



REQUEST FOR PROPOSAL AUDITING SERVICES

The Francophone Regional Authority of the North West Francophone Education Region (NWFER) serves an area that covers northwestern Alberta. It offers quality French-language instruction from pre-kindergarten to Grade 12 and operates three schools located in Falher, Grande Prairie and Peace River.

- In 2020-2021, 435 students (kindergarten to Grade 12) are enrolled.
- The NWFER manages a preschool program in each of its schools: 41 children are enrolled in 2020-2021.
- The NWFER also operates the only Francophone daycare in Grande Prairie, *Les petits boucs* daycare located at École Nouvelle Frontière.

Other general information regarding the NWFER:

- The NWFER employs approximately 90 employees or contractors.
- The annual operating budget for the NWFER is approximately \$10 million dollars.
- The NWFER's fiscal year is from September 1st to August 31st.
- The NWFER is the banker board of the CÉFFA (Conseil de l'éducation de la foi francophone en Alberta) and the FCSFA (Fédération des conseils scolaires francophones de l'Alberta).

Financial statements, budget reports and capital plan may be reviewed on the Region website at: <https://csno.ab.ca/le-conseil/publications/>

Request for proposals

The NWFER is requesting proposals for auditing services from chartered accounting firms interested in conducting the annual audit of its financial statements for a period of three (3) years.

Eligibility

The firm must demonstrate an ability to carry out the audit to full professional standards, in conformity with provincial requirements and the expectations of the Region. The firm must be able to communicate with the NWFER in French (spoken and written).

Scope of Work

The accounting firm will provide auditing services to the NWFER's for a period of three (3) years (for the fiscal years ending August 31, 2021, August 31, 2022 and August 31, 2023).

The successful firm must be available to carry out this mandate as to ensure that the audited financial statements for the year are submitted by November 30, or any previous date set by Alberta Education.

The auditing requirements of the Region will include but will not be restricted to the following:

- Meeting with leaders prior to the start of the audit to discuss the approach, confirm the mandate and timeline.
- Assist in the preparation of the financial statements and audit thereof in accordance with the established guidelines of Alberta Education.
- Provide general guidance to the administrative staff and/or Board as required from time to time throughout the fiscal year.
- Audit of school generated funds.
- Audit or review as required for specifically funded programs (i.e., CÉFFA, FCSFA, daycare.)

- Preparation of management letter.
- During the audit, the auditor will immediately inform the Treasurer and discuss with her issues that would otherwise result in the inclusion of a reserve statement regarding the financial statements.
- Presentation of financial statements to the audit committee and/or availability to discuss audit results and provide information for members to better understand issues related to reporting and the audit process.

Proposal Information

We would like to receive a proposal that includes:

- A summary description of the firm and the contact person.
- Experiences, including auditing of school boards or similar entities.
- Proposed audit fees (including all fees) for the next three years.
- The estimated number of hours required for the audit, broken down between the categories of staff.
- The firm's ability to provide services in French.
- The presentation of the team that would be assigned.
- At least one relevant client reference that we can contact.
- Any other information you want to present.

Closing Date

Proposals are to be completed and submitted with the attached submission form no later than Thursday, February 25, 2021 before 2:00 p.m.

Please send the proposals to the following (post, email or in-person delivery):

North West Francophone Education Region
"RFP- Audit Services"
CP 1220,
4 rue Bouchard,
St. Isidore, AB T0H 3B0

Email: conseil@csno.ab.ca

Information

All requests for information or documentation relating to this RFP should be addressed to Josea Gagnon, Treasurer at joseagagnon@csno.ab.ca or 780-624-8855 / 1-866-624-8855.

RFP Process

After the submission deadline, the audit committee will analyze and compare proposals to other submitted proposals. The NWFER reserves the right not to accept the lowest bidder, to decline any or all proposals made, and to request additional information from the firms, according to its sole discretion.

PROPOSAL SUBMISSION FORM

AUDITING SERVICES

North West Francophone Education Region

The North West Francophone Education Region is inviting proposals from interested CPA firms to provide audit services for a period of three (3) years.

Please complete the form below, in full: failure to comply could result in disqualification of the bid or rejection of the proposal.

Please check the content of your proposal submission:

- A summary description of the firm and the contact person.
- Experiences, including auditing of school boards or similar entities.
- Proposed audit fees (including all fees) for the next three years.
- The estimated number of hours required for the audit, broken down between the categories of staff.
- The firm's ability to provide services in French.
- The presentation of the team that would be assigned.
- At least one relevant client reference that we can contact.
- Any other information you want to present.

Please complete the information below (the following submissions **should not include** GST):

FISCAL YEAR 2020-2021	\$
FISCAL YEAR 2021-2022	\$
FISCAL YEAR 2022-2023	\$
TOTAL (3 YEAR PERIOD)	\$

BIDDER INFORMATION:

DATE:

SIGNATURE:
