



REQUEST FOR PROPOSAL (RFP)

Auditor Services

FOR

North Peace Housing Foundation

REFERENCE ID: **RFP NPHF-AUD23-26**

RFP CLOSING DATE & TIME: **September 22, 2023, 2:00pm MDT**

INQUIRIES: Any questions or clarification regarding this RFP should be emailed to Tammy Menssa, EXECUTIVE DIRECTOR c/o clayton.bober@NPHF.ca. Responses to inquiries will be in writing.

SUBMISSIONS: Submissions may be delivered by email or courier. If delivered by courier, proposals are to be submitted in a sealed envelope, clearly marked on the outside. Emailed bids should be prepared in PDF format and emailed no later than the RFP closing date & time. Please submit to:

clayton.bober@NPHF.ca (quote the Reference ID in the subject line)

OR

RFP NPHF-AUD23-26
Attention: EXECUTIVE DIRECTOR
North Peace Housing Foundation
6780 - 103 Avenue
Peace River, AB
T8S 0B6



PART 1 – PROCUREMENT REQUIREMENTS

Table of Contents

1. INTRODUCTION	3
2. PROJECT DESCRIPTION	3
3. SCOPE OF WORK	4
1. General Information	Error! Bookmark not defined.
2. Terms of Reference	Error! Bookmark not defined.
4. GENERAL TERMS & CONDITIONS	7
1. General	7
2. RFP Schedule	Error! Bookmark not defined.0
5. PROPOSAL SUBMISSION	100
1. Elements of Proposal	100
2. Submission Criteria	110
6. EVALUATION & SELECTION CRITERIA	111
PART 2 – APPENDICES	122
Appendix A: Firm Information	123
Appendix B: Signature Page	127



PART 1 – PROCUREMENT REQUIREMENTS

1. INTRODUCTION

- a) North Peace Housing Foundation (NPHF) is soliciting proposals for an independent, external auditor for a four (4) year engagement with the potential of renewal.
- b) North Peace Housing Foundation’s Board of Directors (“the Board”) responsibility is to ensure sound governance and financial integrity, as well as comply with statutory requirements. To do this they must ensure a financial statement audit is carried out annually by a qualified, independent, external auditor.
- c) The Board’s objectives in the call for proposals is to select an auditor to perform annual financial audits and required reporting for the Organization.

2. PROJECT DESCRIPTION

- a) This RFP is for the provision of an independent, external auditor for an initial four (4) year period, followed by an optional renewal for up to two (2) consecutive annual appointments, based on mutually agreed upon prices, terms and conditions. The financial year with North Peace Housing Foundation is from January 1st to December 31st.
- b) This RFP is to provide a detailed summary of what each Bidder should provide to fulfill the requirement of this RFP. Please detail what your Firm provides, together with your qualifications, any related audit experience with housing management bodies and affordable housing organizations, and your fee for service. Please see Page 11 for further details of what needs to be returned with each RFP response.
- c) In addition to the summary audit fee for service, please provide the following breakdowns:
 - a. Fee per audit (year 1, year 2, etc.)
 - b. Hourly rate for additional scope work
- d) See General Terms & Conditions for more detail.



3. SCOPE OF WORK

1. General Information

a. North Peace Housing Foundation Overview

NPHF is a Housing Management Body created by Ministerial Order by the Province of Alberta. Although not a traditional non-profit organization, NPHF behaves much like a non-profit in its management and operations.

b. Services

NPHF operates four Senior Citizens' Lodges and, by Agreement with the Province of Alberta, manages eleven Seniors' Self-Contained Apartment projects, a sixty-three-unit Affordable Housing project, plus the region's Community Housing, Sustainable Remote Housing (SRHI), Private Landlord Rent Supplement and Rent Assistance Benefit.

We provide housekeeping, food services and recreational services to our lodge residents.

c. Funding

Our funding sources are primarily from requisitions, rental incomes, and government support. The degree to which each of these sources contribute depend on the specific portfolio.

Lodge Funding:

The North Peace Housing Foundation (NPHF), created in 1994 by a Ministerial Order, is a corporation operating as a not-for-profit organization, and is a "requisitioning body" as defined in Section 326 of the Municipal Government Act.

