

Request for Proposal (RFP) for Financial Audit Services

Objective

The Northern Lights Regional Health Foundation (the Health Foundation) is requesting proposals for the preparation of its yearly audited financial statements for a three-year period beginning with the fiscal year ending March 31, 2022. The audit of the Health Foundation's financial statements must be in accordance with Canadian generally accepted auditing standards.

Background

The Health Foundation, established in 1985, is a registered charity that exists to provide funds to support health care priority needs in the Regional Municipality of Wood Buffalo. The Health Foundation has grown significantly since its inception and last fiscal year raised over \$3.5m in gross revenues with expenses of approximately \$890k netting over \$2.6m to support health care in the region.

The Health Foundation exists under and is governed by regulations set out under the Regional Health Authorities Foundation Regulation. An elected Board of Directors, comprised of no more than fifteen members, govern the Health Foundation through their approved Bylaws, Policies and Policy Applications. Under the direction of the aforementioned, the Health Foundation prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations.

The Health Foundation derives its revenues from donations, annual programs, sponsorships, auction sales, and raffles/casinos under the regulations of the Alberta Gaming and Liquor Commission (AGLC). Net profits are maintained through the application of three classifications of funds: unrestricted, internally restricted; and externally restricted. From time to time, the Health Foundation and AHS embark on large capital projects that may span over several fiscal years. These large capital projects will result in significant changes to fund balances year over year.

Service Requirements

- Annual financial statement audit
 - Statement of Financial Position
 - Statement of Operations
 - Statement of Changes in Fund Balances
 - Cash Flow Statement
 - Notes
- Audit Findings Report
- Management representation letter

- At least one meeting with staff, the Executive Director and the Board of Directors Finance Committee to discuss draft version of the financial statements and the audit findings report
- Complete all requirements within 75 days of the end of each fiscal year

Request for Information Response Instructions

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing nonprofit clients;
- c) The size and organizational structure of the auditor's firm;
- d) Statement of the firm's understanding of work to be performed;
- e) A proposed timeline for fieldwork and final reporting;
- f) Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;
- g) Describe billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
- h) Names of partner and audit manager who may be assigned to the audit and provide biographies;
- i) References and contact information for at least two comparable non-profit clients.

Please submit, in English, one electronic (PDF) copy of your proposal (no larger than 10MB) via e-mail no later than August 31, 2022, at 4:30 p.m. All responses and inquiries are to be directed to the Northern Lights Health Foundation Finance Manager and Executive Administrator, Amy Boutilier at amy.boutilier@ahs.ca.

Any information and/or facts gathered during the RFP process including the interview and reference process shall be the sole and exclusive property of the Northern Lights Health Foundation. The Health Foundation reserves the right to contact references other than, and/or in addition, to those provided in your RFP response.

Timeline

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|----------------------------|--------------------|
| • RFP to prospective firms | July 15, 2022 |
| • RFP response deadline | August 31, 2022 |
| • Finalist selected | September 15, 2022 |
| • Interviews completed | October 15, 2022 |
| • Selection complete | October 31, 2022 |

Evaluation

Process:

- An evaluation committee consisting of members of the Health Foundation Board of Director's Finance Committee will review all submitted RFPs.
- A short list of finalists will be determined.
- Interviews/presentations (in person whenever feasible) will be held with the finalists. Selected finalists should be prepared to conduct a presentation (not to exceed 1 hour) at the Health Foundation office or other agreed location and be prepared to answer detailed questions with regards to their proposal.

Criteria:

- Proponents will be evaluated on the following:
 - ✓ Knowledge and Experience
 - Ability; experience; knowledge; competency; financial, technical and human resources; quality of team required to meet service expectations.
 - ✓ Historical Performance
 - Proven history of superior service
 - ✓ Financial Health of the Organization.
 - Proven history of strong financial performance
 - ✓ Fees for Service
 - Any pertinent information relating to overall costs (both one-time and ongoing) that will apply over the three year period
 - ✓ Local Representation and Reporting
 - Convenient access to representation.
 - Reporting clarity and ease of understanding of materials.
 - ✓ Reputation
 - Record and depth of good corporate citizenship in Alberta.
 - Customer satisfaction

Confidentiality and Liability

All information presented in this RFP, including any information disclosed by the Health Foundation during the selection process, is strictly confidential. Information is not to be released without the express consent of the Health Foundation.

All responses and other materials submitted to the Health Foundation in response to this RFP will become the property of the Health Foundation. Furthermore, the Health Foundation assumes no obligation and shall incur no liability regarding the confidentiality of all or any portion of a response or any other material submitted unless expressly agreed in writing.

The Northern Lights Health Foundation shall not be responsible or liable in any manner for the risks, costs, or expenses incurred by any proponent in the preparation of his/her response to this RFP or travel expenses incurred by the finalists.

Appendices

Appendix A - Northern Lights Regional Health Foundation Audited Financial Statements for the Year ended March 31, 2022