

Request for Proposal for Affinity Program Accounting Services
Ontario Chamber of Commerce Affinity Program
June 22nd, 2018

This is a Request for Proposal for Affinity Program Accounting Services (RFP) issued by the Ontario Chamber of Commerce (OCC) for accounting services from organizations with a strong provincial presence across Ontario. This RFP will be used by the OCC in determining an Affinity Program partner for the Chamber Network of the OCC. This RFP is not to be construed as a commitment by the OCC to acquire any product or service or to enter into a contractual agreement.

I. PURPOSE:

For more than a century, the Ontario Chamber of Commerce (OCC) has been the independent, non-partisan voice of Ontario business. The OCC's mission is to support economic growth in Ontario by defending business priorities at Queen's Park on behalf of its network's diverse 60,000 members. The OCC's vision is to foster a vibrant and economically sustainable province that is driven by an innovative, successful and ever-expanding business community. From innovative SMEs to established multinational corporations and industry associations, the OCC is committed to working with our members to improve business competitiveness across all sectors. The OCC represents local chambers of commerce and boards of trade in over 135 communities across Ontario, steering public policy conversations provincially and within local communities.

Through focused programs and services, the OCC enables companies to grow at home and in export markets, providing exclusive support, networking opportunities, and access to innovative insight and analysis for its members.

The OCC is seeking detailed proposed services for an Affinity Program vendor partner from established, sound and qualified organizations interested in serving as the OCC's accounting partner in the Affinity Program offered through the Chamber Network.

II. MINIMUM QUALIFICATIONS:

To be considered for selection, vendors must meet the following minimum criteria:

- A. The Vendor must become a member of the OCC or a local chamber of commerce or board of trade.
- B. Vendors submitting a proposal must have adequate capitalization, organization, and services to provide prompt and efficient service to the members of the Ontario Chamber Network across Ontario.
- C. Accounting Requirements: The vendor should include as many of the following services as possible to be considered. Services are to be offered to business members of the local chambers of commerce or boards of trade through the Chamber Network.

These services (service offering) should include but not be limited to the following:

General Accounting:

- a. Prepare chart of accounts.
- b. Day to Day bookkeeping.
- c. Reconcile bank accounts and provide a bank reconciliation report to the member company monthly.
- d. Perform monthly closing procedures.
- e. Provide monthly financial reports including profit and loss statements.

Quarterly:

- f. Provide quarterly detailed financial reports, including Statement of Activities, and Statement of Financial Position and Statement of Functional Expenses.
- g. Submit HST filing to the CRA.

Annually:

- h. Perform year-end close and prepare for annual audit.
- i. Assist with the preparation of the annual budget by providing historical expense information and calculating possible budget scenarios for client's administration and budget committee.
- j. Prepare all necessary adjustments to accrual/modified accrual basis of accounting.

Additional Services:

- k. Review and revise internal controls.
- l. Develop and document financial policies and procedures.
- m. Support organizational budget development.

Vendors should comment on their ability to complete the service offering listed above, being sure to list any items they do not feel they would be able to complete, and any additional items they are able to provide above the scope requested.

- D. Reporting: The organization should provide detailed quarterly reporting to the OCC, which will allow the OCC to easily track the amount of business which each individual Chamber of Commerce or Board of Trade is providing to the organization as part of this Affinity Program. The OCC expects that the vendor will also coordinate the payments of any commissions earned to the individual Chamber Network member.

III. QUESTIONS FOR RESPONSE:

The OCC requests that interested parties submit detailed responses to all questions listed below:

The following prospective Affinity Partner Questionnaire is a vital tool in the assessment and partnership development procedure for the OCC's Affinity Programs and Services. The information within will be used in the formal steps for assessing the partnership and will serve as a foundation for the negotiation of the final arrangement. Thank you for taking the time to fill it out.

