approach

4.1 What will be the approach to examining systems and internal controls?

4.2 How will analytical review procedures, compliance testing, and substantive procedures be used?

4.3 Identify support required from UHKF finance staff.

4.4 Identify the communications that will keep management informed of audit progress and aware of problem situations on a timely basis. Please include an outline of the planning process and anticipated schedule.

4.5 How will the audit procedures be conducted given the COVID-19 pandemic constraints?

**Section 5**: Other

5.1 Are there any current or anticipated conflicts of interest or perceived conflicts of interest?

5.2 Please provide any other brief comments for the Foundation to consider when evaluating the proposal.

**Section 6**: Audit Fees (Please include section 6 on a separate page. The selection committee will be given the Audit Fee information after reviewing sections 1-5.)

6.1 What is the annual fee for the audit for each year of the three year term plus the optional two years?

6.2 What will be the hourly charge rate for each of the individuals to be assigned to the Foundation audit?

6.3 What is your firm’s policy for billing extra and special work? What rates can the Foundation expect to be billed for non-audit services?

6.4 How are additional expenses incurred by the audit team handled?

6.5 Please provide information regarding any advisory services that would be included in the audit fee.

**As part of the selection process UHKF may request additional clarification from the firms responding to this RFP.**