



Request for Quotes (RFQ)

Request for Quotation: Financial Auditing Services

Issue Date: February 5, 2025

A. INTRODUCTION

Killick Hospice Care Inc. is a registered charity which owns and operates Lionel Kelland Hospice. Lionel Kelland Hospice (LKH) is the first residential hospice facility in Newfoundland and Labrador. It provides care, respect, and dignity to those at the end-of-life and offers support to their families.

Located in Grand Falls-Windsor, the Hospice accepted our first resident on April 4, 2024. Since that time, we have now had over 100 residents live with us during their final days of life.

LKH invites qualified accounting firms to submit proposals to perform the annual financial audit for the 2024/25 to 2028/29 fiscal years (five years). Audits must be planned and executed in accordance with Canadian Accounting Standards for Charity Organizations and any provisions of funding agreements held by Killick Hospice Care Inc.

Annual extensions will be determined through a vote at LKH's Annual General Meeting.

The Auditor should have experience and expertise in performing audits for charity corporations, be free of any obligations or interest that may conflict or affect their ability to perform and act as the Auditor of Killick Hospice Care Inc. and have the capacity to provide this service in a timely manner.

B. TERMS AND GENERAL CONDITIONS OF ENGAGEMENT

Terms of Engagement

It is the intention of Killick Hospice Care Inc. to enter into an agreement with the successful firm to provide external audit services beginning with the annual audit for the fiscal year ending March 31, 2025, with an opportunity to renew the engagement for the following four fiscal years.

Awarding of Contract

Notice in writing will be provided to the successful audit firm by Killick Hospice

Care Inc.'s Executive Director.

Insurance

The Auditor shall maintain professional liability insurance with respect to professional liability as required and specifically named for the Services, including errors and omissions, with a limit of not less than \$2,000,000 per occurrence with respect to the Services alone, and confirm that the audit firm carries the required insurance as prescribed by the relevant professional regulatory bodies.

Experience and Qualifications

The audit firm must meet the following minimum requirements to be considered for evaluation pursuant to this RFQ:

1. The firm's audit manager assigned to Killick Hospice Care Inc. must hold a valid accounting designation, have previous experience in performing a charity audit engagement, and be licensed to operate in the province of Newfoundland and Labrador.
2. Demonstrated completion of several charity audits of similar size, complexity, and scope (or greater) within the last three (3) years.

C. GENERAL INFORMATION

Background Information

Killick Hospice Care Inc. was incorporated on February 5, 2015, as a registered charity. We do have charitable status, and we are supported by a strong and caring community.

Lionel Kelland Hospice is the first community-based residential Hospice in Newfoundland and Labrador. Our mission is to enhance the quality of life for individuals and their families dealing with progressive illness, death, and bereavement through compassionate and holistic care, education, research, and advocacy.

Our commitment is to ensure care, respect, and dignity at the end-of-life. Please see our website for additional information: [About The Hospice | Lionel Kelland Hospice](#).

The Executive Director reports to a volunteer Board of Directors and provides financial reporting updates to the Board on a monthly basis (with the exception of July and August months).

Lionel Kelland Hospice is located at 3 St. Catherine Street, Grand Falls-Windsor, NL, A2A 1V7.

The organization currently has:

- 22 full-time staff
- 3 part-time staff
- 10 casuals (all in the Care Team)

Financial Systems and Accounting Standards

Killick Hospice Care Inc. utilizes the following accounting systems:

System or Method	List System or Method Used
Accounting system	• Sage Intacct
Payroll system	• ADP
Timesheets and Attendance method	• ADP
Electronic Payables System	• Manual cheques via Sage Intacct
Electronic Receivables	• Recording via Sage Intacct

D. SCOPE OF SERVICES

Services

The Auditor will be expected to:

1. Complete the audit of the annual financial statements and provide written audit reports with an audit opinion on the financial statements.
2. Conduct the examination in accordance with the Canadian Auditing Standards and in compliance with the Canadian Accounting Standards for Charity Organizations.
3. Examine the financial records, systems, and controls of the LKH.
4. Prepare the year-end financial statements.
5. Advise the Executive Director and the Finance & Audit Committee of any weaknesses in key areas of risk pertaining to the internal controls noted during the audit or other areas of concern, prior to the issue of the Management Letter.
 - a. The Auditor shall provide appropriate beneficial recommendations based on audit findings to improve areas of concern.
 - b. The Auditor shall communicate in a post-audit report and in the form of a Management Letter, if required, to the Board any reportable conditions, as determined by the Auditor, found during the audit.
6. Ensure all new or changed reporting requirements and accounting and auditing standards are communicated to the LKH, in writing in a timely manner to ensure that financial statements and notes are in compliance with current reporting requirements and auditing standards.
7. Review and complete any legislatively required returns (such as to the Canada Revenue Agency)
8. Respond to and discuss with the LKH's Executive Director any accounting, auditing, tax, and other issues arising throughout the year. Inquiries are

infrequent, usually brief, and specific in nature, and may require written confirmation. It is expected that such inquiries would be included in the fee schedule provided and would not incur additional billing or that LKH staff would be advised of any additional charges prior to services being provided.

