

Request for Proposals (RFP) for Accounting Services

Community Futures West Yellowhead



1.1. Closing Date

Responses to this Request for Proposals (RFP) must be received by Community Futures West Yellowhead (CFWY) by **Friday, January 5, 2018 by 4:30 pm.**

Community Futures West Yellowhead requires accounting and payroll services for the fiscal year 2018-2019 with a possible three-year extension to be re-evaluated in March 2019.

2.1. Overview of Organization

Community Futures West Yellowhead (CFWY) serves the communities of Jasper, Hinton, Edson, Grande Cache and Yellowhead County. Governed by a Board of Directors, CFWY is a non-profit organization funded by the Government of Canada through the department of Western Economic Diversification.

CFWY is a non-profit company incorporated in 1990 under Part 9 of the Companies Act (Alberta). It was created to provide access to capital for small and medium sized enterprises in the region served by the Corporation. The Corporation also provides business information and support services in the form of business coaching, business training, business financing and community economic development.

CFWY is served by a 10-member Board of Directors with two municipal councilors appointed to serve as directors from each of the five municipalities in which we work.

CFWY maintains a \$1.6 million-dollar loan portfolio as well as an almost \$500,000 operating budget annually. An experienced bookkeeper and/or accountant is required to assist the organization in its monthly, quarterly, and annual accounting responsibilities. CFWY finances are also subject to an annual audit; however, this duty is not included in this RFP and is not required in the submission for proposals.

3.1. Requirements for Goods and Services

To be considered a qualified bookkeeper and/or accounting service, the proponent must be:

- Independent and must not be an employee or director of the Corporation;
- Be qualified and be a member of a recognized accounting body in Alberta.

Under the direction of the General Manager, the successful proponent maintains all necessary financial bookkeeping to ensure the smooth and compliant financial operation of the organization. The first tasks of the successful proponent will be to meet the Office and Special Projects Coordinator each month to review the monthly accounting file and to perform the following tasks monthly:

- Reconcile CFWY bank accounts (Investment and Operating) and provide a monthly bank reconciliation report;
- Prepare biweekly payrolls (to be submitted to and paid by General Manager electronically) and government remittances (payments will be made by the Office and Special Project Coordinator);
- Prepare and file GST remittances quarterly;
- Generate T4s;
- Enter all journal entries in Simply Accounting monthly (accounting software and internet connection to CFWY will be provided to the successful proponent);
- Perform monthly closing procedures after all monthly adjustments have been made on Simply Accounting;
- Balance the loan portfolio payments and deposits monthly to the CFWY internal system TEA (The Exceptional Assistant);
- Be readily available to answer questions from the General Manager and the Board of Directors as needed;
- Proactively inform CFWY of regulatory changes that would impact CFWY's finances and loan portfolio; and
- Assist the General Manager with the fiscal year end in March of each year and prepare for audit performed by a third party each May.

4.1. Term of Accounting Services

The contract for accounting services based upon CFWY Board of Directors approval of the proposal will be the period from April 1, 2018 to March 31, 2019 with a possibility of renewal for an additional three years. At the end of ninety days (July 1, 2018), both CFWY and the contractor will have the option to terminate this contract and renegotiate the fee for continued accounting services. Such condition will be executable with at least thirty days' notice to the other party.

5.1. RFP Schedule

The following table summarizes the anticipated project timelines for awarding this contract:

Event	Anticipated Completion Date
RFP Issued	Wednesday, December 6, 2017
Closing Date for Proposal Submission	Friday, January 5, 2018 at 4:30 pm
Interviews for Short-Listed Firms (if required)	Week of January 15 to 19, 2018
Approval by Board of Directors	Thursday, January 25, 2018
Contract Award is expected	Monday, January 29, 2018

6.1. Proposal Content

To describe clearly the proposed understanding of the work to be done, the following content must be included in the proposals:

6.1.1. Qualification Component

The proposal must demonstrate the capability to perform the above stated accounting services in accordance with generally accepted accounting principles. It is strongly preferred that the proposed also have a non-profit accounting experience and/or loan portfolio management experience. Please also include:

- References, three current and/or past clients, the length of time you have worked with each client and a short summary provided in each case. Please also provide a telephone number for each client as CFWY may wish to contact them.
- Provide a CV or resume of the professional who proposes to deal directly with CFWY and the required services.

6.1.2. Estimated Fees

Please state the estimated fee to providing accounting services for the period stated above. Also, state estimated fees for the subsequent two years, under existing conditions, if CFWY were to request an extension of the contract.

