



# Nishnawbe Aski Nation

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nan.ca



100 Back Street, Unit 200  
Thunder Bay, ON P7J 1L2



## Request for Expressions of Interest Auditing Services

**Date of Issue: September 8, 2022**

**Date of Closure: October 14, 2022**

**Target Audience: Firms or Individuals Providing Auditing Services.**

Nishnawbe Aski Nation (NAN) Corporate Services is seeking Expressions of Interest from qualified individuals or firms capable of providing Auditing Services to Nishnawbe Aski Nation Corporate Services

The Auditor will be responsible for the following:

- Performing an annual audit in accordance with Canadian generally accepted audit standards
- Assessing the effectiveness of internal controls and making recommendations for improvement where warranted.
- Presenting the audit result to the NAN Chief's in Assembly and addressing any questions that may arise concerning the audit and its findings.
- Submitting the annual income tax for NAN Corporate Services
- Submitting the annual tax refunds (2) for NAN Corporate Services
- Be able to complete audit by June 30th of every year (internal backup complete by May 31 or sooner)
- Experience in Adagio and Paydirt preferred

*Prospective bidders may pick up an RFP package at the NAN Corporate Services office located at 200 Syndicate Avenue S, Thunder Bay, ON P7E1C9 or visit our website at [www.nan.ca](http://www.nan.ca)*



## **Section 1.0 Introduction**

### **1.1 Proposal Lodgement Instructions**

Bidders must submit three (3) printed copies of their proposal to the Human Resources department in a sealed envelope. The preferred language of the proposals is English, however, proposals written in Cree, Oji-Cree and Ojibway will also be accepted.

Proposals received after the appointed time on the closing date will be disqualified. Proposals must remain valid for at least one (1) year from the closing date.

Submit Proposals to: Nishnawbe Aski Nation Corporate Services  
Attn: Ian Beardy, Human Resources Advisor  
100 Back Street, Unit #200  
Thunder Bay, ON, P7J 1L2

Inquiries may be Directed To: Michelle Sanderson  
Chief Administrative Officer  
Phone: 1-807-623-8228  
Toll Free: 1-800-465-9952  
E-mail: msanderson@nan.ca

### **1.2 Purpose of the Request for Expressions of Interest (RI)**

Nishnawbe Aski Nation Corporate Services (hereafter referred to as "NAN") is seeking Expressions of Interest from qualified firms or individuals capable of providing Auditing Services.

### **1.3 Conflict of Interest**

All applicants, in the act of applying, certify that they do not have a conflict of interest that would interfere in the execution of a contract with NAN, at anytime during the application process and/or execution of any contract.

### **1.4 First Nations Preference**

To promote economic development and employment opportunities for NAN First Nations, preference will be given to NAN First Nations, organizations and businesses when evaluating proposals and bids.

### **1.5 Location of Work**

In the general case, all contracts are to be executed in a manner independent of the NAN office. Accordingly, the contractor must have the capacity for communication with the NAN office by telephone, fax and/or e-mail.

### **1.6 RI Schedule**

The approximate Request for Expression of Interest schedule is as follows:

- a) Issue RI DATE: September 8, 2022
- b) Closure at 4:30 pm local time on October 14, 2022.



- c) Proposal Evaluation completed by October 31, 2022.
- d) Successful Applicants notified by November 10, 2022

### **1.7 RI Amendments**

If an amendment to this Request for Expressions of Interest is required, all known holders of the RI shall be contacted. Such amendments must be reflected in proposal submissions. Any amendments issued may require an extension of the closing date.

## **Section 2.0**

### **General Terms and Conditions**

#### **2.1 Authorized Signature - Proposals**

Submitted proposals must be signed by an individual authorized to bind the prospective applicant to a contractual agreement.

#### **2.2 Authorized Signature – NAN**

The responsibility for reviewing and signing all contracts is delegated to the Chief Administrative Officer. The responsibility for witnessing and affixing the corporate seal to appropriately reviewed and approved contracts is delegated to the Director of Finance. The signature of the Chief Administrative Officer together with the presence of the corporate seal evidence a binding agreement that has been entered, reviewed and approved in accordance with policy and procedure.

#### **2.3 Subcontractors**

The ability to use subcontractors to perform work under any project or contract will vary between individual contracts and projects. If a bidder intends to use subcontractors, the bidder must identify in their proposal the names and addresses of the subcontractors and the portions of the work the subcontractors will perform. The bidder shall ensure that the subcontractor is committed to render the services required by the projects and/or contracts.

#### **2.4 Amendments to Proposals**

Amendments to submitted proposals will only be allowed if acceptable requests are received prior to the closing date, or in the event that an amendment to the RI on the part of NAN necessitated any such amendment. No amendments will be accepted after the closing date unless they are in response to a specific NAN request.

