MÉTIS NATION
BRITISH COLUMBIA

REQUEST FOR PROPOSALS

Financial Audit Services

RFP# MNBC-FINAUD 2027

July 29, 2026

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Executive Summary

Métis Nation British Columbia (MNBC) invites proposals from qualified independent public accounting firms to provide annual external audit services. MNBC is committed to accountability, transparency, and responsible stewardship of the resources entrusted to it by Métis citizens, funding partners, and stakeholders. The successful Proponent will provide independent audit services that support the Board of Directors, Finance & Audit Committee, and Executive Leadership in fulfilling their oversight responsibilities.

MNBC will evaluate proposals using a Best Value Procurement approach. The successful proposal will be the one that best demonstrates the experience, qualifications, approach, and value necessary to meet MNBC's requirements. The lowest-priced proposal will not necessarily be accepted.

1. Introduction

This Request for Proposals (RFP) invites qualified independent public accounting firms to submit proposals to provide external audit services to MNBC. The successful Proponent will be appointed to conduct the annual audit of MNBC's consolidated financial statements in accordance with applicable professional standards.

2. MNBC Procurement Principles

- Fairness
- Transparency
- Accountability
- Integrity
- Best Value
- Professional Independence

3. Organizational Background

Métis Nation British Columbia (MNBC), legally incorporated as the Métis Provincial Council of British Columbia on October 23, 1996, is the Métis government in British Columbia, representing the collective Section 35 rights of over 31,000 Métis Citizens who are registered with MNBC and thirty-eight (38) Métis Chartered Communities.

MNBC advocates for the over 113,000 self-identified Métis in British Columbia, many of whom are at various stages of their journey in achieving citizenship, to participate fully in our rich democratic and governance traditions and activities.

MNBC delivers a broad range of programs, services, and initiatives that support the social, cultural, economic, educational, health, housing and governance priorities of Métis citizens throughout British Columbia. Through its governance structure, MNBC manages funding and resources to support the priorities identified by Métis citizens and communities and is committed to strong financial management, accountability and transparency.

MNBC administers more than $100 million annually through a broad range of federal, provincial, and other funding agreements, employs close to 400 staff, and prepares consolidated financial statements. In addition to MNBC's core operations, the organization also has interests in controlled and affiliated entities. Proponents should demonstrate the capacity and experience necessary to support an organization of this size, complexity, and governance environment.

For more information, visit: www.mnbc.ca

4. Scope Of Services

Annual Financial Statement Audit

The successful Proponent shall conduct the annual audit of MNBC's consolidated financial statements and provide an independent Auditor's Report in accordance with Canadian Generally Accepted Auditing Standards (GAAS).

Audit Planning and Coordination

The Auditor shall work collaboratively with management to establish the annual audit schedule, coordinate information requirements, and support the timely completion of the audit. The Auditor shall maintain regular communication with management throughout the engagement and promptly advise of any matters that may affect audit timelines or deliverables.

Governance Reporting

The Auditor shall present the results of the audit to the Finance & Audit Committee and attend meetings of the Board of Directors or the Annual General Meeting when requested.

The Auditor shall communicate significant audit findings, accounting matters, governance observations, and independence matters to management and the Finance & Audit Committee, while maintaining professional independence.

Management Letter

Upon completion of the audit, the Auditor shall provide a Management Letter outlining any recommendations, observations, or matters arising from the audit that may assist MNBC in strengthening its financial reporting, internal controls, governance practices, and administrative processes. Where significant observations are identified, the auditor should provide practical recommendations for management's consideration.

Secure Information Handling and Cybersecurity

Proponents should describe their approach to secure file transfers, encrypted document sharing, privacy protection, data retention, cybersecurity safeguards, incident response, and insurance coverage applicable to audit services and confidential MNBC information.

5. Audit Standards & Professional Requirements

- Canadian Generally Accepted Auditing Standards (GAAS)
- Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO)
- CPA Canada Rules of Professional Conduct
- Applicable federal and provincial legislation
- Applicable funding agreement requirements include government contribution agreements

Preference will be given to Proponents who demonstrate relevant experience providing audit services to Indigenous governments, Métis governments, First Nations, Inuit organizations, Indigenous-owned organizations, Indigenous housing providers, Indigenous health organizations, Indigenous corporations, not-for-profit organizations, or organizations of similar size and complexity.

