

August 19, 2024

Dear Prospective Bidders,

Re: Auditor RFP- FY2023

Atira Women's Resource Society (AWRS) is inviting selected public accounting firms to submit a proposal for the preparation of its yearly audited financial statements and related filings beginning with the fiscal year ended March 31, 2023. Our organization requires annual audited financial statements accompanied with non-audited schedules of operations and fund balances by program. The audit of AWRS's financial statements must be performed in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Mission

AWRS is a non-profit charity. The mission of AWRS is as follows:

"Atira Women's Resource Society is dedicated to supporting women and children affected by violence by offering safe and supportive housing and by delivering education and advocacy aimed at ending all forms of gendered violence."

Complete List of AWRS Programs

- 2930 Victoria House
- 3030 Victoria House
- 566 Powell (SRO)
- Admin
- Admin - Non BCH Programs
- Aerie ECLC
- Ama - CSC Funding
- Ama House (TH)
- Aneki Housing (525 Powell)
- Aneki Tent/Sistersquare - Covid-19
- Arco Hotel (SRO)
- Bette's Waves Food Hub and Popup Shop
- Bridge - VCH
- Bridge Housing For Women
- Bridge Shelter
- Buchan Hotel
- Cadence (TH)
- Carl Rooms (SRO)
- CMHC & Fed-Pan-Canadian Voice for Women's Housing Symposium
- Colonial Hotel (SRO)
- Cordova Rooms (SRO)
- Covid-19 Planning & Response
- Covid-19 Teaching Program Federal
- CPDDW-Street Degree (VCH DH14572) - Coalition of Peers Dismant
- CSC - Intake Program
- Dominion Hotel (SRO)
- Drug Policy Advisors (COV)

Vancouver Office
#201-190 Alexander Street
Vancouver, BC V6A 1B5
Phone: (604) 681-4437

www.atira.bc.ca
info@atira.bc.ca

Surrey Office
#107-2430 King George Blvd
Surrey, BC V4P 1H5
Phone: (604) 681-4437

- Durrant (TH)
- Elder-in-Residence
- Empowering At-Risk & Sexually Exploited Women (Justice Ed.)
- Empress Rooms
- PEACE Family Project (MOW CWWA)
- Flint Hotel (SRO)
- Florence Pierce (TH)
- Fundraising & Donations
- Gaming
- Gastown Hotel (SRO)
- Hazelwood Hotel (SRO)
- HiHo - SRO-Covid-19
- Holbrook Block
- Housing Outreach Program - Surrey
- Housing Outreach Program- Vancouver
- HPP
- Hutchinson Block (SRO)
- Imouto (120 Jackson)
- Imouto Container Housing
- Intergenerational Mentorship Program
- IT Dept
- Katherine's House (TH)
- Kingsway Childcare
- Knowledge Keeper
- Koomseh (TH)
- Kye7e - Covid-19
- Kye7e - Old Permanent
- Kye7e - Reno
- Land Based Healing
- LF - Legal Advocacy
- LF - Legal Incubation
- Little's Place
- Little's Too
- London Hotel (SRO)
- Luugat Hotel (SRO)
- Maggie's
- Mamook Klee ECLC
- Marble Arch - Hotel Canada (SRO)
- Maxxine Wright 2nd Stage
- Maxxine Wright ECLC
- Maxxine Wright - Shelter
- MaxxWr MCFD
- Maxxxine Wright - Community Health Centre/Kitchen - 2nd Fl
- Miyotehew (Anjok) (TH)
- MPSSG - Specialized Supervision
- Murray Hotel (SRO)
- Murray WC Trailer - COV
- New Beginnings – Lu'ma
- New Waaban (10873 132nd St)
- Nora Hendrix (SRO)
- Operational Excellence
- Oppenheimer WC Trailer - COV
- Overdose Prevention Society (OPS) (VCH)
- Patricia Hotel (SRO)
- Patrick Anthony (SRO)
- Pregnancy Outreach Program (POP)
- Rice Block
- River Run ECLC
- Sarah Ross (Kaslo) (SRO)
- Savoy Hotel (SRO)
- Secord
- Seksik ECLC
- Sereena's House
- Shimai (TH)
- Shimai Drop-in Shelter
- Sisele
- Sisele 5th Floor
- Sisterhood Shelter (342 Alexander)
- Sistersshelter (BCH)
- Sisterspace (VCH)
- Sorella

