

Request for proposals: Audit services

1. Background

The National Aboriginal Diabetes Association is requesting proposals from qualified independent firms for its annual audit services. This process is being undertaken at the request of the Board of Directors, as a standard procedure to ensure the Association continues to receive the best value it can for its audit services.

The mission of the National Aboriginal Diabetes Association is to lead the promotion of healthy environments to prevent and manage diabetes by working together with people, communities and organizations.

The National Aboriginal Diabetes Association serves 1000+ members each year with funding from grants and fees. We receive government funding from Health Canada. We have two (2) employees located in one (1) office. Our annual revenue has ranged between \$240,000.00 and \$260,000.00 over the past three (3) years.

Registration no.: **883789760 RR0001**

Charity status: **Registered**

Effective date of status: **1998-04-01**

Designation: **Charitable organization**

Annual operating budget: **\$240,000.00**

Accounting software: **Quickbooks**

Bookkeeping: **The Fort Group, Inc.**

2. Services to be provided

Services to be provided in the annual audit of the National Aboriginal Diabetes Association financial statements include providing an audit opinion on the Association's financial statements through:

- an internal control audit, completed during the course of the year-end audit, consisting of studying and reviewing the accounting system and internal controls
- substantive year-end audit, specifically targeted at the balance sheet, statement of changes in financial position, the income statement and reserve funds.

The audit will include:

- preparation and submission of an annual audit plan to management by May 31, 2018. During the audit planning you will also undertake discussions with management about any changes that have occurred through the course of the year that may have an impact on the audit or your audit approach

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- identification of any changes to disclosure requirements by the CICA that would have an impact on the financial statements presentation, if not already identified earlier in the year
- year-end field audit, normally held in May conducted according to Canadian generally accepted auditing standards and the requirements of the National Aboriginal Diabetes Association of regulator or legislation
- confirmation of member accounts
- provision of a management letter, making any recommendations on improvements to existing internal controls or financial and reporting practices based on any weaknesses found during the course of the year-end audit
- presentation of audited statements to the Board of Directors (normally completed by September of each year). Presentation at the Association's Annual General Meeting (normally held in September of each year).
- preparation and submission of all required tax and other information returns and reports.

3. Required information

Items to be covered by the proposal include the following:

1. a description of your firm and its areas of expertise
2. a description of your relevant work with other Indigenous organizations, or non-profit charities
3. a proposed fee structure for the annual audit, including start-up costs, if any. Any hourly rates proposed should indicate if the rates apply to audit and/or other services your organization may be able to provide
4. a summary description of the personnel that you would assign to the Association and their position within your firm
5. a description of the scope of the audit to be undertaken
6. an indication of whether your firm has received a positive peer review within the last three years. Please also indicate whether your firm has been the object of any

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disciplinary action during the past three years. Provide results of any relevant external quality control reviews

7. a list of names and contact person(s) for up to three references for financial audit work most similar to the Association's.

4. Organizational conflicts of interest

The responder must warrant that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest.

5. Proposal contents and form

Proposals may be submitted in writing by mail, or electronically.

If submitted by mail, send the proposal in a sealed package, clearly marked on the outside of the package "Proposal for National Aboriginal Diabetes Association Audit Services", along with the respondent firm's name.

If the proposal is submitted electronically, put "Proposal for National Aboriginal Diabetes Association] audit services" in the subject line.

Proposals must include a statement that the information provided is true, correct and reliable for purposes of evaluation for potential contract award.

Please submit your proposal by **4:30PM CST, May 4, 2018** to:

National Aboriginal Diabetes Association

103 – 90 Garry Street

Winnipeg Manitoba R3C 4H1

Attention: **JEFF LAPLANTE**

E-mail: **JEFFLAPLANTE@NADA.CA**

Proposals received late, by mail or electronically, will not be considered.

6. Proposal evaluation review and selection process

Qualified proposals will be evaluated on the basis of "best value" as determined by the Association's management and Board of Directors.

All of the following criteria will be considered in evaluating the proposals:

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1. qualifications and expertise of the firm and proposed staff
2. relevant prior experience
3. feedback obtained from references
4. proposed fees
5. responsiveness to this RFP
6. evaluation of capabilities and quality of work product.

The National Aboriginal Diabetes Association will not be obliged in any manner to any proposer whatsoever. At its sole discretion, it may choose to terminate the Request for Proposal process and not enter into a contract with any of the proposers.

7. Disposition of responses

All materials submitted in response to this RFP will become the property of the National Aboriginal Diabetes Association.

8. National Aboriginal Diabetes Association contacts and inquiries

Please contact Jeff LaPlante, Executive Director, at 204-927-1224 or jefflaplante@nada.ca with any questions or request for additional information.

As of the date of this RFP, there shall be no communications concerning the selection process between any proposer and any Board or staff member of the National Aboriginal Diabetes Association concerning the selection process, other than with the contacts noted above. Other personnel are not authorized to discuss this request for proposal with responders. Contact regarding this RFP with any personnel not listed above could result in disqualification.