



Request for Proposal for Accounting Audit Services

Schedule

Date of issue: June 3, 2021
Expression of Interest: June 18, 2021
Submission due date: June 30, 2021
Identification of preferred bidder: August 31, 2021
AGM vote in November for fiscal year 2021-2022

Proposals should be directed to:

Jo Swann
Treasurer
c/o The Firehall Theatre Society
280 East Cordova Street
Vancouver BC V6A 1L3

Telephone: 604.689.0691
Email: firehall@firehallartscentre.ca

We are soliciting proposals from professional accounting firms to provide accounting audit services for The Firehall Theatre Society.

We are inviting the submission of a proposal to us by June 30, 2021 for our consideration. Please indicate your intent to submit a proposal via email to firehall@firehallartscentre.ca by June 18, 2021.

A description of the services needed and other information is included.

The Firehall Theatre Society, Vancouver, British Columbia

Purpose

The Firehall first opened its doors on February 25, 1982 with a performance by Axis Theatre, who managed the theatre at that time. The Firehall Theatre Society was incorporated in 1983 and in 1985 established itself as one of the first theatre companies to incorporate aboriginal and culturally diverse artists within its practice.

The building the Firehall calls home was built in 1906 and acted as Vancouver's first fire station until the mid 1970s. Located in the historic heart of the city, the Firehall strives to produce and present work that highlights and supports Canada's multiculturalism. As the first company focusing on Canadian work with this intent, the Firehall broke through social barriers and helped playwrights, actors, dancers, performers and producers of various cultural backgrounds present work to audiences across the country.

Mission

To produce and present provocative performing and visual arts reflective of the diversity of Canada.

Vision

Enriched lives and expanded minds through the arts.

Values

Community: We nurture our local and artistic communities.

Inclusion: We commit to welcoming a diversity of artists and audiences to the world of professional performing and visual arts.

Transparency: We conduct business in an ethical and transparent manner.

Education: We educate and inspire our artists, our staff and our audiences.

Sustainability: We commit to the fiscal and environmental sustainability of our artistic practice.

Accounting audit services to be performed

Your proposal is expected to cover the following services:

1. Audit of our annual financial statements in compliance with Canadian Accounting Standards for Not-For-Profit organizations.
2. Completion of an audit plan for presentation to the Finance Committee in July/August 2021.
3. Attendance at meetings with the Finance Committee, Board of Directors, Annual General Meetings as necessary or requested.

Length of the engagement

The length of the commitment is for the fiscal years ending June 2022 to June 2024.

Key personnel

The key contacts for information you may seek in preparing your proposal are:

- Donna Spencer, Artistic Producer, dspencer@firehallartscentre.ca
- Susan Shank, General Manager, gm@firehallartscentre.ca

Requests for additional information, visits to our site, review of prior year financial statements and statutory filings, and/or appointments should be coordinated through the General Manager.

Financial Systems

The Firehall uses SAGE Premium Accounting version 2021.

Draft financial statements and other analyses are prepared as requested by the review firm. All accounting records are maintained at 280 East Cordova Street, Vancouver. Accounting review services are currently provided by Rolfe, Benson LLP.

Your response to this Request for Proposal

In responding to this request, please provide the following information:

1. Detail your firm's experience in providing accounting review services to arts organizations in the not-for-profit charitable sector.
2. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.
3. Identify the partner, manager and other staff who will be assigned to the review engagements if you are successful in your bid and provide their biographies.
4. Discuss the firm's independence with respect to the entities.
5. Describe how your firm will approach the reviews, including the use of technology and the areas that will receive primary emphasis. Describe the communication process used by your firm to discuss issues with the management team, Finance Committee and / or the Board of Directors.
6. List the proposed fees for the fiscal year end June 2022, with whatever guarantees can be given regarding increases for the following two years.
7. Provide standard billing rates for classes of professional personnel who could be assigned to the reviews.
8. For reference purposes, provide the name and contact information for other similarly sized clients of the partner and manger that will be assigned to us.

Please submit your response to the above address by June 30, 2021. We would also appreciate a response if you decide not to submit a proposal.

Response evaluation

1. Proposed fees and costs: 50%
2. The firm's understanding of the scope of the services as evidenced by the proposal submitted, including the firm's approach: 25%
3. The background and experience of the firm in providing similar services as well as specific education, qualifications and relevant experience of key personnel to be assigned: 25%

The following information will also be considered:

1. The firm's completeness and timeliness in its response.
2. Ability of the firm to commit time to the account.
3. Information obtained from the firm's references or other clients.
4. Interviews with senior engagement personnel to be assigned.

Sincerely,

Jo Swann
Treasurer
Firehall Theatre Society

Attachments: Financial statements for the fiscal year ending June 2020