



Prince Albert
**Co-operative Health Centre
Community Clinic**

Request for Proposals (RFP) Audit Services

Closing Date and Time:

November 28, 2018 4:00 p.m. local time

Proposals are to be EMAILED to:

paboardcoophealth@gmail.com

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1. INTRODUCTION

1.1. Overview

The purpose of this Request for Proposals (RFP) is to invite Proponents to prepare and submit competitive three year Proposals to provide audit services for Prince Albert Co-operative Health Centre (PACHC), beginning with the annual audit for the fiscal year ending March 31, 2020, to the fiscal year ending March 31, 2023.

Copies of the financial statements for the corporations listed above for the year ended March 31, 2018 are available by email request to paboardcoophealth@gmail.com

1.2. Background

Please visit our website at www.coophealth.com for more background information on our organization.

1.3. Objectives

The objectives of this RFP are to:

1. Receive competitive pricing proposals for annual audit services;
2. Meet the timeline requirements set out for the completed financial statements under Section 3; and
3. Improve efficiency of systems where possible.

2. PROJECT SCOPE

2.1. Required Equipment and/or Services

PACHC has invited proposals for annual audit services. The current appointment expires with the fiscal year ending March 31, 2019. Proposals for audit services for three years are required beginning with the fiscal year ending March 31, 2020.

3. PROCUREMENT PROCESS

3.1. Estimated Timeline

Activity	Timeline
Distribute RFP	November 8, 2018
Closing Date & Time for RFP	November 28, 2018 at 4:00 p.m.
Proposal Evaluation	December 4, 2018
Board of Directors Approval	December 4, 2018
Notification to all Proponents	December 11, 2018
Presentation of Audit Service Plan to Audit Committee	January 22, 2020
Letter of Requirements for Fiscal Year-End	March 1, 2020
Fiscal Year-End	March 31, 2020
On Site Work to Begin	May – April 2020

Final Drafts/Report to Audit Committee	To be determined by board.
Management Letter/Audit Findings Letter	May 28, 2020/June 2020
Financial Statements presented to Board of Directors	June 2020

This estimated timeline is subject to change at the sole discretion of PACHC.

3.2. Inquiries

Any questions or concerns arising out of this RFP should be addressed to:

(Vice Chair)

Email:

paboardcoophealth@gmail.com

Please use the subject line “Additional Information Required - RFP Audit Services” in correspondence. If additional information is required, an addendum to the proposal call will be issued.

Information offered from sources other than listed above.

3.3. Addenda

PACHC may, at its own discretion, amend this RFP at any time by issuing a written Addendum. The addenda will become an integral part of the RFP. Written Addenda are the only means of amending or clarifying this RFP, and no other form of communication whether written or oral, will be included in, or in any way amend, this RFP. The proponent should acknowledge receipt of all Addenda in the proposal submission. A form for this has been provided in Schedule A of this RFP. An acknowledgement of Addenda issued for the RFP is not mandatory for successful submission.

4. PROPOSAL REQUIREMENTS

4.1. Contact Information

Please provide the name and contact information for the person who can be contacted for clarification on your proposal.

Please provide the name and contact information for the person(s) who will handle the account(s) and services should the contract be awarded, along with a brief description of each team member’s role, qualifications and professional experience.

4.2. References

Please list the name and contact information for senior staff from comparable clients, who can attest to the Proponent’s demonstrated ability to provide similar equipment and/or services.

4.3. Proposed Services

Please provide specifications, including expected hours and rates per role for the proposed services along with associated costs.

4.4. Goods & Services Tax

Prices quoted shall be totalled and shall show the Goods and Services Tax as a separate item with the final grand total.

4.5. Signed Proposal & Statement of Acceptance

A signed proposal and Statement of Acceptance (Schedule A) must be included in the proposal. The proponent should acknowledge receipt of all Addenda using this schedule.

4.6. Conflict of Interest

Each Proponent must make full disclosure of any commitments, relationships, or financial interests that could be seen to exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement.

