



Sahtu Land Use Planning Board

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Request for Proposals (RFP): Audit Services

Background

The Sahtu Land Use Planning Board (“SLUPB” or “Board”), based in Fort Good Hope, NT was established under the *Sahtu Dene and Metis Comprehensive Land Claim Agreement (SDMCLCA)* and the *Mackenzie Valley Resource Management Act (MVRMA)* to develop and implement a land use plan for the Sahtu Settlement Area (280,000 km²), in the Northwest Territories. After many years of plan development, the Sahtu Land Use Plan (SLUP) was approved in August 2013. For additional information visit the SLUPB website: www.sahtulanduseplan.org

The SLUPB is seeking proposals from interested and qualified accounting firms for the provision of external audit services of the Board’s annual financial statements in accordance with Canada Public Sector Accounting Standards for fiscal year 2016-17 (April 1, 2016- March 31, 2017). Subject to satisfactory performance of external audit services by the successful firm, the term may be extended, if mutually agreeable to both parties.

Auditing Services Required

The SLUPB receives its primary funding through *SDMCLCA* implementation funds administered through Indigenous and Northern Affairs Canada (INAC). An INAC funding requirement is the preparation of an annual financial statement.

The responsibility of the external auditor will be to examine the financial statements prepared by SLUPB staff and express an audit opinion thereon. The audit shall involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgement, including the assessment of the risks of material misstatements of the financial statements. The audit shall also include evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

The SLUPB staff will be available to assist the auditors by providing information, working papers, schedules, funding agreements and other necessary documentation. SLUPB accounts are maintained using Sage-Simply Accounting. These materials will be provided to the auditors on a timely basis. The anticipated sequence of activities is:

- coordinate with SLUPB Executive Director on pre-audit planning,
- travel to the SLUPB offices in Fort Good Hope, NT to conduct audit field work,
- prepare draft financial statement for Executive Director review
- present financial statement at a Board meeting (in-person or via teleconference), and
- prepare the final financial statement and auditor’s report.

The SLUPB is open to varying this approach as well as consider additional services that may meet the Board’s needs. This may include serving as a resource, and be available for



consultation on accounting and related issues. Proponents are encouraged to include information relevant to the scope of engagements that their firm can provide.

Submissions

Proponents should demonstrate their experience and qualifications relevant to the scope of services described in this RFP. Proponents should also describe their experience or approach in terms of working with small public organizations operating in remote Northern Canada.

When submitting proposals, proponents are requested to provide the following information:

- General background of the firm, its partners, associates and staff;
- Name, background and experience of the individual who would be the prime contact to the SLUPB;
- Summary of experience and/or approach to working with northern co-management boards and administrative tribunals or similar boards and agencies;
- Methods of overcoming technical, logistical, and administrative realities of communicating and conducting business in remote northern planning communities;
- Summary of services the proponent is able to provide as it pertains to the Auditing Services described in this RFP;
- Current fee structure and travel costs for associates and staff in the firm who may be assigned work on SLUPB file;
- List of at least 3 clients who may be contacted as references to confirm the quality of service provided to them.

All submissions must be delivered electronically to the SLUPB Executive Director exec_director@sahtulanduseplan.org no later than **5:00 PM** on **December 30, 2016**.

Evaluation Process

The Executive Director will review all received proposals and screen them based on overall approach, experience, and cost effectiveness. The selection of the preferred firm will be the sole discretion of the SLUPB.

The SLUPB reserves the right to reject any proposals and if, for any reason, it decides to discontinue the RFP process it may reject all proposals. The proposal from the successful firm, as submitted or amended by mutual agreement, will form the basis of the agreement for consultant services between the parties.

Contact

For additional information contact:

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