9. Immediately upon discovery of information or conditions which would otherwise lead to the inclusion of a qualified opinion with respect to the financial statements, inform and fully discuss such matters with LKH's Executive Director.

In addition, the Auditor shall, as far as possible, allow a reasonable period for LKH staff to make an investigation, analyze, report, and take such corrective action as to avoid the inclusion of such qualification.

10. Provide Killick Hospice Care Inc. with finalized financial statements.
11. Attend organizational meetings: The auditors are required to attend the following 2 (two) meetings as part of the requirements:
 - the February Finance & Audit Committee to discuss the audit
 - the June Finance & Audit Committee to report on the audit findings

Annual Audit Schedule

The basic timeline will be as follows:

1. Connect with the Executive Director in late February to confirm audit timeline.
2. Auditor to provide schedule of client assistance to the Executive Director by mid-March.
3. Year-end trial balance, provided by Executive Director to the Auditor approximately three (3) weeks after year-end.
4. Year-end audit, to start by mid-May.
5. Draft audit report and presentation to the Executive Director and Finance & Audit Committee, no later than the second week June.
6. Preparation and filing of the charity return, no later than the end of June.

The LKH staff will assist the Auditor by preparing a trial balance and supporting documentation.

Killick Hospice Care Inc. will appoint an Auditor (or Audit Firm) for audit services; however, other firms may be used for other services if it is deemed more advantageous or appropriate to do so.

Killick Hospice Care Inc., therefore, reserves the right, at its sole discretion, to use other financial services and financial firms.

E. AUDIT PROPOSAL

Proposal Requirements

A cover letter shall be provided with the proposal clearly stating the accounting firm's understanding of the services to be provided.

The letter must include the name(s) of the person(s) who will be authorized to make representations for the firm, their title(s) and telephone number(s).

Proposals should include:

1. **Company profile and contact information.**
2. **How the organization is keeping up with changes to the Accounting Standards for Charity Organizations.**
3. **Number of clients and experience with similar charity audits.**
4. **Fee Proposal:** The firm's fixed fee quote for audit services as described herein.
 - a) The proponent will include a breakdown of fees for the actual preparation of the audit as well as for the preparation of the financial statements, the preparation and filing of the charity return.
 - b) Indicate any additional services that the firm can provide that might be beneficial to Killick Hospice Care Inc. and an associated fee schedule.
 - c) The fee proposal should detail all fees by year, over the five-year term.
5. **Billing Dates**
6. **Experience:** Three charity audits within the last three (3) years. Include years of service and a contact name, telephone number and email address.
7. **Charity Support:** Indicate how the audit firm will provide charitable support to the Lionel Kelland Hospice beyond the annual audit and how the audit firm's values align with ours.

Evaluation Criteria

Proposals that comply with the mandatory requirements will be evaluated on a qualitative basis using the following criteria:

Criteria	Maximum Value
1. Charity Audit Experience	40%
2. Audit Scope and Fees	40%
3. Alignment with LKH's purpose, vision, values and charity support.	20%

The audit firm must provide an affirmative statement that it is independent of Killick Hospice Care Inc. (Lionel Kelland Hospice).

Submission of Proposals

Questions will be accepted until February 12, 2025. Answers will be provided by February 17, 2025.

Submissions must be received by 4:00 PM, NST, February 21st, 2025.

Proposals can be sent to Peggy Hamilton, Executive Director, by email at:
office@lionelkellandhospice.ca.

Proposals received after the deadline will not be considered.

KILLICK HOSPICE CARE INC. CONTACT AND DISCLAIMER

Disclaimer

The information contained in this RFQ is supplied solely as a guideline and is not guaranteed or warranted by Killick Hospice Care Inc. to be accurate, nor is it necessarily comprehensive or exhaustive.

Killick Hospice Care Inc. is not liable for any costs incurred in the preparation of the proposals.