



Request for Proposal

for

Bookkeeping & Directory Production Services

This Request for Proposal Closes at 4:30 pm on Monday, September 13, 2021

Issued: August 19, 2021

1. Introduction

1.1. Background

The Sans Souci and Copperhead Association (SSCA), founded in 1903, is a vibrant community of over 450 cottage families and residents that enjoy this special part of the Bay and want to preserve it for present and future generations. Situated on Canada's beautiful Georgian Bay, south of Parry Sound and north of Twelve Mile Bay, our community attracts residents and cottagers from all over the world. The SSCA has partnered with other organizations on the Bay (Georgian Bay Association, Georgian Bay Forever, Georgian Bay Land Trust and Georgian Bay Biosphere Reserve) to keep its members informed about local matters and to advocate for sustaining our unique environment. At the same time, a variety of programs for all ages (a children's Day Camp, Environment Day, Sailing Camp and Regattas, Book Club, Yoga, the annual SSCA Regatta and Art Show, Cottage Social potluck dinners) and facilities (two Sport Courts, a Fitness Centre) are offered to cottagers and their guests at the Community Centre on Frying Pan Island throughout the summer. Please visit the Association's website at www.scca.info for more information.

1.2. Purpose of the Request for Proposals

This Request for Proposals (RFP) invites individuals and firms to submit proposals for the following services:

1. the bookkeeping and preparation of financial reports of Sans Souci and Copperhead Association on a monthly, quarterly and annual basis;
2. the preparation of working papers and other information as required by the accountants of SSCA in the preparation of the annual financial statements with notes, in accordance with GAAP;
3. the retention of financial records, including source documents, in accordance with statutory requirements; and
4. the yearly production of a membership directory that includes a listing of member address information and associated location.

Tax services are not currently required due to the Association's tax-exempt status. However, any change to that status may require certain services in support of tax related compliance. Any such change in scope will be discussed and agreed to with the service provider on mutually-agreeable terms.

1.3. Period of Service Agreement

The selected Proponent will perform the services as described above for a minimum of three years, with the option to extend the Service Agreement for up to two additional years, in one-year increments, provided both parties are in agreement. The fiscal year of the reporting entities ends on December 31st.

1.4. Type and Scope of Services

The bookkeeping services required by the SSCA include, but are not limited to, the following:

- the maintenance of the chart of accounts and master data in the accounting software, currently Quickbooks. If the proponent would like to use a different software application, such application and its merits, including the level of effort involved in the conversion must be articulated in the submission.
- recording all transactions on a monthly basis in the accounting software, including accruals, prepaid expenses and related amortization and other adjusting entries as appropriate to generate statements that present the Association's financial position fairly, in all material respects.
- generating the financial statements (Statement of Operations, Statement of Financial Position, Statement of Cash Flows) of the Association each month.
- processing all vendor invoices (~120/year) and expense reports (~10/year), including obtaining the appropriate approval for each through electronic means.
- generating a monthly (or more frequently when necessary) proposed payment report for the Treasurer with all disbursements to be made to settle obligations as they become due.
- preparing the bank reconciliations for the Association's primary operating and savings accounts as well as the Paypal account.
- providing the Treasurer with monthly reports that include the bank reconciliations, trial balance, general journal entries and account detail on certain general ledger accounts, as required.
- liaise with the Permanent Secretary, President, and Membership Director, as appropriate to record, reconcile and balance membership dues and ancillary fees (eg. day camp, sail camp) to the billing sources and cash receipts.
- deposit cheques to the bank when necessary (few cheques are received).
- raise issues as soon as identified and assist in resolution where appropriate.

The annual production of a membership directory required by the SSCA include, but are not limited to, the following duties:

- establish and manage the directory production schedule including the necessary coordination with the printer;
- work with the Membership and Communication Director to identify cut-off date for updates to member data;
- work with the umbrella organization, the Georgian Bay Association (GBA) to combine the delivery of the SSCA Directory with the GBA's spring mailing;
- confirm and procure SSCA branded envelope and label supply;
- working with the Membership Director, assemble membership data into a publishing template (MS Publisher) with all pertinent membership information;

Sans Souci and Copperhead Association
Request for Proposal: Bookkeeping & Directory Production Services

- coordinate and support the creation of the annual "President's letter;"
- confirm with the Membership Director all "members in memoriam" to be honoured;
- confirm with the SSCA Secretary and SSCA President all updates to Officers, Directors and Advisory members;
- validate all emergency contact information with the SSCA Fire & Safety Director;
- source a cover picture/image;
- coordinate printer production and delivery of finished directory to the GBA Update mailing house;
- additional tasks may be required if advertising is included in the directory

While not exhaustive, the list comprises the bulk of the requirements. Preference is given to candidates that demonstrate a proactive nature to adding value by understanding the Association's needs. Optional services, subject to the ability to ensure appropriate controls are in place, include the ability to process disbursements directly from the bank account. All proponents must be of high integrity and attention to detail. Proponents must demonstrate the ability to respond timely to requests, though urgent requests are rare. The annual financial statements with notes are prepared by the Association's accountants, in accordance with Canadian Generally Accepted Accounting Principles (GAAP) for not-for-profit organizations (ASNPO). Proponents will endeavour to maintain the accounts in accordance with ASNPO to the extent material, but interim reports do not need to be wholly-compliant.

