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## **Request for Proposals for Audit Services**

**ISSUE DATE: Monday, January 29, 2018**

**CLOSING DATE: 3PM local time, Friday, February 23, 2018**

The Grande Prairie & District Catholic Schools (GPCSD) is inviting proposals from interested applicants to provide financial statement audit services for the year ending August 31, 2018 and thereafter.

GPCSD serves students of all faiths & backgrounds residing in the regional communities of Grande Prairie, Beaverlodge, Fairview, Spirit River, and Sexsmith. GPCSD is a team of 700+ staff who provide educational and Faith-based services to over 5100 students in 12 schools, including one Outreach school. With budgeted operating revenues of approximately \$66 million, we are experiencing continued growth and currently have one school under construction, expected to open this Spring, and multiple modernization/expansion projects underway.

The school district is looking for interested parties that have proven audit experience with school divisions, municipalities or similar organizations in Alberta, and have the capacity to provide effective audit services for large organizations. Firms must be eligible in accordance with Section 145 of the School Act. We expect working relationships where honest communication is encouraged and assistance is provided to minimize our financial risk through ensuring internal controls are appropriate. The auditor will be expected to communicate directly with the Audit Committee, Superintendent, Secretary Treasurer and the Board of Trustees.

Your proposal for assurance services will include two Audit Committee meetings (pre and post audit), examination of the records and financial statements of the Board, charity return, and a management letter. Field work for the audit would be in October (with an option for earlier interim work) and final reporting at a public Board meeting in late November. A review of internal controls of school generated funds at a selected number of schools each year will also be completed as part of the engagement. The proposal should also include estimated fees for the triennial LAPP audit.

Proposals should include the following information as a minimum:

1. Firm name, address and contact person.
2. Experience in auditing including particular strengths relevant to school board audits.
3. Proposed audit fees for five years. Please consider a three-year term of appointment, with a minimum for a two-year extension, subject to re-appointment by the Board of Trustees.
4. An estimate of the hours that are anticipated to be required for the annual audit, broken down between the categories of staff.
5. A profile of the senior staff to be assigned including an audit partner. Please indicate in your proposal the anticipated time of the partner's involvement.
6. Provide any other information you may wish to present in support of your proposal.

Proposals are to be received by the Secretary Treasurer no later than 3PM local time on February 23, 2018. Proposals will not be accepted if they are received after the specified time and date. Proposals should be clearly marked "Proposal for Audit Services".

The lowest proposal will not necessarily be accepted. The Board reserves the right to request additional information from applicants and to decline any or all proposals made.

A copy of this RFP can be found on the Alberta Purchasing Connection at [www.purchasingconnection.ca](http://www.purchasingconnection.ca)

Additional information is available upon request, or may be obtained at [www.gpcsd.ca](http://www.gpcsd.ca). Proposals or requests for more information can be sent or emailed to:

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