



The Greater Vernon Chamber of Commerce is requesting proposals from bookkeeping firms and qualified individuals to perform bookkeeping services beginning January 2018 on a contract basis.

1. Background Information

The Greater Vernon Chamber of Commerce (GVCC) is a federally incorporated not for profit organization governed under the federal Board of Trade Act. GVCC provides advocacy, benefits and networking opportunities for its members primarily representing businesses in the Greater Vernon area. GVCC's members are also members of the BC Chamber of Commerce and the Canadian Chamber of Commerce through a levy that is applied to each annual membership fee. GVCC has a General Manager and one other staff member with an operating budget of approximately \$300,000. Revenue is derived primarily through annual membership dues and special events the Chamber puts on throughout the year.

2. Scope of Bookkeeping Services

Under the direction of the General Manager the Bookkeeper maintains necessary and appropriate records, files and processes to ensure the smooth and compliant financial operation of the organization. Services to be included

- Generate a monthly report of actual versus budget amounts
- Generate T4, and T4A (if required)
- File and prepare GST returns on a quarterly basis
- Perform monthly closing procedures after all monthly adjustments have been made in SAGE
- Be readily available to answer questions from the General Manager and Board of Directors as needed
- Proactively inform GVCC of regulatory changes that would impact GVCC's finances
- Prepare year-end annual report and documentation for audit purposes
- Be available for the year end audit
- Update year end adjustments as identified by the auditor

3. Term of Accounting Services

The contract for accounting services based upon GVCC Board approval of the proposal will be for the period from January 2018 through Aug 31, 2018. At the end of service, both GVCC and the contractor will have the option to terminate this contract and renegotiate the fee for continued accounting services. Such condition will be executable with at least thirty days' notice to the other party.

4. Proposal Content

To describe clearly the proposed understanding of the work to be done, the following content must be included in the proposals:

Qualification Component

The proposer must demonstrate the capability to perform the above-stated services in accordance with generally accepted bookkeeping principles. It is strongly preferred that the proposer also have non-profit bookkeeping experience. Please:

- Provide, as references, three current and/or past clients, the length of time the proposer has worked with each client and a short summary of services provided in each case. Please also provide email and telephone contact information for each client.
- Provide a CV or resume of the professional who proposes to direct the overall bookkeeping service activity. This should include information about that individual's educational background and relevant experience.

Estimated Fees

Please state the estimated fee for providing bookkeeping services for the period of January 2018, through Aug 31, 2018. Also, state estimated fees for the subsequent two years, under existing conditions, if GVCC were to request an extension of the contract.

Task/Activity Plan

The proposer will specify expected budgeted hours and a timetable for accounting services for each monthly cycle, and the year-end Financial Statement.

Administrative Component

- Explain the approaches to performing the accounting services required by GVCC.
- List expenditures that will be additional charges to GVCC
- Indicate proposed billing rate for expanded services if the need should arise

5. Conditions for Submission of Proposal

Proposals must address each of the accounting service requirements as stated in this RFP. Proposals that address only some of the requirements contained in this RFP will not be considered.

The proposer shall furnish such additional information that GVCC may reasonably require.

PROPOSAL TIMEFRAME

RFP Issue Date:	January 2, 2018
RFP Inquires Closing Date and Time:	January 12, 2018 (4pm)
RFP Closing Date and Time:	January 19, 2018 (4pm)
Notice of Award	January 26, 2018

6. Procedures for Submission of Proposal

Proposal to the RFP should be received no later than January 19, 2018, at 4 p.m. by email to: manager@vernonchamber.ca

If you have questions about the proposal, the organization, or any matter contained within this RFP, please submit your questions via email to manager@vernonchamber.ca on or before January 12, no later than 4pm

7. Bidder

Qualifications

To be considered a candidate for the provision of bookkeeper for the Greater Vernon Chamber of Commerce, bidders must:

- Be a Greater Vernon Chamber of Commerce member in good standing
- Demonstrated knowledge and expertise related to the not for profit sector;
- Established experienced Bookkeeper, experienced and knowledgeable in the not for profit sector, able to provide references
- Knowledgeable and proficient with SAGE
- Be current with respect to legislation relevant to the operation of not for profit organisations.
- Willingness to communicate with the year end accountant

8. **EVALUATION:** Although price will be the primary consideration in evaluating the proposals it will not be the sole deciding factor. Experience working with small not for profits organizations, proposed methodology and project lead will also be considered. The Finance Committee of the Board will review all submissions and will make a final recommendation.

SUBMISSION: Proposal must be submitted by the RFP closing date and time either in paper or electronic format to:

Dione Chambers, General Manager
204,3002 32 AVE, Vernon BC V1T 2L7
Greater Vernon Chamber of Commerce
EMAIL: manager@vernonchamber.ca

ADDITIONAL INFORMATION:

1. In appreciation of the value of your time we have tried to make this RFP as short and concise as possible and also appreciate you doing the same in your response.
2. The proponent is solely responsible for the completeness and accuracy of their proposal.
3. The proponent is solely responsible for all activities and related costs incurred in responding to this RFP.

(end)