

REQUEST FOR PROPOSAL

RFP-240704

Audited Annual
Financial Statements
and Related Filings

Proposals will be
received via email until
Friday, August 9, 2024
5:00 p.m. ET

www.canadianfairs.ca

REQUEST FOR PROPOSAL

General Information

Project objective	Preparation of its yearly audited financial statements and related filings for a one year period with an extension of two subsequent years, following member approval at the Annual General Meeting in November of 2024. Work will begin with the 2023/24 fiscal year ending July 31st, 2024. The audit of our non-profits financial statements must be performed in accordance with generally accepted auditing standards.
Issuing organization	Canadian Association of Fairs and Exhibitions (CAFE) 78 George St, Suite 204 Ottawa, ON K1N 5W1
RFP issued	July 19 th , 2024
Due date for proposals	August 9 th , 2024
The policy of the CAFE board is to solicit proposals with an honest intention to award a contract. This policy will not affect the right of CAFE to reject any or all proposals.	
Contact	Linda Sicoli, Executive Director executivedirector@canadianfairs.ca 800-663-1714

About us

We are community builders. Those with the resolve and know-how to orchestrate moments that rally us to each other's side and invigorate our collective conscience. Our organizations recognize the power of the stage and spotlight in providing a showcase to honour the diversity of thought, history, skills and teachings that make us who we are.

The Canadian Association of Fairs and Exhibitions exists to provide member organizations with a united voice, programs and tools to spur the kind of open collaboration, shared learning and coordinated action that a vibrant sector needs to thrive. And never has this collective effort been more needed. Our organizations are facing unprecedented challenges that have re-shaped the landscape.

While our sector is diverse, our desire to enrich community is our shared purpose. Where others see differences, we see reasons to get together.

For 100 years, the Canadian Association of Fairs and Exhibitions (CAFE) has focused on helping industry reach its full potential. We do this by organizing professional development, advocating for our industry's interests and providing unique learning opportunities. We currently reach more than 700 fair and exhibition organizations and countless service providers across Canada. The Canadian fair and exhibition industry sees more than 35 million visitors each year through their 17,000+ events and activities, with an estimated economic impact of \$2.9 billion on local communities, the majority of those being rural.

Canadian fairs and exhibitions have been a substantial and integral part of the fabric of Canadian life for centuries and many have been in existence prior to Canada's confederation. These time-tested organizations host premiere Canadian events that established and continue to maintain our national identity.

OUR PURPOSE

Strengthening organizations that create experiences to enrich communities across Canada.

OUR AMBITION

That communities gather and celebrate at fairs and events for generations to come.

Scope of Work

Request for Proposal (RFP) for Audit Services

1. Introduction

The Canadian Association of Fairs and Exhibitions (CAFE) is seeking proposals from qualified audit firms to conduct the annual audit of its financial statements. The selected firm will be engaged for an initial term of one year, with the possibility of renewal for additional years based on approval at its Annual General Meeting in November 2024.

2. Background Information

CAFE is a national organization representing fairs and exhibitions across Canada. Our mission is to support and promote the interests of our members by providing valuable resources, advocacy, and networking opportunities. CAFE operates as a non-profit organization, and its financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. Our annual revenue ranges between \$400,000.00 and \$700,000.00 annually.

3. Scope of Services

The selected audit firm will be responsible for performing the following services:

- a) Conduct an annual audit of CAFE's financial statements for the fiscal year ending July 31, 2024
- b) Prepare an audit report for the Board of Directors and Management Letter.
- c) Federal tax preparation
- d) Provide recommendations for improving internal controls and financial practices.
- e) Assist with any related financial or compliance issues as needed.

4. Proposal Submission Requirements

Interested firms should submit a proposal that includes the following information:

- a) **Firm Profile:** Overview of the firm, including its history, size, and relevant experience in

auditing non-profit organizations.

- b) **Team Qualifications:** Information on the audit team, including the qualifications and experience of key personnel who will be assigned to this engagement.
- c) **Approach and Methodology:** Description of the firm's audit approach and methodology, including how it will address the specific needs of CAFE.
- d) **Timeline:** Proposed timeline for completing the audit and presenting the audit report. Please note that the audit is presented at CAFE's annual convention in November.
- e) **Fees:** Detailed fee structure, including the estimated total cost for the annual audit and any additional services.
- f) **References:** Contact information for at least three references from similar non-profit organizations that have engaged the firm for audit services.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- a) Experience and qualifications of the firm and audit team.
- b) Understanding of the non-profit sector and CAFE's specific needs.
- c) Approach and methodology.
- d) Proposed timeline.
- e) Cost.
- f) References.

6. Submission Deadline

Proposals must be submitted by email August 9th, 2024 to:

**Linda Sicoli,
Executive Director,
Canadian Association of Fairs and Exhibitions,
78 George Street, Suite 204,
Ottawa, ON K1N 5W1**

executivedirector@canadianfairs.ca

7. Additional Information

For any questions or additional information, please contact Linda Sicoli at executivedirector@canadianfairs.ca or 1-800-663-1714

8. Confidentiality

All information provided in response to this RFP will be considered confidential and will be used solely for the purpose of evaluating the proposals.

9. Reservation of Rights

CAFE reserves the right to reject any or all proposals, to waive any informality or irregularity in any proposal received, and to accept any proposal deemed to be in the best interest of CAFE.