



## Hope Restored Canada

### **Request for Proposals (RFP) External Audit Services**

**Issue Date:** August 11, 2025

**Submission Deadline:** September 12, 2025, at 5:00 PM CST

#### **Contact for Submission:**

Kendra Mazer  
Executive Director  
kendra@hoperestoredcanada.org  
639-384-9621

#### **Contact for Questions:**

Chelsea Wisser  
Level Up Bookkeeping  
info@levelupbookkeeping.ca  
306-715-1782

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## **1. Introduction**

Hope Restored Canada (HRC) invites proposals from qualified and experienced public accounting firms to perform an independent external audit for the fiscal year ending December 31, 2025. The successful firm will demonstrate expertise in auditing non-profit and charitable organizations and a commitment to timely, transparent communication.

Subject to satisfactory performance and Board approval, this engagement may be extended for an additional two to four years.

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## 2. Organizational Background

Hope Restored Canada is a registered non-profit and charitable organization located in Saskatoon, Saskatchewan. External Audits have been completed since 2022.

**Mission:** To support individuals who have experienced sexual exploitation and trafficking by providing trauma-informed, survivor-centered services and safe housing.

- **CRA Charitable Registration No:** 79979 6115 RR0001
- **Fiscal Year End:** December 31
- **Annual Operating Budget:** Approx. \$975,000
- **Primary Funders:** Government grants (municipal, provincial, federal), foundations, and individual donors
- **Financial Records:** Maintained using QuickBooks Online, managed by a contracted bookkeeper with oversight by the Executive Director and Audit and Risk Committee

Our operations involve multiple funding sources with varying compliance requirements, including municipal, provincial, and federal grants. We maintain strict adherence to donor restrictions and reporting obligations, making accuracy and clarity in our audited statements essential.

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## 3. Scope of Services

The external auditor will:

1. Conduct an independent audit of HRC's annual financial statements in accordance with Canadian Generally Accepted Auditing Standards (GAAS).
2. Express an audit opinion on the financial statements prepared under Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO).
3. Provide a management letter with recommendations for improvements to internal controls, systems, or practices.

4. Present audit findings to the Board of Directors and/or Audit and Risk Committee.
5. Submit the final audited financial statements within 14 weeks of fiscal year end.
6. Provide support or clarification related to financial or regulatory compliance, as needed.
7. Assist with the Registered Charity Information Return (T3010) preparation.

Hope Restored Canada places a high value on strong working relationships and clear, consistent communication throughout the audit process. The selected firm will be expected to engage proactively with the Executive Director and Audit and Risk Committee, providing timely updates, addressing inquiries efficiently, and fostering a collaborative approach that promotes transparency and accountability. The firm will also commit to early identification and discussion of any issues that could affect the audit timeline or opinion.

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#### 4. Proposal Requirements

Submissions must include:

- **Company profile** including firm size, location, and years in operation.
- **Summary of experience** auditing non-profit and/or charitable organizations.
- **Key personnel** to be assigned to this audit, with relevant credentials and experience.
- **Proposed audit approach, timeline, and milestones.**

**Fixed cost fee proposal** for the 2025 audit, including:

- A breakdown of services covered under the fixed rate.
- The percentage of each staff level (e.g., partner, manager, associate) that will be working on the audit.

- Fixed fees for an additional two to four years, subject to renewal.

The quoted price must be a fixed fee and will not be subject to additional billing unless mutually agreed upon in writing for services outside the defined scope.

- **At least two references** from similar clients.
- **Proof of CPA designation** and liability insurance coverage.
- **Statement of independence** confirming compliance with applicable professional standards.

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## 5. Evaluation Criteria

Criteria	Weight
Experience with non-profit audits	25%
Team qualifications and credentials	20%
Audit methodology and timeline	20%
Value and cost	20%
Client references and reputation	15%

Proposals that do not demonstrate relevant non-profit/charity audit experience will not be considered.

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## 6. Timeline

Activity	Date
RFP issued	August 8, 2025
Questions due	August 26, 2025
Proposal submission deadline	September 12, 2025
Finalist interviews (if needed)	Week of September 15, 2025
Auditor selected	September 23, 2025
Audit begins	January 2026
Draft statements due	March 2026
Final audit report presented	April 2026

Any changes to the agreed timeline must be approved in writing by both parties.

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## 7. Submission Instructions

All proposals must be submitted electronically in PDF format by 5:00 PM CST on September 12, 2025 to:

**Kendra Mazer**

Executive Director

kendra@hoperestoredcanada.org

Please use the email subject line: **External Audit Proposal – [Firm Name]**.

Incomplete or late submissions may not be considered.

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## **8. Terms and Conditions**

- Hope Restored Canada reserves the right to reject any or all proposals, or to negotiate with the selected firm before entering a formal agreement.
- Lowest cost will not be the sole determining factor.
- Costs associated with the preparation and submission of a proposal are the responsibility of the applicant.
- By submitting a proposal, the firm certifies that it meets all applicable professional and legal requirements to perform audit services in Saskatchewan.
- Hope Restored Canada reserves the right to request additional information or clarification from any proposer prior to final selection.