



KEE TAS KEE NOW TRIBAL COUNCIL EDUCATION AUTHORITY

Kee Tas Kee Now Tribal Council invites qualified applicants to submit a proposal for independent audit services to the Kee Tas Kee Now Tribal Council Education Authority in accordance with terms outlined below.

BACKGROUND

Kee Tas Kee Now Tribal Council Education Authority (KTCEA) currently provides Kindergarten to Grade 12 education for approximately 1,100 students in six KTC First Nations schools and Outreach schools. Our schools are located within a geographic territory of approximately 8,200 square kilometers in northwest Alberta.

PROJECT SUMMARY

KTCEA seeks proposals from interested public accounting firms for the provision of independent audit services for the fiscal year 2023 to 2024.

This Request for Proposal (RFP) outlines the requirements for the annual audit services to be provided by the successful proponent, herein referred to as the Auditors or Audit Firm.

CLOSING DATE

Proposals will be accepted until **12:00 pm May 31, 2024.**

The Board of Directors reserves the right to request additional information from companies and/or to request a subsequent proposal presentation to the Finance Committee. The Board of Directors also reserves the right to decline any or all proposals made.

ONLY electronic submissions will be accepted. Clearly mark on the subject area "PROPOSAL FOR EXTERNAL AUDIT" and addressed to: Kim.Carifelle@ktcea.ca

ELIGIBILITY

The firm must demonstrate an ability to carry out the audit to full professional standards, in conformity with Indigenous Service Canada requirements, Accounting Standards for Non-Profit Organization and Board expectations and must be a professional accounting firm registered under the Chartered Professional Accountants Act and authorized to perform an audit engagement.

The firm must have experience in providing audit services within the education sector.

TERMINATION OF CONTRACT

KTCEA reserves the right to terminate the contract within 30 days' written notice under the following circumstances:

1. The auditing firm fails to perform in accordance with the specified service requirements as presented in this RFP.



2. The auditing firm fails to provide any service as specified in the agreement without prior written notice.
3. The auditing firm fails to meet the provisions of the RFP to any significant degree.

SCOPE OF AUDIT

The preparation of the auditor's report shall include:

1. Examination of all relevant records of the Board.
2. Evaluation of internal controls and preparation of the management letter.
3. Audit of Board financial statements and all required schedules.
4. Completion of Financial Statement Notes.
5. Completion of the audit by **November 15, 2024**
6. All of the above, is prepared in accordance with the Canadian Auditing Standards.

The responsibilities of the auditor will generally be limited to the expression of an opinion on the financial statements and discussion with respect to presentation and disclosure. They will not include accounting work, physical preparation of financial statements, schedules, working papers or any other non-audit responsibilities.

The auditor may be requested to provide professional counsel to KTCEA for issues related to the above as well as day-to-day operations of the school division.

GENERAL REQUIREMENTS

Schedule

The Auditor and the Associate Superintendent Corporate Services shall meet to prepare a schedule of audit activities that will accommodate the needs of the Board for submission of the Audited Financial Statements of the Board for the year concerned by **November 15, 2024** or such earlier deadline as may be required by Indigenous Services Canada.

The above-mentioned schedule will set out:

1. The important key dates for necessary information to be assembled by both parties.
2. A timetable and list of all the necessary schedules, working papers, analyses and other information relevant to statement preparation.
3. A definition of the responsibilities of both Board staff and auditor with respect to preparation of all required documents bearing in mind that there is to be as much involvement from Board staff as possible so that the annual statement may be assembled by Board personnel and at the least cost to the Board.
4. Dates for meetings between Board personnel and the auditor to review progress made by both parties.

Firm Qualifications and Experience

The Auditor should state the size of the firm, the size of the firm's governmental audit staff, location of the firm, the number and nature of the full-time professional audit staff, the number and nature of the part-time staff, and provide information regarding their knowledge on provincial and federal government auditing knowledge and experience.



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Insurance

Any Contract resulting from this RFP will require the Auditor, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout this Contract term professional liability insurance in the amount not less than \$2,000,000 insuring the contractor's liability resulting from errors and omissions in the performance of professional services under Contract.

Qualified Statements

The Auditors shall immediately upon discovery of information or conditions which would otherwise lead to the inclusion of a statement of qualifications with respect to the Board's financial statements, inform and fully discuss such matters with the Associate Superintendent Corporate Services and Chair of the Finance Committee. In addition, the auditor shall allow a reasonable period of time for investigation, analysis and reporting to correct the problem to avoid the inclusion of such qualifications.

Delivery of Audited Financial Statements

Audited Financial Statements shall be delivered to the attention of the Associate Superintendent Corporate Services by the deadlines set out in the annual schedule.

