



Request For Proposals

INITIATIVE: NIRB Audit Services

PROPOSALS RECEIVED UNTIL: December 20, 2024

The Nunavut Impact Review Board (NIRB or Board) is an Institution of Public Government established under the *Nunavut Agreement* to conduct environmental impact assessments of proposed projects within the Nunavut Settlement Area. The NIRB is funded by the Government of Canada through a funding agreement with Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC); as a condition of its funding agreement, following the March 31st close of each fiscal year an independent annual audit of the NIRB's expenses must be provided to CIRNAC by the NIRB on or before July 29th.

Objectives/Scope of Work:

The NIRB is seeking proposals from professional accounting firms qualified to undertake its required year-end financial audits for a three-year term, for the fiscal years ending March 31st 2025, 2026, and 2027.

Audited Financial Statements

- a. Audited financial statements will be prepared by the accounting firm appointed by the Board. The Director of Corporate Services will provide notification of the approved auditor to Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC).
- b. To facilitate preparation for the year-end audit, the NIRB may approve facilitation of an interim audit during the third or fourth quarter and no later than January 31st.
- c. The NIRB's Director of Corporate Services will arrange for the audit to take place within three (3) months following the March 31st fiscal year end.
- d. A draft of the financial statements and supporting "management letter" will be submitted to the NIRB's Director of Corporate Services and Executive Director for review as soon as possible following the audit, to allow for any necessary revisions to be identified.
- e. Following review by NIRB and any subsequent revisions, the final draft financial statements will be provided to the NIRB's Director of Corporate Services on or before June 30th. The draft statements will then be brought to the Board for approval and signature by the Board's Secretary/Treasurer and Chairperson prior to submission to CIRNAC.
- f. An additional summary of the audited statements will be provided to the NIRB in MSWord or equivalent formatting for incorporation into its annual report publication.

Proposals must contain the following information:

1. Fees for audit services;
2. Fees for preparation of the audited financial statements and management letter;
3. Estimated charges for travel, accommodations and meals expenses;
4. Timing of audit (when and how long);
5. Résumés/CVs of accountants to be involved in audits.

	Evaluation Criteria	Value
1	Describe your company's experience with facilitating similar Audits, noting experience with similarly-sized organizations and/or Northern organizations	25%
2	Outline how you intend to meet the objectives and scope of work as outlined in this RFP	25%
3	Provide a draft contract with project budget and detailed cost breakdown, schedule and timeline for deliverables	50%
4	Is your company a Nunavut registered business and/or a registered Inuit firm? If so, provide proof of registration.	up to 15% bid adjustment

Submit Proposals To:

Fax: (867) 983-2594

Email: mings@nirb.ca

Mail: Attn: Mark Ings, Director Corporate Services
Nunavut Impact Review Board
P.O. Box 1360
Cambridge Bay, NU
X0B 0C0

PROPOSALS WILL BE ACCEPTED UNTIL 12:00 PM MT, FRIDAY, DECEMBER 20, 2024.

LATE SUBMISSIONS WILL NOT BE CONSIDERED.

PARTIES ARE ADVISED THAT THE LOWEST PRICED PROPOSAL WILL NOT NECESSARILY BE AWARDED A CONTRACT. THE NIRB RESERVES THE RIGHT, IN ITS SOLE DISCRETION, TO WITHHOLD THE AWARDED OF CONTRACTS IF NO ACCEPTABLE PROPOSALS ARE RECEIVED, OR CANCEL THE RFP PROCESS IN WHOLE OR IN PART.