



PRIVATE AND CONFIDENTIAL, NOT FOR DISTRIBUTION

GWAII TRUST SOCIETY
ATHILII GWAII LEGACY
HAIDA GWAII COMMUNITY FOUNDATION

REQUEST FOR PROPOSAL

**Outsourced Controllershship, Training, and
Transition Services**

162 Raven Avenue
Gaw Tlagée, Haida Gwaii, V0T 1M0
Issue Date: September 11, 2026



1. Introduction

The Gwaii Trust Society ("GTS") is inviting qualified accounting and financial management firms to submit proposals for the provision of outsourced controllership services. The successful proponent will provide professional controllership, financial reporting, advisory, and financial management support services for GTS and its affiliated funds. The successful firm will work collaboratively with management and finance staff to strengthen financial controls, improve reporting timeliness and accuracy, support GTS' Finance staff capacity building, and ensure the organizations' financial operations support effective governance and decision-making, collectively referred to as ("the Services").

The anticipated contract term is one-year, with the option to renew by mutual written agreement.

2. Background

The Gwaii Trust Society is a community-based organization serving Haida Gwaii. In addition to its core operations, GTS provides administration and oversight support for:

- Athlii Gwaii Legacy Fund
- Haida Gwaii Community Foundation

The organizations manage significant financial assets, grant-making activities, investment portfolios, and community development initiatives. The organizations currently maintain internal finance staff and use Sage 50 as their accounting platform. The successful proponent will be expected to work collaboratively within this structure while supporting continuous improvement and organizational learning.

3. Objectives

The objectives of the Services are to:

- Provide high-quality controllership services to GTS.
- Improve the accuracy and timeliness of financial reporting.
- Enhance internal financial controls and procedures.
- Support GTS Finance staff training and development in a timely and consistent manner with the goal of transitioning the Services in-house to GTS over the twelve-month contract period.
- Provide specialized accounting expertise related to investments, trusts, foundations, and not-for-profit organizations.
- Improve month-end and year-end processes.
- Strengthen reporting for Boards, Committees, auditors, and management.
- Establish clear accountability and ownership of financial processes.



4. Detailed Scope of Services

The successful proponent will be expected to provide the following Services:

A. Financial Reporting

- Monthly financial statement preparation and review.
- Quarterly financial reporting packages.
- Annual financial statement preparation support.
- Budget variance analysis and management commentary.
- Cash flow reporting and forecasting.
- Board and Committee financial reporting.

B. Month-End and Year-End Close

- Preparation and review of accounting entries.
- Accruals, amortization, prepaid expenses and deferred revenue calculations.
- Investment accounting and reconciliations.
- Review of account reconciliations.
- Month-end close checklists and procedures.
- Support during annual audit processes.

C. Investment Accounting

- Investment transaction reconciliation.
- Recording of investment income and distributions.
- Fair value reporting.
- Investment fee reconciliation.
- Quarterly and annual investment reporting support.

D. Financial Control and Governance

- Review and enhance internal controls.
- Review of segregation of duties.
- Process mapping and documentation.
- Financial procedures development.
- Risk identification and mitigation recommendations.
- Financial policy review and recommendations.



E. Capacity Building and Training

A key requirement of this engagement is knowledge transfer. The successful proponent will:

- Mentor internal finance staff.
- Provide practical accounting training including month-end accruals and adjustments and the transfer of working papers and schedules.
- Explain accounting entries and adjustments.
- Assist with the development of finance procedures manuals.
- Build organizational capacity to increase internal financial management capabilities.

F. Advisory Services

- Controller-level guidance to management.
- Financial impact analysis.
- Accounting treatment advice.
- Governance and financial management best practices.
- Support for special projects and process improvements.

