



Ontario Association of Home Inspectors

Established by the Ontario Association of Home Inspectors Act, 1994

1515 Matheson Blvd. East, Suite 205, Toronto, Ontario L4W 2P5

Tel: (416) 637-3114 or 1-888-RHI-OAHI (744-6244)

Email: oahi@oahi.com • Website: www.oahi.com or www.cahpi-ontario.org



REQUEST FOR INFORMATION EXTERNAL AUDIT SERVICES

Scope of Work

The Ontario Association of Home Inspectors (OAH) is requesting proposals from qualified firms of Chartered Accountants to prepare audited financial statements in accordance with the CICA handbook, or equivalent. OAH is also seeking supporting advice on continuity of practice or changes in policy or practice relating to audit discoveries.

The Association

The Ontario Association of Home Inspectors was formed in 1987. In December 1994, OAH became a self-regulating professional body when the Ontario Association of Home Inspectors Act received royal assent, granting the OAH the exclusive right to define qualification requirements, regulate its members and grant the designation "Registered Home Inspector" and "RHI" to qualified practitioners in the Province of Ontario.

The OAH is dedicated to enhancing the technical skills and professional practice of home inspectors, and maintaining high professional standards through education and discipline. Membership in the association is approximately eight hundred (800). Its main source of revenue is membership fees, with a secondary source being delivery of certain services such as project management and training.

Private home inspectors are strategic partners in the system which ensures consumer protection, public health and safety, and economic fairness, of the building marketplace, particularly the residential marketplace. Members complement the roles played by builders, buyers, code authorities, municipal and private enforcement staff, professionals and para-professionals, and warranty and insurance structures. The association occupies a unique risk-management position in new, resale and renovation projects by providing qualified inspectors with liability insurance.

Information Requested

OAH requests the following information from interested companies:

A - Company

A.1 Firm Profile: Detail breadth of other audit assignments and clients; resource and support services available; particular strengths relevant to the audit; information on relevant work in the association and non-profit sector.

A.2 Project Experience: A summary of past projects in association auditing; including the involvement of key personnel proposed in this project as identified in A.1.

A.3 Audit Team Information: Including the location of the office responsible for the audit, the names and resumes of the partner(s), and senior staff who will be assigned to the audit if the firm is successful.

A.4 References: Client references or contact information for minimum of three similar organizations.

Section B – Professional Services Proposed

B.1 Understanding: The proponent's understanding of the requirements of OAH, outlining the various phases of the study and general methodology used to carry out the different phases.

B.2 Details: Firms shall provide information on the auditing techniques to be utilized and procedures for carrying out the audit work and preparing the audited financial statements as contained herein.

B.3 Action Plan: Firms are to include a major task timetable including target dates for the various stages of review as referenced in B.1, above.

B.4 Advisory Services: Information regarding any advisory services which may be available to OAH, including but not limited to matters such as GST, income tax, employee benefit plans, internal audit, financial systems development, computer systems and programs, cash management, new or proposed legislation and performance measurement issues. Indicate whether these services are included in the bid and if not what the additional cost of availability of these services would be.

Section C – Pricing Overview

C.1 Scope: A summary of the method of costing used. A summary of the major work components and the prices/estimates assigned each stage including an estimate of the number of hours that will be required for the annual audit, broken down by level of staff assigned to each of the tasks. Note that out of pocket expenses shall be clearly stated to be either part of the fee or an additional fee with an estimated cost identified separately.

C.2 The method of pricing and probable value of advisory services should be itemized, if beyond base audit price.

C.3 A price should be provided for fiscal 2010, 2011 and 2012 at a minimum.

C.4 Discussions with the Board of Directors and presentation of the audit to the Annual Meeting of Members should be assumed.

Evaluation

Proposals will be evaluated by an evaluation team comprised of appropriate Board and staff members of OAH.

Interviews will be conducted if deemed necessary. OAH may ask firms to provide further information or clarification on the contents of their submissions.

The evaluation criteria may include, but not be limited to, the following:

- firm's statement of understanding of the project
- auditing techniques/methodologies
- audit timetable

- availability and cost of advisory services
- information obtained through the references provided in the submission
- firm's relevant experience, as well as the project team's experience
- pricing
- interview
- compliance with the proposal submission requirements

Submission

Submissions should be directed electronically by August 15, 2010 to the attention of:

Aubrey LeBlanc
Chief Operating Officer
Ontario Association of Home Inspectors

a.leblanc@oahi.com

647-504-6862