

All enquiries related to this Request for Proposals, including any requests for information and clarification, are to be submitted by **June 18th, 2024**, and directed, in writing, to procurement@bc-er.ca, who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the BCER's option.

RFP#25025001

Financial Statement Audit Services

Closing Time: Proposal must be received electronically
before 2:00 PM Pacific Time on: July 2nd, 2024

Delivery of Proposals

Proposals must be submitted electronically.

To: <https://procurement.bc-er.ca/>

Organization Overview

The BC Energy Regulator (BCER) is the Province of B.C.'s life-cycle energy resources regulator. The BCER is a Crown agency with a mandate to ensure both the environment and public safety are protected, and those with concerns have the opportunity to have their voices heard in the sustainable development of British Columbia's energy resources.

As a cost recoverable, values driven organization, we prioritize safety, stewardship, and Indigenous interests throughout the full project lifecycle – from exploration to reclamation – and support the transition to clean energy. The BCER is committed to reconciliation with Indigenous Peoples, honouring the Provincial commitment to the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the Declaration on the Rights of Indigenous Peoples Act, and the Truth and Reconciliation Commission's (TRC) Calls to Action. Through fostering respectful and collaborative relationships with Indigenous partners and stakeholders, the BCER delivers on Government's priorities.

The BCER has an innovative forward-thinking workplace that demonstrates our core values. Through continuous improvement and development, the BCER is agile and responsive to the rapidly changing environment in which we operate. We are diverse and inclusive, with transparency, innovation, and integrity as the foundation of our respectful culture. Secured access to BCER information and systems is a foundational consideration in the management of the BCER's infrastructure.

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A. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

“Contract” means the written agreement resulting from this Request for Proposals executed by the BCER and the Contractor;

“Contractor” means the successful Proponent to this Request for Proposals who enters into a written Contract with the BCER;

“Must”, or “mandatory” means a requirement that must be met in order for a proposal to receive consideration;

“Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;

“BCER” means British Columbia Energy Regulator;

“Request for Proposals” means the process described in this document; and

“Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2. Terms and Conditions

Submitting a proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any addenda.

A proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the statements and representations in the Proponent’s proposal. A scanned copy of the signed cover page of this RFP is acceptable as is a cover letter identifying the Proponent, identifying the RFP and including a signature of an authorized representative of the Proponent that confirms the Proponent’s intent to be bound. For proposals submitted to an electronic proposal constitutes the signature of an authorized representative of the Proponent and is acceptable without additional signature.

3. Electronic Submissions

For electronic submissions the following applies:

- a) The Proponent is solely responsible for ensuring that the complete electronic Proposal, is received before Closing Time;
- b) The maximum size of each attachment must be 500 MB or less and uploaded in a single attachment;
- c) Proponents should submit proposal submissions in a single upload and avoid sending multiple submissions for the same opportunity;
- d) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The BCER may reject proposals that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments.

4. Additional Information Regarding the Request for Proposals

All subsequent information regarding this Request for Proposals, including changes made to this document will be posted on the BC Bid website at www.bcbid.ca. It is the sole responsibility of the Proponent to check for amendments on the BC Bid website.

5. Late Proposals

Proposals will be marked with their receipt time once submitted. Only complete proposals received and marked before closing time will be considered to have been received on time. Proposals that are received late will be marked late and will not be considered or evaluated. In the event of a dispute, the proposal receipt time as recorded by the electronic date stamp shall prevail whether accurate or not.

6. Eligibility

- a) Proposals will not be evaluated if the Proponent’s current or past corporate or other interests may, in the BCER’s opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the BCER Contract Management Analyst prior to submitting a proposal.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

7. Evaluation

Evaluation of proposals will be by a committee formed by the BCER and may include employees and contractors of the BCER. All personnel will be bound by the same standards of confidentiality. The BCER’s intent is to enter into a Contract with the Proponent who has the highest overall ranking.

8. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the BCER may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Proponents.

9. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified of the award by email. Unsuccessful Proponents may request a debriefing meeting with the BCER.

10. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

11. Changes to Proposals

By submission of a clear and detailed written notification, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the BCER for purposes of clarification.

12. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the BCER, if any. If the BCER elects to reject all proposals, the BCER will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

13. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

14. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

15. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise.