- Soroptomists Relocation Proj. (COV)
- SRO VCH Special Projects
- St Helens (SRO)
- Stopping the Violence (STV)
- Surrey House / (Georgina's House)
- Surrey Outreach Van
- Tawow (SRO)
- The Alex ECLC
- The Alex Health Centre
- The Alex Residential
- Vaccine Peer Education- Immunization Partnership Fund (PHAC)
- Vancouver Hotel Spaces (Sandman)
- Vending Machine (Luugat)
- Veronica Block (Burns)
- Waaban Outreach (AWO)
- Willow ECLC
- Winters (SRO)
- Women's Healing Centre
- Women's Storage Tent
- Youth Wellness Program (VCH)

Services Required

AWRS serves thousands of clients each year with funding from government and corporate grants, donations, and fees. We receive government funding primarily from BC Housing.

AWRS requires the following services:

1. Annual financial statement audit,
2. Auditor opinion,
3. Management letter, and,
4. Related opinion for publications from 22-23 fiscal year audit.

Additionally, for the following programs, funding is reported directly to the funder. We require separate compilation/review/audit statements for these programs, depending on what the funder requires. Maxxine Wright Early Care and Learning Centre also requires a special review. The following programs also require BC Housing Framework audit statements:

- 566 Powell (SRO)
- Ama House (TH)
- Aneki Housing (525 Powell)
- Arco Hotel (SRO)
- Bridge Housing for Women
- Bridge Shelter
- Buchan
- Cadence (TH)
- Carl Rooms (SRO)
- Colonial (SRO)
- Cordova Rooms (SRO)
- Covid-19 Planning & Response
- Dominion Hotel(SRO)
- Durrant (TH)
- Empress Rooms
- Flint Hotel (SRO)
- Florence Pierce (TH)
- Gastown (SRO)

- Hazelwood (SRO)
- HiHo - SRO-Covid-19
- Housing Outreach Program - Surrey
- Housing Outreach Program- Vancouver
- HPP
- Hutchinson (SRO)
- Imouto (120 Jackson)
- IT Dept
- Katherine's House (TH)
- Koomseh (TH)
- Kye7e - Covid-19
- Kye7e - Old Permanent
- Little's Place
- Little's Too Extension
- London Hotel (SRO)
- Luugat (SRO)
- Maggie's
- Marble Arch - Hotel Canada (SRO)
- Maxxine Wright - 2nd stage
- Maxxine Wright - Shelter
- Miyotehew (Anjok) (TH)
- Murray SRO
- Nora Hendrix SRO
- Patricia (SRO)
- Patrick Anthony SRO
- Rice Block
- Sarah Ross (Kaslo) (SRO)
- Savoy (SRO)
- Secord
- Sereena's House
- Shimai (TH)
- Shimai Drop in Shelter
- Sisele
- Sisterhood Shelter (342 Alexander)
- Sistersshelter (BCH)
- Sorella
- St Helens (SRO)
- Tawow (SRO)
- The Alex Residential
- Vancouver Hotel Spaces (Sandman)
- Veronica Block (Burns)
- Winters (SRO)

The annual audit and report must be completed within 60 days of the start of the audit in order for the Board to review and approve the package prior to its submission to the appropriate recipients. In addition, AWRS requires that a meeting of the auditors and selected AWRS board and staff members be held to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Board of Directors.

Submission Requirements

All proposals must include:

- Evidence of the firm's qualifications to provide the above services;
- Background and experience in auditing nonprofit clients;
- The size and organizational structure of the auditor's firm;
- Statement of the firm's understanding of work to be performed including tax and non-audit services;

- A proposed timeline for fieldwork and final reporting;
- Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;
- Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
- Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies;
- A copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments;
- References and contact information from at least three (3) comparable nonprofit audit clients.

Submission Guidelines

Your proposal should be received by Atira Women's Resource Society by 4pm PST on Monday, September 2nd, 2024. Address your proposal to the RFP Committee at Atira Women's Resource Society, 201-190 Alexander St, Vancouver, BC.

Proposals will be accepted by procurement@atira.bc.ca. The Board of Directors and CEO will review all proposals at the next meeting of the Board of Directors and choose the successful applicant.

If you have questions or require more clarification on any aspect of this bid request, please email procurement@atira.bc.ca. We look forward to receiving your proposal.

Sincerely,



Donnie Rosa
Chief Executive Officer
Atira Women's Resource Society

Encl: AWRS annual audited financial statements for the year ended March 31, 2022.