



**College of Alberta  
Dental Assistants**

# **Request for Proposal**

Audit Services

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# Introduction

The College of Alberta Dental Assistants (the College) is the regulatory body for the profession of dental assisting in Alberta. The College is a non-profit organization incorporated under the *Health Professions Act* (2000, Alberta) (the Act). The Act requires us to regulate dental assistants in the public interest by setting and enforcing entry to practice requirements, standards of practice, code of ethics, continuing competence requirements, and program approval and, when necessary, to address unprofessional conduct of registrants.

The College is governed by a Council comprised of five public members appointed by the Alberta government and five regulated dental assistants appointed through a merit-based appointment process. The Finance, Risk Management and Audit Committee oversees the College's financial and risk management functions and makes recommendations to the Council.

The Act requires us to submit an annual report, including audited financial statements, to be tabled in the Legislature.

# Particulars

This is an invitation to present a proposal for **AUDIT SERVICES** for a three-year term, with annual confirmation by the Council, beginning with our fiscal year ending May 31, 2025.

**Deadline for proposal submissions is 11:59 pm MST on Sunday January 5, 2025. Proposals must be addressed to the Finance, Risk Management and Audit Committee and submitted as one file by email to:**

Jennifer Tewes, Registrar & CEO

[jtewes@abrda.ca](mailto:jtewes@abrda.ca)

780-486-2526

Questions about this RFP can be submitted by email to [jtewes@abrda.ca](mailto:jtewes@abrda.ca) on or before January 3, 2025. We will do our best, but are not obligated to respond to all comments or questions received with respect to the RFP prior to the closing date.

We reserve the right to reject any or all proposals and to accept the proposal the Council feels will best fit the College needs and expectations.

We will notify all proponents when the RFP process has concluded.

By submitting a proposal, you are indicating that you accept all terms and conditions set out in this RFP. Your proposal must be signed by a person authorized to sign on behalf of the firm.

All proposals and other records submitted to us in relation to this RFP become the property of the College and will only be used in confidence and for the purposes they were submitted.

# Process Overview

The Council has directed the Finance, Risk Management and Audit Committee (FRMAC) to research available audit services, invite proposals for audit services and to report, with recommendations, to the Council early in 2025.

The Council and/or Committee may wish to meet with representatives of any of the audit firms responding to this invitation to discuss elements of their proposal. The Council will have the final approval for engagement of audit services.

Date	Actions
January 5, 2025	Deadline for submissions
January 20, 2025	Evaluation of proposals
January 21-25, 2025	Potential requests for further information, meetings or calls with prospective firms
January 31, 2025	Recommendation decision by Finance, Risk Management and Audit Committee
March 1, 2025	Decision by Council

# Evaluation of Proposals

The FRMAC will evaluate submitted proposals and make a recommendation to the Council based on the following:

- Knowledge and experience – ability, knowledge, competency, financial, technical and human resources, quality of team required to meet service expectations
- Audit strategy, approach and communication process
- Historical performance – proven history of superior services
- Financial health of the company – proven history of strong financial performance
- Audit fees supported by details on estimated hours (both one-time and ongoing), by level of staff, billing rates and where applicable, estimated out-of-pocket and travel expenses each year in the next three years
- Local representation and reporting – convenient access to representation, reporting clarity and ease of understanding materials
- Reputation – record and depth of good corporate citizenship in Alberta and customer satisfaction

## Expectations

The College fiscal year runs June 1<sup>st</sup> through May 31<sup>st</sup>.

- The on-site audit team will be scheduled for early July. The team will be provided with any and all relevant materials and documents.
- Draft audited financial statements, audit report, and findings must be presented to the Committee no later than August 10<sup>th</sup> annually.
- The Engagement Partner will be available to meet with the FRMAC to present the audited financial statements and recommendations/findings.
- The Engagement Partner will be available to meet with the Council later in August, if requested.
- The audit firm will prepare and file all tax documents required by CRA on behalf of the College by the end of August annually.
- The audit firm may provide accounting advice for best practices if requested.

## Proposal Content

The proposal must include:

- An introduction to the firm.
- Relevant experience in the regulatory sector, particularly with health profession regulatory colleges.
- Introduction to the audit team, including designations, experiences, roles and positions in the firm.
- Audit approach.
- Services to be provided.
- Deliverables and timelines.
- Proposed fee structure, including maximum fees for each of the three years of the engagement.
- Process for technical questions that may arise during the year and potential fees for such support.
- Any additional work, fees or support you see as best practices in supporting the College.
- Anticipated challenges and strategies for overcoming them.
- Strategies for mitigating risk of organizational familiarity over time while maintaining continuity and understanding of the College and our business.
- References

## Additional Information

Please check our website for more information about us and view our recent annual reports.

[abrda.ca](http://abrda.ca)

# Organization Structure

