



## REQUEST FOR PROPOSALS (RFP)

for

## Finance and Accounting Outsourcing

**Issued by:**

**Habitat for Humanity Waterloo Region (“Habitat Waterloo Region”)**

**August 7, 2024**

**Response Deadline:**

**August 21, 2024 at 11:59 PM (EST)**

Habitat for Humanity Waterloo Region  
120 Northfield Drive East, Waterloo, ON N2J 4G8  
<https://www.habitatwr.ca>

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## 1.0 INTRODUCTION

Habitat for Humanity Waterloo Region (“Habitat Waterloo Region”) is seeking proposals from qualified service providers (“service provider”) for financial and accounting services on a hybrid outsourced basis including, but not limited to, account reconciliation, bank reconciliation, monthly mortgage payment reconciliation, payroll, and monthly compliance requirements (CRA compliance, WSIB).

## 2.0 BACKGROUND

Habitat for Humanity Waterloo Region is a local nonprofit housing developer with a global vision of a world where everyone has a safe and decent place to live. We mobilize communities in Waterloo Region to help working, lower-income families build strength, stability and self-reliance through affordable homeownership. With the help of volunteers, donors, and community partners, we provide a solid foundation for better, healthier lives for families in the Region. Since 1988, Habitat Waterloo Region has built homes, providing a hand up to more than 140 families so parents and children can have a safe, decent and affordable place to call home.

In support of our homebuilding activity, we operate two social enterprise home improvement retail stores called Habitat ReStore. Our locations collect and sell new and used donated home furnishings, appliances, and renovation materials at a fraction of the original price. Revenue generated through Habitat ReStore helps fund our administrative costs, which allows the majority of donor dollars to go directly towards our mission. The Habitat ReStore model reduces the need for the production of new materials and the consumption of natural resources. It extends the value of new and gently-used household items, eliminating unnecessary waste, and ultimately decreasing our collective carbon footprint.

We are embarking on an ambitious housing project that will provide 10,000 units of missing middle homes across the region through our BUILD NOW: Waterloo Region project. With home ownership becoming increasingly out of reach for Canadians, this project will provide an opportunity for middle income earners to enter the housing market, build equity and enjoy a better quality of life. A recent donation of land from the City of Kitchener has kick-started our project and we are eager to create affordable housing opportunities in the Region of Waterloo.

Habitat Waterloo Region is an affiliate of Habitat for Humanity Canada, which is part of the more than 1,400 Habitat for Humanity International affiliates.

Our 2023 Impact Report can be found here: [Impact Report](#)

### 3.0 OBJECTIVE

The objective of acquiring finance and accounting services is to assist the Chief Financial Officer with regular monthly compliance requirements (CRA compliance, WSIB), account reconciliation, bank reconciliation, monthly mortgage payment reconciliation, and payroll. We anticipate this will be a hybrid role, potentially well suited for a company local to the Region of Waterloo as documentation for payables and the bank book are located internally.

It is estimated that there would be roughly 8 hours of work per week to be completed. There is potential to expand services provided especially as the BUILD NOW: Waterloo Region project(s) progress(es).

During the engagement, the service provider should be vigilant of and report any significant or unusual transactions, or suspicious account activity that Habitat Waterloo Region Management should be made aware of.

### 4.0 EXPECTED DELIVERABLES

The service provider will:

- Prepare the required documents on a timely basis as needed, which may include but are not limited to:
  - Bank Requisitions - two weeks after the end of the month.
  - Monthly Compliance Requirements (CRA Compliance, WSIB)
  - Account Reconciliation
  - Monthly Mortgage Payment Reconciliation
  - Employee Payroll
- Attend our office on Northfield Drive in Waterloo on a regular basis to complete the delegated work as requested.
- Have some familiarity with the accounting program Spire (an asset, not a requirement.)
- Utilize the features of HR Live to input payroll information, time off reporting.
- Provide required reporting to Habitat Waterloo Region (weekly updates etc.) to ensure accountability.
- If required, provide Year End support.
- Provide any other general bookkeeping assistance.

## 5.0 GENERAL INSTRUCTIONS

### 5.1 General Invitation to Submit Proposals

Habitat Waterloo Region is seeking proposals for financial and accounting outsourcing services. Proposals specifically marked “RFP for Finance and Accounting Outsourcing” shall be received by the following:

**Attention: Susie Gutri, CFO**

**Email: [sgutri@habitatwr.ca](mailto:sgutri@habitatwr.ca)**

Proposals will be accepted until **11:59 PM EST, Wednesday August 21, 2024**. Late proposals will not be accepted.

