



Durham Community Health Centre

REQUEST FOR QUOTE
AUDIT SERVICES

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Contact:
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Chief Strategy Officer

Table of Contents

1.0	Confidentiality Statement	3
2.0	Business Overview & Background.....	3
3.0	Scope of Services	4
4.0	RFQ Process.....	4
5.0	Response Outline	4
6.0	RFQ Guidelines.....	5
7.0	Submission	6

1. CONFIDENTIALITY STATEMENT

All documents and information, submitted to Durham Community Health Centre (DCHC) will be subject to the protection and disclosure provisions of the Freedom of Information and Protection of Privacy Act (FOIP). FOIP allows persons a right of access to records in the custody or control of DCHC. It also prohibits DCHC from disclosing personal or business information where disclosure would be harmful to a Bidder's business interest or would be an unreasonable invasion of personal privacy as defined in sections 16 and 17 of FOIP.

Bidders are encouraged to identify portions of their submissions that are confidential and the harm that could reasonably be expected from their disclosure. However, DCHC cannot assure Bidder that any portion of their documents can be kept confidential under FOIP.

DCHC will not disclose, to the extent permitted by law, the evaluation and rating of all submissions to this RFQ. However, Bidders may request general feedback on the evaluation of their own submissions.

If you have any questions about this confidentiality statement, please contact DCHC's Chief Strategy Officer at Sali@durhamhc.ca

2. BUSINESS OVERVIEW & BACKGROUND

Durham Community Health Centre (DCHC) is a registered, charitable organization that provides integrated, accessible, and equitable community-based primary care, wellness services, and health education to Durham community members who face multiple barriers to their health and well-being.

DCHC also provides equity-based programs and services that focus on priority populations such as Indigenous, Black, the 2SLGBTQI Community, Newcomers to Canada, Seniors, and Unattached patients (i.e., those without a family doctor), to name a few. DCHC ensures Durham community members receive not only sick care but preventive care as well.

At DCHC, we are a team-based interprofessional group of staff including physicians, nurse practitioners, nurses, counsellors, dietitians, outreach workers, medical secretaries, and other administrative staff. We always place every client at the centre of our approach to care, based on their needs. We address these needs through integrated clinical and wellness care and health education.

It's an exciting time to be joining DCHC, while we are embarking on an energizing path with a focus on making our biggest impact yet on local health care by diversifying, expanding, and leveraging our Strategic Plan, Theory of Change, Brand, Client Stories and Resources

At any point in time, the DCHC staff averages between 100-125 staff.

DCHC's operating budget for 2023-24 is \$19.1 million, with funding provided primarily from LHIN. Other funders include municipal, provincial, and federal ministries, and various other sources including donations, fundraising and events, and interest income.

Durham Community Health Centre's fiscal year end is March 31st.

3. SCOPE OF SERVICES

The audit is to be conducted in accordance with generally accepted auditing standards, and the financial statements are to be prepared in accordance with Canadian accounting standards for healthcare and not-for-profit organizations. The selected candidate will be required to:

- Meet with the Chief Strategy and Finance Manager to establish the audit plan and approach, financial statement preparation, and other reporting timelines. The audit will take place in 2 parts, interim November/December for audit planning and final conducted approximately 5-6 weeks after the fiscal year-end,
- Every quarter, share updates at our FAR meetings about environmental scanning and how it affects charity and not-for-profit rules and best practices.
- Audit the financial statements of the Client, including the balance sheet, income statement, statement of cash flows, and notes to the financial statements,
- Express an opinion on the fairness of the presentation of the financial statements in accordance with applicable accounting standards,
- Perform necessary tests of internal controls and assess the effectiveness of the internal control environment,
- Test and verify account balances, transactions, and other financial information.
- Perform substantive analytical procedures to assess the reasonableness of financial information,
- Report any material misstatements or deficiencies identified during the audit process.
- Provide management with recommendations for improving internal controls and operational efficiency, if applicable,
- Provide notice of accounting and financial standard updates or changes relating to DCHC type of business and industry,
- Provides advice on accounting and financial best practices,
- Prepare audit letters for funders in the prescribed format (e.g. LHIN/HEP C/MCCSS) supplemental to the audited statements,
- Attend and present draft financial statements for review to the FAR 2-3 weeks before the Annual General Meeting, which will take place on a date to be determined in June,
- Attend and present the FINAL financial statements to the first Board of Directors meeting.

