

Request for Proposal (RFP)

Vendor: Women in Resource Development Corporation (WRDC) &
WRDC Educational Resource Centre (ERC)
175 Hamlyn Road, St. John's, NL, A1E 5Z6

Title: Audit Services

Issue Date: February 1, 2023

Close Date: **March 17, 2023, 12:00pm NST**

1. Objective:

The objective of this call for proposals is to select an auditing firm to provide annual audit services for two separate entities:

1. Women in Resource Development Corporation (NPO)
2. WRDC Educational Resource Centre (Registered Charity)

2. Organization

Background

Created in 1997, WRDC is a non-profit organization committed to increasing women's participation in technology and skilled trades. With private and public funding, WRDC offers a variety of programs and services to address the challenges surrounding the attraction, recruitment, retention, and advancement of women in these careers. Successfully increasing the participation of women requires a comprehensive "lifecycle" approach, supporting women at all points in the career cycle. Our charitable arm, the Educational Resource Centre (ERC), was created in 2002, to provide hands-on learning and career exploration opportunities for younger women and girls in science, technology, engineering, and math (STEM). Our key activities include career exploration programs, education, and outreach (STEMforGIRLS), career development and employment programs and services; diversity, equity, and inclusion (DEI) consultation services and training, and research and collaboration with key stakeholders to identify solutions to issues commonly identified by women in trades and technology.

The Educational Resource Centre (ERC), WRDC's charitable arm, has provided opportunities to thousands of girls in urban, rural, and remote communities, since it was established in 2002. The ERC's STEMforGIRLS programs empower girls and gender-diverse youth with confidence building experiences, career information, role model and community connections needed for successful futures in fields related to Science, Technology, Engineering and Math -or STEM. This is possible because of our valuable partnerships

with dozens of companies and community service organizations, who understand the benefits of a gender-diverse workforce. The specific objectives of STEMforGIRLS programs are to increase the understanding of STEM as a solid foundation for all careers, to improve gender-balance in STEM-related post-secondary programs and careers, and to enhance perspective, ingenuity, and innovation in STEM-related fields through the development of a more diverse and inclusive workforce.

WRDC Values

1. We value diversity and inclusion of ideas and people.

We actively seek and engage diverse individuals, groups, and ideas. We listen to understand. We create and maintain safe spaces for sharing ideas, perspectives, and experiences.

2. We lead by example, with integrity and empathy.

We walk our talk. We are honest, supportive, accountable, and compassionate.

3. We support personal growth and advancement of gender equality.

We meet individuals and organizations where they are and help them move forward ... always sharing our expertise and knowledge and advocating for gender equality.

4. We are one team, and we recognize the importance of collaboration and partnerships.

We know that the whole is greater than the sum of its parts, both internally and externally. We understand that community, collaboration, and partnerships are essential for social change.

5. We strive for excellence in all we do.

We strive to be progressive and innovative. We value continuous learning and use of emerging and best practices. We recognize the importance of evaluation and evidence for delivery of the highest quality programs and services.

Financial Overview

The combined operating budget for both entities is approximately \$4,000,000 per annum and subject to change annually based on funding agreements and sponsorships. WRDC currently employs 2 full-time employees for the purposes of bookkeeping, compliance, and reporting.

WRDC and ERC maintains all accounting records in-house using QuickBooks Online, Dext and Excel. Business bank accounts (2), Visa accounts (3) and GIC's (2) are maintained at the Royal Bank of Canada (RBC) Main Branch, St. John's. Our 2021-2022 audited financial statements can be provide upon request.

3. Audit Timing

WRDC and ERC operates on a fiscal year of April 1st to March 31st. We anticipate that we would be prepared for audit to begin by May 1st and expect the delivery of financial statements and management letter for Board approval by June 30th.

4. Services to be Provided

Following are specific services required:

- Audited financial statements (2) and charitable return (1)
- The Auditor shall conduct the examination in accordance with Canadian generally accepted auditing standards for not-for-profits.
- The Auditor shall present the audit findings to the Chair of the Board and CEO in June each year.
- The Auditor must provide a management letter outlining findings and any changes in accounting and reporting requirements.
- The Auditor shall serve as a resource and be available for consultation on accounting and related questions/issues throughout the fiscal year.

5. Instruction to Bidders:

This Request for Proposal (RFP) specifies WRDC's and ERC's requirements for Audit Services. All pricing information should be fully disclosed with all charges clearly defined. Please address any additional services not specifically mentioned in this RFP that may be of potential benefit to WRDC-ERC. Proposals received after the exact time and date noted above will be rejected.

Bidder Qualifications

To be considered a candidate for the provision of audit services for Women in Resource Development Corporation & WRDC Educational Resource Centre, bidders must:

- Be a recognized Chartered Accounting firm experienced and knowledgeable in the non-profit and charitable sector.
- Be current with respect to legislation relevant to the operation of non-profit organizations and charities.

6. Proposal Contents

Please include the following information in your response to the request for proposal:

1. Provide a brief description of your firm's background, philosophy, size, structure, and qualifications.
2. Provide a brief background of the engagement team.
3. Firm's demonstrated knowledge and expertise working with the non-profit and charitable sectors. Please describe what engagements your firm currently has in this sector. If partners or other employees serve in an advisory capacity, please list such positions.

4. Describe your firm's approach to performing a non-profit and charitable audit and the resulting advantages. Please identify how a job is planned, scheduled, partner and manager commitment, quality control, and other areas in which you feel you are unique.
5. The name and contact information of at least two (2) non-profit or charitable organizations for whom the firm has performed audits within the last two years.
6. Fee structure for audit services and charitable return for each year of the proposal.

7. Terms of Contract

The term of the contract is a five-year (5) term commencing for the fiscal year of April 1, 2023, to March 31, 2027. Ninety (90) days written notice must be provided if either party wishes to terminate the agreement prior to the contract's expiry date.

Bidders are solely responsible for the method and cost of conveyance of their proposal to the receiving point.

8. Basis of Awarding

A letter of engagement will be signed with an independent auditor who, based on an evaluation of all RFP candidates, applying all criteria and oral interviews (if performed), is determined to be the most qualified to perform the services and to deliver the best value proposal.

WRDC and ERC reserves the right to reject any or all proposals, to take any or all proposals under advisement or to accept any proposal as may be deemed to be in WRDC's & ERC's interest in meeting the standards of quality, price & value ("best" proposal).

9. Inquiries during Proposal Process

All enquiries regarding this RFP can be emailed to:

Kim Belbin
Chief Operations Officer
Email kbelbin@wrdc.ca
Tel. 746.4362

10. Submission of Proposal

Submissions must be emailed to both the Board Treasurer and Chief Operations Officer.

Monica Martin
Board Treasurer
boardchair@wrdc.ca

Kim Belbin
Chief Operations Officer
kbelbin@wrdc.ca

11. Bidder Notification

It is anticipated that the successful bidder will be notified no later than March 31, 2023.