Prospective service providers must provide their proposal electronically in PDF file format on or before the specified submission deadline.

### 5.2 Complete Proposals

The requirements that each service provider must follow and include in its proposal submission are outlined herein. Habitat Waterloo Region reserves the right to determine, in its sole discretion, whether any proposal meets the mandatory requirements.

### 5.3 Negotiation

Habitat Waterloo Region reserves the right to negotiate with any or all service providers including those service providers that have submitted a proposal that does not fully comply, either in material or non-material ways, with the RFP requirements.

### 5.4 Request for Information

Each service provider is solely responsible for ensuring that it has all information necessary to prepare its proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect this proposal. All inquiries related to the RFP shall be directed to: **Susie Gutri, CFO**  
[sgutri@habitatwr.ca](mailto:sgutri@habitatwr.ca).

### 5.5 Acceptance of Proposals

Habitat Waterloo Region reserves the right to reject any or all Proposals or to accept the Proposal deemed most favourable to Habitat Waterloo Region.

## 6.0 PROPOSAL REQUIREMENTS

### 6.1 No Conflict of Interest

The successful service provider must not have a real or apparent conflict of interest regarding its ability to provide its service to Habitat Waterloo Region. The service provider must disclose to Habitat Waterloo Region the names of any parties which it believes are, or may be, a real or apparent conflict.

### 6.2 Executive Summary

The service provider shall provide an executive summary with its proposal in addition to the minimum requirements/expectations as outlined. The executive summary shall briefly summarize the key aspects of the proposal and the primary contact person for the prospective service provider.

### 6.3 RFP Submissions

The RFP submissions should:

- Provide a complete quotation of pricing for services provided.
- Identify the person(s) who would be involved in providing the financial and accounting services requested including:
  - their proposed role on the engagement,
  - their experience and qualifications to fulfill that role.
- Include your commitment and strategy for staff continuity.
- Clearly outline if any services will be further outsourced by your company.
- Demonstrate understanding of the scope and complexity of the required work.
- Include a minimum of two (2) client references (names, phone numbers and email addresses) who may be contacted to confirm satisfactory delivery of service by key team member(s) on previous assignments.

## 7.0 REQUEST FOR PROPOSAL PROCESS

### 7.1 General Information

The submission of a proposal does not constitute a legally binding agreement between Habitat Waterloo Region and any service provider. It is part of an overall selection process intended to enable Habitat Waterloo Region to identify a potential successful service provider for the provision of services described herein. The goal of this RFP process is to identify those service providers who offer the best delivery of service and value and demonstrate the highest degree of capability in fulfilling Habitat Waterloo Region’s deliverables. All submitted proposals will be reviewed in detail by the Finance Committee and select members of management (“Evaluation Committee”).

### 7.2 Proposed Schedule & Submittal Information

Milestone	Scheduled Date
Release of Request For Proposal (RFP)	August 7, 2024
Proposals Due	August 21, 2024 at 11:59 PM (EST)
Proposal Review and Evaluation	August 22 - September 9, 2024
service provider Selection and Notification	Week of September 9, 2024

**Habitat Waterloo Region reserves the right to modify the schedule as circumstances may warrant.**

### 7.3 Reporting and Questions

Questions about proposal preparation should be forwarded by email to **Susie Gutri, CFO** [sgutri@habitatwr.ca](mailto:sgutri@habitatwr.ca). Please note that if an inquiry results in a clarification of the RFP or proposal process, such clarification will be communicated to all proposing service providers.

## 8.0 EVALUATION CRITERIA

The evaluation process to determine the successful service provider will involve both qualitative and quantitative elements. As a general framework, all proposals presented by service providers will be evaluated in the context of the overall value that it brings to the initiative. While cost is a significant part of the evaluation criteria, it will not be the sole determinant.

## 9.0 CLARIFICATIONS/ INTERPRETATIONS

Each prospective service provider shall be responsible for conducting its own due diligence on the data and information upon which their proposal is based. Prospective service providers shall be deemed to have gathered all information necessary to perform their obligations under the RFP.

Information referenced in this RFP, or otherwise made available by Habitat Waterloo Region as part of this RFP, is provided for the convenience of the prospective service provider only and Habitat Waterloo Region does not warrant the accuracy or completeness of this information. Prospective service providers that find discrepancies or omissions in the information provided, or that have questions as to the meaning or intent of various aspects of the engagement, shall at once notify **Susie Gutri, CFO** ([sgutri@habitatwr.ca](mailto:sgutri@habitatwr.ca)) who will, if necessary, send written instructions, clarifications, or explanations to all prospective service providers who have submitted a proposal in response to this RFP.