



Request for Proposals

Audited Financial Statements

Released January 3, 2024

The Newfoundland and Labrador College of Social Workers (NLCSW) invites proposals for the preparation of its yearly audited financial statements beginning with the 2023 fiscal year ending February 28, 2024. The audit must be performed in accordance with Canadian generally accepted auditing standards.

The NLCSW regulates the practice of social work in Newfoundland and Labrador as per provincial legislation, the [Social Workers Act](#). In accordance with the Act, NLCSW submits an annual report, including audited financial statements, to the Minister of Health and Community Services. The full report is also published on NLCSW's website - [Annual Reports – NLCSW](#). NLCSW is incorporated with a not-for-profit status. The college has 5 employees and operates from 1 physical office location.

NLCSW requires the following services:

1. Annual financial statement audit with independent auditor's report.
2. Meetings with NLCSW staff and/or Board of Directors for audit planning and results, and any other matters pertaining to the financial statements, such as internal control recommendations.

All of the above must be completed within 45 days of the end of each fiscal year.

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services.
- b) Background and experience in auditing similar clients.
- c) A proposed timeline for fieldwork and final reporting.
- e) Proposed fee structure.
- f) References and contact information from at least 3 comparable audit clients.

Proposals must be received by **January 17, 2024 (4:30 pm Newfoundland time)** by email (proposals@nlcsw.ca). Any questions regarding the proposal can be forwarded to the same email address.

Proposals submitted after the deadline will not be accepted. The lowest bid, or any proposal, will not necessarily be accepted.