6.1.3. Task/Activity Plan

The proposal will specify expected budgeted hours and a timetable for accounting services for each monthly cycle and bi-weekly payroll.

6.1.4. Administrative Component

The proposal should also include the following:

- The approaches to performing the accounting services required by CFWY;
- A list of expenditures that will be absorbed by the contractor (i.e. postage, copying, internet connections, etc.);
- A list of expenditures that will be additionally charged to CFWY; and
- Indicate proposed billing rates for expanded services if and should the need arise.

7.1. Evaluation Procedures

If you have questions about the proposal, the organization or any matter contained within this RFP, please submit your questions by email to nrobbins@albertacf.com or by phone at 780-865-1224.

CFWY may require the proponents to provide a presentation and/or to participate in an interview to present and/or discuss their proposals. Reasonable notice will be given and details on the interview will be provided. Cost to travel to the interview will be covered by the proponent and will not be the responsibility of CFWY.

Each proposal will be evaluated against the mandatory criteria. Proposals meeting the mandatory criteria will then be assessed and scored against selection criteria that have been allocated a specific number of points.

The scored evaluation criteria will be:

Criteria	% Evaluation
Project Understanding: <ul style="list-style-type: none">• Understanding the accounting service requirements• Understanding of the Corporations' goals, needs and objectives• Clarity of proposal (concise, consistent, comprehensible, good format)	30 %
Proponent Qualifications <ul style="list-style-type: none">• Reputation, proven performance, and relevant experience of the proponent's team• Experience in similar projects• Technical and management capability, capacity, skills and qualifications of the proponent	30%
Proposed Schedule, Task/Activity Plan <ul style="list-style-type: none">• Work plan and schedule by tasks• Provide realistic timetable• Provides time for Corporation's input, questions and delays	15%
Cost <ul style="list-style-type: none">• Price of proposal	25%

9.1. Proposal Conditions

9.1.1. Proponent Responsibilities

- The proposal must be signed by the person(s) authorized to sign on behalf of the proponent or company and binds the proponent to the statements made in the proposal.
- At the RFP closing time, all proposals become irrevocable. By submission of a proposal, the proponent agrees that, should its proposal be selected, the proponent will enter into an agreement with Community Futures West Yellowhead.
- The proponent, through submission of a proposal, agrees to all terms and conditions of this RFP.
- The proponent is entitled to amend its proposal at any time before the closing time. After the closing time, the proponent will not change the wording or content of its proposal and no words will be added to or deleted from the proposal, including changing the intent or content of the presentation of the proposal, unless requested by Community Futures West Yellowhead.
- The proponent shall not transfer responsibility to meet the obligations of the Agreement to a third party without the written consent of Community Futures West Yellowhead.
- Proponents are solely responsible for their own expenses in preparing the proposal, presentation of the proposal and any travel costs incurred in presentation and/or interviews and negotiating a contract.
- Proposal prices must be firm for a minimum of 90 days.
- If a written agreement cannot be negotiated within 20 days of notification to the proponent initially selected, Community Futures West Yellowhead may, at its discretion, terminate negotiations with that proponent and either negotiate an agreement with the next highest qualified proponent and either negotiate an agreement with the next highest qualified proponent or cancel the RFP progress and not enter into an agreement with anyone regarding the RFP.

9.1.2. Confidentially, Intellectual Property Rights and Laws of Jurisdiction

- The selected proponent will be permitted access to CFWY files and reports that relate to this RFP. Information pertaining to CFWY obtained by the selected proponent because of this work is confidential and must not be disclosed without written permission of Community Futures West Yellowhead.
- Any agreement resulting from this RFP will be governed by and will be interpreted in accordance with the laws of the province of Alberta.
- The selected proponent will be expected to sign an Oath of Confidentiality

9.1.3. Community Futures West Yellowhead Responsibilities

- The information contained in this RFP is supplied solely as a guideline for proponents. While every reasonable attempt has been made to ensure its accuracy, Community Futures West Yellowhead does not guarantee or warrant its accuracy, nor is it necessarily comprehensive.
- Unless otherwise negotiated, the supplier's invoices for the Agreement will be payable upon submission of monthly progress claims in a manner acceptable to CFWY.

10.1. Procedures for Submission of Proposal

Proposals for this RFP should be received no later than **Friday, January 5, 2018 at 4:30 pm** by email to:
Nancy Robbins, General Manager, nrobbins@albertacf.com