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Registered Charity # 870705829 RR0001

Request for Proposals – Accounting Services

**Issued by the Halifax & Region Military Family Resource Centre
On 3 September 2024**

Submission Deadline: 19 September 2024, 4:00 pm AST

The Halifax & Region Military Family Resource Centre (H&R MFRC) is a not-for-profit, charitable organization that is governed by a volunteer Board of Directors made up of a minimum of 51 percent military family members.

The mission of the H&R MFRC is to strengthen the well-being of all those who share the unique experience of military life.

1.0 Introduction

The H&R MFRC has two primary locations, Halifax (Windsor Park), and Shearwater with a satellite office in Sydney. We support the operational readiness of the Canadian Armed Forces (CAF) by fostering resilient and stable military families; we understand the military and veteran family journey for CAF Regular Force and Reservists.

We are a multidisciplinary team of professionals who tailor services, information, referrals, and provide navigation and crisis intervention support. We support families based on a family's unique needs and situation and their military lifestyle experience of relocation, absences, and transition while considering different family personas.

The H&R MFRC is unique, compared to other MFRCs across Canada, as we support all three branches of the CAF at 12 Wing Shearwater, CFB Halifax (including Maritime Atlantic), and 5 Canadian Division. Operational tempo and the inherent need for CAF readiness dictate that the H&R MFRC is always prepared to serve CAF families in this ever-changing world. The Navy presents a particularly unique challenge, as ships are often deployed on short notice, on lengthy international missions, and often deployed on shorter training missions closer to home. Our role is to support military families as they cope with the challenges of deployment and build resilience in times of separation and change.

2.0 Financial Background

The H&R MFRC is comprised of the H&R MFRC and the Shearwater Children's Centre. Prior to 2022 these two entities' financial services were combined. With changes to both the H&R MFRCs funding

structure and to the Province of Licensed Child Care Centres including administration and reporting requirements, we now have two separate accounts for each operation and therefore require separate pricing for contracted accounting services.

The H&R MFRC has approximately 29 full-time salaried employees, and 10 – 12 casual hourly employees, with an operating budget of 2.3 million.

The Shearwater Children’s Centre has approximately 27 full-time salaried employees, and 4 – 8 casual hourly employees, with an annual operating budget of 1.7 million.

H&R MFRC revenue is comprised of national and local stakeholder funding. Military Family Services is our primary funder, along with CFB Halifax and 12 Wing Shearwater. Revenue sources also include service fees, grants, and fundraising initiatives (donations, sponsorship, events).

Shearwater Children’s Centre revenue is comprised of provincial funding, parent fees, and other grants.

Funder revenue for both operations is mandated for specific services and corresponding reporting is required with pre-determined timelines. Fundraised monies are undesignated. As a registered and provincially incorporated charity, there is a high degree of accountability required as it relates to finances.

Our banking services are provided by Scotiabank.

Our current accounting platform is QuickBooks Online (supported by QuickBooks Time, and DEXT).

The H&R MFRC has a full-time Finance Supervisor position that supports both the MFRC and SCC finances, daily oversight and is the liaison to the accounting firm. Finance Supervisor responsibilities/tasks include:

- Reporting revenue in QBO (deposits, donations, etc.)
- Recording expenses in QBO
- Monthly reconciliation of bank and credit card statements (including payment of credit cards)
- Management of bank accounts, and credit cards, including EFT payments, GIC terms, and fund transfers between accounts
- Bi-weekly payroll verification (casual and salaried)
- Review monthly financial statements for accuracy, to monitor revenue and expense activity, ensuring the budget remains on target for the year
- Coordinate annual audit with external auditors and accounting firm
- Collaboration on presentations and meetings with MFRC staff and Board of Directors

3.0 Service Deliverables Required

The successful bidder would be engaged to provide the following services to the H&R MFRC:

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- Provide payroll services including the verification of deductions and remittances, PD7A remittances electronically to CRA, electronic submission of ROEs, and T4 slips/T4 summaries in accordance with CRA regulations and the Receiver General. This also includes monthly payroll and benefit allocation to applicable QBO projects.
 - Funder revenue allocation in the budget and monthly allocation in QBO
 - Verification of revenue, expenses, and bill transactions (Accounts Receivable and Accounts Payable)
 - Calculation of depreciation
 - Completion and submission of the Public Service Rebate (HST Refund) and the annual Charity Return (includes the Shearwater Children's Centre)
 - Preparation and analysis of monthly financial statements for the Executive Director and Board of Directors, within ten business days of the new month, including a monthly cash flow analysis, executive overview and bank reconciliation (for both H&R MFRC and Shearwater Children's Centre)
 - Preparation of annual financial statements for presentation to the Board of Directors.
 - Presentation of audited financial statements at our Annual General Meeting (held in June)
 - Assist with the preparation and verification of all funder reports both monthly and quarterly
 - Collaborate on the development of a budget template with calculations for COLA and populating up-to-date salary and benefit information.
 - Input annual board-approved budget into QuickBooks Online.
 - Administration of software, e.g., QBO, DEXT, and file-sharing software (both H&R MFRC and Shearwater Children's Centre)
 - Defer revenue recognition and reconciliations (monthly)
 - Participate in pre-audit and annual audit preparations and make required corrections as identified (both H&R MFRC & SCC)
 - Additional meetings and consultations with the Executive Director and Finance Supervisor when required
 - Provide training as required, e.g., software or systems changes.
 - View access to the MFRC bank accounts to populate and sync QBO and access to MFRC CRA account to complete electronic ROEs and PD7A submissions

