



REQUEST FOR QUOTES
Accounting Services

Contact:

All enquiries regarding the Request for Quotes should be directed to:

Dione Chambers

Executive Director

P: 780-998-4355

E: dione@fortsaskchamber.com

Closing Date and Time:

Closing date for quotes is no later than **4:00 p.m., Monday, May 15th, 2017.**

Quotes can be e-mailed to:

dione@fortsaskchamber.com

**Alternatively,
copies can be mailed to:**

Fort Saskatchewan
Chamber of Commerce
Box 3072
Fort Saskatchewan AB T8L 2T1

**Please clearly mark
e-mails and/or envelopes:**

Quotes for Fort Saskatchewan
Chamber of Commerce
Accounting Services

Faxed quotes will not be accepted.

INTRODUCTION

This Request for Quote is intended to obtain quotes for the Accounting Services of the Fort Saskatchewan Chamber of Commerce.

BACKGROUND

The Fort Saskatchewan Chamber of Commerce (the Chamber) is a not-for-profit organization registered under the Boards of Trade Act. The Chamber's principle activity is to actively promote an environment in which business can grow. The Chamber is exempt from corporate tax under subsection 149(1)(e) of the Income Tax Act.

The Chamber of Commerce has three full-time employees. The Chamber is governed by a Board of Directors consisting of 12 directors.

The Fort Saskatchewan Chamber of Commerce currently has an operating budget of \$500,000 which is administered through the office located in Fort Saskatchewan. The financial statements of the Chamber have been prepared by staff in accordance with Canadian Generally Accepted Accounting Principles. Because a precise determination of many assets and liabilities is dependent on future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. The financial statements must be properly prepared within 60 days of receiving the Simply Accounting- Accountants file.

SOFTWARE & RESOURCES

At present, Simply Accounting software is the method used for data entry and to record all business financial transactions. The Chamber fiscal year is July 1 – June 30.

TERM OF ENGAGEMENT

The Contract's duration will be for three (3) years with two (2) one-year options to be exercisable by the Fort Saskatchewan Chamber of Commerce in its sole discretion. However, the appointment will be on an annual basis for terms of one year, as required by the Chamber's By-laws. The Chamber reserves the right to not reappoint, if dissatisfied in any way with performance, the fees charged, or any other elements of the service provided.

QUOTE REQUIREMENTS

As part of the proposal please outline:

1. Expertise and qualifications serving a non-profit organization and the legislative regulations and requirements.
2. The names, qualifications and expertise of members of your firm who would be available to the Board of Directors.
3. Expertise in audits (should we require them in the future) of similar-sized and function organizations.
4. One quote is requested:

- a. Annual fee for each year of the first three years for the completion of the financial statements to be prepared
5. Hourly rate for the preparation of all Chamber accounting transactions including accounting work, preparation of financial statements, notes, schedules or any other non-audit responsibilities.
6. Please note any additional services covered in the quote.

QUOTE EVALUATION

The Chamber encourages bids for the entire project incorporating all of the elements, as outlined above. All bids will be subject to the Chamber's Purchasing Policy 8.03.

Quotes will be evaluated on the basis of:

1. The Chamber's appreciation of the consultant's ability to carry out this project.
2. The consultant's understanding of the Chamber's requirements and details of how the consultant proposes to meet the objectives.
3. The cost proposal for the project.

CONDITIONS OF RFQ

All conditions and provisions of this RFQ are deemed accepted by the consultant through the consultant's response to this RFQ.

1. **Confidentiality:** Information pertaining to this project and to the Chamber of Commerce obtained by the consultant as a result of the consultant's participation in this RFP is confidential and must not be disclosed by the consultant except as authorized, in writing, by the Chamber of Commerce.
2. **Incurred Costs:** The Chamber of Commerce shall not be liable for any costs of preparation of quotes or any other cost associated with consultant responses to the RFP.
3. **Proposal Rejection:** The Chamber of Commerce reserves the right to reject the lowest cost proposal as well as any or all quotes, or may elect not to proceed with the engagement of consultant services for this project.
4. **Proposal Return:** The quotes and accompanying documentation become the property of the Chamber of Commerce and shall not be returned.
5. **Period of Commitment:** Quotes must be firm for a period of not less than 60 days from the closing date.

SUBMISSION OF QUOTE

A copy of the quote submittal shall be emailed or delivered on or by 4:00 p.m. (MDT) on Monday, May 15, 2017 to:

Dione Chambers, Executive Director
Fort Saskatchewan Chamber of Commerce
Box 3072
Fort Saskatchewan, AB T8L 2T1

Tel: 780.998.4355
Fax: 780.998.4388
Email: dione@fortsaskchamber.com
www.fortsaskchamber.com

All emails or mailed submittals shall be addressed as specified above. The front of the envelope shall be marked "Fort Saskatchewan Chamber of Commerce Accounting Service RFQ."