

Request for Proposal

For Audited Services

Fiscal Years April 1, 2016 – March 31, 2017

Issued by



Return Date: July 27, 2016 by 4:00 pm

National Nursing Assessment Service Request for Proposal External Audit Services

1. Instruction to Bidders

National Nursing Assessment Service (NNAS) is a Canadian not-for-profit organization comprised of 21 Nursing regulatory body members of three nursing disciplines: registered nurses (RNs), licensed practical nurses (LPNs) and registered psychiatric nurses (RPNs). It is responsible for the initial assessment of internationally educated nurses (IENs) seeking registration and licensure in Canada. NNAS assesses each IEN's nursing education for comparability to Canadian standards for entry to practice. In addition, NNAS provides an on-line application portal, receives and authenticates registration – supporting documentation, and screens IEN applications to analyze education comparability. The organization operates out of our head office at 215 Spadina Avenue, Unit 463, Level 4, Toronto, Ontario, M5T 2C7. The IEN assessment process is carried out by a 3rd party-vendor.

This document constitutes a Request for Proposal (RFP), which specifies NNAS requirements for Audit Services. All pricing information should be fully disclosed with all charges clearly defined. Please feel free to address any additional services not specifically mentioned in this RFP submission that may be of potential benefit to the Board.

2. Objective

The objective in the call for proposals is to select an auditing firm to provide audit services for the National Nursing Assessment Service for 2016-17 (ending March 31, 2017) with the possibility of a two-year extension upon Board and Membership approval.

3. Terms of Contract

The term of the contract is a one-year (1) term for the fiscal year ending March 31, 2017 (work to begin in year 2017). NNAS may renew on an on-going basis for no more than 2 additional years after 2017, pending board and member approval. Ninety (90) days written notice must be provided if either party wishes to terminate the agreement prior to the contract's expiry date.

4. Inquiries during Proposal Process

All enquiries regarding this RFP can be emailed to:

Falguni Shah, NNAS
Finance Officer / Office Manager

Email finance@nnas.ca

5. Submission of Proposal

Submit five (5) hard copies of the proposal, in a sealed envelope, clearly marked:

RFP Response Audit Services addressed to:

National Nursing Assessment Service
215 Spadina Avenue, Suite 463, Level 4
Toronto, Ontario M5T 2C7 Canada

Proposals will be received at our front reception desk during regular business hours only and no later than 4:00pm, July 27, 2016.

Bidders are solely responsible for the method of conveyance of their proposal to the receiving point.

The National Nursing Assessment Service reserves the right to accept any proposal submitted or to reject all proposals.

It is anticipated that the successful bidder will be notified no later than October 31, 2016.

6. Evaluation

RFP Proposal = up to a score of 40%
Services Pricing = up to a score of 35%
Presentation / Interview = up to a score of 25%

7. Proposal Requirement

Following are to be included in Proposal Contents and Format:

- A. Declaration of Independence;
- B. Firm's experience working within the not-for-profit sector;
- C. List and description of individuals in the firm that will be directly responsible for the audit and must demonstrate the following:
 - Be a recognized Chartered Accounting firm experienced and knowledgeable in the not-for-profit sector;
 - Be current with respect to legislation relevant to the operation of not-for-profit organizations;

- Include their biography and CV;
- D. Demonstrated knowledge and expertise by the firm related to the not-for-profit sector, with a minimum of five years of experience;
- E. The name and contact information of three not-for-profit organizations references for whom the firm has performed audits within the last two years;
- F. Description of how the audit services listed in the Section 8 will be provided;
- G. Communication method and timing used to communicate results affecting the organization and its reputation;
- H. Customer Service approach to engaging clients in Audit Exercises;
- I. Fee structure for audit services:
 - Include hourly rate for each team member;
 - Include total number of hours of services to be provided;
 - Total cost of services;
 - Travel costs and other administrative expenses will not be covered.

8. Service Requirements

Following are specific services required:

- A. Audited financial statements and not-for-profit return;
- B. The auditor shall prepare the Management Letter;
- C. The auditor shall prepare the Speaking Notes for the Board Chair;
- D. The Auditor shall conduct the examination in accordance with Canadian generally accepted auditing standards;
- E. The Auditor shall present the audit to the Audit Committee via a teleconference in September 2017;
- F. The Auditor shall present the audit to the Board of Directors via a teleconference in October 2017;
- G. The Auditor shall advise the National Nursing Assessment Service of any and all changes in accounting and reporting requirements;
- H. The Auditor shall serve as a resource and be available for consultation on accounting and related issues throughout the fiscal year.

9. Basis of Awarding

A letter of engagement will be signed with an independent auditor who, based on an evaluation of all responses, applying all criteria and interviews as identified in Section 6, is determined to be the best qualified to perform the services, and best qualified to deliver the best value package of deliverables.

The right is reserved, as the interest of NNAS may require, to waive any defects or all informalities in any proposal, to reject any or all proposals, to take any or all

proposals under advisement or to accept any proposal as may be deemed to be in NNAS' interest in meeting the standards of quality, price & value ("best" proposal).

10. Timeliness:

#	Key Milestone Activities	Due date
1	RFP Post	Wednesday, June 15, 2016
2	RFP Submission Deadline	Wednesday, July 27, 2016
3	Screening and Evaluation - Initial	Wednesday, August 03, 2016
4	Presentation and Interview	Friday, August 19, 2016
5	Evaluation - Final	Monday, August 29, 2016
6	Award contract	Monday, October 31, 2016