



REQUEST FOR PROPOSALS

**FOR THE AUDIT OF
BRITISH COLUMBIA COUNCIL FOR
INTERNATIONAL EDUCATION (BCCIE)**

ISSUE DATE: AUGUST 9, 2022

DELIVERY OF PROPOSALS:

Electronic proposals must be sent by email to: Tanya Ogilvie at togilvie@bccie.bc.ca
(Electronic proposals must be a single PDF document)

CLOSING DATE AND TIME:

Monday, August 29, 2022 at 12:00pm Pacific Time

CONTACT PERSON:

Tanya Ogilvie: togilvie@bccie.bc.ca

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BACKGROUND

1. Purpose of the Request for Proposals

This Request for Proposals (RFP) invites audit firms to submit proposals for the performance of audit services with respect to the financial statements of BCCIE.

2. Period of Service Agreement

The selected Proponent will perform the audit services as described above for one year, commencing with the 2023 reporting year. BCCIE will retain the option to extend the Service Agreement for up to six additional years, in one-year increments, provided both parties agree to the renewal. The fiscal year of BCCIE is April 1st – March 31st.

3. Type and Scope of Audit

The audit of the financial statements of BCCIE (the financial audit) must be conducted in accordance with Canadian Auditing Standards (CAS).

The audit report should express an opinion as to whether the financial statements present fairly, in all material respects, the financial position of the entity, and the results of its operations, change in its net liabilities, and its cash flows for the year in accordance with Canadian Generally Accepted Accounting Principles (GAAP).

3.1. Timing of the Auditor's Reports

The Auditor will:

1. provide the financial statement auditor's report, addressed to BCCIE and the Minister of Advanced Education and Skills Training¹, having format and content consistent with Canadian Auditing Standards;
2. provide the Finance and Human Resources Committee of BCCIE with the auditor's reports in sufficient time to enable BCCIE to meet any statutory reporting requirements such as timing and distribution where the report is needed for inclusion in the Public Accounts of the Province, or must be submitted to the responsible minister. The timing for the report is May 2023. The exact date will be set in the government reporting deadlines set by Crown Agency and Board Resourcing Office (CABRO). See Section 3.3 for estimated Key Dates based on previous reporting years.

¹ Reporting to the Minister responsible is a specific requirement of paragraph 11(3) of the Auditor General Act.

3.2. Other Reporting Requirements

Role of the Auditor General

The Auditor General is the auditor of the Summary Financial Statements of the Province of British Columbia. The Summary Financial Statements are the financial statements of the government reporting entity. The government reporting entity consists of ministries, Crown corporations, and other government organizations such as universities, colleges, school districts, health authorities, and similar organizations that are controlled by the Provincial government.

In order to provide an opinion on the Summary Financial Statements of the Province, the Auditor General intends to rely on the work of the Auditor pursuant to Canadian Auditing Standards. The Auditor will, as auditor of BCCIE, communicate with the Auditor General concerning his or her intended reliance.

In order to provide an opinion on the Summary Financial Statements of the Province, the Auditor General must be assured that the financial statement audit process for government organizations is sufficient to rely on. In order to obtain this assurance, the Auditor General will carry out directly a limited number of audits and will participate, to varying degrees, in other audits. In some cases, the Auditor General will be extensively involved in the planning, examination and reporting phases of the audit. The involvement of the Auditor General will supplement, not replace, the work of the Auditor and will not relieve nor interfere with the Auditor's duties to the Board.

The Auditor General will consult with BCCIE about the level of involvement expected for each year's financial audit. BCCIE will advise the Auditor each year about the expected level of involvement of the Auditor General in that year's financial audit.

3.3. Key Audit Dates

The estimated key audit dates for the financial audit are as follows. Please note the schedule has not been provided yet by CABRO so these dates are estimates for the purpose of the RFP. Exact timelines would be established closer to the date of the audit.