16. Currency and Taxes

Prices quoted are to be:

- a) In Canadian dollars;
- b) Inclusive of duty, where applicable; FOB destination, delivery charges included where applicable; and
- c) Exclusive of taxes

17. Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposals is to design, create or provide a system or manage a program, all components required to operate the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

18. Subcontracting

- a) Using a subcontractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the proposal.
- b) Subcontracting to any firm or individual whose current or past corporate or other interests may, in the BCER's judgment, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals will not be tolerated. This includes, but is not limited to, any firm or individual involved in the formulation of this Request for Proposals. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should consult with the BCER Contact Person listed on page 1 prior to submitting a proposal.
- c) Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made, to this list in the Contract without the written consent of the BCER.

19. Acceptance of Proposals

This Request for Proposals should not be construed as an agreement to purchase goods or services. The BCER is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The BCER will be under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

20. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

21. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a Contract with the BCER in accordance with the terms of the BCER's [General Service Agreement](#).

22. Liability for Errors

While the BCER has used considerable efforts to ensure the information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the BCER, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

23. Modification of Terms

The BCER reserves the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Proponent.

24. Ownership of Proposals

All proposals submitted to the BCER become the property of the BCER. They will be received and held in confidence by the BCER, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Proposals.

25. Use of Request for Proposals

Any part of this document, or any information provided by the BCER in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal, the Proponent agrees to hold in confidence all information provided by the BCER in relation to this Request for Proposals.

26. Reciprocity

The BCER may consider and evaluate any proposals from other jurisdictions on the same basis that the BCER purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

27. No Lobbying

Proponents must not attempt to convey directly or indirectly with any employee, contractor or representative of the BCER, including the evaluation committee and any elected officials of the BCER, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the BCER.

B. Requirements and Responses

1. Summary of the Requirement

The BCER is seeking a professional accounting firm to provide external audit services over the BCER’s annual financial statements for a period of three years, with 2 one-year renewal options at the BCER’s sole discretion on substantially the same terms and conditions. The awarding of a contract resulting from this RFP will be subject to approval by the BCER’s Board of Directors.

2. Anticipated Schedule

The following table outlines the anticipated schedule for this RFP. All times identified in the table are in Pacific Time.

Event	Anticipated Date
Enquiries deadline	June 18 th , 2024 at 2:00PM
Request closing time	July 2 nd , 2024 at 2:00PM
Review, interviews, and reference checks as required	July 8 th -12 th , 2024
Preferred proponent selected by	July 15 th , 2024
Board approval of auditor nomination	September 2024
Commencement of work	November 2024

3. BCER Situation/Overview

The BCER is the provincial regulatory agency for permitting and overseeing energy activities from exploration and development through to operations and ultimately decommissioning of energy industry projects under British Columbia jurisdiction.

3.1 BCER Organizational Responsibilities

The BCER mission is to regulate the full life cycle of energy resource activities in B.C., from site planning to restoration. We ensure activities are undertaken in a manner that:

- Protects public safety and the environment
- Supports reconciliation with indigenous peoples and the transition to low-carbon energy
- Conserves energy resources
- Fosters a sound economy and social well-being

The BCER’s current legislated mandate, regulatory framework, core activities and organizational structure are described in the [2024/25 - 2026/27 Service Plan](#) available on the BCER’s website at www.bc-er.ca.

3.2 Background

The BCER's [annual financial statements](#) are prepared by staff in accordance with Canadian public sector accounting standards.

The BCER's regulatory operations are self-funded from application fees and industry levies totalling a \$70 million annual budget as follows:

- **Production levies** (~\$52 million budget) charged to permit holders on oil and gas production volumes;
- **Application fees** (~\$9 million budget) charged upon submission of various permit applications;
- **Infrastructure levies** (~\$7 million budget) charged to pipeline and LNG facility permit holders; and
- **Interest** (\$2 million budget) earned on term deposits.

The BCER administers the Orphan Site Reclamation Fund (OSRF) as a means for industry to pay for the restoration of orphaned oil and gas sites which is funded from the orphan site restoration levy (\$15 million budget) on permit holder's total deemed liabilities.

The BCER's total annual operating budget is approximately \$85 million (regulatory operations of \$70 million & OSRF of \$15 million) and the BCER's annual capital budget is approximately \$5 million.

