



**Association
canadienne des
entraîneurs** **Coaching
Association
of Canada**
2451, promenade Riverside 2451 Riverside Drive
Ottawa (Ontario) Ottawa, Ontario
K1H 7X7 K1H 7X7

613.235.5000 613.235.5000
Télécopieur : 613.235.9500 Fax: 613.235.9500

REQUEST FOR PROPOSAL

For External Audit Services

Three (3) Fiscal Years: April 1st, 2026 – March 31st, 2029

Option of two (2) year extension

Issued by

Coaching Association of Canada (CAC)

Responses to RFP due to CAC by December 16th, 2024, by 14:00 PM EST

Coaching Association of Canada (CCA)

Request for Proposal External Audit Services

Instruction to Bidders

Coaching Association of Canada is a non-profit organization duly incorporated under the laws of Canada, having its head office in Ottawa. Extensive information on Coaching Association of Canada can be found on its web site at www.coach.ca. Prior audited financial statements are available on our [website](#).

This document constitutes a Request for Proposal (RFP), which specifies Coaching Association of Canada's requirements for External 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 Coaching Association of Canada.

Objective

The intent with this RFP is to solicit responses from qualified proponents for the provision of external audit services for Coaching Association of Canada.

Terms on Contract

The successful proponent will be awarded the external audit services for Coaching Association of Canada for three (3) years commencing for the fiscal year of April 1st, 2026, to March 31st, 2029. Coaching Association of Canada, at their sole discretion, will have the right to extend the agreement for two (2) additional years. Ninety (90) days written notice must be provided if either party wishes to terminate the agreement prior to the contract's expiry date.

Inquiries During Proposal Process

In response to individual proponent requests, should they arise, Coaching Association of Canada will respond to proponent written questions and enquiries regarding the RFP emailed by December 6th, 2024, prior to proponent submissions due on December 16th, 2024, by 14:00 PM EST. Please forward them to:

Martial Desrosiers Drainville
Director, Corporate Services
mddrainville@coach.ca

Submission of Proposal

- Submit the proposal by e-mail to:

Sudeshna Nambiar
COO
snambiar@coach.ca

AND

Martial Desrosiers Drainville
Director Corporate Services
mddrainville@coach.ca

Proposal Submission Due:

December 16th, 2024, by 14:00 PM EST

- Proponents are solely responsible for the method of conveyance of their proposal to the receiving point.
- Coaching Association of Canada reserves the right to accept any proposal submitted or to reject all proposals.
- It is anticipated that the successful Proponent will be notified no later than **January 10, 2025**.

Termination of Contract

Coaching Association of Canada reserves the right to terminate the agreement with ninety (90) days written notice subject to the following:

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

Bidder Qualifications

To be considered a candidate for the provision of audit services for Coaching Association of Canada, Proponents must:

- Be licensed to provide auditing services in Canada;
- Have a minimum of five (5) years experience in auditing not-for-profit organizations.
- Organizations with prior experience in auditing Multi-Sport Organizations (MSOs) or National Sports Organizations (NSOs) would be considered an asset;
- Have other not-for-profit clients.

Scope of Service Requirements

Following are specific services required:

- Audited financial statements and not-for-profit return;
- The work shall be conducted in accordance with Canadian generally accepted auditing standards;
- Pre and post audit engagement with Finance and Audit Committee;
- Audit fieldwork (virtual) to be completed by May 1st each year, in order to facilitate Finance and Audit Committee review and Board review and approval during June AGM;
- Letter of recommendation to Finance and Audit Committee based upon audit findings;
- Presentation of the final audit results to the Coaching Association of Canada Board of Directors by attending the Annual Meeting at the beginning of June each year;
- Advise Coaching Association of Canada of any and all changes to internal controls and in accounting and reporting requirements;
- Be available as a resource on internal controls, accounting and related issues throughout the fiscal year.

Proposal Contents and Format

Following are to be included:

- Firm's experience working within the not-for-profit sector including NSOs;
- List of individuals, including their experience, in the firm that will be directly responsible for the audit and their proposed role;
- Depth of team resources in the event of staff turnover;
- Demonstrated knowledge and expertise related to the not-for-profit sector including auditing MSOs or NSOs;
- The name and contact information of one to three not-for-profit organization for whom the firm has performed audits within the last three years;
- Fee structure for audit services and rate structure for other advisory services.

Basis of Awarding

A letter of engagement will be signed based on an evaluation of all responses. The criteria for selection is provided in the Submission Framework and it includes the quality of the written response, the Proponents experience, approach to audit and scope of service requirements and the cost of the services (fees). Coaching Association of Canada reserves the right to schedule an interview with any Proponents.

Coaching Association of Canada reserves the right to waive any defects of all informalities in any proposal, to reject any or all proposals, to take any or all proposals under advisement or to accept any proposal as may be deemed to be in Coaching Association of Canada's interest in meeting the standards of quality, price and value ("best" proposal).

Submission Requirements

Proponents are requested to submit a written proposal that describes how the services outlined in the Scope of Service Requirements section will be provided. The submission should be clear and concise with respect to previous experience that are considered relevant to this project, the specific staff who will be assigned to this project and their responsibilities. In order to facilitate the evaluation of proposals, Proponents are requested to organize their Proposal as per the following:

Submission Framework

Evaluation Criteria	Max. Points
Corporate/ Team experience: <ul style="list-style-type: none"> • Expertise of the audit team members with not-for-profit organizations • Expertise in auditing MSOs and or NSOs • System expertise (Coaching Association of Canada uses SAGE 300) • Organization of the audit team • References 	25
Approach to audit and Coaching Association of Canada scope of service requirements: <ul style="list-style-type: none"> • Audit approach and methodology • Identification of risk areas • Ability to meet deadlines • Value added services or offerings 	20
Audit Fees and Rate Structure for Advisory Services	50
Overall quality of submission	5
Total Score	100

Proposal Content

The descriptions of proposal content that follow are not intended to be prescriptive, limiting, or exhaustive – they are intended to serve only as a guideline:

Through the submission of a Proposal, the Proponent will address the following:

- a) The proposed service team and their relevant experience, including references from one to three Not-for-Profit Organizations that the team has been involved with.
- b) The Proponent's industry experience, including MSO or NSO experience.
- c) The proposed audit approach and methodology.
- d) Identification of risk areas.
- e) Approach to Coaching Association of Canada service requirements and its commitment to Coaching Association of Canada timing and deadline requirements.
- f) Approach to resolution of accounting and disclosure issues, as they may arise from time to time.
- g) Approach to post-audit/ management letters.

Financial Proposal

A fee proposal including price and effort should be broken down as follows:

- Hours expected and hourly rates for each team member for the audit.
- Hourly rates for other accounting, audit and tax services are requested.
- Other expenses such as admin fees, technology fees, travel, printing, should be fully disclosed.
- Proposals must provide a three-year schedule of fees, for services herein described. All prices are to be quoted net of HST.

Evaluation Process

The Evaluation Committee will be composed of one CAC Board Member, the CEO, CAC, and the Chief Operating Officer, CAC. They will interview three finalists the week of January 20th, 2025, to select an auditor, with recommendations for the March Board assembly. By April of 2025, the Board and Finance and Audit Committee (FAC) will have appointed the new auditor.