In the case of the NPHF, the tax rate for the requisition is set yearly by the Board of Directors of the Foundation, which is a governing body made up of 12 members each appointed by the respective Council of a participating municipality. The tax rate is the same throughout the region.

Operational Lodge funding comes primarily from three major sources; Resident rents (approx. 41%), Municipal requisitions (taxes) as discussed above (approx. 38%), and the Provincial Lodge Assistance Program Grant (approx. 10%) with the remainder from other sources.

Social Housing:

Funding for the Seniors' Self-Contained Apartments and the Community Housing programs is cost shared by the Federal and Provincial Governments. Rental rates received are calculated based upon an approved formula, currently set at 30% of the tenant's confirmed gross annual household income.



The annual operating budget is prepared for Alberta Seniors, Community and Social Services as an appendix to the annual Business Plan. It is prepared with consideration to the programs needs, typically resulting in a deficit budget. Ultimately, funding decisions for social housing programs rest with the provincial government, and management bodies must operate with the resources they receive. We are notified at year-end what our operating deficit funding will be, and a final program budget is developed.

d. Future Development Plans

NPHF is actively advocating with its partner municipalities and the federal and provincial governments to build and obtain funding for future affordable housing.

Our current/future plans include:

- DSL expansion for the Del-Air Lodge in Manning
- Development of the Westhill in Peace River following consultations with the community to identify the community's need and wants.
- Expansion of the Harvest Lodge in Fairview to include higher levels of care.
- Development of Foundation owned land in Fairview to provide additional seniors affordable housing units.

e. Board Structure and Role of the Board

The North Peace Housing Foundation Board of Directors is the governing body of the Foundation. It is comprised of twelve (12) Directors each appointed by their respective council of a participating municipality.

Each of the member municipalities will appoint an individual to the Board in a manner each of the municipalities determines to be appropriate. This means they may be an elected official of the municipality or a member-at-large. Council appointments to the Board are made for a term of not less than twelve (12) calendar months.

Directors support the mission, purpose, philosophy, and vision of the Foundation and remain committed to the provision of supportive and social housing programs within the region and promote the same within the communities served.

The Board of Directors meet monthly.

Board of Directors

<u>Municipality</u>	<u>Board Member</u>
Village of Hines Creek	Hazel Reintjes - Chair
Clear Hills County	Danae Walmsley
County of Northern Lights	Kayln Schug
M.D. of Fairview No. 136	Joshua Hostetler



M.D. of Peace No. 135	Sandra Eastman
Northern Sunrise County	Dan Boisvert
Town of Fairview	Gord MacLeod
Town of Grimshaw	Wendy Wald
Town of Manning	Trevor Fredrickson
Town of Peace River	Byron Schamehorn
Village of Berwyn	Ken Montie
Village of Nampa	Perry Skrik

2. Terms of Reference

- a) **The initial Auditors' contract will be for the 2023 through 2026 fiscal years.**
- b) The Annual Financial Audits include the following requirements:
- i. In accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) and issue the relevant audit opinion on the following year end financial statements:
 - a. North Peace Housing Foundation – Lodge Operations; and
 - b. North Peace Housing Foundation – Social Housing
 - ii. Specified Procedures as required by Alberta Social Housing Corporation as it relates to the social housing financial statements; and
 - iii. Any specific audit requirements as noted by Board.
- c) NPHF uses Yardi Management Systems for its financial reporting and management of tenancy and maintenance systems. Yardi is an industry specific management system that supports housing providers with integrated software programming to manage housing, maintenance, and financial needs.
- d) Draft financial statements, including notes, will be prepared by NPHF. Changes to these statements will be made by the auditors or NPHF as considered appropriate at the time and based on Auditor expertise for industry standards.
- e) During the term of this contract the successful firm will be required to meet with the Executive Director one (1) time per year and the Board of Directors a minimum of two (2) times per year to discuss the Audit Plan as well as the Audit Findings and presentation of the Audit Report.
- f) Our draft audited statements need to be completed by March 15th of each year, so the Board of Directors can approve the Statements at the monthly Board meeting in March/April of each year.



g) Systems & Access:

