

June 22, 2023

Request for Proposal (RFP)

Tender Title: Fernie Chamber of Commerce Review Engagement RFP

Posted Date: June 22, 2023, at 4:00 pm

Closing Date: July 31, 2023, at 5:00 pm

The Fernie Chamber of Commerce is requesting proposals for their annual preparation of the year-end **review engagement** financial statements. The RFP deadline is 5:00 pm, Monday, July 31.

The goal of the RFP is to receive proposals from qualified persons who have the expertise and experience to execute the Fernie Chamber of Commerce year-end financial reports. The contract will be executed in collaboration with the Executive Director and the board of directors of the Fernie Chamber of Commerce. The contract will be for the next three fiscal years ending:

- December 31, 2023
- December 31, 2024
- December 31, 2025

Specific details regarding the scope of the contract are outlined in Addendum 1 of this RFP – attached.

All proposals must include an annual fee schedule for the year-end accounting function outlined in this addendum and at least two professional references.

Contact Information:

Wendy McDougall – Executive Director
Fernie Chamber of Commerce
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Fernie Chamber of Commerce Review Engagement RFP – Addendum A

Contract Commencement:

August 31, 2024

Contract Duration:

The next three fiscal (calendar) years – 2023, 2024 and 2025.

Contract Termination:

Either party wishing to terminate the year-end accounting contract must do so in writing with at least thirty (30) days' notice of the termination date of the contract.

Contract Deliverables:

The below annual deliverables are to be provided by the successful proponent:

- Assist management with the drafting of financial statements
- An annual review engagement in compliance with Accounting Standards for Not-for-Profit Organizations
- Meetings with the Society's Board of Directors and management during the preparation period and during the year, if required
- Filing of applicable information returns
- Draft financial statements presented to management
- Finalize and issue review report Subsequent to Board approval
- Presentation of the financial report at the Annual General Meeting (each April)