

ONTARIO WATER WORKS ASSOCIATION REQUEST FOR PROPOSAL

OWWA Audit Services

OVERVIEW

The Ontario Water Works Association (OWWA) is seeking proposals from certified public accounting firms to audit its financial statements for each of the next three (3) fiscal years (2021, 2022 and 2023). The purpose of this RFP is to outline the selection process for the audit firm, who will respond to consultations during the year, draft the audited financial statements for presentation at the OWWA Annual General Meeting, prepare the Non-Profit Organization Information Return and Corporation Income Tax Return when required, as well as the management representation letter.

The OWWA, with the support of its parent organization, the American Water Works Association (AWWA), is at the forefront of research, technology and policy development with respect to safe, sufficient, and sustainable drinking water.

OWWA is incorporated as a Not-for-Profit in the Province of Ontario. We are a voluntary, member-based association of more than 1,500 water industry professionals. The Association reflects the wide range of duties, responsibilities, and interests of our members. OWWA has long been recognized as the authoritative 'voice' of the water industry. We are governed by a volunteer board of directors, elected annually from within the membership, which is chaired by the OWWA President.

We provide leadership in water management through education, innovation, continuous improvement in customer relations, science, and technology, and participating in the development of government policy. To do this, we have several volunteer committees dedicated to providing education, information, advocacy, and leadership in water stewardship to our members, the general public, and all levels of government. OWWA believes in achieving consumer confidence in drinking water through ongoing public involvement in planning, policy development, regulatory, and quality issues regarding safe drinking water.

OWWA generates a variety of revenue streams, including both memberships and non-dues revenues. Gross annual revenues are typically between \$1,000,000 and \$1,500,000.

SUBMISSION REQUIREMENTS

Submissions must be submitted electronically. Complete proposals should be received no later than 4:30 pm on **October 22, 2021** and addressed to:

Michele Grenier
Executive Director
Ontario Water Works Association
507 Lakeshore Road East, Suite 215
Mississauga ON L5G 1H9
mgrenier@owwa.ca

Late submissions will not be accepted, will be considered a "Non-Response" and will not be evaluated.

Format and Content of Proposals

This RFP outlines the minimum requirements for bids. Proposals must provide the following information:

1. **Company Profile & Experience:** Evidence of the firm's qualifications to provide audit services as outlined in the following section. The submission should highlight the firm's background and experience in auditing non-profits and/or registered charities in Ontario. A description of the size and organization structure of the firm must also be provided.
2. **Key Personnel:** A description of the names of key staff who will be assigned to work on the OWWA's audit, their roles and a description of their experience and credentials. CVs for key personnel should be appended to the submission.
3. **Workflow:** A statement of the firm's understanding of the work to be performed, including a description of how the firm intends to meet the milestone dates presented in Table 1. A discussion of the firm's approach to fieldwork, data and records management, and final reporting must also be provided.
4. **References:** Provide references and contact information for a minimum of two (2) non-profit audit clients of similar size/business in Canada, preferably in Ontario.
5. **Financial Proposal:** A proposed fee structure for each of the three (3) years of the proposed period, including interim billing amounts, where applicable, and the total upset limit for fees associated with the audit in each year. A separate fee structure should be proposed for responding to technical inquiries on an as-needed basis throughout the balance of the year. Where a separate fee is not proposed, it will be assumed that these occasional services are included in the annual audit fees.

SCOPE OF SERVICES

OWWA is required to conduct an audit of its financial statements annually under the terms of its Bylaws and its affiliation agreement with the American Water Works Association (AWWA). As such, OWWA is seeking proposals from Canadian audit firms with experience in non-profit auditing to provide the following services for the next three (3) fiscal years, including 2021, 2022 and 2023.

Services Sought from the Contractor

- Attend an audit kick off meeting with management or alternatively, present an audit plan to management, outlining the nature and timing of data requests, confirming key milestones, and to discuss any changes in accounting practices, record keeping or operational changes that may have occurred during the previous year.
- Preparation of all financial statements and all related notes to the statements.
- Perform an examination of OWWA's records and financial statements in accordance with Canadian generally accepted auditing standards to express an audit opinion on OWWA's financial statements, and provide an auditor's report for same, for approval by the OWWA Board of Directors at its March Board meeting and for presentation to the membership at our Annual General Meeting, typically held in the first week of May of each calendar year.
- Prepare a draft management letter of findings during the course of the audit and provide management with an opportunity to discuss the issues before the final content of the management letter is determined.
- Ensure OWWA is advised of any changes in legislation and Canadian generally accepted accounting principles that may affect required accounting and/or reporting practices.
- Attend a post-audit meeting to present the audited financial statements and audit findings report.

Table 1 Key Annual Milestone Dates

Milestone/Deliverable	Due Date*
Annual Audit Kick Off Meeting or Submission of Audit Plan	December 15
OWWA Fiscal Year End	December 31
Auditor to submit initial data request	January 15
OWWA to submit Final Prior Year QuickBooks file(s) and information requested as part of initial data request	January 31
Auditor to submit information request for testing	February 15
OWWA to respond to testing information Request	February 22
Auditor to provide Draft Audited Financial Statements and Draft Management Representation Letter	March 7
OWWA Finance Committee Meeting	March 14
Approval of Draft Financial Statements by OWWA Board	March 31
Auditor to provide Final Audited Financial Statements, Adjusting Journal Entries, Trial Balance, Management Letter and Tax Return(s)	April 7
* Deliverables are to be provided on or before (and no later than) the dates shown above.	

PROPOSAL EVALUATION

Proposals will be evaluated by a Selection Committee consisting of both staff and volunteers of OWWA. The selection criteria will focus on the firm's qualifications, experience auditing similar organizations, competitiveness of rates for audit and other support services, the sufficiency of staffing and its ability to meet the timelines specified in Table 1.

OWWA may choose to interview the preferred firm(s), although we reserve the rights to forego the presentation process and name a successful firm based solely on the bids received. Following the evaluation, OWWA reserves the right to accept or reject any and all proposals. The final selection is subject to the Finance Committee's approval. It is expected the successful firm will be notified no later than November 5, 2021.

CLARIFICATIONS AND INQUIRIES

This RFP does not represent any commitment on behalf of OWWA, nor is it a commitment to purchase. The RFP, any acceptance, and any proposal selected will be non-binding and will be subject to further negotiations between parties. Any oral undertaking will have no legal standing unless confirmed in writing.

OWWA reserves the right to terminate this RFP or dismiss any responses at any time.

All requests for clarifications or additional information must be made in writing to:

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Ontario Water Works Association
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