4. RFQ PROCESS

Who May Respond – Any firm licensed to provide auditing services. Preference will be given to respondents with a fully staffed office in the Eastern Greater Toronto Area.

How to Respond – All responses are to be submitted by email in PDF or MS Word format, together with any supplementary materials, to the email address on the cover of this document. Responses should be limited to a maximum of 5 pages, not including attachments provided in response to items 4 and 5 under “Response Outline” below. Responses must be received by DCHC no later than the date and time noted in section 7.

Questions – DCHC wishes to ensure that all potential respondents have access to the same information in formulating their responses. Any respondent wishing to be copied on DCHC responses to questions asked by other potential respondents prior to the response deadline is invited to provide an email address to which all questions and responses will be copied.

5. – RESPONSE OUTLINE

In responding to this RFQ, respondents should provide, at a minimum, the following information and supporting documentation:

1. Respondent's Background Information, including firm size, structure, areas of practice, and demonstrated capacity,
2. Respondent's experience and expertise in the provision of audit services in the not-for-profit and government sectors,
3. Two or more relevant references,
4. Identification of the individual who will manage the relationship with DCHC,
5. Identification of professionals who will participate in the delivery of audit services (with accompanying CVs and biographical information),
6. Audit approach and strategy,
7. Quality control procedures, confirmation of independence, and conflicts of interest,
8. Proposed fee for the full audit service, including estimates for future years.

6. RFQ GUIDELINES

- The RFQ does not represent any commitment on behalf of DCHC,
- Any acceptance and any proposal selected will be non-binding and may be subject to further negotiations between the parties. Any oral undertaking will have no legal standing unless confirmed in writing,
- DCHC may choose, at its discretion, not to respond to expressions of interest or any responses to this RFQ or any proposal(s) relating to or arising from this RFQ,
- All questions received from potential respondents prior to the RFQ submission deadline, and any answers that DCHC provides to them, will be distributed on a periodic basis prior to the RFQ submission date to all respondents who provide an email address and request to receive them,
- DCHC reserves the right to terminate this RFQ or dismiss any response at any time,
- Responses that are not complete or that exceed the maximum length specified herein may not be considered,
- DCHC reserves the right to:
 - Reject any or all of the response(s), quotation(s) or proposal(s), for any reason whatsoever,
 - Select all or any part of a quotation for further negotiations,
 - Negotiate and/or request re-submission of all or part of a particular response quotation or proposal from one or more respondents, and to reject or not consider any re-submission,
- DCHC may select any, all or none of the responses, quotations or proposals submitted,
- DCHC shall not be obliged or bound to accept or reject any response, quotation or proposal that is:
 - compliant or not compliant with selection criteria,
 - the lowest-priced, even for identical items,
 - received later than the indicated response deadlines,

- DCHC shall not be obligated to explain its final selection of respondent(s) or disclose anything about the responses, quotations or proposals received or selected,
- Any request for date extensions must be obtained in writing. DCHC will evaluate the request and, if an extension is granted, notify the requesting respondent. DCHC is not obligated to and may or may not notify other respondents of such extension(s),
- All expenditures incurred by respondents in preparation and submission of responses and all activities relating to the RFQ and any proposal(s) relating to or arising from the RFQ are solely the responsibility of the respective respondents and will not be reimbursed by DCHC in whole or in part,
- This RFQ is not a commitment by DCHC to award a contract or contracts,
- By choosing to obtain this document, respondents (as well as parties who obtain the document but decide not to respond) agree that all information provided by DCHC in connection with this RFQ is strictly confidential. Such information shall be maintained in confidence and not disclosed to any third party or used for any purpose other than responding to the RFQ or any subsequent requests from DCHC, if applicable,
- Information provided by DCHC is based on estimates and is not warranted to be accurate.

All submissions should be received by: Friday, September 29nd, 2023.
No later than 5:00 p.m. EST

All inquiries and submissions should be directed to:
Sameer Ali
Chief Strategy Officer
Durham Community Health Centre
115 Grassmere Avenue Oshawa ON L1H 3X7
sali@durhamchc.ca

Please format your Subject line: **RFQ Audit Your Organization's Name**

Thank you for your interest in providing audit services to [Your Company Name]. We look forward to receiving your quotation.

Sameer Ali
Chief Strategy Officer
Durham Community Health Centre