#### **2.5 Supplemental Terms and Conditions**

Proposals including supplemental terms and conditions will be accepted and will not affect the proposal evaluations. After any award of contract, any supplemental terms and conditions will be tabled for review and negotiation during contract negotiations.

#### **2.6 Discussion with Bidders**

NAN may conduct discussions with prospective bidders for the purpose of clarification. The purpose of these discussions will be to ensure full understanding



of the requirements of the RI and proposal. Discussions will only be held with a designated NAN contact person.

## **2.7 Evaluation of Proposals**

Proposals will be reviewed and evaluated according to content, methodology, previous experience, qualifications of the consultant and team, schedule, and fees for service. The lowest cost estimate will not necessarily be chosen.

## **2.8 Evaluation Committee**

All proposals, bids, tenders, expressions of interest and other submissions will be screened and evaluated by a committee consisting of the Finance Director and the relevant program manager(s) using our content, interview and/or reference criteria and procedures. An evaluation brief and recommendation would be submitted to the Chief Administrative Officer for final approval.

This committee reserves the right to accept or reject any or no proposal, in whole or in part, at its sole discretion for any reason whatsoever. The committee and/or NAN may change the conditions in the Request for Expressions of Interest and its accompanying information in whole or in part prior to the closing date at their discretion. In no event shall NAN or the Evaluation Committee be required to justify the outcome of the proposal evaluations in relation to proposal assessments, acceptances, and/or rejections. NAN is also reserved the right not to use any successful bids resulting from this Request for Expressions of Interest.

## **2.9 Property of Proposals**

All proposals and other materials submitted become the property of NAN. The proposal evaluation committee will hold all proposal information, including price and cost information, in confidence during the EI process and prior to the evaluation of the proposals. Thereafter, proposals will become project and department related information and will be filed accordingly for internal record keeping and external reporting purposes until such time as warranted.

## **2.10 Acceptance of Proposal**

The acceptance of a proposal does not directly state nor imply that a contract will be given to the bidder of the accepted proposal. The acceptance of a proposal means that the bidder is pre-approved for consideration in the event that NAN wishes to bypass its tendering process for the purchases of goods and/or services. The term of an accepted proposal will be for no more than one year, either calendar or fiscal, being entirely at the sole discretion of Nishnawbe Aski Nation.

## **2.11 Contract Negotiations**

After completion of the evaluation, including any discussions held with bidders during the evaluation, NAN may choose to enter into contract negotiations with any of the approved bidders.



## **2.12 Failure to Negotiate**

If the approved bidder, as selected by NAN for contract negotiation

- Fails to provide the information required to begin negotiations in a timely manner; or
- Fails to negotiate in good faith; or
- Indicates they cannot perform the contract within the budgeted funds available for the project(s); or
- The intended contractor and NAN, after a good faith effort, simply cannot come to terms, NAN may terminate negotiations with the selected bidder and commence negotiations with another pre-approved bidder.

## **2.13 Award of Contract**

After the completion of successful contract negotiations NAN will issue a written Notice of Award of Contract and send copies to the relevant successful bidders. The notice will identify the proposal selected for award.

NAN reserves the right to refrain from making an award if it determines that to be in its best interest.

## **2.14 Proposal as a Part of the Contract**

Part or all of this RI and the selected proposal may be incorporated into the contract.

## **2.15 Additional Terms and Conditions of the Contract**

NAN reserves the right to add terms and conditions during contract negotiations.

## **2.16 Proposed Payment Procedures**

NAN will make payments based on a negotiated payment schedule.

## **2.17 Contract Amendments**

During the course of any awarded contract, the contractor may be required to perform additional significant work. When additional work is required, the project coordinator will provide the contractor a written description of the additional work to be performed and request the contractor to submit a quotation for review and approval. Once approved by the Chief Administrative Officer a written contract amendment will be issued.

## **2.18 Termination of Contract**

If the project coordinator determines that the contractor has refused to perform the work or has failed to perform the work to ensure its timely and accurate completion, NAN may, by providing written notice to the contractor, terminate the contract.



## **Section 3.0 Background Information**

### **3.1 Organization Information**

Legal Name: Nishnawbe Aski Nation Corporate Services

Operating Name: Nishnawbe Aski Nation

Mailing Address: 100 Back Street, Unit #200  
Thunder Bay, Ontario  
P7J 1L2

Courier Address: 200 Syndicate Avenue S  
Thunder Bay, Ontario  
P7E 1C9

Type of Business: Not For Profit Political Territorial Organization (PTO), Federal

Phone: 1-807-623-8228

Fax: 1-807-623-7730

Web Site: <http://www.nan.ca>

### **3.2 Organization Profile**

NAN is an incorporated not for profit political territorial organization representing forty-nine (49) First Nations within NAN territory.

#### First Nations

The First Nations who make up NAN are considered by Canada to be Bands under the meaning of the Indian Act. Members, for the most part, are Registered Indians and the communities are on reserve lands under the jurisdiction of the Indian Act.