- 1) Is your organization a member of the OCC or a local chamber(s)/board(s) (if yes to the latter, please list which one(s)).
- 2) Describe the nature of your offering and list the products/services.
- 3) Please describe the size and types of companies (sectors or operational focus) that your offering will benefit.
- 4) Please describe how your product differs from others on the market.
- 5) Please describe the nature of your support/customer service infrastructure throughout the province. Specifically, please identify the regions covered, the extent of your physical infrastructure (branches, representatives etc.) and virtual support.
- 6) Please describe the types of marketing products you have available to promote the program within our network. You are welcome to send examples along with your response to this RFP.
- 7) Please identify whether you wish to pursue a dues-based (annual fee to the OCC) or non-dues (percentage of total revenue to the OCC/local chambers) and, if the latter, your proposed terms.
- 8) Please identify, if at all, how your pricing for the affinity offering will differ from your pricing in the general marketplace.
- 9) Provide a description of how your organization would meet the accounting needs as an Affinity Partner of the OCC, including any recommendations of how the OCC could best promote the accounting services in collaboration with your organization in order to raise awareness and perceived value with individual business members of the local Chamber Network and drive revenue to the OCC and local Chambers of Commerce and Boards of Trade. Be concise and feel free to be creative, especially in areas where you may believe you could offer a competitive advantage to improve engagement and the perceived value of our current Affinity Program.
- 10) Provide a complete description of any and all applicable rates and fees and how those rates and fees offered to members of the OCC Chamber Network will be better than those available to the general public.
- 11) Please describe your organizational structure including the nature of your relationship between your head office and any local offices throughout the province.
- 12) Please provide details on any external partnerships which you have which would be of benefit to members of the OCC Chamber Network.

- 13) Please disclose any third-party companies which you use to support your service delivery, what services they are responsible for providing and their relationship to your organization.
- 14) What service level agreements will be put in place to manage your performance in this program?
- 15) How does your organization propose to manage performance, identify issues, resolve problems and reach mutually agreeable resolutions?
- 16) Please detail any additional terms and conditions associated with your services which have not otherwise been outlined previously in your proposal.
- 17) Include all relevant experience during the last 3 years as an Affinity Program partner with Chambers of Commerce, Boards of Trade or similar non-profit corporations, if applicable.
- 18) Please provide any additional information you deem relevant to the consideration of your proposal.

IV. SUBMISSION REQUIREMENTS:

Responses to this RFP must be received by Monday, July 30th, 2018 at 3:00 p.m. Eastern Time.

Please respond to this RFP using the following outline:

A. COMPANY INFORMATION: include the following:

1. Name of Organization
2. Address
3. Point-of-Contact for RFP Response
4. Point-of-Contact Phone Number
5. Point-of-Contact Email Address

B. COMPLETE RESPONSES TO ALL QUESTIONS IN SECTION III.

C. OTHER PERTINENT INFORMATION FOR CONSIDERATION.

The OCC reserves the right to reject any and all proposals and to waive minor irregularities in any proposal. The OCC reserves the right to request clarification of information submitted and to request additional information on any proposal. The OCC shall not be responsible for any costs incurred by the vendor in preparing and submitting its response to the OCC. Proposals should be prepared simply and economically, providing a straight-forward, detailed description of provider capabilities that satisfy the requirements of this request. All proposals must include responses to all questions listed in the Questions for Response section, to be considered.

V. RFP INQUIRIES AND QUESTIONS:

Questions pertaining to this RFP must be RECEIVED NO LATER THAN Tuesday, July 24th, 2018 at 3:00 p.m. Eastern Time. E-mail inquiries are preferred (brentedwards@occ.ca)

VI. CONTACT INFORMATION:

Questions and responses related to this RFP should be submitted to:

Brent Edwards
Senior Business Development Advisor
Ontario Chamber of Commerce
1500 – 180 Dundas Street W.
Toronto, Ontario
M5G 1Z8
Phone (647) 243-3534
brentedwards@occ.ca

VII. SUBMISSION OF RESPONSE:

Unless submitted by electronic means (preferred method), responses should be submitted in sealed envelopes or packages (1) addressed to the contact shown above; and (2) showing the name and address of the responder. The OCC reserves the right to duplicate the responses or copy them to other media to facilitate review by the appropriate personnel.