

REQUEST FOR PROPOSAL

FOR FINANCIAL AUDIT AND TAX RETURN REVIEW SERVICES

FOR FISCAL YEARS FROM 2026 TO 2031

Entre Nous Femmes Housing Society, VANCOUVER, BC

1. Request for a Proposal

Entre Nous Femmes Housing Society and SPAHS (1997) are issuing this Request for Proposals to invite a limited number of qualified firms to submit proposals for Financial Audit and T3010 Tax Return Review Services. The invited firms have experience and a proven track record in providing these services to not-for-profit and charitable organizations, affordable housing organizations and Foundations.

About Entre Nous Femmes Housing Society

Entre Nous Femmes Housing Society (ENFHS) is a charitable not-for-profit housing organization that began almost 40 years ago by three single mothers looking to create more affordable housing for families like theirs. We are committed to enhancing people's lives, particularly the lives of women, women-led households, and other equity groups, by creating communities that provide affordable, safe, and secure housing. We own and operate over 500 units in thirteen affordable rental housing complexes, providing affordable homes for over 1200 women, single parents, families, seniors, and people with disabilities in Vancouver, North Vancouver, New Westminister, Burnaby, and Surrey.

The properties include BC Housing-subsidized buildings and market rental buildings without government subsidies. We currently have over 1,000 homes in development in Port Moody, Surrey, and Vancouver.

Entre Nous Femmes Housing Society is incorporated under the *Societies Act* of British Columbia, is a registered charity, and is not subject to income tax. SPAHS (1997) is incorporated under the *Societies Act* of British Columbia and is a registered non-profit holding one property. The fiscal year for both organizations begins on August 1 and ends on July 31, and they share a Board of Directors and Chief Executive Officer.

To learn more about us, please visit enfhs.ca.

2. Deadline for Inquiries

All inquiries related to this Request for Proposal will be submitted in writing on or before **JUNE 6, 2025**, to **LILIAN CHAU, CEO, BOARD@ENFHS.CA**

3. Response to Inquiries

Responses will be recorded and distributed to all Proponents on or before **JUNE 16, 2025**.

Audited financial statements for Entre Nous Femmes Housing Society and SPAHS (1997) for the 2024 fiscal year will be provided upon request.

4. Delivery of Submissions

Proposals may be submitted electronically by e-mail, clearly indicating the Project Name in the subject line, to **LILIAN CHAU, CEO** at BOARD@ENFHS.CA

5. Closing Time

4:00 PM Local Time, MONDAY, JUNE 27, 2025.

Late proposal submissions will not be accepted.

6. Confidentiality

The Proponent may not share this RFP or information shared with the Proponent as part of the RFP with any other party without the Society's permission.

7. Interviews

Shortlisted proponents may be contacted for an interview in July.

8. Financial Overview

1.0 Key Financial Systems

Entre Nous Femmes Housing Society and SPAHS (1997)'s business office is in Vancouver, B.C. We use Arcori Software to process payroll, AP, AR, GL transactions and financial reporting.

2.0 Financial Reporting, Planning and Assurance Responsibility

Lilian Chau, Chief Executive Officer, lilian@enfhs.ca

Louise Leong, Manager of Finance, louise@enfhs.ca

9. Proposal Submission Requirements

Proposals will only be accepted if they are at most 15 pages, single-sided, letter size, and include a cover letter and all collateral materials, such as resumes of the senior members of the proposed team.

Proposal Format

1.0 CAPABILITY OF CPA FIRM AND TEAM + NOT-FOR-PROFIT EXPERIENCE

- a) Provide the location and overall size of the firm and the experience and current capabilities of its partners, managers, and staff to provide the services requested in this RFP.
- b) Describe the proposed team's experience and details of skills or expertise directly relevant to the services requested.
- c) Provide quality control/peer review programs within the firm.
- d) Provide the firm's availability of resources to ensure deadlines are met promptly.
- e) Provide policies on notification to clients of changes in key personnel and staff continuity on each audit; and
- f) Provide other services that are available from the firm.
- g) Include resumes of the senior members of the proposed team.

