



**Request for Proposals #2024-34:
External Auditing Services**

Addendum No. 1

Issued on **26-July-2024**

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals 2024-34: External Auditing Services (the "RFP") is modified as set forth in this Addendum.

The original RFP documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP.

Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

ITEM 1: CORRECTION TO RFP SOLICITATION DOCUMENT

DNSSAB is amending Section 3.1 Timetable, including Deadline for Questions, Deadline for Issuing Addenda, Closing Date, as listed in the RFP solicitation document. This is to give Proponents more time due to a change in the Pricing Template required for submission.

RESPONSE

3.1 Timetable

The RFP timetable is set forth to establish submission and response timelines. The DNSSAB reserves the right to change the timetable at any time.

ITEM	DATE	TIME
Issue Date	05-July-2024	1:00 p.m.
Deadline for Questions	19-July-2024 02-August-2024	4:00 p.m.
Deadline for Issuing Addenda	26-July-2024 07-August-2024	4:00 p.m.
Closing Date	02-August-2024 13-August-2024	1:00 p.m.

QUESTION 1:

Can you please confirm that the Schedule of Prices (Staffing Costs, Initial Term) - for each year includes both the DNSSAB and NDHC. We understand that they are two different organizations, and we wish to confirm if are to quote fees combined. Is it possible to attach another document to show the breakdown between the two entities from a pricing and staffing perspective. Can you confirm where under Step 4 - documents we would add this additional information if we can show the breakdown.

RESPONSE:

DNSSAB has reviewed, updated, and modified its Schedule of Prices table, under Item 2 of this Addendum, to reflect various changes as required. In doing so, the updated Schedule of Prices now separates the two different organizations DNSSAB and NDHC.

ITEM 2: CORRECTION TO SCHEDULE OF PRICES


DNSSAB has reviewed, updated, and modified its Schedule of Prices table, as per below in order to simplify the bidding process.

By **Adding** the following tables, to SCHEDULE OF PRICES within the Bidding System, as seen below.

District of Nipissing Social Services Administration Board - Schedule of Prices

Prices must be fully itemized and complete (no estimates). Prices must be in Canadian dollars. (Exclude HST). Prices submitted shall be considered firm for any Contract's length, including for any extension term(s).

Line Item	Audit Services	2024-25 Professional Fees*	2025-26 Professional Fees*	2026-27 Professional Fees*	2027-28 Professional Fees (DNSSAB Option)*	2028-29 Professional Fees (DNSSAB Option)*
1	Audit of the Financial Statements for DNSSAB (inclusive of Tax Filings, Meeting with the Finance and Administration Committee and the Board, Auditors Report & Management Report, and Administrative Fees)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2	Independent Auditor's Report on the Reaching Home Program Schedule of Monthly Expenses for Infrastructure Canada. (section 2.6 of RFP)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3	A Review Engagement Report to support the annual Education Finance Information System (EFIS) submission for the Ministry of Education (EDU). (section 2.6 of RFP)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4	Independent Auditor's Report on the Community Paramedicine Annual Reconciliation Report for the Ministry of Health and Ontario Health. (section 2.6 of RFP)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
5	SUBTOTAL (Bidder must calculate)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>



Nipissing District Housing Corporation - Schedule of Prices

Prices must be fully itemized and complete (no estimates). Prices must be in Canadian dollars. (Exclude HST). Prices submitted shall be considered firm for any Contract's length, including for any extension term(s).

Line Item	Audit Services	2024-25 Professional Fees*	2025-26 Professional Fees*	2026-27 Professional Fees*	2027-28 Professional Fees (DNSSAB Option)*	2028-29 Professional Fees (DNSSAB Option)*
1	Audit of the Financial Statements for NDHC (inclusive of Tax Filings, Meeting with the Finance and Administration Committee and the Board, Auditors Report & Management Report, and Administrative Fees)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>



By removing the following (all) Schedule of Prices tables, previously in the bidding system, as identified with strikethroughs below.

