SKIDEGATE BAND COUNCIL

BOX 1301, SKIDEGATE, B.C. V0T 1S1 PHONE (250) 559-4496 FAX (250) 559-8247

REQUEST FOR PROPOSALS (RFP)

ANNUAL AUDIT SERVICE

Skidegate Band Council (SBC) is seeking a professional accounting firm to provide audit services.

Request for Proposals

SBC Finance Department
Issue date: November 6, 2025
RFP Deadline: December 8, 2025 at 4:30 p.m.

Contact:

Name:	Allison Sinkins
Title:	Finance Manager
Address:	PO Box 1301 Skidegate, BC V0T 1S1
Phone:	(250) 559 4553
Fax:	(250) 559 8247
E-mail:	fin.mgr@skidegate.ca

Timetable:

Issue Date of RFP	November 6, 2025
Submission Deadline	December 8, 2025
Submission Selection Date	December 19, 2025

Scope of Work:

Skidegate Band Council is soliciting proposals from professional accounting firms to provide audit services to our organization for the 3 fiscal years ending March 31, 2028.

Organization Overview:

Skidegate Band is situated on the archipelago of Haida Gwaii, BC. Governed by a Chief and seven Councillors our community serves approximately 1800 members and has 40+ full time staff that includes an on-reserve preschool and daycare.

SBC is primarily funded by Indigenous Services Canada and the Province of BC. Accounting for each program activity is maintained separately using Sage 300 ERP.

Deliverables

o Working directly with finance department staff

o Audit examinations and preparation of audited financial statements

o Financial recommendations and advice when needed

o Annual attendance and presentation of financial statements to Council

Evaluation/ Selection Criteria:

Proposals must demonstrate experience respecting the subject matter and competence to successfully complete the work. Proposals shall include the following:

1. Brief cover letter that demonstrates project understanding and competency to complete the work.
2. Proposed methodology and workplan.
3. A clear description of services/ deliverables included in the project budget.
4. Detailed project budget including all expenses.
5. Profile of the consultant or firm, including project team members and qualifications relevant to the needs of this project.
6. A proposed schedule that shows the work can be completed on time.
7. References (2)

The following is an overview of the categories and weighting for the evaluation and selection criteria of the RFP.

Evaluation/Selection Criteria Category	**Weighting (Points)**
Experience and Qualifications	20
Approach	10
Price	20
Total Points	**50**

Experience and Qualifications

- Experience working with British Columbia First Nations;
- Demonstrated experience of auditing services to non profit organizations. Examples of past work accepted;
- Demonstrated ability to meet deadlines

Approach

- Detailed work plan and timelines and activities detailing the method of arriving at the deliverables.
- Time required to complete the listed deliverables taking into account planning, meeting preparation and facilitation, consolidation of information and preparation of a final draft document.
- Demonstrated approach to working with British Columbia First Nations.

Pricing

- Budget breakdown detailing professional fees:
- Daily/ hourly/ project rate.
- Materials and supplies.
- Travel, if required.

Skidegate Band Council reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
- Accept other than the lowest price offer,
- Waive anomalies in proposals, and
- Negotiate with any or all applicants