



REQUEST FOR PROPOSALS: FINANCIAL AUDITING SERVICES

I. Reference Date

This Request for Proposals (RFP) is dated July 15, 2021

II. Purpose

The Port Alberni Port Authority (PAPA) is inviting proposals from qualified public accounting firms to audit its financial statements for the fiscal year ending December 31, 2021.

III. Scope of Work

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

Specific requirements of the Scope of Work include:

- An annual audit of the financial statements for the fiscal years ending December 31st
- Completion of the financial statements in both of Canada's official languages
- Presentation to the PAPA Audit Committee in the third week of March, presentation to the full PAPA Board in the last week in March and presentation of the Audited Financial Statements at the Annual General Meeting. *Dates are subject to scheduling of the Committee and Board
- A special examination required under Section 41 of the Canada Marine Act once every five years to be completed by May 31st, 2024
- 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.

PORT ALBERNI PORT AUTHORITY
2750 Harbour Road
Port Alberni, BC V9Y 7X2
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IV. **Evaluation Criteria**

Proposals will be evaluated on criteria including, but not limited to:

- Experience of proponent
- Value of services to be provided to PAPA
- Proponent references

V. **Submissions**

All interested proponents must submit proposals in confidence by email to:

Leslie Martin, CPA, CGA: Director of Finance
Port Alberni Port Authority
2750 Harbour Road
Port Alberni, BC, V9Y 7X2
Email: lmartin@papa-appa.ca

VI. **Deadline**

All proposals must be received by 4:00pm on September 7, 2021