

Request for Proposal (RFP) for Accounting Audit Services

Primary Care Network Accounting Audit

I. Introduction:

A group of five (5) Primary Care Networks in the North Zone, hereinafter referred to as "The Client," is seeking proposals from qualified and experienced accounting firms to provide comprehensive accounting audit services for our Primary Care Network's annual audit and annual reporting. The purpose of this Request for Proposal (RFP) is to solicit competitive proposals that meet our accounting and auditing needs.

II. Background:

The Primary Care Network is a healthcare organization dedicated to providing high-quality primary care services to our community and physician providers. As part of our commitment to transparency, accountability, and compliance with regulatory standards, we are seeking a reputable accounting auditor to conduct an independent audit of our financial records.

III. Scope of Work:

The selected auditor will be expected to perform a thorough examination of the Primary Care Network's financial statements, internal controls, and compliance with relevant laws and regulations. The audit should cover, but not be limited to, the following areas:

1. Financial statements audit, including the balance sheet, income statement, and statement of cash flows.
2. Assessment of internal controls and risk management processes.
3. Compliance with applicable accounting standards and regulations.
4. Review of financial policies and procedures for adequacy and compliance.
5. Identification of any potential fraud, irregularities, or areas of concern.
6. Preparation of a detailed audit report, including recommendations for improvement.
7. File all relevant information/GST to CRA

IV. Qualifications:

Interested firms must demonstrate their qualifications by providing the following information:

1. Proof of certification and licensing of the firm and key personnel.
2. Experience in conducting audits for healthcare organizations or similar entities.
3. Description of the proposed audit approach and methodology.
4. References from clients with similar audit requirements.
5. Cost proposal, including a breakdown of fees and estimated expenses.

V. Proposal Submission:

Interested firms should submit their proposals by January 31, 2024. Late submissions will not be considered. Proposals should be sent to either:

Shelley Dickson, Executive Assistant McLeod River Primary Care Network shelleyd@mrpcn.ca , 780-779-0079

or

Tanya Aldred, Office Manager Grande Prairie Primary Care Network tanya.aldred@grandeprairiepcn.com, 780-539-9204.

VI. Proposal Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications of the auditing firm.
2. Understanding of the Primary Care Network's industry and specific audit requirements.
3. Proposed audit approach and methodology.
4. Cost-effectiveness and value for money.
5. References from previous clients.

VII. Timeline:

- RFP Release Date: January 8, 2024
- Deadline for Proposal Submission: January 31, 2024
- Evaluation Period: January 31, 2024 – February 15, 2024
- Contract Award: February 19, 2024- February – February 23, 2024

VIII. Contact Information:

For questions or additional information, please contact:

Shelley Dickson, Executive Assistant McLeod River Primary Care Network shelleyd@mrpcn.ca , 780-779-0079

Or

Tanya Aldred, Office Manager Grande Prairie Primary Care Network tanya.aldred@grandeprairiepcn.com, 780-539-9204.

IX. Confidentiality:

All submitted proposals and associated documents will be treated as confidential by The Client.

X. Disclaimer:

The Client reserves the right to reject any or all proposals received, negotiate with the selected firm, and to award the contract based on the best interests of The Client.

Thank you for your interest in providing accounting audit services to the North Zone Primary Care Networks.