Accounting Software Yardi Systems – Voyager 7s

Payroll Software Avanti

What will be provided to the Firm while on site at our office:

- Work space, as required
- Access to all pertinent financial records
- Access to all programs required to complete audit

h) **Tender Package includes:**

1. December 31, 2022 – North Peace Housing Foundation Audited Financial Statements (prepared by MNP)

4. GENERAL TERMS & CONDITIONS

1. General

- a) All questions or clarifications regarding this RFP must be in writing. These questions may be submitted as per the information above.
- b) All proposals must be valid for a period of ninety (90) calendar days from the RFP closing date.
- c) NPHF reserves the right to accept or reject any or all bids, parts of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. Late responses will not be accepted and will be returned to the submitting bidder.
- d) NPHF reserves the right to make the award to the bidder whose proposal is the most responsive and responsible and whose proposal includes any material or methods of execution that are deemed to be superior to those of any other bidder. The lowest bid or any bid may not necessarily be accepted.

The following criteria may be considered by NPHF in selecting the most advantageous Proposal:

- i. Ability to perform the service required within the specified timeframes;
- ii. Reputation, judgment, and experience;
- iii. The quality of performance in previous contracts;



RFP NPHF-AUD23-26
NORTH PEACE HOUSING FOUNDATION

- iv. Previous compliance with laws and professional accounting / financial auditing best practices;
 - v. Financial ability to perform the contract; and
 - vi. The quality, availability and adaptability of the contractual services required and to waive any informality in quotations received as long as it does not change the original intent of the RFP and if it is deemed to be in the best interest of NPHF.
- e) NPHF will not be liable for any expenses incurred by any person, company, or firm, hereby referred to as the “Firm”, responding to this RFP nor for any presentation costs.
- f) The Firm will be responsible for coordination, material costs, issuing, mailing and any meetings required in the gathering of information for this project.
- g) The price offered will remain fixed, with no additional charges after award. Should the scope of work change during the term of the contract, any changes to price, terms and conditions must be formally agreed upon by both NPHF and the successful auditing firm.
- h) NPHF will make payments to the Firm after the final Report has been accepted and after the invoice for services has been received. This payment shall be made within thirty (30) days after receipt of the invoice.
- i) The Firm shall indemnify and hold harmless NPHF, its’ employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly out of any act or omission of the vendor, his employees, or agents, in the performance by the Firm of this contract. Such indemnification shall survive termination of this contract.
- j) NPHF shall not be liable nor responsible for any bodily or personal damage of any nature whatsoever that may be suffered or sustained by the vendor, his employees, or agents in the performance of this contract.
- k) No negotiations, decisions, or actions shall be initiated or executed by the Firm as a result of any discussions with any employee. Only those communications which are in writing from an authorized representative may be considered. Only written communications from the Firm, which are assigned by a person designated as authorized to bind the Firm, will be recognized by NPHF as duly authorized expressions on behalf of the Firm.
- l) If, through any cause, the Firm should fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Firm should violate any of the provisions of this Contract, NPHF may upon written notice to the Firm terminate the right of the Firm to proceed under this Contract, or with such part or parts of the Contract as to which