3.3 Key Financial Information

In addition to financial information contained in the Service Plan and annual financial statements, the following information is provided to approximate annual processing volume:

- Employees – 300
- Accounts payable vendor invoices (operations) – 2,700
- Accounts payable vendor invoices (OSRF) – 1,000
- Accounts payable employee expense reimbursements – 850
- Accounts payable corporate credit card reconciliations - 650
- Accounts receivable application fee invoices – 400
- Accounts receivable annual infrastructure levy invoices – 100
- Accounts receivable orphan site restoration levy invoices - 100

Production levies are invoiced by the Ministry of Finance on behalf of the BCER and disbursed on a monthly basis.

The BCER currently utilizes the below key financial information systems:

- Microsoft Dynamics GP (planned implementation of Microsoft Dynamics 365 Business Central in 2024/25)
- Avanti Payroll
- ePayment (custom online portal for permit holders to electronically pay accounts receivable invoices)
- Certain financial processes utilize custom developed BI reports

3.4 Audit Responsibility

The overall responsibility for the audit rests with the Chief Financial and Strategy Officer.

3.5 Finance Staff

Finance staff processes financial transactions, with the majority located in the Victoria office. The BCER operates under a hybrid office model whereby staff work may work from a home office as well as their designated BCER office. Travel outside of Victoria is not expected to be required.

3.6 Audit Committee

The BCER's Board of Directors has an Audit Committee which meets quarterly to fulfill its responsibilities to oversee financial reporting and disclosure, financial management, risk & controls, external audit activities, internal audit activities, and other financial matters. The Audit Committee reviews quarterly and annual financial statements to ensure accuracy and fair presentation of the BCER's financial position and performance. The successful proponent will be expected to meet with the Audit Committee to report on audit planning, results, and significant audit issues as required.

3.7 Internal Audit

The BCER has an Internal Audit & Integrated Risk Management branch that carries out independent, objective assurance and consulting services, designed to add value and improve the BCER's operations. While some elements of the internal audit's annual workplan may be of value and inform the external auditor, the branch does not carry out specific tasks in support of the external financial statement audit.

3.8 Role of the Auditor General

The Auditor General is the auditor of the Summary Financial Statements of the Province of British Columbia. The Summary Financial Statements are the financial statements of the government reporting entity. The government reporting entity consists of ministries, Crown corporations, and other government organizations such as universities, colleges, school districts, health authorities, and similar organizations that are controlled by the Provincial government.

To provide an opinion on the Summary Financial Statements of the Province, the Auditor General intends to rely on the work of the successful proponent pursuant to Canadian Auditing Standards. The successful proponent will, as auditor of BCER, communicate with the Auditor General concerning his or her intended reliance.

To provide an opinion on the Summary Financial Statements of the Province, the Auditor General must be assured that the financial statement audit process for government organizations is sufficient to rely on. To obtain this assurance, the Auditor General will carry out directly a limited number of audits and will participate, to varying degrees, in other audits. In some cases, the Auditor General will be extensively involved in the planning, examination and reporting phases of the audit. The involvement of the Auditor General will supplement, not replace, the work of the Auditor and will not relieve nor interfere with the Auditor's duties to the Board.

The Auditor General will consult with the BCER about the level of involvement expected for each year's financial audit. The BCER will advise the Auditor each year about the expected level of involvement of the Auditor General in that year's financial audit.

4. Requirements

4.1 Scope of Services

The successful proponent is expected to provide the following services:

1. Presentation of annual Audit Planning Reports for review and approval from the BCER Audit Committee;
2. Conducting annual audit engagements of the BCER's financial statements in accordance with Canadian Auditing Standards and the Chartered Professional Accountants Association of British Columbia's Rules of Professional Conduct;
3. Performing the audit of the financial statements of the BCER for the fiscal years ending March 31st: 2024/25, 2025/26, 2026/27, with 2 one-year renewal options at BCER's sole discretion for the 2027/28 & 2028/29 fiscal years;