2.0 PROPOSED AUDIT STRATEGY AND CONFLICT OF INTEREST

- a) Provide general assurance strategies and methodology employed, including, but not limited to:
 - business risks,
 - internal control,
 - computer use,
 - field work conducted remotely vs. on-site.
- b) The Proponent must provide written confirmation of the Proponent's independence and that the Proponent has no conflict of interest related to Entre Nous Femmes Housing Society.
- c) The CPA Firm must ensure full compliance with the *Personal Information and Privacy Act*.

3.0 PRICE

- a) Please provide the all-inclusive service price, including any price escalations during the five-year contract, and with a breakdown according to the list below:
 - 13 buildings
 - Society statement
 - Consolidated statement

These amounts should be contained in a letter of transmittal to accompany the proposal submission.

10. Reconciliation, Diversity, Equity and Inclusion

Proponents are invited to describe their firm's approach to Reconciliation, Diversity, Equity, and Inclusion in its operations and how it hires and retains staff and invests in their development.

11. Client List & References

Please list current affordable housing organizations, not-for-profit, charity, and foundation clients for whom you provide audit services and/or tax return services.

Please highlight three clients we can contact from this list for a reference check.

12. Evaluation of Proposals

The successful proponent must meet the mandatory criteria below before their proposal is assessed:

- a) The proposal must be received by email at the specified closing date and time.
- b) The proposal must be in English.
- c) The proponent must be authorized to provide the requested services in British Columbia.

The successful proponent will be chosen based on the criteria outlined below:

b) Proposal Evaluation Criteria

ITEM	TOPIC	POINTS
1	Clarity and quality of the proposal	10
2	Company profile and experience with: <ul style="list-style-type: none"> affordable housing organizations, non-profits, charities and foundations BC Housing, CMHC, other government, market and non-market funding, financing and loans 	30
3	Proposed Strategy	25
4	Fees	20
5	Interview	15
TOTAL		100

APPENDIX A – SERVICE SPECIFICS

OVERVIEW

Entre Nous Femmes Housing Society & SPAHS (1997) is seeking the services of a CPA firm to complete annual financial audits and tax return review services.

1.0 SERVICE SPECIFICS

This Request for Proposals invites qualified CPA firms to submit proposals for annual financial reviews and T3010 tax return review services for Entre Nous Femmes Housing Society and SPAHS (1997) for the 2025 to 2030 fiscal years. The successful Proponent will provide services starting in 2026.

Annual audited financial statements for Entre Nous Femmes Housing Society should be completed by October 3 following the fiscal year-end (July 31). This deadline allows management time to present the audited statements to the Finance & Audit Committee and Board of Directors to be approved and for these statements to be presented and approved by the members of the Societies at the Annual General Meeting in November before the filing deadline for the T3010 returns.

The ideal timeline for the audit cycle and filing of tax returns would be as follows:

Planning	July
Interim	August
Audit Field Work	September-October
Draft Audited Financial Statements & Audit Report for Staff	Early-October
Review/approval by F&A Committee and Boards	Mid-late October
Review/approval at AGMS	Last week of November
Prepare & review T3010 Income Tax Returns.	First week of June
File T3010 Income Tax Returns	Before January 31

Note: BC Housing and financial institutions must receive the approved annual audited financial statements for Entre Nous Femmes Housing Society & SPAHS (1997).

2.0 MANAGEMENT LETTER

The chosen CPA firm is expected to provide a management letter that identifies areas of concern or weaknesses encountered in examining the financial statements and makes recommendations for improvement.

3.0 ATTENDANCE AT MEETINGS

The chosen CPA firm is expected to attend the Finance & Audit Committee, Entre Nous Femmes Housing Society & SPAHS (1997) Board meetings, and the Annual General Meeting to support management's presentation of the audited financial statements, present and review the audit report, and respond to any questions.

4.0 TERMINATION OF AGREEMENT

Entre Nous Femmes Housing Society & SPAHS (1997) may terminate this Agreement at any time:

- a) for inadequate or non-performance, or
- b) for breach of any term agreed to, or
- c) if the CPA Firm is adjudged bankrupt or makes a general assignment for the benefit of creditors, or a receiver, trustee in bankruptcy or similar officer is appointed to take charge of all or part of its property; and such conditions are not cured within thirty (30) days of notice thereof from Entre Nous Femmes Housing Society to the CPA Firm, or
- d) upon thirty (30) days' notice.

