

REQUEST FOR PROPOSALS

For

Financial Statement Audit Services

Issued by:

_____ First Nation

Address

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Issue Date:

Friday, December 12th, 2008

Proposal Delivery Due Date:

Please submit an electronic copy and mail 5 copies on or before 4:30 pm Friday, January 30, 2009.

Audit to be completed by June 30, 2009 for review of the Board and final copies to be delivered July 15, 2009.

Proposal Delivery Location:

By Mail to: Address

By Email to:

Direct Inquiries to:

_____ at (306) 000-0000

INTRODUCTION AND BACKGROUND OF _____ First Nation

Insert background of First Nation

_____ First Nation has an annual budget that ranges from \$00 to \$00 thousand dollars and approximately 00 cheques are written and 00 deposits are made annually. The Board is sophisticated on the audit process and financial reporting. The accounting is performed at _____ including the payroll which is

prepared internally. _____ staff will provide working papers and financial statements. Time required for bookkeeping and reconciling accounts will be minimal. Since there are _____ transactions _____ uses _____ to maintain the accounts and recording transactions.

The audited financial statements are approved by the _____ or Board of Directors and placed on the Annual General Meeting Agenda as information.

SCOPE OF SERVICES

_____ First Nation is seeking an accountant with a professional designation that can provide professional audit services on the annual financial statements for three years. This RFP is for services for the fiscal years that will end on March 31, 2009, 2010 and 2011.

The successful audit firm will be required to demonstrate:

- Experience in working with First Nation organizations
- Experience in working with not-for-profits
- Knowledge of Federal Government Contribution Agreements

APPROVAL AND CRITERIA

The _____ Board will review the proposal and will appoint the audit firm, in February of 2009.

The proposal should include the level of service to be provided, related experience and information on the individual that will be conducting the audit, cost of services and timing.

Proposals will under-go a scoring process which will include the following factors:

Technical Merit of the proposal	- FN involvement and/or experience (15 pts) - Capacity to do the work (20 pts) - Management of the work (25 pts) - Methodology (10 pts) (ie: description of deliverables / milestones) - Quality of Proposal (5 pts)
Financial Merit of the proposal	- Price (25 pts)