4. Providing the independent auditor’s report that expresses an opinion as to whether the financial statements present fairly, in all material respects, the financial position of the entity as at fiscal year-end, and the results of its operations, change in its net debt, cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards;
5. Delivering the financial statement auditor’s report, directed to the Board of Directors of the BCER and to the Minister of Energy, Mines, and Low Carbon Innovation- Province of British Columbia, having format and content consistent with Canadian Auditing Standards;
6. Completing the audit work in sufficient time to enable the BCER to meet any reporting deadlines set out by legislation, the Board of Directors, the Office of the Comptroller General, or the Province of British Columbia;
7. Meet the statutory reporting requirements such as timing and distribution where the reporting is needed for inclusion in the Public Accounts of the Province or must be submitted to the responsible minister;
8. Completing its audit work consistent with the outlined audit approach and methodology;
9. Preparing a draft Management Representation Letter for signature by the BCER Commissioner and Chief Financial & Strategy Officer;
10. Participating in any audit related discussions at the request of the Audit Committee, Board of Directors, or management of the BCER;
11. Communicating with the Auditor General concerning their intended reliance when requested by the BCER;
12. Permitting the Auditor General to be involved in the planning, examining, and reporting phases of the audit, as required to ensure the Auditor General can rely upon the financial statement audit process for government organizations;
13. Promptly informing the Audit Committee as soon as possible of any unforeseen issues that could delay completion of the audit engagement(s);
14. Provide a management letter after the completion of each year’s audit engagement outlining any observations and recommendations relative to the internal accounting, operating controls and other matters of material importance with respect to the operations of the BCER (the letter will include a review of the status of the previous year’s external auditor’s recommendations and the report to the audit committee will include the management letter and the management’s response); and
15. Maintaining strict confidentiality, except as may be required to disclosed by law or professional standards, all information concerning the BCER obtained during audit service activities.

4.2 Responsibilities

4.2.1 Contractor responsibilities

The Contractor will be responsible for the following:

1. To complete the scope of work in accordance with the following key audit dates (subject to change due to provincial reporting requirements);

Event	Key date for each fiscal year
Planning meeting	November
Interim audit work	November/December
Presentation of planning report to the Audit Committee	February
Year-end audit work	Mid April to Early May
Submission of audit adjustments and draft findings	Late May
Presentation of audit findings report to the Audit Committee	Early June
Financial statements and annual report approved by the Board	Mid June

2. Unless requested otherwise, to complete the scope of work in accordance with the agreed upon work plan;
3. Submitting regular updates and/or reports on the status of the work to the BCER Chief Financial and Strategy Officer; and
4. Any other agreed upon deliverables.

4.2.2 BCER responsibilities

The BCER will be responsible for the following:

- 1) Maintaining system of internal controls sufficient for accurate financial reporting by the BCER;
- 2) Compiling annual financial statements for the BCER following Canadian generally accepted accounting principles, along with disclosure of significant accounting policies;
- 3) Disclosing all liabilities, claims, contingent liabilities, related party transactions, and significant agreements;
- 4) Making all financial records available to the Contractor on a timely basis;
- 5) Remaining available for ongoing discussion of audit issues with the Contractor;
- 6) Keeping the Contractor updated on any pertinent matters that could impact the audit process;
- 7) Providing a management representation letter that meets the reasonable requirements of the Contractor; and
- 8) Ensure the BCER staff are available to support the Contractor by providing necessary information, documentation, and clarifications during the audit's planning and year-end work including:
 - a. Preparation of financial statements and associated notes and schedules;
 - b. Compiling year-end working papers and lead sheets;
 - c. Creating accounting schedules and reconciliations;
 - d. Conducting comparative analysis of current year and prior year results;
 - e. Facilitating access to documentation supporting tested transactions, including financial system data and invoices;
 - f. Assisting in confirmations and other relevant correspondence; and/or
 - g. Offering any other reasonable support requested by the Contractor.

4.3 Relevant Organizational Experience and Capabilities

Proponents must have a minimum of three years of experience supplying services of similar scope and complexity, within the last five years conducting financial statement audits for public sector organizations in the province of British Columbia.

The BCER expects the proponent to:

- Ensure that their staff maintain current knowledge with respect to the Public Sector Accounting Handbook and Public Sector Accounting Board Standards; and
- Possess internal processes for quality assurance.

4.4 Audit Team

Proponents should identify in their response their proposed team structure including the following key personnel:

- Partner in charge (key contact & overall responsibility for delivery of audit services)
- Audit manager (key contact responsible for performance of audit services)
- Backup audit manager

Proponents should detail the relevant professional qualifications and experience of the above key personnel in performing financial statement audits with a focus on working with Canadian public sector accounting standards (PSAS).

4.5 Strategy, Methodology, and Work Plan

Proponents should outline an overall audit strategy and methodology describing how the financial statement audit will be carried out in accordance with Canadian generally accepted auditing standards. This should describe how any risks specific to the BCER's operations would be addressed.

