





## 1.4 Our History

Ontario is home to a thriving Inuit community, which has grown significantly from less than 100 in 1987 to over 9,000, according to the latest census data. The National Capital Region is the largest concentration of Inuit outside of The North. Despite this growth, there is a need to improve data collection on the Inuit population across Ontario, as it is believed that the number is much higher than current records suggest. A number of factors contribute to inaccurate data collection that range from inaccessibility, homelessness issues, fear of authority, trauma and more.

Tungasuvvingat Inuit (TI) was established in 1987 to support the Inuit community in Ontario, with a modest budget of \$80,000 and a small team of 1.5 full-time staff. Today, TI has grown into a thriving organization, employing over 100 dedicated staff members and partnering with numerous municipal, provincial, and federal organizations to secure funding.

The rapid growth and expansion of TI is a direct response to the growing Inuit population and their evolving needs in the urban environment. TI is committed to providing the resources and support needed to meet the changing demands of the Inuit community in Ontario.

## 1.5 Background

TI is proud to be at the forefront of serving the rapidly growing urban Inuit community. With over 30 frontline programs delivered across 6 sites in Ottawa and Toronto, TI is responding to the increasing numbers of Inuit relocating to Ontario. Our programs and services are designed to meet the unique needs of the urban Inuit community wherever they are in their journey.

However, with the growing demand for our services, TI recognizes that there is a need to address our organizational structure and seek additional funding opportunities to maintain and improve the quality of our programs. The most recent data from the 2020 Census confirms that the urban Inuit population continues to experience the largest population growth area of Inuit in the country. TI is now embarking on a strategic plan to enhance our efficiencies, explore new funding sources, and provide a sound infrastructure model to ensure we can continue to serve the community effectively and successfully. Join us in our mission to serve and empower the Inuit community.

As the community continues to grow, TI is committed to expanding our programs and services to meet their evolving needs. Our frontline offerings include:

- Cultural programming to preserve and celebrate Inuit heritage
- Homelessness prevention and housing support services to ensure a safe and stable living environment
- Training and employment services to promote self-sufficiency and career advancement
- Counselling and healing circles to provide emotional support and healing
- Mental health and addiction treatment to improve overall well-being
- Restorative justice and Gladue services to address the unique needs of the Inuit community in the justice system
- Service navigation to streamline access to resources and support
- Health promotion to encourage healthy lifestyles
- Food security programs to ensure access to nutritious food



- Pre- and post-natal supports and early years programs to promote the health and development of families
- Family wellbeing programs to strengthen family relationships and support
- Youth services to provide guidance and resources for the next generation
- Anti-human trafficking and support for victims of sexual exploitation to address the serious issue of exploitation and provide support for survivors.
- With these programs, TI is dedicated to serving and empowering the Inuit community.

TI has identified an urgent need to find a capable and compatible certified financial auditing services provider, to work with their Finance team and provide continued support during their growth. This third-party vendor will assist TI in:

- Ensuring consistent, up-to-date, detailed overviews of business workings.
- Providing additional perspectives to ensure on-going financial compliancy, through year round support
- Improving accuracy and reliability of financial statements.
- Creating certainty in regard to business projection and future decisions.
- Promoting accountability.

RFP process is intended to result in the award of a 1-year contract, with an option to extend up to 4 additional one-year terms based on set pricing for budgeting purposes.

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## 2.0 Proposal and Proponent Requirements

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### 2.1 Objective

TI invites qualified individuals and organizations to submit proposals to provide Financial Auditing services, to assist TI in:

- Initial Audit Planning
- Risk Assessment
- Initial Document Request List and Evaluation
- Reporting (i.e.: Financial statements, including charitable tax return, special reports to funders)
- Presentation

TI is seeking proposals from vendors with expertise in Certified Financial Auditing. The successful proponent will undertake organizational needs to assist TI in establishing priorities, focusing their energy and resources, strengthen their operations, while assisting employees and other stakeholders to work toward common goals. This project is intended to focus on outcomes/results to assess and adjust the organization's current direction in response to a rapidly changing environment.

