

SOUTH ESSEX COMMUNITY COUNCIL INC.

Request for Proposal

For Audit Services

Fiscal Year 2027 - 2029



Return Date: Friday, February 6, 2026 by 12:00 noon

South Essex Community Council

Request for Proposal

External Audit Services

Instructions to Bidders:

South Essex Community Council is a local non-profit Community based service organization that provides a wide range of programs and services to a broad constituency.

Since its inception in 1973, South Essex Community Council has evolved into the largest multiservice organization of its kind in Essex County. The organization is the employer to approximately 72 employees and operates out of head office at 215 Talbot Street East, in Leamington Ontario. The organization has a satellite office in Kingsville and Windsor.

Please go to our website for more details on our organization at www.secc.on.ca

This document constitutes a Request for Proposal (RFP) which specifies South Essex Community Council's requirements for audit services. All pricing information should be fully disclosed with all charges clearly defined. Please feel free to address any additional services not specifically mentioned in this RFP that may be of potential benefit to the Board.

Objective

The objective in the call for proposals is to select an auditing firm to provide audit services for South Essex Community Council.

Terms of Contract

The term of the contract is three (3) years commencing with the fiscal year ended March 31, 2027 to the fiscal year ended March 31, 2029. Ninety (90) days written notice must be provided if either party wishes to terminate the agreement at the contract's expiry date. A 2-year optional extension is provided at rates to be agreed upon at that time.

Inquires during Proposal Process

Questions regarding the RFP should be directed to Debbie Daher, Manager, Financial Resources at 519-326-8629 ext. 369 or by email at: ddaher@secc.on.ca no later than January 30, 2026

Submission of Proposal

Submit one copy of the proposal via email or in a sealed envelope and clearly marked:

RFP Response Audit Services, addressed to:

South Essex Community Council

Attention: Debbie Daher, Manager, Financial Resources

215 Talbot Street East

Leamington, ON N8H 3X5

Email Address: ddaher@secc.on.ca

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

South Essex Community Council is not responsible for any costs incurred by the bidders associated with the preparation of responses to RFP.

Contract Award

South Essex Community Council reserves the right to accept any proposal submitted or to reject all proposals.

It is anticipated that the successful bidder will be notified no later than March 31, 2026.

Termination of Contract

South Essex Community Council reserves the right to terminate the agreement with 30-days written notice to the firm subject to the following:

- The firm fails to perform in accordance with specified service requirements as outlined in the RFP.
- The firm fails to provide any product or service as specified in the agreement without written explanation
- The firm otherwise violates the provision of the RFP to a significant degree.

Proposal Submission Due

Friday, February 6, 2026 by 12:00 noon

Bidder Qualifications

To be considered a candidate for the provision of audit services for South Essex Community Council, bidders must:

- Be a recognized Chartered Professional Accounting firm experienced and knowledgeable in the non-profit sector;
- Be licensed as a public accountant in the Province of Ontario;
- Be current with respect to legislation relevant to the operation of non-profit organizations;
- Have well developed professional auditing techniques and a sound system of control and review of audit work performance;
- Have resources and support services available to address the scope of the audit services required;
- Have an understanding of legislation and regulations relevant to the Board's operating environment;
- Have the expertise and resources available to perform the audit in an expeditious manner and within required time frames as stipulated in the Proposal.

Service Requirements

Annual Financial Statement Audit Schedule:

Upon review of the audit plan by the Audit Committee, each year the Board's auditors and Finance Department staff will meet for the purpose of defining a schedule of joint activities. This meeting will lead to the assembly, audit and submission of the audited financial statements of the Board for the year ending March 31 by June 15th or such deadlines as set by South Essex Community Council's various funders.

The annual audit schedule will identify:

- a) Dates when the required information is to be assembled by both parties,
- b) A list of all schedules, working papers, analysis and other information relevant to statement preparation to be prepared by the Board.
- c) A definition of responsibilities of both Board and audit staff with respect to the preparation of all required documents.
- d) Dates for meetings between Board and audit staff to review the progress by both parties including meetings with the Audit Committee to discuss important matters and review the progress of the audit and to allow the auditors to discuss matters directly with those charged with oversight.
- e) The dates which the auditors will first arrive to commence the financial statement audit, the number of audit personnel to be present and their expected departure date.
- f) Final dates for draft audited financial statements to be made available to the Board's Finance Department staff to facilitate Audit Committee review, Board of Directors approval.

Systems and Procedures Review (Interim Audit)

An annual systems and procedures review (interim audit) will be conducted in accordance with generally accepted auditing standards. The review should be completed in accordance with the yearly agreed upon timelines and the findings discussed with the Executive Director and/or the Manager of Finance.

Each year the audit firm shall meet with Finance Department to establish dates, staffing and areas of concerns to be reviewed during the interim audit.

Qualified Statements

The auditors will immediately, upon discovery of information or condition which would otherwise lead to the inclusion of a statement of qualification with respect to South Essex Community Council's financial statements, inform and fully discuss such matters with the Executive Director and/or the Manager of Finance. In addition, the auditors will as far as possible, allow a reasonable period of time for the above parties to make an investigation, analyze, report and take such corrective action as to avoid the inclusion of such qualification.

Delivery of Annual Financial Statements

Audited Annual Financial Statements will be delivered to the attention of the Executive Director and/or the Manager of Finance by the deadlines set out in the annual schedule.

The auditors will attend such meetings as are called to discuss the annual statements and will provide such information pertaining to the statements as requested by the Audit Committee and the Board.

Post Audit Management Letter

At the time of the delivery of the annual financial statements, the auditors shall prepare and deliver to the Executive Director and/or the Manager of Finance, a letter conveying the concerns relative to the internal accounting and operating controls and/or other matters of material importance with respect to the operation which may have been discovered in the course of the audit.

The auditors shall meet with the Board's Audit Committee as called and as required to discuss the contents and the comments of the Post Audit Management Letter.

Specified Procedures on Program/Funder Reporting Specific to SECC

The responsibilities of the auditors, with respect to the program individual audits will be limited to the specified procedures prescribed by the City of Windsor, the Ministry of Labour, Immigration, Training & Skills Development (MLITSD) and/or Ontario Health – West (former Local Health for Integration Network - LHIN). The Ministry of Labour, Immigration, Training & Skills Development require program audits for any program receiving more than \$150,000 – currently SECC has two (2) program over this amount. The OH-West requires one comprehensive audit for all funds provided to SECC (includes five (5) programs).

The Manager of Finance will perform all accounting work and prepare all supporting schedules. The individual audits will vary based on the programs and services funded during the fiscal year.

Proposal Contents and Format

Following are to be included:

- List of individuals & qualifications that will be directly responsible for the audit
- Details on the audit approach proposed for SECC
- Proposed timeline to ensure completion by June 15th of each year
- Firm's experience working within the not for profit sector;
- Demonstrated knowledge and expertise related to the not for profit sector;
- The name and contact information of two (2) not for profit organizations for whom the firm has performed audits within the last two years;
- Fee structure for audit services for the duration of the contract and an indication of any out of pocket expenses that may be charged;
- Fee for additional audits required by funders;
- Details of how services requirements will be met