



**K'en T'em Limited Partnership Request for Proposal**  
**Auditor Services – 3 Year Service Agreement**

**Date: June 11, 2025**

**Submission Deadline: July 31, 2025**

**1. Introduction**

K'en T'em Limited Partnership, the for-profit development corporation owned by Citxw Nlaka'pamux Assembly, is seeking proposals from qualified auditing firms to provide comprehensive auditing services for a three-year period. This RFP outlines the requirements, expectations, and evaluation criteria for potential service providers.

**2. Scopes of Work**

Applicants will be required to provide comprehensive services including but not limited to;

1. *Annual Financial Audits:* Conduct thorough annual audits of financial statements and provide detailed management letters with recommendations and analysis of financial performance.
2. *Compliance Audits:* Ensure compliance with relevant accounting standards (GAAP, etc.) and verify adherence to industry-specific regulations.
3. *Advisory Services:* Provide guidance on financial reporting improvements, offer insights on risk management and internal controls, and assist with implementation of new accounting standards.

**3. Qualifications and Experience**

Applicants should be able to demonstrate:

- A minimum of 10 years of experience in providing auditing services
- Expertise in the indigenous development corporation and multi-departmental business sectors
- Licensed Chartered Professional Accountants (CPAs) on staff
- Experience with companies of similar size and complexity
- Strong track record of timeliness and regulatory requirement adherence
- Capability to provide additional advisory services as needed

**4. Compliance Standards**

Applicants will be required to adhere to all relevant federal and provincial compliance standards, including but not limited to the Canadian Auditing Standards (CAS).



## 5. Proposal Requirements

Applicants must submit a detailed proposal including:

1. Firm Overview
  - a. Company history and structure
  - b. Key personnel bios and qualifications
  - c. Relevant industry experience
2. Audit Methodology
  - a. Detailed methodology for each type of audit
  - b. Timeline and milestones for annual audit cycles
  - c. Approach to identifying risk areas
3. Quality Control
  - a. Description of quality assurance processes
4. References
  - a. Minimum of three client references from engagements of similar scale
5. Pricing
  - a. Detailed fee structure for all services
  - b. Estimated hours and rates for requisite staff
  - c. Additional expected costs or expenses

## 6. Evaluation Criteria

Proposals will be evaluated based on the following breakdown:

1. *Cost effectiveness (20%)*
2. *Technical expertise and methodology (25%)*
3. *Experience and qualifications (20%)*
4. *References and reputation (15%)*
5. *Nlaka'pamux cultural sensitivity and inclusion (20%)*

## 7. Submission Guidelines

All inquiries should be directed to [RFP@cna-trust.ca](mailto:RFP@cna-trust.ca). Proposals must be submitted electronically to [njohnny@cna-trust.ca](mailto:njohnny@cna-trust.ca) by July 31, 2025.

## 8. Timeline

RFP Release Date: June 11, 2025

Proposal Submission Deadline: July 31, 2025

Shortlist Announcement: September 1, 2025

Shortlist presentations via Teams: September 8, 2025

Contract Award: October 3, 2025



KTLP Request for Proposal

We look forward to receiving your submissions for this project.