1.5. Key Financial Reporting Dates

Fiscal year-end of the SSCA	December 31
Month-end reports to the Treasurer	10 days following each month-end
Quarterly reports to the Board	12 days following each quarter-end
Year-end accounts and related information to the SSCA's accountants	90 days following each year-end
Payment register to Treasurer for disbursements	12 days following each month-end

1. Determination and Payment of Fees

The Bookkeeper will invoice for the fees for services completed as contemplated under this Request for Proposals. Amounts billed will be according to the tendered amounts set out in the Service Agreement and invoiced on a quarterly basis.

Such fees may increase on each anniversary date following commencement of services at no more than the CPI-common inflation rate for the twelve months ended December 31st of the prior year, as reported by the Bank of Canada. If the fees are fixed, or have a fixed

component, such as a cap, after completion of the second year under the Service Agreement, either the Bookkeeper or the Association may call for a meeting to determine whether the fees for the remaining year should be revised. Such a meeting may only be convened if there has been or will be a significant change in the size and scope of operations that has resulted, or will result, in changes to the nature and extent of the services provided and that could not have been anticipated at the closing date of the RFP;

2. Instructions to Proponents

2.1. Bidder Qualifications

To be considered a candidate for the provision of audit services under this agreement, the bidder must meet the following criteria:

- i. Be a Canadian citizen or permanent resident without any criminal convictions or pending criminal charges in any jurisdiction, and who has never declared bankruptcy. Any candidate must consent to a criminal background and credit check.
- ii. Have worked for membership-based, not-for-profit organization(s).
- iii. Have bookkeeping experience using Quickbooks or comparable applications, that includes transactions of a comparable nature to that of the SSCA. Additional credit will be given to those candidates that have demonstrated experience implementing or working in a fully-digital environment.
- iv. Have experience working with MS Office suite of products including Excel, and Word. Experience with MS Publisher is desirable.

2.2. Proposal Content

Your response to this request for proposals should not exceed 25, 8 ½" x 11" pages. It must include, but is not limited to the following:

- i. Individual/Firm's experience with membership-based, not-for-profit organizations in Canada of a comparable size and/or nature.
- ii. List of individuals in the firm who will be directly responsible for the services and their biographies
- iii. Demonstrated knowledge and expertise in the area of bookkeeping, desktop publishing, specific applications used and the not-for-profit sector.
- iv. Two references from organizations of a similar size and industry sector.
- v. The fee structure. Whether variable, fixed or variable with a fixed component, the proposal must include an estimate of the amount of time required on an annual basis to provide the services.
- vi. Confirmation of the individual or firm's independence of Sans Souci and Copperhead Association. Where an individual or a person associated with a firm is a member or related to a member of the SSCA, such membership must be disclosed. Being a member does not disqualify a proponent, provided such proponent is otherwise independent and has no interests, economic or otherwise, connected with the SSCA.

Sans Souci and Copperhead Association
Request for Proposal: Bookkeeping & Directory Production Services

- vii. Description of how you or your firm will approach the services, including the use of technology and ability to embrace and implement a fully digital approach that will eliminate the need for paper.
- viii. Describe the communication process used by you or your firm to discuss issues with the Treasurer and/or the Executive Committee of the Board of Directors of SSCA.

2.3. Proposed Schedule of Events

The following Dates (subject to change) apply to the Request for Proposals:

Date of RFP release	August 19, 2021
Date for any addendums	August 31, 2021
Proposals due to SSCA	September 13, 2021
Interviews held	September 18 – 25, 2021
Notification of award on or before	September 30, 2021

2.4. Inquiries and Changes

Please direct any questions, comments or requests to the following:

Alan Stratton
Treasurer
Sans Souci and Copperhead Association
abstratton@yahoo.com
(647) 929-1419

Proposal inquiries may be submitted via email or telephone and must be submitted by August 28, 2021.

Addenda, as the SSCA deems necessary, will be issued to the confirmed Proponents. Such addenda shall be incorporated into and form part of this RFP. SSCA reserves the right to modify or change the content of this document prior to the date the proposals are due.

Contact is restricted to the person(s) listed above or their designate. Contact with individuals other than those listed may result in Proposal disqualification

2.5. Submission Requirements

2.5.1. Proposal Submission

Proposals shall be submitted electronically to:

Alan Stratton
Treasurer
Sans Souci and Copperhead Association
abstratton@yahoo.com

Sans Souci and Copperhead Association
Request for Proposal: Bookkeeping & Directory Production Services

Facsimile and hardcopy proposals will not be accepted.

Proposals received after the closing time will be considered disqualified and returned unopened to the Proponents.

The time and effort to prepare and present the Proposal is solely the responsibility of the Proponent. Under no circumstances shall SSCA be obliged to reimburse such expense.

2.6. Evaluation Criteria

The proposals and interviews will be evaluated on the following basis. The same criteria will be applied in assessing the proposal and the interview. Proponent scores after proposal submission will be used to shortlist consultants for interviews; proponent scores after interviews will assess both the proposal and the interview and will be used to select the successful consultant

Experience with membership-based, not-for-profit organizations	15	
Qualifications relevant to the scope of services	25	
Approach to technology and vision for digitization	10	
Communication style	5	
Fees	35	
References	10	
TOTAL	100	

Appendix A: Sans Souci and Copperhead Association financial statements for the years ending December 31, 2020 and 2019