

Marine Renewables Canada

Request for Proposals for:

Audit Services 2022-2024 (3-year period)

RFP Release Date: February 14, 2022

Proposal Submission Deadline: March 11, 2022

Contract Manager

Amanda White, Operations Director
Marine Renewables Canada
P.O. Box 34066, Halifax, NS, B3J 3S1
Phone: (902) 717-0716
Amanda@marinerenewables.ca

Marine Renewables Canada invites firms to submit a proposal for the preparation of its yearly audited financial statements and related filings for a three-year period beginning with the 2022 fiscal year (January-December). The audit of Marine Renewables Canada's financial statements must be performed in accordance with generally accepted auditing standards.

Marine Renewables Canada is a national association for wave, tidal, offshore wind and river current energy. Established in 2004, the association has worked to identify and foster collaborative opportunities, provide information and education, and represent the best interests of the sector to advance the development of a marine renewable energy industry in Canada that can be globally competitive. Over the past decade, the association has served as advocate, information resource, industry incubator and business mentor in an effort to build a new industry for Canada.

[Marine Renewables Canada](#) has not-for-profit status and is federally incorporated. Operating with two staff based in Halifax, Nova Scotia, the association has over 100 members comprising of service and supply chain, developers, utilities, government, and academia with the majority of our service & supply members being SMEs.

The association receives revenue from three main sources – membership fees, events, and government funding (related to projects/activities) from both federal and provincial agencies.

Marine Renewables Canada requires the following services:

1. Annual financial statement audit, which includes the statement of financial position as of December 31, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies.
2. Preparation of the association's T2 and T1044 Non-Profit Organizations (NPO) Information Return
3. Management letter

The above must be completed within two months of the end of each fiscal year, which is December 31st, for the Marine Renewables Canada Board of Directors to review each document prior to its submission to the appropriate parties. In addition, Marine Renewables Canada requires that a meeting of the auditors and the association's board and staff members be held to discuss a draft version of the financial statements.

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing not-for-profit clients;
- c) The size and organizational structure of the auditor's firm;
- d) Statement of the firm's understanding of work to be performed, including tax and non-audit services;
- f) A proposed timeline for fieldwork and final reporting;



marine
renewables
canada

- g) Proposed fee structure for each of the three years of the proposal period, including guarantees regarding increases in future years, and the maximum fee that would be charged;
- h) Description of firm's billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;

Your proposal must be sent to Amanda White, Operations Director at Marine Renewables Canada via email at amanda@marinerenewables.ca, no later than **Friday March 11, 2022 at 5:00 pm AST**.

Questions and Clarifications

Marine Renewables Canada will accept questions and request for information from interested applicants. All inquiries should be directed to Amanda White, Operations Director at amanda@marinerenewables.ca or phone (902) 717-0716.

A handwritten signature in black ink that reads "Amanda White".

Amanda White | Operations Director
Marine Renewables Canada | www.marinerenewables.ca
P.O. Box 34066 | Halifax, NS | B3J 3S1
902.717.0716 | Amanda@marinerenewables.ca