Preference will also be given to Proponents who demonstrate experience auditing federal, provincial, and other funding or contribution agreements, including agreements with Indigenous Services Canada (ISC), Canada Mortgage and Housing Corporation (CMHC), the Province of British Columbia, and infrastructure or program funding arrangements.

6. Audit Deliverables

Deliverable	Description
Annual Audit Plan	Audit approach, timeline and communication plan
Audited Financial Statements	Final audited consolidated financial statements with independent audit opinion
Management Letter	Recommendations and internal control observations
Finance & Audit Committee Presentation	Presentation of audit results
Board / AGM Attendance	Attendance and presentation when requested

7. Annual Audit Timeline

Activity	Target Timing
Planning Meeting / Engagement Kick-Off	February
Planning and Interim Procedures	March
Year-End Fieldwork	May
Draft Financial Statements	June
Finance & Audit Committee	June/July
Annual General Meeting	September

8. Procurement Schedule

Activity	Date
Issue RFP	Wednesday, July 29, 2026
Deadline for Questions	Friday, August 14, 2026
Final Addendum	Friday, August 14, 2026
Proposal Closing	Wednesday, August 19, 2026 @ 5pm
Evaluation	Monday – Wednesday, August 24-26, 2026
Interviews (if required)	Thursday-Friday, August 27-28, 2026
Recommendation for Award	Monday, August 31, 2026
AGM Appointment	Friday – Sunday, September 18 –20, 2026

9. Proposal Requirements

- Executive Summary
- Corporate Profile
- Understanding of MNBC
- Audit Methodology
- Proposed Audit Team
- Relevant Experience
- Governance & Client Service
- Innovation & Value-Added Services
- References
- Sample Deliverables, where available, such as an audit plan, management letter, governance presentation, or sample reporting template, with confidential client information removed.

Fee Proposal Fee Proposal
The Fee Proposal should clearly identify the proposed fees for Year 1 and for any renewal years. Proponents should separately identify out-of-pocket expenses, travel costs, fees for additional services outside the core audit scope, and any other charges that may apply.

10. Evaluation Methodology

MNBC will evaluate proposals using a Best Value Procurement methodology. The successful proposal will be the one offering the greatest overall value considering audit quality, methodology, governance support, organizational experience, client service, and price. The lowest-priced proposal will not necessarily be accepted.

Evaluation Criteria	Points
Understanding of MNBC	10
Audit Methodology	15
Relevant Experience	20
Indigenous Government/Non-Profit Experience	10
Proposed Audit Team	15
Governance & Client Service	10
Innovation & Value-Added Services	5
References	5
Fee Proposal	10
Total	**100**

11. Evaluation Process

- Stage 1 – Mandatory Review
- Stage 2 – Rated Evaluation
- Stage 3 – Interviews (Optional)
- Stage 4 – Reference Checks
- Stage 5 – Written Clarifications
- Stage 6 – Recommendation for Award

12. Proposal Validity

Proposals shall remain valid for ninety (90) days following the closing date. MNBC may request an extension where additional time is required to complete the procurement process.

13. Contract Term & Renewals

MNBC intends to appoint a successful Proponent for the audit for the fiscal year ending March 31, 2027. Subject to satisfactory performance, annual appointment by the MNBC Annual General Meeting, continued organizational need, funding availability and mutual agreement, MNBC may recommend renewal of up to four additional one-year terms. Renewal is not automatic. The total engagement shall not exceed five years.

14. Competitive Procurement Following Contract Expiry

Upon the expiry of any multi-year contract, the contracting authority shall initiate a competitive procurement process, such as a Request for Proposals (RFP), unless an approved exemption is obtained in accordance with applicable procurement policies and legislation.

The RFP should be issued sufficiently in advance of the contract end date to ensure continuity of service and to allow for fair and open competition. Any decision to extend or directly award a subsequent contract must be documented, justified, and approved by the designated procurement authority.

15. General Terms & Conditions

Communications During the Procurement

All communications regarding this Request for Proposals shall be directed solely to the Procurement Contact identified in the RFP. Proponents shall not contact Board members, employees, or elected officials regarding this procurement unless expressly authorized by MNBC.