Event	Key Audit Date for each Fiscal Year
• First draft of financial statements sent to OCG and Auditor	April 14, 2023
• Meeting with management regarding risk management and tests of control	April 17, 2023
• Start fieldwork	April 18, 2023

<ul style="list-style-type: none"> Fieldwork completion, including audit of notes to financial statements 	May 2, 2023
<ul style="list-style-type: none"> Preliminary meeting with management to review draft financial statements 	May 8, 2023
<ul style="list-style-type: none"> Finance and Human Resources Committee and Board of Directors approval of financial statements 	May 10, 2023
<ul style="list-style-type: none"> Release of Audited Financial Statements 	May 11, 2023
<ul style="list-style-type: none"> Completed Appendix C to Auditor General of British Columbia 	May 12, 2023

3.4. Management Letter

The Auditor will prepare a management letter for the financial audit that highlights observations and recommendations related to internal control, accounting issues, or other matters identified during the audit. A request for a copy of the management letter will be included in the annual reliance letter sent by the Auditor General to all government organization auditors.

While performing the audit, the Auditor must be mindful that the public and legislators expect BCCIE to conduct business in a proper and prudent manner, giving every regard to spending taxpayers' money wisely. The Auditor should remain alert while carrying out the audit for significant instances or patterns of behaviour that give rise to concerns about:

- a) accountability in the use and management of taxpayers' monies;
- b) waste or misuse of BCCIE resources;
- c) probity in behaviour; or
- d) compliance with financial and other legislation.

4. Determination and Payment of Fees

The Auditor will invoice BCCIE for the audit fees for services completed as contemplated under this Request for Proposals. Amounts billed will be according to the tendered amounts set out in the Service Agreement with the Auditor.

After completion of the first year under the Service Agreement, either the Auditor or BCCIE may call for a meeting to determine whether the audit fees for the remaining four to six years should be revised. Such a meeting may only be convened if:

- a. There has been or will be a significant change in the size and scope of BCCIE's operations that has resulted, or will result, in changes to the nature and extent of the audit work and that could not have been anticipated at the closing date of the RFP;

- b. There have been significant changes to professional standards for carrying out an audit in accordance with Canadian Auditing Standards, where such changes were not known and could not have been anticipated at the closing date of the RFP; or
- c. There have been significant changes to accounting standards or the accounting framework adopted by BCCIE that has resulted, or will result, in changes to the nature and extent of the audit work and that could not have been anticipated at the closing date of the RFP.

In the event that additional work needs to be performed in any particular year to meet Canadian Auditing Standards due to issues outside of the control of the Auditor, the Auditor will discuss with BCCIE whether an additional fee may be charged for such work. The Auditor will provide BCCIE with full details of such additional audit work and the reasons for it.

5. Information about BCCIE

5.1. Description

BCCIE is a provincial Crown agency reporting to the Ministry of Advanced Education and Skills Training (“the Ministry”) and is incorporated under the *Society Act*. The purpose of BCCIE is to promote International Education in and for the Province of British Columbia, enhance British Columbia’s international reputation for education and support BC’s International Education Framework. In doing so, BCCIE works closely with the Ministry of Advanced Education and Skills Training, the Ministry of Education and Child Care and the Ministry of Jobs, Economic Recovery and Innovation.

Through activities that promote BC to international learners and their families, BCCIE serves the needs of all education sectors in British Columbia – public and independent K-12, public and private post-secondary and language schools. BCCIE provides capacity building opportunities for the sector to learn from experts in the International Education field, coordinates and supports incoming delegations and familiarization tours, organizes and implements partnership development events, and works to profile BC as an education destination of choice for international learners.

Additional information regarding BCCIE, the Board of Directors and Corporate Governance can be found online:

Board of Directors: <http://www.bccie.bc.ca/about/board-of-directors/>

Corporate Governance and Reports: <http://www.bccie.bc.ca/about/corporate-reports/>

Senior Management: <http://www.bccie.bc.ca/about/our-team/>

Vision and Mission: <http://www.bccie.bc.ca/about/about-bccie/>

5.2. Key Information Systems

The key financial statement components or processes are tabulated below.

Financial Statement Component or Key Business Process	Key Application Name
Full-cycle accounting	QuickBooks
Preparation of financial statements and Appendix C to OCG	QuickBooks, Microsoft Word and Microsoft Excel
Other financial reporting requirements	QuickBooks and Microsoft Excel

5.3. Audit Responsibility

The overall responsibility for the audit rests with Randall Martin, Executive Director and Tanya Ogilvie, Director, Operations and Communications.

