



CATHOLIC INDEPENDENT SCHOOLS DIOCESE OF PRINCE GEORGE

6500 Southridge Avenue • Prince George, BC Canada V2N 5P9 • 250-964-5642 • www.cispg.ca

Request for Proposals for:

Catholic Independent Schools, Diocese of Prince George (CISPG)
Financial Consulting and Bookkeeping Services

Issue Date: Friday October 11, 2019

Delivery of Proposal:

Electronic proposals in PDF format to be sent to: cis@cispg.ca

Closing Date and Time:

3:00pm Tuesday October 22, 2019

(early receipt of your response is appreciated)

Purpose of the Request for Proposals (RFP)

This RFP invites accounting/financial firms to submit proposals to provide executive oversight to the organization.

Principal duties include:

- Assisting with the preparation of the annual CISPG Office budget and 8 local school budgets
- Providing the Superintendent and Board with regular financial statements and benchmark reporting
- Bookkeeping for the CISPG Office (AP/AR, bank reconciliations, receipting Ministry funding, etc.)
- Preparing for audits and the financial year-end reports
- Assisting preparation for "religious/secular" audits
- Processing WorkSafeBC quarterly remittances and annual reporting
- Supervising the administration of group MSP and group benefits for employees (supported by a full-time Payroll/Benefit Clerk)
- Supervise the processing of semi-monthly payroll, T4's, and ROE's (supported by a full-time Payroll/Benefit Clerk), using Payworks
- supervising Payroll/Benefit Clerk
- Providing solutions to maximize efficiency, accuracy and best use of resources

Period of Service Agreement

The selected proponent will perform the financial services described above for one year, culminating with the CISPG and Payroll audits and AGM and Board meetings in October 2020. The Service Agreement may be extended for up to 3 more years.

Start date:

October 25, 2019 or sooner if available

Background:

CISPG is a not-for-profit society that includes 8 Catholic Independent Schools and a central office, located in 6 communities - Prince Rupert, Kitimat, Terrace, Smithers, Prince George and Dawson Creek. The CISPG office is located in Prince George. Work can be completed onsite in an office shared with the Payroll/Benefit Clerk.

Work may be performed offsite with the agreement of the CISPG.

There are seven (7) board meetings in a school year, including the months of September, October (includes AGM), November, January, March, May and June. Attendance at meetings will be requested from time to time; online attendance may be an option.

It is estimated that the required work can be accomplished in approximately 1-2 days/week.

Criteria

Please provide the following information in your proposal:

- A brief description of your firm, experience working with independent schools in BC and/or not-for-profits, and how you propose to complete the financial services outlined, including scheduling and staffing
- Costs and billing expectations
- References
- Other proposal information that may be relevant.

No proposals received after **3:00pm Tuesday October 22, 2019** will be considered. All proponents will be advised once a decision has been made by the Superintendent of Schools. If you have questions concerning the RFP, please do not hesitate to contact me. We appreciate your consideration of our request for proposal.

Sincerely,



Chris Dugdale, Superintendent
Catholic Independent Schools, Diocese of Prince George (CISPG)
250-964-5642 www.cispg.ca cis@cispg.ca



Building Vibrant Catholic Learning Communities