



# REQUEST FOR PROPOSALS

FINANCIAL STATEMENT AUDIT SERVICES

Marquee Theatrical Productions

ISSUED ON: JANUARY 23, 2024

DUE: TUESDAY, FEBRUARY 20, 2024, AT 4PM EST

**TABLE OF CONTENTS**

1.0 Introduction and Background ..... 2

2.0 Scope of Services..... 2

3.0 Request for Proposal..... 2

4.0 Inquires ..... 3

5.0 Closing Date ..... 3

6.0 Review Process and Selection Criteria ..... 3

## 1.0 INTRODUCTION AND BACKGROUND

Marquee Theatrical Productions (“Marquee”) was founded in 2003 and is an award-winning, registered charitable, community theatre group and performing arts school, located in Aurora, Ontario.

Our goal is to **inspire excellence, motivate learning, build confidence**, and spark a lifelong appreciation for the arts. By helping children develop their artistic talents and coaching them to strive for excellence, we teach them how to achieve – in the performing arts, in school, and ultimately in life.

Additional information can be found at [Marquee Theatrical Productions](#).

Marquee has an annual budget that ranges from \$600K - \$1 million. Accounting functions such as accounts payable and accounts receivable are completed by Marquee staff. Payroll and the compilation of monthly financial statements are completed by an experienced external BookKeeper using QuickBooks. The monthly financials are reviewed by the Treasurer and presented to the Board at each monthly Board meeting. Year-end financial statements have been audited for the years 2020 through 2022. They are approved by the Board of Directors and are accepted at the Annual General Meeting.

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## 2.0 SCOPE OF SERVICES

Marquee is seeking a qualified firm that can provide professional audit services for annual financial statement audits for three (3) fiscal years. This RFP is for services for the fiscal years that end on December 31, 2023, December 31, 2024, and December 31, 2025.

The successful audit firm will be required to demonstrate:

- Experience in working with charitable and not-for-profit organizations, including submission of the T3010 Registered Charity Information Return
- Knowledge of the Ontario Not-For-Profit Corporations Act
- Delivery of the audit results by **June 1** of each year to allow review and approval prior to our Annual General Meeting held each year in June

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## 3.0 REQUEST FOR PROPOSAL

Marquee is inviting proposals from persons or parties to provide the above goals and deliverables to Marquee in the timeframe specified.

As a contractor, you are being asked to provide one (1) electronic copy of your proposal by:

TUESDAY, FEBRUARY 20, 2024, AT 4PM EST to:

Sheryl Thomas  
Executive Director  
Marquee Theatrical Productions  
73 Industrial Pkwy N #2B, Aurora, ON L4G 4C4  
[sheryl.thomas@marqueetp.com](mailto:sheryl.thomas@marqueetp.com)

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#### 4.0 INQUIRES

Inquires, interpretations, and questions regarding the RFP are to be directed to Sheryl Thomas at [sheryl.thomas@marqueetp.com](mailto:sheryl.thomas@marqueetp.com)

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#### 5.0 CLOSING DATE

RFP Closing Date: TUESDAY, FEBRUARY 20, 2024, AT 4PM EST

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#### 6.0 REVIEW PROCESS AND SELECTION CRITERIA

Preference will be given to firms located in York Region. The Executive Director and Board of Directors will review the proposals and will recommend an appointment at the Annual General Meeting planned for June 2024 in Aurora, Ontario.

The proposal should include the level of service to be provided, related experience, and information on the individual that will be conducting the audit, cost of services and timing.

Proposals will be evaluated and undergo a scoring process which will include the following factors:

<b>TECHNICAL MERIT (70 PTS)</b>	<b>Overall Experience of a Company and Demonstrated Results</b> Our evaluation will include an assessment of the history of your firm, your experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, references, and related items:  <ul style="list-style-type: none"><li>- Quality of Proposal (5 pts)</li><li>- Methodology (10 pts) (e.g., description of deliverables / milestones)</li><li>- Charity and NFP involvement and/or experience (15 pts)</li><li>- Capacity to do the work (20 pts)</li><li>- Evidence of quality of past performance* (20 pts)</li></ul> <i>*Please include two recent references from NFP organizations</i>
<b>FINANCIAL MERIT (30 PTS)</b>	<b>Budget Approach and Cost Effectiveness</b> Effective and efficient delivery of quality services is demonstrated in relation to the budget allocation. The allocation is reasonable and appropriate.  <ul style="list-style-type: none"><li>- Price (25 pts)</li><li>- Quality of the price quote (e.g., detailed breakdown) (5 pts)</li></ul>

Upon closing of the competition, the proposals will be reviewed internally to make a recommendation for contract awards. Late proposals will not be accepted, and incomplete proposals will not be reviewed. Eligible proposals will be further reviewed according to the criteria

outlined in this RFP.

Marquee expects to contract with the person or firm whose proposal demonstrates that its performance of the work would be most advantageous to Marquee with price and other factors considered. Marquee reserves the right to award a contract to other than the low contractor or not to make an award if that is deemed to serve its best interest.

Marquee shall award the contract before or on MARCH 1, 2024.