Questions & Addenda

Questions shall be submitted in writing by the deadline identified in the procurement schedule. Responses that materially affect the procurement will be issued to all proponents through formal written addenda.

Reservation of Rights

MNBC reserves the right to cancel, amend, suspend or reissue this procurement; waive minor irregularities; request clarification; negotiate with the preferred proponent; reject any or all proposals; or not award a contract if it is in the best interests of MNBC.

Proposal Preparation Costs

All costs associated with preparing and submitting a proposal shall be the sole responsibility of the Proponent.

Ownership of Proposals

All proposals submitted become the property of MNBC, subject to applicable privacy and access to information legislation.

Confidentiality

Information supplied by MNBC shall be treated as confidential and shall not be disclosed except as required for the preparation of the proposal or by law.

Proponents should describe, where applicable, the secure methods used to exchange confidential audit information, including secure file transfer, document sharing, privacy protection, and data retention practices.

Procurement Ethics

Proponents shall conduct themselves ethically throughout the procurement process. Any attempt to influence the evaluation process or obtain confidential information may result in disqualification.

Accessibility

MNBC encourages proponents to identify any accessibility measures or inclusive business practices that support equitable service delivery.

Debriefing

Following contract award, unsuccessful proponents may request a debriefing to better understand the strengths and weaknesses of their submission.

Closing Statement

MNBC appreciates the time, effort and expertise invested by proponents in responding to this Request for Proposals.

Through this procurement, MNBC seeks to establish a collaborative relationship with an independent audit firm that demonstrates technical excellence, professional integrity, exceptional client service and a commitment to supporting strong governance, accountability and financial stewardship.

MNBC looks forward to receiving proposals that reflect experience, value, professional independence, and a shared commitment to transparency and responsible stewardship of the resources entrusted to MNBC.

APPENDIX A - RFP SUBMISSION FORM

RFP – MNBC – FINAUD 2027 | Financial Audit Services

To be completed by the Proponent and included as the **COVER PAGE** of the submission package.

By submitting this Response, the Proponent agrees to all terms and conditions of this RFP, confirms that they have carefully read and examined all sections, and confirms that they are bound by the statements and representations in their submission. The Proponent understands that nothing in this RFP is binding on MNBC.

Signature of Authorized Representative:	Date:
Printed Name of Authorized Representative:	Title of Authorized Representative:
Email of Authorized Representative:	Phone Number of Authorized Representative:
Legal Business Name of Proponent:	Other names under which the Proponent may operate:
Address of Proponent:	City:
Province:	Postal Code
Name of Contact Person for this response submission:	Title of Contact Person for this response submission:
Email of Contact Person for this response submission:	Phone Number of Contact Person for this response submission:

References

[ ] References enclosed as per **Appendix B**

Conflict of Interest

[ ] Declaration of Conflict of Interest enclosed as per **Appendix C**

APPENDIX B - REFERENCE FORM

Complete one table per reference project. A minimum of two (2) projects are required.

REFERENCE 1	
Company Name:	
Address:	
Contact Name:	
Relation with Proponent:	
Phone Number:	
Brief Description of Project:	

REFERENCE 2	
Company Name:	
Address:	
Contact Name:	
Relation with Proponent	
Phone Number:	
Brief Description of Project:	

APPENDIX C - DECLARATION OF CONFLICT OF INTEREST

Proponents must disclose any actual, potential, or perceived conflicts of interest related to this RFP or any potential MNBC engagement.

A conflict of interest includes, but is not limited to:

I. Any existing business relationship, financial interest, or personal relationship with MNBC personnel, leadership, or Métis Chartered Community representatives.
II. Any prior or existing business dealings with MNBC, including subcontract relationships.
III. Any relationship with another proponent responding to this RFP.
IV. Any other circumstance that could compromise the proponent's ability to deliver services to MNBC objectively and independently.
V. The undersigned confirms that the information provided in this Declaration is accurate and complete and acknowledges that failure to disclose a material conflict of interest may result in disqualification from this RFP and from any resulting engagement.

____

Name, Title, Firm

____

Signature

____

Date signed