



REQUEST FOR PROPOSAL (RFP) 2024.09.09-A&AS

AUDIT & ASSURANCE SERVICES

TLA'AMIN NATION

4779 Klahanie Drive, Powell River, BC V8A 0C4

ISSUE DATE: September 9, 2024

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REQUEST FOR PROPOSALS (RFP)

NO: 2024.09.09-A&AS

COVER PAGE

This completed form and RFP response must be received by the:

Tla'amin Nation
4779 Klahanie Drive
Powell River, BC
V8A 0C4

Phone: 778-762-5241

Email: janel.silvey@tn-bc.ca

Issue Date: September 9, 2024

Closing Date: October 4, 2024

Not later than 4:00 p.m. Pacific Time

Company Name: _____

Contact Person Name: _____

Address: _____

City: _____

Prov: _____

Postal code: _____

E-Mail: _____

Phone: _____

Fax: _____

GUIDELINES for PROPOSAL DELIVERY

An electronic copy of your proposal must be delivered by email to:

janel.silvey@tn-bc.ca

Subject: 2024.09.09-A&AS

All email attachments should be clearly marked with the name of the applicant

1. Information for applicants

a) Summary

Tla'amin Nation ("Tla'amin") is seeking proposals from accounting firms to audit its consolidated financial statements including the assets, liabilities, and results of operations of the Nation for the fiscal year ending March 31, 2025, with the possibility of reappointment for subsequent years through March 31, 2029. An audit of Tla'amin Holdings Inc., and Tla'amin Holdings Limited Partnership, the government business enterprise and government business partnership in which Tla'amin is invested, is also requested commencing for the fiscal year ending March 31, 2023, with the possibility of reappointment for subsequent years through March 31, 2029.

These audits are to be performed in accordance with generally accepted auditing standards. Tla'amin's financial statements are to be prepared in accordance with Canadian generally accepted accounting principles for governments, as established by the Canadian Public Sectors Accounting Board.

a) Background

Tla'amin is an Indigenous Coast Salish Nation located along the northern part of British Columbia's Sunshine Coast. Tla'amin is self-governing through a treaty settlement (the "Tla'amin Final Agreement") between Tla'amin and the Governments of Canada and British Columbia. The Tla'amin Government is represented by an elected Hecus and Legislators and is the governing and taxation authority for the Nation.

The Tla'amin Final Agreement, a treaty and land claims agreement between Tla'amin and the Governments of Canada and British Columbia became effective April 5, 2016. The Tla'amin Final Agreement constituted a full and final settlement with respect to the Tla'amin Nation's aboriginal rights, including aboriginal title, in Canada.

In F2025, Tla'amin approved a \$74.7m operating budget. Tla'amin has approximately 200 employees.

For more about the Tla'amin, visit the website: <https://www.tlaaminnation.com/>

2. RFP

a) Expected Deliverables

- Audit of consolidated financial statements for Tla'amin, Tla'amin Holdings Inc., and Tla'amin Holdings Limited Partnership
- Completion of BC First Nation Gaming Revenue Sharing compliance report
- Prepare financial statements, groupings schedules, and notes
- Complete audit findings report
- Discuss the consolidated financial statements and audit findings report with the Finance Committee and Legislative Assembly prior to their distribution
- Attend the General Assembly and present to community on the consolidated financial statements

b) Annual Timeline

Tla'amin Nation

The expected key dates and key deliverables for the year ending March 31 st and timing relating to the audit are as follows.	Key Dates/Timing
Commence field work	June
Completion of year-end audit work	July
Completion and presentation of draft financial statements and audit findings report to the Finance Committee	August
Board meeting to review and approve final audited financials	September
General Assembly Meeting	October
Completion of BC First Nation Gaming Revenue Sharing compliance report	September

Tla'amin Holdings Inc. and Tla'amin Holdings Limited Partnership

The expected key dates and key deliverables for the year ending December 31 st and timing relating to the audit are as follows.	Key Dates/Timing
Commence field work	TBD
Completion of year-end audit work	TBD
Completion and presentation of draft financial statements and audit findings report to the Finance Committee	TBD
Board meeting to review and approve final audited financials	TBD
General Assembly Meeting	TBD

3. RFP Submissions

a) An Executive Summary

The Vendor shall briefly summarize the key aspects of the proposal and the primary contact person for the prospective Vendor.

b) Technical Proposal

- Introduce the Audit firm and audit team, including the capability of the firm and team.
- Provide a statement declaring the Vendor has no conflict of interest.
- Provide a description of the Vendor's history, experience and recent relevant audits, ideally noting experience with Indigenous governments.
- Demonstrate understanding of the scope and provide a description of Vendor's abilities related to audit services.
- Identify the person(s) who would be involved in the audit, their proposed role on the audit, and their experience and qualifications to fulfill that role.
- Describe any professional and technical services that will be called upon to assist in the audit.
- Indicate the Vendor's ability to meet the timelines as set out herein.
- Provide a detailed description of the Vendor's proposed audit strategy, its processes and deliverables. Include the methodology and approaches that would be used in carrying out the audit.
- Include at least two (2) client references (names, phone numbers and email addresses) who may be contacted to confirm the satisfactory delivery of service by key team member(s) on previous assignments.

c) Financial Proposal

- The financial proposal must include all Vendor costs associated with meeting all deliverables and requirements. Respondents may propose to invoice on an interim or final cost basis. All invoices must clearly identify the costs associated.

4. References

Tla'amin will conduct reference checks of the successful applicant. Tla'amin will not enter a contract with any applicant whose references, in the opinion of Tla'amin, do not confirm the information provided in the RFP.

5. Evaluation Process and Criteria

The evaluation process to determine the successful Vendor will involve both qualitative and quantitative elements. As a general framework, all proposals presented by Vendors will be evaluated in the context of the overall value that it brings to Tla'amin. Proposals will be reviewed and ranked on the following criteria and scored out of a 100 point total as follows:

Technical Criteria will be evaluated first. Vendors must achieve a rating of 75% or more (a score of 63.75 out of 80) on the Technical Criteria before Tla'amin will consider their Financial Criteria.

Technical Ranking Criteria	Percentage
Demonstrated understanding of audit engagement	10%
Approach and methodology	10%
Experience with Indigenous Organizations	20%
Qualifications of team and firm's relevant experience	20%
Ability to meet timelines	20%
Value added services	5%
Total Technical	85%

Financial Ranking Criteria	Percentage
Total cost for Audit Services	15%
Total Financial	15%

6. Inquiries

Any inquiries regarding the services of the anticipated contract or the administrative details of the RFP are to be directed to Janel Silvey, Chief Financial Officer at janel.silvey@tn-bc.ca.