



## **Kermode Friendship Society**

*Registered with Revenue Canada as a "charitable organization"*  
4714 Park Ave, Terrace, B.C. V8G 1W1

Phone 635- 4906 [www.kermodefriendship.ca](http://www.kermodefriendship.ca)

### REQUEST FOR PROPOSAL

#### Audit Services

Issue date: January 29, 2026

#### Address for submissions:

Two (2) complete copies of the Proposals should be clearly marked 'RFP: Audit Services' and marked "confidential" be received at:  
Kermode Friendship Society (KFS)  
4714 Park Ave  
Terrace, BC  
V8G 1W1

**Closing date and time:** Thursday, February 26<sup>th</sup>, 2026, 4pm

#### Contact:

Charmaine Anderson  
Executive Director  
Kermode Friendship Society  
4714 Park Ave  
Terrace, BC  
V8G 1W1  
E-mail : [executivedirector@kermodefriendship.ca](mailto:executivedirector@kermodefriendship.ca)

### INTRODUCTION

The Kermode Friendship Society (KFS) invites Proposals from qualified accounting firms for professional services to audit KFS's annual consolidated financial statements and supplementary financial information. The auditor will be responsible for the following:

- a) Performing an annual audit in accordance with generally accepted auditing standards (as defined in the CPA Canada Handbook), which will include advice on internal control and related procedures.
- b) Participating in meetings with Finance staff and the Finance/Audit Committee as required for establishing the audit process and planning, executing and reporting on the audit of the financial statements.
- c) Discussing with and advising management team on accounting, auditing and tax issues that may arise during the year.
- d) Issuing special reports in connection with statutory financial reporting to funders and other established contribution agreements.
- e) Performing an annual audit in accordance with generally accepted auditing standards for the fiscal year April 1, 2025 to March 31, 2026. The appointment of the external auditor is subject to the approval of the Board of Directors.

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f) Subject to satisfactory performance and approval of the memberships at an Annual General Meeting of the Society, the Board of Directors could annually re-appoint the successful proponent to act as the Society's Auditor for up to an additional four (4) fiscal years to a total maximum appointment of five (5) years.

## 2. INSTRUCTIONS TO PROPONENTS

### 2.1 Enquiries

All enquiries regarding this Request for Proposal (RFP) must be made in writing by e-mail and addressed to:

Charmaine Anderson  
Executive Director  
Kermode Friendship Society  
4714 Park Ave  
Terrace, BC  
V8G 1W1  
E-mail: [executivedirector@kermodefriendship.ca](mailto:executivedirector@kermodefriendship.ca)

Such enquiries should be delivered no later than 4PM; Thursday, February 26<sup>th</sup>, 2026..

**Note: If sent by mail/courier should be stamped "Confidential"**

## 3. GENERAL CONDITIONS

### 3.1 Confidentiality

Any information acquired about the Society by a Proponent during this process must not be disclosed unless duly authorized by the Society, and this obligation will survive the termination of the RFP process.

### 3.2 No Conflict of Interest

By submitting a Proposal, the Proponent declares that it has no pecuniary interest in the business of any third party that would cause a conflict of interest or be seen to cause a conflict of interest in carrying out the Services.

### 3.3 Evaluation Criteria for Proposals

The Society will evaluate each Proposal received in response to this RFP using the following criteria, which is not intended to be exhaustive and is not ranked in order of preference or priority:

- a) Completeness, thoroughness and relevance of the Proposal submitted in response to this RFP.
- b) Familiarity with requirements of non-profit organizations and/or Aboriginal Friendship Centres and/or registered charities.
- c) Demonstrated ability and experience in auditing other Friendship Centres/non-profit organizations/registered charities of a similar size and complexity, including the designated members of the audit team, and availability of relevant specialty service resources.
- d) Proposed audit plan and approach.
- e) Cost of services to be provided and other value-for-money services bundled with the audit.
- f) Background and stability of the accounting/audit firm.
- g) Other criteria as may be applicable.

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### 3.4 Awarding

A Contract of Letter of Engagement satisfactory to the Society and setting out the requirements based on this RFP and the proposal will be entered into and signed by both parties after the appointment of auditors has been approved by the Board of Directors.

### 4. PROPOSAL CONTENT

All Proposals should contain the following information about the Auditor:

- a) The name of the firm, local address, telephone number, facsimile number, name of contact person, email address.
- b) The location of the office from which the work is to be performed, the number of partners, managers and other professional staff employed at that office.
- c) A description of the range of services provided by the local office.
- d) Identification of the partner, managers and supervisors who will be assigned to the Friendship Centre's audit. Include short biographies of each supervisory person, along with professional qualifications and a summary of relevant experience.
- e) A list of current and prior audit clients including the number of years of service on each and the name, telephone number and email address of at least three contacts for reference.
- f) Cost of Services, including:
  1. An estimate of the total hours of work required to complete the audit, broken down by major anticipated tasks.
  2. The hourly billing rates for each category of staff.
  3. Other identified additional costs or disbursements, and how these will be charged.
  4. An all-inclusive maximum cost for the requested work should be clearly laid out for each year for each of the entities for basic audit services.
- g) In addition, the Friendship Centre welcomes your comments on:
  1. Innovative ways to reduce audit fees and streamline the audit process.
  2. Approach to fee negotiation for additional or unplanned audit work.
  3. Strategies to familiarize the audit team with the operations of the Friendship Centre.
  4. Quality assurance / control processes employed by you to ensure effective product and service delivery

### BACKGROUND INFORMATION

A description of the Kermode Friendship Society can be found by contacting the KFS Executive Director or designate at the aforementioned contact information.

January 29, 2026