- there has been default, and may hold the Firm liable for any damages caused to by reason of such default and termination. If such a termination should occur, the Firm shall, at NPHF's discretion, be entitled to receive equitable compensation for completed services that meet the Firm's satisfaction. However, this compensation will not exempt the Firm from liability to NPHF for damages sustained by reason of any Contract breaches by the Firm. NPHF may also withhold payments to the Firm to offset the damages owed until such time as the amount of damages due to NPHF from the Firm can be determined. NPHF has the right to withhold the difference between the Firms awarded price and the next lowest acceptable bidders' price should the Firm fail to perform as per the Contract and if NPHF must enlist the services of another Firm to complete the work as listed within the Purchase Order resulting from this RFP.
- m) The Contract shall be construed in accordance with laws of the Province of Alberta, and the Courts of Alberta shall have the exclusive jurisdiction to entertain any action arising under the Contract. If any provisions of the Contract in any way contravene the laws of the Province of Alberta, such provisions shall be severed from the contract and the remaining provisions shall continue in force and effect. The International Sale of Goods Act does not apply.
 - n) The Firm and other parties performing the work under this RFP must be registered or licensed in the Province of Alberta in accordance with the laws of the Province of Alberta.
 - o) NPHF and the Firm must agree to commit to: (1) willingly considering and suggesting alternative dispute resolution in appropriate disputes prior to turning to the courts. (2) Nothing in this protocol in any way restricts either Firm/organization from proceeding with litigation in appropriate circumstances; however, each party must fully support the notion that they have an important role to play in demonstrating the value of alternative dispute resolution over litigation in effectively and more quickly resolving disputes at lower costs.
 - p) This agreement does not constitute an employee/employer relationship between NPHF and the Firm. Furthermore, this agreement shall not make the Firm the agent, partner, servant, or legal representative of NPHF.
 - q) The Firm shall not assign or subcontract any portion of its obligations in this agreement without consent in writing of NPHF.
 - r) The Firm shall be responsible for all income tax, Canada Pension, any Employment Insurance, and any other required payments, contributions or deductions that may rise with respect to the services performed by the Firm, its employees, or agents under this agreement.



- s) Without in any way limiting the liability of the Firm under this Agreement, the Firm shall obtain and maintain in force during the term of the Agreement the following insurance:
 - i. A Comprehensive Professional Liability Insurance Coverage
 - ii. Errors and Omission Insurance Coverage
- t) The Firm agrees to comply with any and all privacy legislation as applicable and ensures that their employees are in compliance with such legislation.
- u) The Firm agrees that the most current Canadian Generally Accepted Auditing Standards will be performed.
- v) The Firm and/or Employees of the Firm will keep confidential information in accordance with the Personal Information Protection Act (PIPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA).
- w) Additional Work Changes: Additional work or changes to the scope of work within the audit(s) shall be agreed to in writing, by the Auditing Firm and Board of Directors prior to any work commencing.
- x) All audit working papers are owned solely by the auditing Firm. All final audit documents regarding NPHF are solely owned by NPHF and may be distributed to whomsoever they see fit.

2. RFP Schedule

August 31, 2023	RFP Release
September 15, 2023	Deadline for submitting questions
September 22, 2023	RFP Closing Date
September 25 - 29, 2023	Review Proposals and make recommendation to the Board of Directors
October 4, 2023	NPHF Board Meeting to approve and award Audit RFP
October 5, 2023	Award the Contract

5. PROPOSAL SUBMISSION

1. Elements of Proposal

Your proposal should include:

- Separate company information package that presents your qualifications and understanding of the work to be performed.
- Appendices A & B (Firm Information) may be used in replacement of firm formatted documents but must include all relevant information noted in Appendices.



2. Submission Criteria

- a. All submissions should be submitted by **September 22, 2023**.
- b. Submissions must quote the RFP Reference Number and indicate which Scopes are included in the submission.
- c. Submissions may be delivered via email or by courier.
 - i. Email submissions to clayton.bober@NPHF.ca
 - ii. Courier submissions to:

RFP NPHF-AUD23-26

Attention: EXECUTIVE DIRECTOR
North Peace Housing Foundation
6780 - 103 Avenue
Peace River, AB
T8S 0B6

6. EVALUATION & SELECTION CRITERIA

In determining the responsiveness of the offer and the responsibility of the Firm, the following shall be considered by NPHF Board of Directors:

- The ability, capacity, and skill of the Firm to perform as required.
- Whether the Firm can perform promptly, or within the time specified, without delay or interference.
- The character, integrity, reputation, judgment, experience, education, and efficiency of the Firm.
- The quality of past performance by the Firm.
- The quality of reporting based on viewing previous final reports from other contracts, as provided by Firm, and by feedback from references.
- The previous and existing compliance by the Firm with related laws and ordinances.
- The sufficiency of the financial resources to complete each audit without progress payments.
- Quality and adaptability of the Firm's services to the Assignment.
- The ability of the Firm to comply with all terms, conditions, and specifications within this RFP.
- The price for audit services.

