



## Request for Proposal

**RFP#:** BMHA 2021-003

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**Title:** Bookkeeper

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**Contact Person:** Mark Corra

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**Email:** treasurer@burnabyminor.com

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### 1. INTRODUCTION

#### 1.1. Background

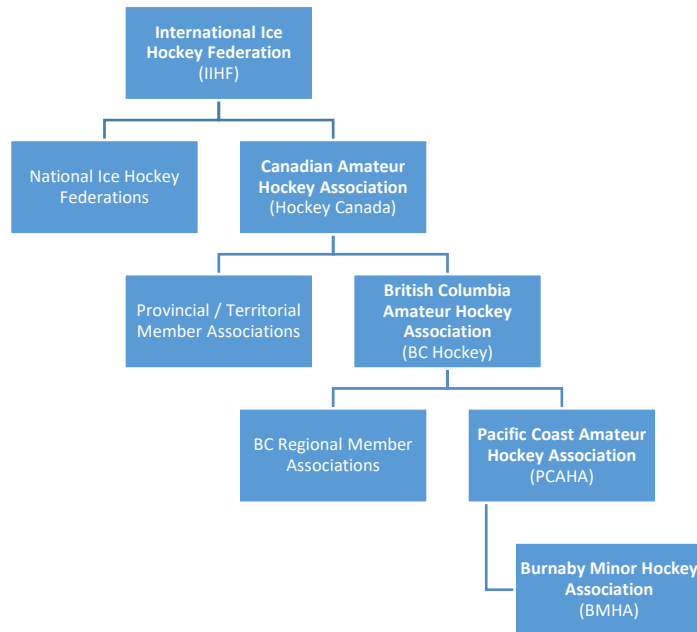
Burnaby Minor Hockey Association (“**BMHA**” or the “**Association**”) is a community based non-profit minor hockey association, guided by our volunteer executive board (the “**Executive**”) and run primarily by volunteers from our membership. BMHA is home to over 800 hockey male and female players from our 4-year-old Jr. Bulldogs & Wildcats to our 20-year-old U21 Division.

#### 1.2. Philosophy

The Association’s philosophy is that all children who wish to learn the skills of hockey should have the opportunity to do so, within the limitations of available facilities, financial restrictions, and available volunteer coaches. Furthermore, to provide an environment in which these children can learn hockey skills, play hockey at a level consistent with their aspirations, learn good sportsmanship and develop into young men and women that their parents and community can be proud of.



### 1.3. Amateur Hockey Structure



BMHA is a member association of and subject to the rules and regulations of:

- PCAHA;
- BC Hockey; and
- Hockey Canada.

## 2. INVITATION

The Association, by its volunteer elected Treasurer, invites qualified parties (each, a “**Proponent**”) to submit a competitive proposal for the performance of the duties required of a bookkeeper as detailed below (the “**Work**”). As support staff for the Association, the Bookkeeper is subject to the policies, procedures, rules, and regulations of the Association, PCAHA, BC Hockey, and Hockey Canada.

The Work is to commence on June 1, 2021.



### 3. SUBMISSION INSTRUCTIONS

#### 3.1. Anticipated Timeline

The following table sets out the anticipated timeline for this RFP:

Activity	Timeline
<b>Closing Time:</b>	17:00 PST, Wednesday, May 12, 2021
<b>Selection of Preferred Proponent:</b>	Wednesday, May 19, 2021
<b>Award:</b>	Wednesday, May 26, 2021
<b>Work Commences:</b>	Tuesday, June 1, 2021

With the exception of the Closing Time, the dated above are estimates only and are subject to change at the sole and absolute discretion of the Association.

#### 3.2. Delivery of Proposals

Proposals must be submitted electronically by way of email to the Contact Person

#### 3.3. Closing Time

Proposals must be received on or before the Closing Time (date and time) as listed in Section 3.1.

#### 3.4. Late Proposals

Proposals received after the Closing Time will not be considered.

#### 3.5. Amendment of Proposals

A Proponent may withdraw or amend (additions, deletions or substitutions) a submitted Proposal in the same manner as described in Section 3.2 at any time prior to but not after the Closing Time.

