

Request for Proposal
External Audit Services

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Introduction

Who we are?

Purpose: NACY is a member-led organization that works to strengthen the children and youth sector by addressing shared priorities that lead to positive impacts for children and youth.

Outcome: A stronger, more connected, informed, coordinated, respected sector and a Canada in which all young people are thriving.

Guiding Principles

Listen – As a member-driven organization, we must first listen to the voices of our members.

Connect – To build a stronger, more connected and coordinated sector we must bring the voices of our members together to break down silos and foster meaningful relationships

Inform – With a strong voice and a connected sector, we will use our position to share knowledge and build a better understanding of the role of the sector to a broader audience

Advocate – Informed by our members we will advocate across sectors for the organizations and people who make up the children and youth sector. Having the voice of equity seeking groups at the table.

Strategic Priorities

1. Ensure a strong voice of the children and youth sector at a national level
2. Promote awareness and understanding on issues that matter to the children and youth sector
3. Strengthen the sustainability of the children and youth sector
4. Facilitate convening opportunities for individuals and organizations in the sector.

Our Culture

- We create inclusive spaces for member feedback and consultation to ensure our activities are driven by our members.
- We are committed to working together so that we can speak with a collective voice on issues affecting the children and youth sector.
- We breakdown silos by working across disciplines and sectors to ensure the sector is both understood and respected.
- We are committed to systemic change, making room for diverse voices and experiences at all levels.
- We believe in the organizations and the people that drive the sector so that we can advocate passionately on their behalf.

Background

The National Alliance for Children and Youth (NACY) is a network of diverse organizations within the children and youth sector. Made up of 24 organizations (and growing), NACY facilitates opportunities for wide sectoral exchanges regarding issues facing children and youth in Canada. While NACY was active in the mid-2000's having become a charitable organization in 2006, it became dormant in 2014 after a long-term funding agreement came to a close. It was in 2018, that sector leaders began to see the gap that was created by its absence and began reimagining a new NACY that met the needs of the changing sector. In 2020, that gap became even more apparent, and the rebuilding truly began. Since then, NACY has continued to grow its reputation in the community, build strong partnership with government and create opportunities to bring the sector together to advocate, learn and support one another. Our charitable objects are outlined below:

The purpose of the National Alliance for Children and Youth – L'Alliance nationale pour l'enfance et la jeunesse is to promote the health and well-being of children and youth in Canada in ways that are beneficial to the community, by means of the following:

- a. Facilitating the active participation and collaboration of its members and others in the development of consensus on policies, programs and practices that improve outcomes for children and youth.
- b. Promoting public awareness and understanding on issues relating to the health and wellbeing of children and youth.
- c. Providing public education regarding children, youth, and families.
- d. Conducting and disseminating research into trends and issues affecting children, youth and families.
- e. Developing, encouraging, and improving opportunities for national and international skill development and knowledge transfer among individuals, organizations, and groups in support of children and youth.
- f. Developing and promoting a public policy agenda in support of these objects.

The National Alliance for Children and Youth carries out the following activities to achieve its purpose and charitable objects:

1. Provide professional development opportunities to those working, volunteering, studying and supporting the children and youth sector
2. Create convening opportunities for the sector through networking events, conferences, and online platforms etc.
3. Consultation, research and evaluation: work with member organizations to identify sector priorities, develop benchmarks for success and create strategies for change
4. Work across sectors to ensure children and youth sector are at the forefront of national conversations.

Since it's relaunch in 2020, NACY has been funded entirely through membership fees. In 2022 we received some revenues from our conference and professional development events. We hope to diversify our funding streams in 2023. To date, funding fall into two categories

1. Membership fees: Annual membership fees. Fees are renewed annually on their anniversary. All members sign a "Membership Agreement" outlining the conditions of their membership and commit to a minimum of one year.
2. Events: In April 2022, we hosted our first biennial conference. While most of our professional development opportunities are provided at no-cost, we do have occasional revenue from workshops and webinars.

NACY is funding primarily through membership fees. After a 10 year absence, in 2022, NACY hosted its first biennial conference, the result of which will see a significant shift in expenses in the 2022-2023 fiscal year.

Objective

The objective in the call for proposals is to select an auditing firm to provide audit services for the National Alliance for Children and Youth for 2022, 2023 and 2024.

Terms of Contract

The term of this contract is a three-year term commencing for the fiscal year of April 1, 2022 to March 31, 2024. Ninety (90) days written notice must be provided if either party wishes to terminate the agreement prior to the contract's expiry date.

Service Requirements

Bidder Qualifications

To be considered a candidate for the provision of audit services for the Students Commission of Canada, bidders must:

- Be a recognized Chartered Accounting firm with experience and knowledge in the charity sector.
- Be current with respect to legislation relevant to the operation of charitable organizations.

Specific Services Requested

Our organization requires the following services:

- Annual audited financial statements for the April 1 to March 31 Financial Year

- The Auditor will work as partners with the Executive Director and Accountant. They shall serve and be available for consultation on accounting-related issues throughout the fiscal year to ensure a smooth audit process
- The Auditor shall conduct the examination in accordance with Canadian generally accepted auditing standards
- The Auditor shall present the draft statements to the Board of Directors via teleconference no later than September of each year. The final statements will be approved at NACY's Annual General Meeting of November each year
- The Auditor will work with the organization to complete the annual Canada Revenue Agency's Charitable Return
- Work with the National Alliance for Children and Youth Accountant and Executive Director to ensure best practices

Evaluation Criteria

The criteria will be based upon, but not limited to, the following:

- A Chartered Accountant firm experienced and knowledgeable in the charity sector
- Experience in providing audit services for similar sized charitable organizations
- Ability to work with organization's internal Accountant and Executive Director to co-develop a synergistic relationship
- Familiarity with QuickBooks Financial Management Software
- Audit and other fees
- Natural fit between both parties and a willingness to establish a long-term, mutually beneficial relationship
- Reference check

Proposal Submissions

General Information

Submission to be submitted no later than April 30th to laurakathler@nacy.ca.

Each bidding firm shall commit that the proposal is valid and accurate for 90 days from the closing date.

It is anticipated that the successful bidder will be notified no later than May 30th, 2022.

Proposal Format

RFP response Proposals should be comprised of:

- Cover letter dated and signed by an official authorized to negotiate, make commitments and provide any clarification with respect to the proposal
- Executive Summary
- Introduction to the Firm and its experience working with charitable organizations

NACY ANEJ

National Alliance for
Children and Youth

L'alliance nationale pour
l'enfance et la jeunesse

- Firm staff
- Technical expertise and firm's competitive advantage
- Fee structure and estimate for audit services
- Three references, including organization name, contact name, contact phone number and email, and a brief description of the services provided.

Key Dates

RFP Issue Date	April 3rd, 2023
Deadline for Proposals	April 30 th , 2023
Interview with selected candidates	Mid May, 2023
Board approval of recommended applicant	Late May 2023
Initial meeting to begin audit services	June 2023