Disclosure, if any, must be made in writing and accompany the Proponent's proposal submission. PACHC requires disclosure from partners and the personnel assigned to the Proponent's proposed team.

If, in the sole discretion of PACHC, a Proponent or its team member is determined to have a Conflict of Interest that, in PACHC's sole discretion, cannot be managed, mitigated, or minimized, PACHC may disqualify the Proposal submitted by the Proponent.

4.7. Contracts

Attach all contract templates that would be required with your proposal.

5. SUBMISSION INSTRUCTIONS

5.1. Closing Date and Time

Proposals must be received before the Closing Time. Proposals received after the Closing Time will not be considered and will be returned unopened. Proposals will not be publicly opened.

Proposals must be received **no later than 4:00 p.m. local time on November 28, 2018.**

Please deliver proposals to:

110 8th Street East,
Prince Albert
Saskatchewan, S6V 0V7
Attention: Board of Directors
Office Hours:
Monday to Friday
8:00 am – Noon and 1:00 pm to 5:00 pm

Hard copy submissions may be delivered (not required) in a sealed envelope with the Proponent's name, address, and "RFP - AUDIT SERVICES" clearly marked on the outside of the envelope (3 copies).

Email submissions are preferred and be sent to paboardcoophealth@gmail.com.

5.2. No Fax Submissions

Proposals submitted by fax will not be accepted.

5.3. Copies Required

If submitting hard copies, please provide three (3) hard copies and one (1) digital copy via email of your complete proposal, along with the signed Schedule A. Email submissions can be sent in pdf format to paboardcoophealth@gmail.com

5.4. Transition/Timelines

The proposal should include a transition strategy if necessary and reference to the Proponent's ability to meet the deadlines set out under Section 3.

5.5. Alternative Proposals

Submission of more than one proposal providing alternative options is welcome. Alternatives will be accepted so long as Proponents follow the essential requirements of the proposal and submit the alternative in addition to the original proposal.

5.6. Withdrawal of Proposals

Proponents may request in writing that their proposal be withdrawn up until the closing date.

5.7. Acceptance of Proposals

PACHC reserves the right to reject any and all proposals received in response to this request. The lowest price proposal will not necessarily be accepted.

5.8. Costs of Preparing the Proposal

The Proponent is solely responsible for all costs incurred during the preparation of its Proposal. This includes costs associated with providing information requested by PACHC, attending meetings and conducting due diligence.

5.9. Expiry of Offer

The terms, conditions and pricing of a proposal submitted shall remain firm as quoted for a period of ninety (90) days and if chosen, throughout the expected contract period.

5.10. Ownership of Proposals and Freedom of Information and Protection of Privacy Act

All documents submitted to PACHC become the property of PACHC and, as such, Proponents are advised that parts or all of their proposals may be subject to the provisions of Saskatchewan's *Freedom of Information and Protection of Privacy Act*.

6. TERMS & CONDITIONS

6.1. No Obligation to Proceed

This RFP does not commit PACHC to select a Preferred Proponent(s) or enter into an Agreement. PACHC reserves the complete right to, at any time, reject all Proposals, in whole or in part, or to otherwise terminate this RFP and proceed with the Project in some other manner.

6.2. Eligibility to Participate

Any interested party or parties, may submit a Proposal to this RFP. Proponents may be corporations, cooperatives, joint ventures, partnerships, associations, sole proprietorships, or any other legal entity eligible to conduct business within the Province of Saskatchewan.

6.3. Qualifications

Proponents must be licensed Chartered Professional Accountants.

6.4. Fees

All fees must be separately and clearly described.

Overhead expenses such as travel and accommodation must be noted clearly and included in the contract annual fee. They are not to be billed separately.

7. PROPOSAL EVALUATION

7.1. Evaluation Criteria

Proposals will be evaluated on the basis of the following criteria:

1. Requirements as listed in the RFP;
2. Extent to which the services provided address the requirements; specifically with regard to the audit team and its experience and qualifications;
3. Pricing of those services;
4. In-kind contribution, if any;
5. Proponent's transition and implementation strategy; including ability to adhere to timelines;
6. Customer satisfaction, as evidenced by references;
7. Experience with similar organizations;
8. The scope and scale of sustainable initiatives of the Proponent; and
9. The overall quality of the proposal.