The Award will be made to the Firm whose proposal is the most responsive and responsible and who is able to provide this requirement within a reasonable timeframe and has shown they meet all qualifications as those listed in the "Review and Assessment" and possess the ability (experience, personnel, and resources) to accomplish the required work. Firms must show prior experience of successfully providing the required services.



North Peace Housing Foundation reserves the right to accept or reject any or all bids, parts, or bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. Late responses will not be accepted and will be returned to the submitting bidder.

PART 2 – APPENDICES

Appendix A: Firm Information

Appendix B: Signature Page



Appendix A: Firm Information

Full Firm Name: _____

Mailing Address (including Postal Code):

Please state the primary focus of your firm (type of organization):

Please state the size of organization:

- Number of employees: _____
- Operation locations: _____

- Number of yearly contracts: _____
- Number of years your firm has been in business: _____

RFP Authorized Contact Person: _____

Title: _____

Name of Person Assigned to Project (if different than Contact Person):

Qualifications of person assigned to the project:

Please include a copy of your Firm's organizational chart, including their respective areas of responsibility, with your tender submission.

How will the audit engagement be managed and supervised?



Please state which Provincial CPA Institute(s) the firm is registered/licensed as a public accounting firm and what Canadian Professional Accounting Association(s) the firm and the person assigned to this job is associated with plus what certifications they have:

Please provide verification of status within the above noted professional accounting firm(s).

Please detail your firm's Professional Liability Insurance Coverage.

Detail the date and what the results were of the most recent Practice Review Report completed on your Firm.

Is your Firm subject to any current litigation?

Yes

No

If "Yes", please detail:

Is your Firm or staff involved with discipline complaints or has a discipline history?

Yes

No

If "Yes", please detail:



RFP NPHF-AUD23-26
NORTH PEACE HOUSING FOUNDATION

Have you or your Firm been involved in a financial audit similar in nature to this one, as described within this RFP?

Yes

No

If 'Yes' then please briefly detail the financial audit(s) and who this was done for:

If 'No' then please state how your firm can benefit with this project:

Please state your Firm's policy regarding working paper retention and access to policies and requirements.

Does your firm or auditors within your firm have any relative, friend or partner that works for or with North Peace Housing Foundation that could be a conflict of interest or perceived as a conflict of interest, should your Firm be selected as the successful vendor?

Yes

No

If you answered "Yes", please detail:

Please list a minimum of three (3) references. These references must be from projects completed no longer than 5 years ago.

Firm Name: _____

City and Province: _____



RFP NPHF-AUD23-26
NORTH PEACE HOUSING FOUNDATION

Contact Person: _____

Telephone Number __(._____)_____

Firm Name: _____

City and Province: _____

Contact Person: _____

Telephone Number __(._____)_____

Firm Name: _____

City and Province: _____

Contact Person: _____

Telephone Number __(._____)_____

Firm Name: _____

City and Province: _____

Contact Person: _____

Telephone Number __(._____)_____

Please list anything unique about your Firm that you believe will benefit in completion of this project.



Appendix B: Signature Page

I agree to all portions of Request for Proposal RFP NPHF-AUD23-26

Initials

I have attached copies of pages detailing the 'Firm Information'.

Initials

I have attached an organizational chart of my firm along with the employees' respective areas of responsibility.

Initials

I have attached the verification of which financial accounting Firm(s) our firm is in good standing with.

Initials

I have attached a statement regarding the independence status of our Firm in relation to North Peace Housing Foundation.

Initials

I have attached a detailed summary of what my Firm would provide, my plans of how I will obtain it, and my qualifications and what our audit approach would be.

Initials

I have attached a detailed price breakdown for the four (4) year period, including a roll-up of the annual amount (RFP Offer Amount) for the provision of external financial auditing services to North Peace Housing Foundation.

Initials

GST STATEMENT:

North Peace Housing Foundation is responsible for and must pay the Goods and Services Tax. G.S.T. must be listed as a separate item on all documentation and is not to be included in any products and/or services tendered.

Please sign below to indicate that you have read and agree to comply with all the details, terms and conditions in this document, RFP NPHF-AUD23-26

AUTHORIZED SIGNATURE

DATE

NAME (PLEASE PRINT)

TITLE

Note: Unsigned Request for Proposal responses may be cause for rejection.