#### 3.6. Contact Person

The following person is the "Contact Person" for this RFP:

**Name:** Mark Corra  
**Email:** treasurer@burnabymminor.com



## 4. PROPOSAL SUBMISSION FORM AND CONTENTS

### 4.1. Expectations

The Bookkeeper is expected to:

- 4.1.1. Have, at a minimum, experience or familiarity with QuickBooks and have accounting work experience. Preference will be given to Proponents that hold an accounting designation;
- 4.1.2. Have an attention to detail;
- 4.1.3. Confidentiality of data is paramount;
- 4.1.4. Have strong ethical values;
- 4.1.5. Respond to requests on a timely basis;
- 4.1.6. Maintain accounting records in good order and store all records at their home;
- 4.1.7. Have, or be willing to quickly develop, a proficient working knowledge of the Google Suite and its various functionality and applications;
- 4.1.8. Provide timely information and recommendations to the Executive or Treasurer on matters of reporting;
- 4.1.9. Make use of their own computer equipment including a printer and WIFI. BMHA will reimburse for the cost of ink and paper used printing cheques or bank reconciliations. BMHA will also reimburse for the subscription to QuickBooks; and
- 4.1.10. In all their duties, adhere to the rules and regulations of Hockey Canada, BC Hockey, PCAHA and BMHA accounting policies and procedures.



#### 4.2. Scope of Work

The key responsibilities of the Bookkeeper include:

- 4.2.1. Ensure that all invoices submitted for processing contain proper authorization;
- 4.2.2. Maintaining QuickBooks and accounting records;
- 4.2.3. Providing printed cheques on a monthly basis to the Treasurer for signing. There are at times a requirement for a cheque to be issued on an expedited basis;
- 4.2.4. Processing cheque, consist of approximately 500 cheques during the season. Most of the cheque processing occurs in September. During the off season, May to July cheque processing is minimal;
- 4.2.5. Depositing cheques that have been received on a monthly basis. Received cheques average approximately 15 per season;
- 4.2.6. Completing bank reconciliations on a monthly basis for Scotia bank chequing and savings account. The RBC Gaming account is reconciled once a year for the year end audit review;
- 4.2.7. Assisting in providing information and be available to respond to questions during the review engagement performed by an independent auditor; and
- 4.2.8. Complying with all policies of BMHA, the Pacific Coast Amateur Hockey Association, BC Hockey and Hockey Canada.



#### 4.3. Form of Proposal

Proponents should follow the form of Proposal described in this Section 4 and provide all the information requested by this RFP.

### 5. FINANCIAL

#### 5.1. Bookkeeper Renumeration Expectations

In your proposal, please include your cost / fee structure and/or breakdown based on requirements outlined in Section 4 above and your proposed payment frequency.

#### 5.2. Independent Contractor Status

It is the intention of the Association that the Bookkeeper is engaged as an independent contractor of the Association. The Referee in Chief is not an employee of the Association.

#### 5.3. Tax Matters

As the Bookkeeper is an independent contractor and not an employee of the Association, the Association will issue a T4A at the end of each calendar year. Please indicate if billing will be to the individual or to a corporation and subject to GST.

### 6. PROPOSAL EVALUATION

#### 6.1. Proposal Considerations

To be considered responsive, a Proposal must meet all the requirements outlined in Section 4 above. Proposals not meeting all of these requirements will be considered non-responsive and will not be given further consideration. Only shortlisted Proponents will be invited to present their Proposal to the Executive.



6.2. Evaluation Criteria

For those Proposals meeting the requirements, each Proposal will be evaluated based on the following criteria:

Criteria	Weighting
Proposal	20%
Experience	30%
Cost / Fees	25%
Certification	25%

6.3. Proposal Selection

The successful Proponent will be selected based upon the best overall value to the Association as determined by the Executive and generally based on the categories and weighting in Section 6.2.

7. CONFIDENTIALITY

Information pertaining to this RFP, including any additional information provided to the Proponent, is strictly confidential. The distribution of this information without the express written consent and authorization from BMHA is strictly prohibited.

8. PROPONENT AUTHORIZATION

The Proponent is required to provide, as part of the Proposal, an authorized representative with whom all correspondence shall be conducted. Please note, all proposal submitted must be certified as valid and signed by the representative to be accepted. Please include the name, title, phone, and email information in the Proposal.

9. CONTRACT AWARD

Upon a selection of a successful Proponent, if within thirty (30) days of notification of award by BMHA, a written agreement (contract) cannot be negotiated and finalized, BMHA at its sole discretion may terminate negotiations with selected Proponent. In this case, BMHA reserves the right to enter into negotiations with the next qualified Proponent or to cancel this RFP entirely and not award a contract to any Proponent. The Association will not be obligated in any manner to any Proponent, selected, whatsoever until a written contract has been duly executed relating to an approved proposal.