



Chambre de commerce
CapAcadie
Chamber of commerce

REQUEST FOR PROPOSAL

CCCACADIE-A0-RFP-003

Review engagement report by a
Chartered Professional Accountant (CPA)



Anthony Azard
Chief Executive Officer



(506) 531-5375



direction@cccacadie.ca

Bids must be received by **May 26, 2023** to:

Anthony Azard
Chief Executive Officer
Chambre de commerce Cap-Acadie Chamber of Commerce
C.P. 1219 Cap-Pelé, NB. E4N 3B1
Telephone: (506) 531-5375
Email: direction@cccacadie.ca

The Cap-Acadie Chamber of Commerce (under its legal name Chambre de commerce Cap-Pelé/Beaubassin-Est Chamber of Commerce Inc. until the next Annual General Meeting) was first established in 1994. The Chamber of Commerce is the voice of the business community of the Regional Town of Cap-Acadie. Its mission is to stimulate a unified network of dynamic and diversified members by offering them the opportunities to acquire the tools necessary for their success.

The Cap-Acadie Chamber of Commerce offers various services to its members in order to develop their businesses and ensure their growth on the territory. Occasionally, it manages specific projects from various funding sources.

The Cap-Acadie Chamber of Commerce has been growing lately and has over 180 members. In order to ensure the operational accountability of the organization, one of the pillars of the organization's strategic plan, our tendering processes are open to all companies specializing in the nature of tendering on the New Brunswick territory.

Desired situation

The Cap-Acadie Chamber of Commerce requires a review engagement report in French and English in accordance with its Constitution and By-Laws for the fiscal years ending :

- **March 31, 2024**
- **March 31, 2025**
- **March 31, 2026**

The contract will start in June 2023 and end in June 2026. The Cap-Acadie Chamber of Commerce reserves the exclusive right to extend the contract for up to two (2) additional fiscal years.

Document details

The Cap-Acadie Chamber of Commerce uses epicene language to ensure the visibility of women, men, and people of all genders in all the organization's initiatives. The organization documentation is also translated into English from its original French version.



PRÉSENTATION DES SOUMISSIONS

To facilitate the evaluation, it is important that all potential bidders provide the following documents in the format and order indicated:

- Cover letter — identifying the bidder and signed by the person authorized to enforce the bidder's statements,
- Summary of Experience — identifying your experience in auditing financial statements for not-for-profit organizations;
- Three (3) letters of reference — from clients to whom you provide or have provided financial audit services in both official languages.
- Organizational chart of your firm — identifying managers and supervisors responsible for audit services and other staff assigned to audit services;
- Summary of your action plan:
 - Draft financial statements (for presentation to the audit committee) - mid-May of each year;
 - Review engagement (for presentation to the Board of Directors for approval) - end of May each year;
 - Review engagement (for presentation at the Annual General Meeting) - by early June of each year.
- Estimate — the estimate (quote) must include the scope of services, hourly rate and proposed rate in each year (2024, 2025, 2026).

Duration of the contract

This contract will commence following the 2023 Annual General Meeting (June 2023) and will end in June 2026. It should also be noted that the fiscal year runs from April 1 to March 31 of each year.

Extension of the contract

The Cap-Acadie Chamber of Commerce reserves the exclusive right, at the end of three (3) years, to renew the contract for a period of up to two (2) additional years. Depending on its needs and economic conditions, the Cap-Acadie Chamber of Commerce will grant an additional two (2) year term or two (2) one (1) year terms.

Selection criteria

Assessment of the information requested	50 %
Costs for services	50 %

Annual rate

The Cap-Acadie Chamber of Commerce requires an annual rate for a period of three (3) years.

Submission of documents

Submissions can be sent by email or by mail

Questions

Questions can be directed to the person responsible for the submission.



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