

NANAIMO PORT AUTHORITY
Request for Proposal
Auditing Services

The Nanaimo Port Authority (NPA) is inviting proposals from qualified public accounting firms to audit its financial statements for the fiscal year ending December 31, 2018, and for subsequent fiscal years ending up to December 31, 2022.

The Nanaimo Port Authority (NPA) was continued as a Port Authority on July 1st, 1999 under the Canada Marine Act.

Terms of Reference/Scope of Work

The appointment of an auditor is being made to enable the Nanaimo Port Authority to meet its obligations under the Canada Marine Act, Port Authorities Management Regulations and Letters Patent, and specifically to audit the financial statement for presentation at the Annual General Meeting and forwarding to the Federal Minister of Transport.

Audit requirements for the years 2018 to 2022 include:

- An annual audit of the financial statements for the fiscal years ending December 31st deadline for presentation to the Audit Committee is March 31st and for presentation to the Board is April 30th.
- Completion of final financial statements in both official languages.
- A special examination required under Section 41 of the Canada Marine Act once every five years to be completed by May 31st, 2019.
- Attendance at a minimum of two Audit Committee meetings and one Annual General Meeting per year.

Pursuant to Section 42 of the Port Authorities Management Regulations the auditors appointment shall be made annually by the Board of Directors.

Proposal Requirements

Proponents are requested to submit a quotation for the annual audits broken down by year, including all proposed out of pocket expenses and charges for the scope of work. A separate quotation should be shown for the cost of the special examination to be completed in 2019.

Proponents should also provide:

- (a) Specification of the office of the firm and the engagement partner, proposed for the work.
- (b) A list of relevant experience of the firm and specifically the office partner, and manager of the firm performing the work.
- (c) List of claims and litigation in the last three years affecting the office of the firm performing the audit.
- (d) The names of three client references, senior contact person of the client along with their contact information.
- (e) Other matters the proponent believes would assist with the evaluation of the proposal.
- (f) Three (3) copies of the proposal delivered to the address in the “**Submission**” section.

Submission

Proposals must be submitted in triplicate and delivered to:

NANAIMO PORT AUTHORITY
100 Port Drive
Nanaimo, BC
V9R 0C7

Attention: Ian Marr, Senior Vice President, Finance and Administration

Deadline for submission is **2:00 p.m. local time, May 17th, 2018.**

Selection Process

The Nanaimo Port Authority staff will review the proposals as submitted and make a recommendation to the Audit Committee of the Board who will in turn make a recommendation to the Board of Directors.

Selection criteria will include:

- (a) The qualifications and experience of the firm and the proposed audit team.
- (b) The proposed price of the audits and special examination.
- (c) Ability to meet schedule and deadlines of the Nanaimo Port Authority.
- (d) The proponents understanding of the Port environment as reflected in their proposal.
- (e) Other factors the Nanaimo Port Authority may, at its discretion, deem appropriate to consider.

General

- (a) The proponent will be responsible for all costs of preparation or presentation of proposals including presentations requested by the Nanaimo Port Authority.
- (b) The Nanaimo Port Authority may amend the requirements and specifications set out in this request for proposals at its discretion.
- (c) Any information provided by a proponent will be recognized as proprietary and will be held in confidence and will not be released without the prior written authorization of the proponent, unless required by law.
- (d) All information provided by the Nanaimo Port Authority to the proponent shall be held in confidence.
- (e) Contacting of the Audit Committee, the Board of Directors, or any employees, other than the Senior Vice President, Finance & Administration of the Nanaimo Port Authority by the proponent will constitute grounds for disqualification.
- (f) Proposal prices shall be firm for 60 days from the closing date.
- (g) The Nanaimo Port Authority will prepare draft financial statements for the audit including relevant account reconciliations and supporting schedules.

- (h) The Nanaimo Port Authority uses Adagio software for its accounting platform. The modules include Accounts Receivable, Accounts Payable, Invoices and General Ledger. Payroll is processed through Payworks online from internal input. The Nanaimo Port Authority issues on average 1500 invoices and 2000 cheques per year.
- (i) Port revenues are generated from the operation of two separate deep sea terminals, operation of commercial marinas, harbour operations and property management.
- (j) It is the responsibility of the proponent to take all appropriate measures in order to obtain all information or instructions required by it to make its proposal. The Nanaimo Port Authority believes that the information provided is complete and accurate and no bidder will be entitled to claim against the Nanaimo Port Authority, or its Directors, Officers, or Employees for alleged lack of information or instructions to support or justify its proposal.

Inquiries

All inquiries or requests for clarification must be made in writing and delivered by hand to the address above, by e-mail imarr@npa.ca , or by fax to 250-753-4899. Attn: Ian Marr

The Nanaimo Port Authority is neither bound to accept the lowest priced proposal nor to accept any proposal that is submitted.

Attachments

Canada Marine Act <http://laws-lois.justice.gc.ca/eng/acts/C-6.7/>
Port Authorities Management Regulations
Port Authorities Operations Regulations
Nanaimo Port Authority Letters Patent
Nanaimo Port Authority Financial Statements for the year ended December 31, 2016
Summary Report - Special Examination – October 2014