



FNIGC } CGIPN

First Nations Information Governance Centre
Le Centre de gouvernance de l'information des Premières Nations

REQUEST FOR PROPOSALS FOR AUDIT SERVICES

Submission due date: Friday, July 5th, 2024 at 3:00 p.m. EDT

1. BACKGROUND

The First Nations Information Governance Centre (FNIGC) is an incorporated, non-profit organization committed to producing evidence-based research and information that will contribute to First Nations in Canada achieving data sovereignty in alignment with their distinct world views. FNIGC is strictly technical and apolitical and does not speak directly for First Nations.

Federally incorporated as a non-profit organization on April 22, 2010, FNIGC operates with a special mandate from the Assembly of First Nations (AFN) Chiefs-in-Assembly (Resolution #48, December 2009). FNIGC's Mission is to assert, with First Nations, data sovereignty and support the development of information governance and management at the community level through regional and national partnerships.

FNIGC is government funded approximately \$26 million per year to coordinate the survey processes nationally with 10 regional partners across Canada. The accounting system used is SAGE 300 ERP. The FNIGC employs on average 50 to 55 staff at its two locations. The head office is located at Mohawks of Akwesasne, Ontario and the branch office is located in Ottawa, Ontario.

2. OBJECTIVE

The First Nations Information Governance Centre (FNIGC) invites proposals from qualified independent firms to provide professional annual audit services for years ended March 31, 2025, March 31, 2026, March 31, 2027, March 31, 2028, and March 31, 2029.

3. SERVICES TO BE PROVIDED

Services to be provided in the annual audit of the FNIGC financial statements include providing an audit opinion on the FNIGC'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 statement of financial position, statement of operations, statement of net changes, statement of cashflows and reserve funds.

The audit will include:

- preparation and submission of an annual audit plan to management by May 15th. 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.
- Identification of any changes to disclosure requirements by the CPA Handbook that would have an impact on the financial statement's presentation, if not already identified earlier in the year.
- The year-end field audit, typically conducted in June, adheres to Canadian generally accepted auditing standards and meets the requirements of the FNIGC, as mandated by regulators or legislation.

- Provision of a management letter, making any recommendations on improvements to existing internal controls for 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 in July. Presentation at the FNIGC's Annual General Meeting in September.

4. REQUIRED INFORMATION

Items to be covered by the proposal include the following:

- A description of your firm and its areas of expertise
- A description of your relevant work with other First Nations or non-profit organizations.
- 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 firm may be able to provide.
- A summary description of the personnel that you would assign to the FNIGC and their position within the firm.
- A description of the scope of the audit to be undertaken.
- Indicate whether your firm has received a positive peer review within the last three years. Additionally, specify if your firm has been subject to any disciplinary action during this period. Please provide the results of any relevant external quality control reviews.
- A list of names and contact person(s) for up to three references for financial audit work most similar to the FNIGC.

5. 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 factors or circumstances which could give rise to organization conflicts of interest.

6. PROPOSAL CONTENTS AND FORM

Proposals may be submitted electronically by email.

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

If the proposal is submitted electronically, put "Proposal for FNIGC 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 July 5th , 2024 at 3:00 PM to:

**First Nations Information Governance Centre
34 McCumber Rd, Unit 13
Akwesanse, ON K6H 5R7
Attention: Bonnie Sowiak
E-mail: bsowiak@fnigc.ca**

7. PROPOSAL EVALUATION REVIEW AND SELECTION PROCESS

The qualified proposals will be evaluated on the basis of technicality (75 points) and financial (25 points) as determined by the FNIGC's management and Board of Directors.

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

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 the RFP
6. Evaluation of capabilities and quality of work product.

The FNIGC 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.

8. DISPOSITION OF RESPONSES

All material submitted in response to this RFP will become the property of the FNIGC.

9. FNIGC CONTACTS AND INQUIRIES

Please contact Bonnie Sowiak, Director, Finance and Corporate Services, at 613-277-6749 or bsowiak@fnigc.ca with any questions or request for additional information.

As of this date of this RFP, there shall be no communications concerning the selection process between any proposer and any Board or staff member of the FNIGC concerning the selection process, other than 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.