~~**STAFFING COSTS (Initial Term – Year 1)**~~

Price Item	Hourly Rate	Estimated Hours				Office Use
		Audit-Planning	Audit-Fieldwork	Audit-Review	Audit-Presentation	
Audit Partner						Audit Partner Price= Hourly Rate * Estimated Hours
Review Partner						Review Partner Price= Hourly Rate * Estimated Hours

Sector Specialist						Sector Specialist Price= Hourly Rate * Estimated Hours
Audit Manager						Audit Manager Price= Hourly Rate * Estimated Hours
Other:						Other Price= Hourly Rate * Estimated Hours
Other:						Other Price= Hourly Rate * Estimated Hours
Other:						Other Price= Hourly Rate * Estimated Hours
Initial Term – Year 1 Price						

STAFFING COSTS (Initial Term – Year 2)

Price Item	Hourly Rate	Estimated Hours				Office Use
		Audit-Planning	Audit-Fieldwork	Audit-Review	Audit-Presentation	
Audit Partner						Audit Partner Price= Hourly Rate * Estimated Hours
Review Partner						Review Partner Price= Hourly Rate * Estimated Hours
Sector Specialist						Sector Specialist Price= Hourly Rate * Estimated Hours
Audit Manager						Audit Manager Price= Hourly Rate * Estimated Hours
Other:						Other Price= Hourly Rate * Estimated Hours
Other:						Other Price= Hourly Rate * Estimated Hours
Other:						Other Price= Hourly Rate * Estimated Hours
Initial Term – Year 2 Price						

STAFFING COSTS (Initial Term – Year 3)

Price Item	Hourly Rate	Estimated Hours				Office Use
		Audit-Planning	Audit-Fieldwork	Audit-Review	Audit-Presentation	
Audit Partner						Audit Partner Price= Hourly Rate * Estimated Hours
Review Partner						Review Partner Price= Hourly Rate * Estimated Hours
Sector Specialist						Sector Specialist Price= Hourly Rate * Estimated Hours
Audit Manager						Audit Manager Price= Hourly Rate * Estimated Hours
Other:						Other Price= Hourly Rate * Estimated Hours
Other:						Other Price= Hourly Rate * Estimated Hours
Other:						Other Price= Hourly Rate * Estimated Hours
Initial Term – Year 3 Price						

STAFFING COSTS (Extension Term – Year 1)

Price Item	Hourly Rate	Estimated Hours				Office Use
		Audit-Planning	Audit-Fieldwork	Audit-Review	Audit-Presentation	
Audit Partner						Audit Partner Price= Hourly Rate * Estimated Hours
Review Partner						Review Partner Price= Hourly Rate * Estimated Hours

Sector Specialist						Sector Specialist Price= Hourly Rate * Estimated Hours
Audit Manager						Audit Manager Price= Hourly Rate * Estimated Hours
Other:						Other Price= Hourly Rate * Estimated Hours
Other:						Other Price= Hourly Rate * Estimated Hours
Other:						Other Price= Hourly Rate * Estimated Hours
Extension Term – Year 1 Price						

STAFFING COSTS (Extension Term – Year 2)

Price Item	Hourly Rate	Estimated Hours				Office Use
		Audit-Planning	Audit-Fieldwork	Audit-Review	Audit-Presentation	
Audit Partner						Audit Partner Price= Hourly Rate * Estimated Hours
Review Partner						Review Partner Price= Hourly Rate * Estimated Hours
Sector Specialist						Sector Specialist Price= Hourly Rate * Estimated Hours
Audit Manager						Audit Manager Price= Hourly Rate * Estimated Hours
Other:						Other Price= Hourly Rate * Estimated Hours
Other:						Other Price= Hourly Rate * Estimated Hours
Other:						Other Price= Hourly Rate * Estimated Hours
Extension Term – Year 2 Price						

Programming Costs

Price Item	Description	Unit Price	Quantity	Office Use
Travel Costs			±	(Unit Price * 1) = Price
Supplies:				(Unit Price * Quantity) = Price
Materials:				(Unit Price * Quantity) = Price
Printing:				(Unit Price * Quantity) = Price
Other:				(Unit Price * Quantity) = Price
Other:				(Unit Price * Quantity) = Price
Other:				(Unit Price * Quantity) = Price
Programming Cost (total of all Prices)				

End of Addendum No.1