5.0 REMUNERATION

With reference to remuneration:

- a) in no case will the total remuneration for each fiscal year exceed the all-inclusive maximum cost as agreed to in both the letters of transmittal and the engagement as amended by any approved changes; and
- b) any changes to the purpose of the contracted work, or inclusion of additional work, shall be agreed to in writing by the Auditor and Entre Nous Femmes Housing Society & SPAHS (1997) as to remuneration before any such work is commenced.

6.0 WORKSAFE BC

The CPA Firm and any approved subcontractor must be registered with WorkSafe BC, and WorkSafe coverage must be maintained for the duration of the engagement.

7.0 INDEMNITY

The CPA Firm will indemnify and save harmless Entre Nous Femmes Housing Society & SPAHS (1997), its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by Entre Nous Femmes Housing Society & SPAHS (1997) at any time or times (either before or after the expiration or sooner termination of the engagement term) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the CPA Firm or by any servant, employee, officer, director or sub-contractor of the CPA Firm.

8.0 INSURANCE

Insurance is critical when people and vehicles visit Entre Nous Femmes Housing Society & SPAHS (1997) sites.

The CPA Firm should have:

- a) General Liability Insurance with a limit of not less than \$2,000,000 (or higher) inclusive per occurrence for bodily injury (including death) and damage to property, including loss or use thereof. Such insurance shall include coverage from broad forms of property damage, contractual liability, completed operations, and product liability.
- b) Automobile Liability Insurance for a limit of not less than \$2,000,000 for all owned, leased or rented licensed vehicles used in the performance of the engagement.
- c) Professional Liability in an amount not less than \$2,000,000, ensuring the CPA Firm's liability resulting from errors and omissions in the performance of professional services during the audit.

9.0 RELATED CONSIDERATIONS

a) Suitability of Proposal

If a Proponent submits a Proposal which does not satisfy every Entre Nous Femmes Housing Society & SPAHS (1997) request or requirement as described in this RFP, Entre Nous Femmes Housing Society & SPAHS (1997) may, in its sole discretion, waive such deficiency, seek clarification or additional information from the Proponent, and consider and treat the Proposal as compliant with the requirements of this RFP.

All Proposers should exercise extreme care when completing their Proposals, as failure to comply with the requirements of this RFP may result in a Proposal being rejected.

A Proponent is deemed to have accepted and be bound by the Terms and Conditions of this RFP by submitting a Proposal in response to this RFP.

b) Requests for Clarification

CPA firms requiring clarification of the Request for Proposal (RFP) points should contact Lilian Chau, CEO at BOARD@ENFHS.CA. If additional information is disclosed besides that supplied in the RFP, this information will be provided to all CPA Firms receiving the RFP. Questions must be communicated in writing to the contact person by June 16, 2025, before the RFP closing date of June 27, 2025. Information from any other source is not official and should not be relied upon.

c) Proposal Irrevocability

Proposals may be withdrawn or amended before closing, but may not be withdrawn or amended in any way after closing.

Proposals shall be firm for at least 180 days from the RFP closing date and shall be used as the basis for and included as part of the contractual agreement that will be entered into with the selected firm.



d) Expenses of the CPA Firm for Proposal Submission

The CPA Firm is solely responsible for any costs associated with preparing its proposal in response to this RFP. In no event shall Entre Nous Femmes Housing Society & SPAHS (1997) be responsible for the costs of preparation or submission of any proposal. By submitting a proposal, the CPA Firm waives any claim for loss of profits if no agreement is made with the CPA Firm.

e) Assignment of Contract, Termination of RFP Process & Confidentiality

- The contract shall not be assigned in whole or in part without the prior written consent of Entre Nous Femmes Housing Society & SPAHS (1997), whose consent may be arbitrarily withheld.
- Entre Nous Femmes Housing Society & SPAHS (1997), in its role of administrator of this RFP, reserves the right in its sole discretion, at any time before or after the closing deadline, to terminate the RFP process for any reason considered relevant, including, but not limited to, changes in operation, without liability to Entre Nous Femmes Housing Society & SPAHS (1997).
- Information about Entre Nous Femmes Housing Society & SPAHS (1997) obtained by the proponent as a result of participating in this RFP process or by entering into a contract with Entre Nous Femmes Housing Society & SPAHS (1997) is confidential and must not be disclosed without the prior written consent of Entre Nous Femmes Housing Society & SPAHS (1997).

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