5. Deliverables

Proposals should specify how the proponent will provide:

Monthly

- Financial statements
- Variance analysis
- General ledger review
- Investment reconciliations

Quarterly

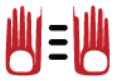
- Board reporting packages
- Cash flow forecasts
- Financial health assessment

Annual

- Audit and tax filing coordination
- Year-end working papers
- Financial statement support
- Recommendations report

Ongoing

- Staff mentoring and training
- Accounting advisory services
- Internal control enhancement



- A description of how the proponent will manage any staffing changes over the course of the Services to ensure continuity and quality of deliverables

6. Desired Qualifications

Proponents should demonstrate:

- CPA designation(s).
- Experience providing outsourced controllership services.
- Experience with First Nations organizations, trusts, foundations, and community development entities.
- Experience with grant administration and reporting.
- Experience with investment accounting.
- Experience with Sage 50.
- Strong internal control and governance expertise.
- Proven ability to provide capacity-building and staff mentoring.

Preference may be given to firms with significant experience serving First Nations trusts and foundations.

7. Proposal Requirements

Proposals should include:

A. Firm Overview

- Background and ownership
- Office locations
- Years in operation
- Indigenous partnerships or experience

B. Team

- Proposed engagement team
- Roles and responsibilities
- Relevant qualifications
- Resumes of key personnel

C. Approach and Methodology

- Understanding of requirements
- Proposed service model
- Reporting processes
- Knowledge-transfer approach and timelines



- Quality assurance procedures

D. Relevant Experience

Provide at least three examples of similar engagements.

E. Fees

Provide:

- Annual fixed fee
- Hourly rates by staff level
- Travel rates and assumptions
- Optional services pricing

F. References

Minimum three client references.

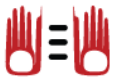
8. Evaluation Criteria

Criteria	Weight
Relevant Team Experience	20%
Proposed Team	25%
Approach and Methodology	20%
Capacity Building & Training Approach	20%
Fees	15%

GTS reserves the right to interview shortlisted proponents.

9. Timelines

Milestone	Date
RFP Issued	September 11, 2026
Questions Due	September 21, 2026
Proposals Due	September 25, 2026
Interviews (if shortlisted)	Sept 29-30, 2026
Selection	October 2, 2026
Contract Start	October 5, 2026



10. Submission Instructions

Proposals shall be submitted electronically in PDF format by **4:00PM BC time on Friday, September 25, 2026** to:

Latasha Williams, Chief Executive Officer

Gwaii Trust Society

Subject Line: "Proposal for Outsourced Controllershship Services"

latasha.williams@gwaiitrust.com

11. Reserved Rights

The Gwaii Trust Society reserves the right to:

- Reject any or all proposals.
- Request clarification from proponents.
- Negotiate scope and pricing.
- Not proceed with the procurement process.
- Award in whole or in part.

12. Conflicts of Interest

The firm shall disclose in its proposal any actual or potential conflicts of interest and existing business relationships that it may have with GTS, its Board of Trustees, and its employees.

13. Confidentiality

Those proponents receiving this RFP covenant and agree that neither it nor its employees shall divulge, publish, or otherwise reveal either directly or indirectly any knowledge, information or facts disclosed in relation to this Request for Proposal. All information furnished by GTS is confidential and shall remain the sole property of GTS and shall be held in confidence.

Except as expressly and specifically permitted in this Request for Proposal, no proponent shall have any claim for compensation of any kind whatsoever as a result of participating in this Request for Proposal, and by submitting a Proposal each proponent shall be deemed to have agreed that it has no claim. This RFP does not represent a Call or Tender.

All materials submitted in response to this RFP will become the property of GTS and will not be returned. GTS will consider all proposals provided as confidential, unless otherwise required by law, but reserves the right to make copies of all proposals received for its internal review and for review by GTS.



14. Contacts and Inquiries

Any questions related to this RFP or requests for additional information must be submitted by Monday, September 21, 2026 to:

Latasha Williams, Chief Executive Officer

Gwaii Trust Society

latasha.williams@gwaiitrust.com

250-626-7613