All submissions should include the following content:

- Cover Letter
- Proposal Summary
- Organization Profile
- Relevant Skills, Experience and Qualifications
- Resumes of proposed consultants





- Experience collaborating with diverse not-for-profit teams and stakeholders
- Critical thinking and researching skills
- Excellent writing and language skills relating to the articulation of clear and concise practices and requests
- Communicate effectively in both oral and written English
- Strong interpersonal skills, able to build consensus and resolve conflict
- Facilitation skills
- Excellent working of payroll systems
- Knowledge of Inuit culture, values, Inuit Qaujimajatuqangit (IQ) and traditional practices

## 2.5 Project Requirements

The successful proponent will provide a proposal to deliver Financial Auditing Services that covers the entire Audit process using industry standard best practices. The successful proponent will be responsible for the following deliverables, and is asked to provide an estimated timeline, without unforeseen delays:

Stage	Deliverable	Description
<b>A</b>	Kick-off Meeting	<ul style="list-style-type: none"> <li>• Introductions of point of contacts and review of timelines and deliverables</li> <li>• Current State Review</li> <li>• Mission review</li> </ul>
<b>B</b>	Initial Audit Planning	<ul style="list-style-type: none"> <li>• develop an audit plan.</li> <li>• define the objectives and scope of the audit</li> <li>• set responsibilities of both parties</li> <li>• verification of compliance with independence requirements</li> <li>• identify the team performing the financial audit</li> <li>• set workplan with schedules and timelines</li> </ul>
<b>C</b>	Risk Assessment	<ul style="list-style-type: none"> <li>• Determine and evaluate risks and identify misstatements and errors using industry standards.</li> <li>• Testing internal controls and reconciling the figures reassess plan in light of new information</li> </ul>
<b>D</b>	Initial Document Request List and Evaluation	<ul style="list-style-type: none"> <li>• Gathering records, paperwork</li> <li>• Analyzing and actual tests of detail</li> </ul>



Stage	Deliverable	Description
<b>E</b>	Reporting	<ul style="list-style-type: none"> <li>Preparation of draft financial statements, charitable tax return, special funder reports</li> <li>Provide recommendations for improving organization's controls</li> </ul>
<b>F</b>	Presentation	<ul style="list-style-type: none"> <li>Presentation of financial statements, findings and recommendations to Business Stakeholders</li> </ul>
<b>G</b>	Final Amendments	<ul style="list-style-type: none"> <li>Complete Final Audited statements</li> </ul>

It is estimated that project deliverables should be completed no later than **June 30, 2023**.

The selected provider may sub-contract any of the above deliverables to a third party but retains overall responsibility for the performance and completion of the task and any associated outputs.

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### 3.0 Evaluation Criteria

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All proposals will be reviewed by a team of a minimum of three members comprising representation from across the organization.

The following considerations will be used in the evaluations of the submitted proposals:

Criteria	Weight
1. Relevant qualification of the auditing team: <ol style="list-style-type: none"> <li>Academic education and achievements</li> <li>Professional accreditations and certifications</li> </ol>	10%
2. Previous relevant experience (through references and sample documentation): <ol style="list-style-type: none"> <li>Relating to financial audits</li> <li>Relating to organizations from community not-for-profit sector</li> <li>Relating to organizations within program delivery in social services, health services, and/or community services</li> <li>Relating to diverse corporate teams and stakeholders</li> <li>Relating to stakeholder consultation and engagement</li> <li>Relating to Inuit or Indigenous organizations or communities</li> </ol>	40%



Criteria	Weight
3. Relevant technical skills relating to: <ul style="list-style-type: none"> <li>a) Payroll systems</li> <li>b) HRIS systems</li> <li>c) Word processors/emails (professional communication/presentation)</li> </ul>	10%
4. Workplan: proponent demonstrates an ability to produce required deliverables	20%
5. Financial: Hourly price for individuals providing the services and/or overall budget	20%



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## 4.0 Provisions

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### 4.1 Confidentiality

Proposals will be used solely for the purpose of selecting the contractor and will be treated by Tungasuvvingat Inuit as confidential information.

### 4.2 Payment Schedule

The contractor's proposed allocations of time and costs are to be clearly set out in the proposal.

A suggested payment schedule is set out below. Some flexibility in the payment schedule is possible and alternative payment proportions may be considered upon the request of the contractor.

- a 20% installment at the completion of Stage A: Kickoff Meeting
- a 10% instalment at the completion of Stage D: Evaluation
- a 30% instalment will be paid after the delivery and acceptance of Stage E: Reporting
- a 20% instalment will be paid after the delivery and acceptance of Stage F: Presentation
- a 20% final payment will be paid on the delivery and acceptance of Stage H: Final Amendments

### 4.3 The Rights of TI

Tungasuvvingat Inuit reserves the right to:

- a) reject any or all proposals received in response to this Request for Proposals.
- b) enter negotiation with one or more bidders on any or all aspects of their respective proposals.
- c) accept any proposal in whole, or in part.
- d) cancel and/or re-issue the modified version of a given RFP requirement at any time.
- e) award one or more contracts.
- f) verify all information provided with respect to a given RFP requirement, including the right to request a confirmation of the bidder's legal status and signed documentation; and
- g) award contracts without competition for follow-up work, if any, to the selected bidder for a given project requirement.
- h) request interview with potential vendors prior to contract award.

TI retains proprietary rights over any and all materials developed, as a result of the contract.