



Release Date: June 24, 2020

**ADDENDUM NO. 1**

**REQUEST FOR PROPOSALS FS-20-01**

**AUDIT SERVICES FOR THE REGIONAL DISTRICT OF FRASER-FORT GEORGE  
AND THE FRASER-FORT GEORGE REGIONAL HOSPITAL DISTRICT**

*This addendum is being issued prior to the closing of the Request for Proposals (RFP) to provide further information, make changes to, or to clarify the RFP documents and is to be read, interpreted and coordinated with all other parts of the RFP documents. In the case of a conflict with the balance of the documents, this Addendum shall govern. Respondents shall attach a signed copy of this addendum to their proposal submission, failure to do so may result in a non-compliant proposal.*

This addendum is being provided in clarification to RFP FS-20-01 released Tuesday, June 15, 2020.

Question 1: What services do you anticipate seeking from your audit team in addition to the audit?

**Answer 1: The Regional District anticipates the possibility of seeking assistance from the successful proponent in the following areas: indirect tax, asset management, process review and improvement and new PSAB requirement adoption (asset retirement obligations, revenue, others as required). Any additional services required would be requested by the Regional District prior to the service being provided by the successful proponent and there are no guarantees that additional services will be required/requested.**

Question 2: What is the reason for the RFP at this time?

**Answer 2: This is the Regional District's standard procedure to issue an RFP for audit services every five (5) years to ensure compliance with conditions in the Regional District's purchasing policy.**

Question 3: How long has the Regional District been with the current audit firm?

**Answer 3: Five (5) years.**

Question 4: Who is on the selection committee for the RFP?

**Answer 4: The selection committee will consist of the General Manager of Financial Services, Manager of Financial Services and Finance Leader.**

Question 5: What are some of the Regional District's key opportunities or challenges in the next few years?

**Answer 5: Key opportunities include continuing to execute the Regional District's strategic priorities and modernize aspects of the organization through technology and other changes.**

**Key challenges include the continued response to COVID-19 and recovery, executing the capital plans for various services, proceeding on asset management and adopting new PSAB standards as they arise.**

Question 6: What has been the Regional District's response to COVID-19? Any unusual challenges?

**Answer 6: The Regional District has been actively responding to COVID-19 and has included information on our website: <http://www.rdffg.bc.ca/news/covid-19>. There have not been any challenges that have been considered unusual to this date.**

Question 7: Are there any anticipated changes in key management positions over the next 5 years? (i.e. retirements?)

**Answer 7: At this time, there are no anticipated changes in key management positions over the next five (5) years.**

Question 8: What accounting or payroll systems are you currently using?

**Answer 8: For the Regional District’s accounting system, please review page 16 (Appendix “C”) of the RFP document. For the payroll system, the Regional District uses a custom electronic time entry system within the CityReporter™ software that integrates with the Regional District’s accounting software.**

Question 9: Approximately how many hours does the current audit firm spend on the audit? Hours on site vs hours off site?

**Answer 9: The Regional District is unable to comment on the hours that the current audit firm spent on the audit in total as the Regional District does not have that information. The audit team has spent approximately one (1) or two (2) days at the Regional District office during interim fieldwork and approximately seven (7) days at the Regional District office during year end fieldwork each year on average.**

Question 10: How many audit adjustments were there during the last audit?

**Answer 10: There were three (3) uncorrected audit adjustments and no corrected audit adjustments during the last audit, with two (2) of the uncorrected audit adjustments being recurring uncorrected adjustments each year.**

I/We hereby verify that we have considered this addendum in our proposal submission.

\_\_\_\_\_  
Proponent’s Signature

\_\_\_\_\_  
Date

All inquiries relating to RFP FS-20-01 must be submitted by email to the Project Manager:

Chris Calder, CPA, CA  
General Manager of Financial Services  
Email: [chris.calder@rdffg.bc.ca](mailto:chris.calder@rdffg.bc.ca)