7.2. Evaluation Team

PACHC will appoint an Evaluation Team to evaluate Proposals and identify the Preferred Proponent(s). The Evaluation Team may be assisted by other persons as it requires, including technical, financial, legal and other adviser's.

7.3. Evaluation of Proposals

The Evaluation Team will evaluate Proposal submissions in accordance with the evaluation criteria and may consider any criteria it considers relevant.

The Evaluation Team may, in its sole and absolute discretion, but is not required to:

1. Conduct reference checks relevant to the Project with any or all of the references cited in a Proposal, or with any other person not listed in a Proposal, to verify any and all information regarding a Proponent, including its directors and officers;
2. Conduct any background investigations that it considers necessary in the course of the selection process;

3. Seek clarification or rectification of a Proposal or supplementary information from any or all Proponents;
4. Request interviews or presentations with any or all of the Proponents to clarify any questions or considerations based on the information included in Proposals during the evaluation process, with such interviews or presentations conducted at the discretion of PACHC, including the time, location, length and agenda for such interviews or presentations; and
5. The Evaluation Team may in its sole and absolute discretion rely on and consider any information received as a result of such reference checks, background investigations, requests for clarification or supplementary information and interviews/presentations in the evaluation of Proposals.

The Evaluation Team may decide not to complete a detailed evaluation of a Proposal if the Evaluation Team concludes having undertaken a preliminary review of the Proposal as compared to other Proposals, the Proponent of the Proposal is not in contention to be selected as the Preferred Proponent.

PACHC reserves the right, in its sole discretion, to keep all evaluation details and/or rankings confidential.

8. SELECTION & AWARD

8.1. Award Process

The award, if any, shall be based on the selection criteria. PACHC reserves the right to negotiate changes to the preferred proposal and any agreement entered into with the preferred Proponent. PACHC reserves the right to reject any and all proposals received in response to this request. The lowest price proposal will not necessarily be accepted. PACHC is not responsible in any way for any costs related to the preparation of the proposal.

If, for any reason, PACHC determines that it is unlikely to reach a final agreement with the Preferred Proponent(s), PACHC may terminate the discussions with the Preferred Proponent(s). PACHC will then proceed in a manner that serves its best interests:

1. Terminating the procurement process entirely and proceeding with some or all of the Project in some other manner, including using other contractors; or
2. Inviting one of the other Proponents to enter into discussions to reach final agreement for completing the Project.

PACHC also reserves the right to award an agreement on the basis of initial offers received, without further discussions.

The award, if any, shall be by resolution of the PACHC Board of Directors.

8.2. Termination of Agreement

Any agreement entered into may be terminated by either party with 90 days written notice to the other party.

9. SCHEDULE A – STATEMENT OF ACCEPTANCE

**Request for Proposals (RFP)
Audit Services**

I/We, the undersigned, having examined the RFP do hereby affirm the acceptance of the requirements of the RFP. I/We do certify the information supplied in the Proposal to be true and complete in all respects and is open for acceptance by PACHC within 90 days of the closing date.

I/We _____
(Name Print) (Position)

of _____
(Organization)

Acknowledge receipt of the following addenda which shall be considered as part of the proposal Documents:

Addendum # _____ Date: _____

Addendum # _____ Date: _____

Addendum # _____ Date: _____

Addendum # _____ Date: _____

Addendum # _____ Date: _____

Dated at _____ this _____ day of _____, 2018.

(Print Name) (Authorized Signature)

Street Address

City Province Postal Code

Telephone No. Fax No. Email Address

An Acknowledgement of Addenda issued for the RFP is not mandatory for successful submission.

Signature in the designated space, by an authorized officer of the Proponent company affirms acceptance of the Request for Proposal requirements set forth in this document, the associated costs (where applicable) attributed to the business arrangement between the Proponent and PACHC, and hereby certifies that the information supplied in this proposal to be true and complete in all respects.