

APPENDIX I
PROPOSALS FOR EXTERNAL AUDIT SERVICES
EVALUATION MATRIX

PROPONENT _____

CRITERIA	MAXIMUM SCORE	FIRM'S SCORE	COMMENTS
Mandatory Criteria			
Cover letter completed and signed by person authorized to bind the Proponent to statements made in the submission.			
Sealed package containing three copies of the proposal.			
Proposal must be received at the closing location by the specified closing date and time.			
Point-Rated Criteria			
1. Understanding of Engagement/Proposal * Demonstration of full understanding of District structure and governance * Knowledge of information systems used by the District	5		
2. Experience with similar Audits * Knowledge of Quickbooks software	15		
3. Personnel * Technical experience of the firm in performing public sector audits and experience with organizations of a similar size and complexity. * Experience and qualifications of audit team proposed for the District's audit.	10		
4. Audit Implementation * Statement of full understanding of the audit objectives and overall scope of work to be performed. * Audit plan including number of person-hours anticipated to perform the services, broken down between interim and final audits for the entity for the five years.	15		

CRITERIA	MAXIMUM SCORE	FIRM'S SCORE	COMMENTS
<ul style="list-style-type: none"> * Approach used to gain an understanding of the District structure and operations. * Quality of the proposal in terms of methodology and approach to the audit, including a description of substantive and compliance testing, and internal control evaluation * Estimate of District staff time required including a schedule outlining when required. 			
<p>5. Additional Services</p> <ul style="list-style-type: none"> * Accounting firm's ability to provide additional services to the District such as: * PSAB advice * GFOA certificate assistance * GST/PST advice * General Income Tax Act Advice 	5		
<p>6. References</p>	10		
<p>7. Audit Fee</p> <p>The proposed fees for the entity for the five year term which are to be shown exclusive of taxes and include:</p> <ul style="list-style-type: none"> * professional fees of audit and support staff based on person-hours * estimated disbursements and administrative fees * value added services bundled with the audit service fees * Estimated hours required and levels of staff to be assigned and hourly billing rates 	40		

Total points

100