Finance Committee

The Finance Committee will review the draft statements with the Associate Superintendent Corporate Services. If there are further concerns and clarification requested by the Finance Committee, the auditor shall provide such information as requested to enhance the Finance Committee members' understanding of matters pertaining to the statements.

Management Letter

As part of the annual audit, the auditor shall prepare and deliver to the Associate Superintendent Corporate Services and Superintendent, letters conveying the concerns relative to the internal accounting and operating controls and/or other matters of material importance with respect to their operations, which have been discovered in the course of the audit. The auditor shall also meet with the Associate Superintendent Corporate Services and Superintendent to discuss the concerns identified and how they might be addressed by KTCEA.

Engagement Letters

The Board and auditor shall prepare and exchange annual engagement letters that will specify the responsibilities to be discharged by each of the parties.

Adherence to the critical dates outlined with this Proposal will be an essential feature of satisfactory performance under the audit contract. The agreed year-end plan will be incorporated in the annual engagement letter which will be required under the audit contracts.

Performance Assessment Indicators

As part of the annual audit, the auditor shall prepare and deliver to the Superintendent a letter addressing their opinion relating to the following performance assessment indicators:

- Generally Accepted Accounting Principles are being followed.
- Adequate financial policies are in place and are being followed.
- Adequate internal controls exist and are being followed.
- Funds are expended according to approved budgets.



TERM

The successful Audit Firm will be invited to negotiate a contract for audit services with KTCEA. The term of appointment by the Board of Directors will be one year, commencing with the 2023-2024 fiscal year, options for renewal. The renewal is subject to the agreement of both parties.

BASIC INFORMATION REQUIREMENTS

Proposals should include the following information as a minimum:

1. An introduction to the firm, address and contact person.
2. The firm's experience in providing audit services to the not-for-profit sector.
3. The firm's experience in providing audit services within the education sector and the Atrieve Finance System.
4. Demonstrated knowledge and expertise working with First Nations Organizations.
5. A description of the qualifications of the service team that will be directly responsible for the audit.
6. Fee structure for audit services including an estimate of the hours expected to perform the annual audit, an estimate of the fees for non-audit specific services and expected out-of-pocket costs.
7. Profile of the senior staff to be assigned, including the client partner. Please indicate in your proposal the anticipated time of the partner's involvement.
8. Description of audit strategy and proposed timeline.
9. Three references, preferably from within the not-for-profit sector, including name and contact information for whom the firm has provided audit services in the past five years.
10. Disclosure of any other actual or perceived conflict in the acceptance of the appointment as auditor. Members of the audit staff must not be or have been a member, director, officer or employee of the KTCEA.
11. The Kee Tas Kee Now Tribal Council Education Authority (KTCEA), or the Loon River First Nation, Woodland Cree First Nation, Lubicon Lake Band, Whitefish Lake First Nation #459, and Peerless Trout First Nation, or any other corporation, organization or group affiliated with or related to these organizations in the previous two (2) years, and is not under contract to, or in negotiations to take on such a position, other than acting as auditor to any of these organizations.

REPORTING REQUIREMENTS

The Auditor will also be required to perform subsequent event procedures to the date of the auditor's report. Subsequent events assurance procedures would likely include:

1. Reviewing any publicly-disclosed financial reports prepared by the KTCEA subsequent to its year-end date and agree and/or reconcile them to the accounting records where appropriate, ensuring that the accounting principles used were consistent with those in the KTCEA's most recent audited financial statements;
2. Making enquiries as to any material transactions, including related party transactions, occurring during the period from the KTCEA's year-end date to the date of the auditor's report and reporting details that (no such/the following) transactions occurred;
3. Reviewing minutes of meetings of the KTCEA Board of Directors and its committees for the period from the KTCEA's year-end date to the date of the auditor's report;



4. Making enquiries as to whether there have been any events during the period from the KTCEA's year-end date to the date of the auditor's report, which would have a material effect upon the financial position or the results of operations of the KTCEA; and
5. Obtaining a letter of management representation from the KTCEA and a letter regarding any outstanding legal matters from the KTCEA's lawyers as of the date of the auditor's report.

BASIS OF AWARDING THE CONTRACT

Proposals meeting the mandatory requirements will be assessed against the evaluation criteria indicated below.

Capability of Auditors and Finance Team	25%
Proposed Audit Strategy	45%
References	10%
Fees	20%
Total	100%

Questions concerning this request for proposal or any additional information regarding KTCEA may be directed to Kim Carifelle Kim.Carifelle@ktcea.ca or at 780-649-3103.