

Request for Proposals External Audit Services

The Greater Kingston Chamber of Commerce (GKCC) is seeking proposals for external audit services. The GKCC is incorporated under the Board of Trades Act without share capital and must comply with all operating and reporting requirements including the annual filing of form T1044 and T2 with Canada Customs and Revenue Agency. The Chamber was incorporated in 1841 as a not-for-profit organization. Currently there are approximately 650 members. The Chamber's mission statement is: "We are committed to stimulating the growth and prosperity of the local business community. We will influence public policy, be the catalyst for connectivity, and provide unique competitive advantages for our members." The Chamber's main source of revenue is membership fees and surplus from events. We have 4 full-time employees and an annual budget of approximately \$600,000.

The GKCC contracts with a part-time bookkeeper who provides all bookkeeping and record-keeping services for the corporation. The Chamber uses the accounting software system QBO. Accounts receivables are also computerized on a membership software program. The Chamber uses the QBO system to process its' biweekly payroll.

The proposal is for the provision of audit services, commencing with the 2027 fiscal year and continuing for a 3-year period ending with fiscal year 2029, which shall include:

- Examination of the records and financial information in accordance with generally accepted accounting principles.
- Preparation and presentation of an audit report and Management letter to the Finance Committee and Board of Directors.
- Issuance of audit report for approval at the annual general meeting in March.
- Attendance at the Annual General Meeting in April.
- The completion of interim audit testing is at the discrepancy of the auditors and would be included in the time spent to do the audit.
- Preparation of all relevant government and taxation forms

The auditor will provide the Chamber with a client assistance letter outlining preparatory information required prior to the audit.

The auditors shall, immediately upon discovery of information or conditions, which would otherwise lead to the issuance of a qualified audit opinion with respect to any of the corporation's financial statements, inform and fully discuss such matters with the designated official of the Chamber. The auditors shall, as far as is possible, allow a reasonable time for the corporation to investigate, analyze, report, and take corrective action so as to avoid the inclusion of such qualifications.

Your proposal should include the following information: a profile of your firm including resource and support services available and particular strengths relevant to the audit.

1. Experience of your firm in auditing not-for-profit organizations, including references or testimonials, if possible.
2. The names and related experience of your staff that would be assigned to the audit if your firm were successful.



3. Information regarding any advisory services available to the Chamber free of charge.
4. Detailed information regarding the proposed fee schedule for the specifications proposed.
5. An hourly rate for any additional work required or requested by the Chamber but not within the scope of the annual audit as described.

The GKCC may choose not to accept the lowest cost proposal. All proposals will be evaluated by using the following pre-established qualitative and quantitative criteria.

1. Responsiveness of the written proposal to the purpose and scope of service.
2. Price
3. Ability and history of successfully completing Contracts of this type and meeting projected deadlines.

It is our intention to develop a mutually beneficial relationship with the provider of audit services. It is not our intention to seek another competitive proposal during the three-year term. However, in the event that we are dissatisfied with the services provided, the relationship may be terminated. Reappointments will be reviewed annually and confirmed at our Annual General Meeting (AGM).

GKCC Membership

- Supplier must be an active GKCC member in good standing.
- If not currently a member, supplier must join GKCC prior to contract signing.

Code of Conduct

- Successful supplier will be required to sign GKCC's Code of Conduct, to be provided as a separate document.

Proposals must be received no later than 4:30 p.m. on Friday September 18, 2026, at our office and may be submitted by email or hard copy. Submissions received after the closing date will not be accepted and will be returned unopened to the submitting firm.

Any proposal may be withdrawn up until the date and time set above for opening of the proposals.

The GKCC shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the RFP.

The GKCC acknowledges with thanks the efforts required in submitting a proposal.

Yours truly,

A handwritten signature in purple ink, appearing to read "K Cross".

Karen Cross
Chief Executive Officer
Greater Kingston Chamber of Commerce