

Appendix A: Evaluation Criteria

The following criteria will be used to evaluate the submissions. Proposals should clearly identify and address each of these points:

Criteria	Description	Weight %
Audit Firm & Personnel Technical Qualifications, Experience	<p>a) Provide a list of the firm's current and prior public sector audit clients (for the last five years) indicating the type of service performed, the number of years served for each, and the office which served the client.</p> <p>b) Indicate the firm's understanding and compliance with all Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Board (PSAB) standards when conducting public sector audits.</p> <p>c) Indicate the firm's experience in providing additional specialized services such as comprehensive services to public sector clients by listing the name of each client, the type(s) of services performed, and the office that provided the service.</p> <p>d) Describe the firm's experience in dealing with the Ministry of Education and how the firm's staff remain current with emerging issues and requirements.</p> <p>e) Describe the firm's experience with Audit Committees in the school board sector.</p> <p>f) Describe the firm's experience with a Regional Internal Audit Committee (RIAT) in the school board sector.</p> <p>g) Describe the firm's quality control program.</p>	30%

Criteria	Description	Weight %
	h) Describe the firm's methodology in its annual assessment of the Board's business application software. (Note: The Board's business application software is SAP).	
Audit Approach	<p>a) Describe the firm's approach to the audit. As a minimum, include the following information:</p> <ul style="list-style-type: none"> i) Type of audit program used; ii) Use of statistical sampling; iii) Use of computer audit specialists; iv) Organization of audit team; v) Tentative audit schedule and approximate percentage of time spent on audit by each team member (complete for both an interim audit and for the yearend audit); vi) Management Letter (provide a recent sample for an Ontario school board client); vii) Seven month period report/March report (provide a recent sample for an Ontario board client); viii) School audit processes and school generated funds; ix) Reliance on third party information (Actuarial Reports); x) Tangible capital assets in regards to the PSAB Handbook. <p>b) Describe the extent of computerization used in the firm's audit, and the firm's understanding of computerization in public sector operations and its effect on audits.</p> <p>c) Describe the firm's approach in meeting the Board's preferred audit timelines for the yearend audit. The Board's typical yearend audit schedule commences between October 15th to 19th and the March audit schedule commences between April</p>	15%

Criteria	Description	Weight %
	15 th to 30 th . Should the timeframe change the expectation is that alternative arrangements will be made to accommodate the Board's requirements.	
Fees and Expenses	<p>a) In Appendix A, Item 1, provide an “all in” fee structure for a five (5) year term for the each of the engagements listed in section 4.2 (<i>Annual Engagements</i>). In addition, provide firm pricing for the two option years. Out of pocket (extra) expenses will NOT be considered.</p> <p>b) In Appendix A, under item 3, provide a separate schedule to show charge rates for each level of staff for other audit engagements. Refer to section 4.3 (<i>Other Engagements</i>). This section shall be considered as optional when considering ad hoc requirements outside of the Contract and may require a separate quotation.</p>	40%
Advisory Services and Publications	Information should be included in the Proposal regarding any advisory services which may be available free of charge on routine matters. Advisory services may include staff assistance, workshops or seminars, and/or publications relating to income tax, sales tax, employee benefits, internal audit, management issues, cash management, federal and provincial budget reviews, etc.	5%
Oral Presentation (only if required)	If selected to make an oral presentation to the Evaluation Committee, it is expected that the partner and the manager who will be assigned to the audit would make the presentation on behalf of their firm at a mutually agreed upon time during the week indicated in 2.2, Schedule of Events.	10%