

June 18, 2024

Request for Proposal (RFP) Financial Auditing Services

The Sault Community Information and Career Centre Inc. (SCCC) invites qualified accounting firms to submit proposals to perform the annual financial audit for up to a five-year term. The term begins with the fiscal year ending March 31, 2025. Audits must be planned and executed in accordance with Canadian Accounting Standards for Not-for-Profit Organizations. The Auditor should have experience and expertise in performing audits for non-profit corporations, be free of any obligations or interests that may conflict with or affect their ability to perform and act as the Auditor of the Sault Community Information and Career Centre Inc. and have the capacity to provide this service in a timely manner. We invite your firm to review our background and work completion timeline and advise us of your intent to submit a proposal.

Background

The Sault Community Information and Career Centre Inc. is a non-profit agency that provides employment and settlement services to Sault Ste. Marie and the surrounding area since 1992. We offer programs to help job seekers overcome obstacles, explore career and education options, develop essential and relevant skills, and achieve lasting employment. The SCCC also supports employers with job matching, placements, and incentives, assistance with hiring and screening candidates, and delivering workshops on labour market information. Additionally, we have a committed team of settlement experts to assist newcomers and refugees settling and integrating in Sault Ste. Marie. Through all of our programming, we serve over approximately 4000 clients per year.

Our annual operating budget is approximately 4 million, and we employ 45 full-time staff. All services are delivered between two sites. The organization utilizes QuickBooks Premier Nonprofit Edition.

Timeline

- March 31st year-end
- Audited financial statements to be prepared for Board approval by May 15th of each year
- Onsite audit

If your firm is interested in providing auditing services for a term of five years commencing March 31, 2025, and is committed to meeting the above deadline, please contact the undersigned by July 8, 2024, for additional information and proposal requirements.

Regards,

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Director of Finance

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