Proponents should include a proposed schedule for the timing of interim and year-end work along with planned communication with the Office of the Auditor General in an oversight role.

4.6 Pricing and Availability

Proponents must provide a firm, fixed price in Canadian dollars inclusive of delivery charges where applicable and exclusive of all applicable taxes. This price is to include all associated costs. The BCER will not reimburse travel expenses, except if the BCER specifically requests the proponent to travel outside of Victoria, BC.

Fiscal Year	Fixed Price
2024/25	\$
2025/26	\$
2026/27	\$
2027/28	\$
2028/29	\$
Total	\$

4.7 Format Requirements

The following format, sequence, and instructions must be followed to provide consistency in proponent response and ensure each proposal receives full consideration. With all pages consecutively numbered, the proposals should contain the following parts:

- a) Table of contents with page numbers.
- b) Executive summary.
- c) Body of the proposal in accordance with the above content requirements, to a maximum length of 20 pages.

5. Evaluation

The evaluation of responses will be conducted by a team consisting of employees and a member of the Audit Committee. All members of the team will be bound by the same standards of confidentiality.

This section details the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during the evaluation.

The lowest price proposal will not necessarily be accepted. The BCER reserves the right to refuse any proposal based on quality, service, price, reputation, experience and other criteria.

The Preferred Proponent will be the Proponent scoring the most points after evaluation. The evaluation process will consist of the following stages:

- Stage One – Mandatory Criteria
- Stage Two – Desirable Criteria
- Stage Three – Interviews (optional)

5.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process:

- **The Proposal must be received before the designated closing date and time.**
- **The Proposal must be in English and submitted electronically to <https://procurement.bc-er.ca/>.**

- **The Proponent must confirm that any personal information received, collected or held over the course of the review will be stored and used only in Canada.**
- **The Proposal must contain an independence and objectivity statement confirming the Proponent is free of any actual or perceived conflict of interest and free of bias with respect to the BCER, its officers and employees.**
- **Proponent must confirm that they are authorized to provide financial statement audits in the province of British Columbia.**

Failure to meet all mandatory criteria above will disqualify the Proponent's Proposal from further review. If you have issues uploading to the procurement portal contact procurement@bc-er.ca before the deadline.

5.2 Desirable Criteria

The BCER seeks to enter into an agreement with the Proponent who, in the opinion of the BCER, has the resources with the knowledge and competence to provide the greatest value. Proposals meeting all of the mandatory criteria will be further assessed against the desirable criteria.

The evaluation team will assess each Proponent's ability to complete the scope of work and responsibilities. Proposals that clearly exceed the stated desirable criteria will score higher than those that meet the basic or minimum desirable criteria. A Proponent not reaching the minimum score in each category of desirable criteria will receive no further consideration.

Desirable Criteria	Points	Minimum Score
Relevant Organizational Experience and Capabilities <ul style="list-style-type: none"> • Corporate profile • Demonstrated organizational experience • Quality assurance 	20	12
Audit Team <ul style="list-style-type: none"> • Team structure and responsibilities • Key personnel qualifications and experience • Retention strategy 	20	12
Strategy, Methodology, and Work Plan <ul style="list-style-type: none"> • Strategy and methodology • Risk management, specialized services and value-added services • Work plan 	30	18
Pricing <ul style="list-style-type: none"> • Fixed price inclusive of professional fees, travel, and expenses over 5 years 	30	N/A
Total	100	

5.3 Interviews

The top ranking (to a maximum of three) Proponents may be asked to attend an interview with the evaluation team. During the interview, the evaluation committee may clarify and/or verify statements made in the written Response.

The requirement for interviews is optional. The BCER reserves the right to complete the evaluation process without Proponent interviews.

Interview Criteria	Maximum Score
Knowledge and understanding of the BCER environment	3
Knowledge of crown corporation and government operations, including audits	4
Audit team, strategy, methodology and work plan	8
Communication style and skills	5
Total	20

The highest scoring Proponent (Preferred Proponent) will be selected by adding the scores from the desirable criteria and the interview.

The requirement for interviews is optional. The BCER reserves the right to complete the evaluation process without Proponent interviews.

5.4 Reference Checks

The Preferred Proponent's provided references may be contacted to verify any aspect of the Proposal. The BCER retains the authority to perform additional reference checks or verifications as deemed necessary to confirm the information within the Proposal and ensure the suitability of the Proponent.