



**REQUEST FOR PROPOSALS – AUDIT SERVICES 2018
ADDENDUM #4 - FINAL**

Questions and Answers

1. The RFP asks for a fee quote for the special examination to be completed in 2019. Our experience completing special examination for Port Authorities in Canada has shown us that the level of audit work can vary significantly based on the criteria for the special examination determined through consultation with the port and the areas in scope by the CMA. For providing a fee estimate can we assume that the criteria will be similar to your most recent (2014) special examination, and if so could you provide us with Appendix A & B referenced in the 2014 Special Examination Summary Report?

The Special Examination criteria to be completed in 2019 will be similar to the most recent (2014) Special Examination.

Appendix A & B are part of the examiner's plan and are not available for this proposal.

2. Can you provide the % estimate of revenue broken down by type i.e. berthage, wharfage, handling etc.

Revenue Estimates by % are:

Leases 26

Handling 14

Wharfage 7

Berthage 11

Harbour Dues 7

Fees 16

Other Services 19

3. What software solutions do you use to manage and control your revenue and costs?

The Port of Nanaimo does not use any specialized software for management and control of revenues. The Port utilizes excel based spreadsheets and governing controls to manage these areas.