The First Nations are primary government organization and have assumed responsibilities and control over local delivery and administration of basic programs for their communities including health, education, social services, economic development, and band governance. The Chiefs and Councils of member First Nations manage and control their own affairs at the First Nation level.

#### Tribal Councils

The majority of NAN First Nations are members of one of the seven Tribal Councils within NAN. The Tribal Councils provide advisory services to member First Nations and serve as regional political forums. Each Tribal Council elect a Tribal Council Chairman who represents that Tribal Council's member First Nations who



represents the interests of the Tribal Council and its member First Nations at the regional level.

Some First Nations are independent of Tribal Council affiliation.

#### Executive Council

NAN is headed by the elected four-member Executive Council, composed of a Grand Chief and three Deputy Grand Chiefs. The Executive Council is the main body responsible for ensuring that the wishes of the membership, as defined through resolutions from the Chief's Council meetings and assemblies are carried out in an orderly and efficient manner. The Executive Council is mandated the task of representing Chiefs, Councils and First Nation members of the Nation in the political arenas. The Executive Council is supported by an executive and staff within offices located in Thunder Bay, Ontario. The office houses approximately 140 staff.

#### NAN Activities

On behalf of the NAN Chiefs (Board of Directors), Tribal Councils and First Nations, NAN maintains a continuous liaison with all levels of the Provincial and Federal governments. It acts as facilitator and coordinator of the directions expressed by the NAN Chiefs in their general conferences. The NAN office coordinates individual Chiefs requests for meetings with governments and coordinates individual Chiefs requests for meetings with governments and coordinates the NAN All Chiefs Assemblies including attendance at the National Assemblies. The annual NAN Chiefs conference, known as the Keewaywin (Going Home) conference is held in one of the NAN communities during the summer, or in the closest major centre in instances where the First Nation is deemed too small to accommodate such a large-scale meeting.

NAN administers Health, Youth, Education and other Social and Economic programs on behalf of Aboriginal organizations, NAN communities and governments. NAN also works with other Nishnawbe Aski institutional service providers including Nishnawbe Aski Development Fund (NADF), Nishnawbe Aski Legal Services (NALS), and Nishnawbe Aski Police Services (NAPS).

### **3.3 Nishnawbe Aski Nation Territory**

#### Geography

NAN is a political organization representing forty-nine (49) First Nation communities in the area of northern Ontario stretching from the Quebec border to the Manitoba border, and from the Hudson Bay and James Bay coasts to the 50th parallel. Thirty-four of these communities are remote and accessible only by air. NAN territory occupies approximately two-thirds of Ontario.



## The Treaties

Treaty No. 9 was signed in 1905 and 1906 by the governments of Canada and Ontario and the Cree Ojibwe nations of what is now known as northern Ontario. Adhesions to the treaty were made in 1929 and 1930. Treaty No. 5 was signed in 1875 by Canada and the Saulteaux-Cree nations of what is now northern Ontario and Manitoba. Members of Treaty No. 5 within Ontario are also part of NAN. Grand Council Treaty No. 9 was formed in February 1973. In 1981, the name was changed to Nishnawbe Aski Nation to represent the social, political, and economic aspirations of NAN people.

## The People

The Aboriginal people of the Treaty No. 9 area are known as the Nishnawbe Aski. The name is translated as the people and the land, which reflects the special relationship the Nishnawbe Aski have with the land. Cree and Ojibwe are the two distinct languages spoken throughout NAN. Within both languages, there are many dialects associated with each First Nation and region. The total population within the NAN territory is 45,000 with approximately 65% under the age of 30 years.

### **Section 4.0 Proposal Format and Content**

#### **4.1 Proposal Format**

The proposal must contain a:

- a) Qualification section, and a
- b) Financing section

The minimum required content for each section is described in section 4.2 and 4.3 respectively.

#### **4.2 Qualifications Section Format**

- a) Provide a cover letter.
- b) Provide information on potential subcontractors.
- c) Provide three (3) client references.
- d) Provide a minimum of two samples of related work.
- e) Provide the company background, composition, and/or a detailed description.
- f) Provide the names and the resumes or portfolios of key personnel.
- g) Outline a generalized project strategy.
- h) Outline the project management, evaluation and reporting procedures and structure.
- i) Provide contact information for the personnel in charge of the submitted proposal.





#### **4.3 Financing Section Format**

- a) Detail any relevant costs associated with the performance of services and state a generalized fee and disbursements.
- b) State billing procedures, to include regular payment periods and progress reports.

Fees and payments on approved contracts are to be costed based on deliverables.

### **Section 5.0 Proposal Evaluation**

#### **5.1 Proposal Evaluation Methodology**

Proposals will be evaluated using a weighted scoring system.

#### **5.2 Evaluation Criteria**

Criteria

Understanding of First Nations issues related to program initiatives

Company Experience and Qualifications

Individual / Key Personnel Experience and Qualifications

Client References

Financing