The successful bidder would be engaged to provide the following services to the Shearwater Children's Centre:

- Payroll, benefits and pension are administered by a Nova Scotia Government service provider. Reporting for Provincial Grant reimbursement is done by the Director, Shearwater Children's Centre. The accounting firm would be responsible for revenue and expense verification and reconciliation, through reports and invoices from the government service providers
- Verification of revenue, expenses, and bill transactions (Accounts Receivable and Accounts Payable)
- Calculation of depreciation

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- Preparation and analysis of monthly financial statements to the Executive Director and Board of Directors within ten business days of the new month, including a monthly cash flow analysis, executive overview and bank reconciliation
 - Preparation of annual financial statements for presentation to the Board of Directors
 - Presentation of the audited financial statements at our Annual General Meeting (held in June)
 - Develop and provide a budget template with calculations for Public Service Pay Increases or use of a new ECE Wage scale and populating up-to-date salary and benefit information.
 - Input annual Board approved budget into QuickBooks Online.
 - Shearwater Children's Centre Specific software access to complete payroll, expense, revenue reconciliation and journal entries into QBO (Lilio, Plooto, HANS, and Ariel)

4.0 Length of Engagement

The period of an initial contract between the successful bidder and the H&R MFRC would be from an expected contract date of 24 October 2024 to 31 March 2028, while observing a six-month assessment period for compatibility, where either party could terminate the contract within this period with a minimum of 30 days' notice.

An option to renew the contract exists if both parties deem it to be satisfactory, and a motion is approved by the H&R MFRC Board of Directors.

5.0 Proposal Contents

Please include the following in your response to this request for proposal:

- Executive Summary describing your understanding of the work to be performed and your firm's ability to complete the work
- Professional Experience including your firm's philosophy, size, structure and qualifications while serving not-for-profit charitable organizations with a similar size and operation
- Team Qualifications including partners, managers, and in-charge staff who will be assigned to this engagement if you are successful in your bid
- Your approach to the proposed services, including systems and the type of assistance that will be required from the H&R MFRC team
- Your proposed fee structure for the services outlined herein with the breakdown of separate costing for the H&R MFRC and the Shearwater Children's Centre. Include any guarantees given regarding increases in future years. Also, please describe your billing rates and procedures for any technical questions or unforeseen work that may come up during the year, or whether these occasional services are covered in the proposed fee structure
- Your business continuity plan, as it relates not only to the execution of the contract but from a customer service perspective

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- At least 2 client references from relevant clients the firm served in the past three years.

6.0 Qualifications

To be considered a bidder for the provision of accounting services for the H&R MFRC, the successful contractor(s) must:

- Have no real or apparent conflict of interest regarding its abilities to provide its services to the H&R MFRC. The contractor must disclose to RPRA the names of any parties which it believes are, or could be, a real or apparent conflict
- Be a Chartered Professional Accountant (CPA) member, or have an extensive background in accounting, with significant experience and knowledge in the non-profit and charitable sectors
- Be current with respect to legislation relevant to the operation of non-profit and charitable organizations
- Not be a member, or former member within the last 2 years, of the Board of Directors or an employee of the H&R MFRC.

7.0 Submission Deadline

An expression of interest via email is requested no later than 4pm AST, 16 September 2024. Written proposals will be accepted via email, no later than 4pm AST, 19 September 2024.

Proposals received after the submission deadline will not be considered.

Forward proposals to Chris Saldon, Finance Supervisor, at chris.saldon@hrmfrc.ca.

8.0 Evaluation and Selection Criteria

Proposals will be evaluated by the H&R MFRCs senior staff and Board Finance Committee or Executive. All aspects of the submission will be considered when evaluating the proposals. This includes the following:

- Proposed fees and costs. The value will be compared to cost and therefore the lowest-cost proposal may not be selected
- The bidder's understanding of the scope of the proposed professional services, as evidenced by the proposal submitted, including the firm's standards and proposed approach
- The background and experience of the bidder in providing similar services, as well as the specific background, education, qualifications, and relevant experience of key personnel to be assigned to the contract

9.0 Selection Rights

The H&R MFRC maintains its right to make any selection it deems prudent and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

10.0 Questions/Inquiries

All questions regarding this RFP are to be submitted in writing, via email, to Chris Saldon, Finance Supervisor, at chris.saldon@hrmfrc.ca.

Any oral communications shall be considered unofficial and non-binding. Only written responses to formal written communication shall be considered official.

Questions regarding the RFP must be received no later than 4:00 pm AST 13 September 2024. All answers will be provided as promptly as possible.