5.4. Work Done by BCCIE Staff

A major objective of BCCIE is to ensure quality audits and services at a reasonable cost. Accordingly, BCCIE staff are prepared to assist the Auditor by providing information, documentation and explanations as required. Assistance would include the following:

- a. Preparation of financial statements, including schedules;
- b. Preparation of year-end working papers and lead sheets;
- c. Preparation of accounting schedules and reconciliations;
- d. Comparative analysis of current and prior results;
- e. Location of documentation supporting transactions selected for testing;
- f. Typing of confirmations and other related correspondence;
- g. Other reasonable assistance as required by the Auditor.

The above would include meetings with audit staff during the planning and field work stage of the audit. All BCCIE staff involved with the audit process will be available for meetings online or in person at the BCCIE office.

5.5. Finance and Human Resources Committee

BCCIE has a Finance and Human Resources Committee, which assists the Board in fulfilling its oversight responsibilities by reviewing:

- a. the financial and performance information that will be provided to the Province and the public;
- b. the systems of internal controls that management and the Board have approved;
- c. all audit processes; and
- d. compliance with laws, regulations and policies that may apply to BCCIE.

5.6. Internal Audit

BCCIE does not have an Internal Audit Department.

REQUEST FOR PROPOSALS ADMINISTRATION

6. Proposal Format

The following format and sequence must be followed in order to provide consistency in Proponents' responses and to ensure each proposal receives fair consideration. All pages should be consecutively numbered.

- a. Table of Contents for proposal, including page numbers.
- b. The body of the proposal, including pricing. The proposal should address all factors identified as the assessment criteria in the same order as they are described in the criteria.
- c. The price for each year must be in Canadian dollars, be all-inclusive, including applicable taxes, and be firm for the entire period covered by the Service Agreement, subject to Section 4 of this RFP.
- d. The Proponent must include statements:
 - i. confirming that the Proponent's proposed audit teams are independent² from BCCIE, and any non-audit services performed by the Proponent for BCCIE will neither prejudice that independence nor be in conflict with any governing code of professional ethics; and
 - ii. providing details of any non-audit services rendered to BCCIE in the past three years and the fees relating thereto.

7. Evaluation

Evaluation of proposals will be by a committee formed by BCCIE and may include employees of BCCIE. All personnel will be bound by the same standards of confidentiality.

² Independence as defined in the Rules of Professional Conduct of the Institute of Chartered Accountants of British Columbia.

Criteria for Assessment

Proposals will be assessed against the evaluation criteria indicated below.

Capability of Proponent and Audit Team	35%
1. The location(s) and size of the Proponent, the experience and capabilities of its partners, managers and staff in the financial audit of organizations similar to BCCIE.	
2. The proposed financial audit team's experience in financial audits of similar organizations and in other public bodies, and details of skills or experience which are directly relevant to the capacity of the team to conduct the financial audit of BCCIE.	
3. The availability of resources to ensure the financial audit engagement deadlines are met.	
Proposed audit strategy	45%
4. General financial audit strategies and methodology employed by the Proponent.	
5. The depth of the perceived audit needs and understanding of the key issues facing BCCIE, the implications of those issues for the conduct of the financial audit, and particularly the audit strategies and methodology for the financial audit.	
6. An audit engagement time budget (use Appendix A).	
Fee	20%
7. The cost up to a committed maximum cost for which the requested work will be performed for each year of the term of the Service Agreement.	
Total	100%

AUDIT TEAM COMPOSITION AND BUDGETED AUDIT HOURS

BCCIE Financial Audit				
Fiscal year 2022/23				
Audit role	Audit Phase			Total Audit Hours
	Audit Planning Hours	Audit Fieldwork Hours	Review and Reporting Hours	
Audit Engagement Partner				
Audit Engagement Quality Review Partner				
Audit Engagement Manager/Lead				
Other CA qualified audit team member(s)				
Other unqualified audit team member(s)				
Other Technical Expert(s)				
CISA Qualified IT Auditor(s)				
Other IT Auditor(s)				
[Other roles]				
Total Audit Hours				

Note: One table should be completed for each audit year where the audit hours differ. The audit hours of each team member should be clearly identifiable.