

# RFP 2026-01 Audit Services



## Request for Proposal RFP 2026-01 Audit Services Hockey Alberta and Hockey Alberta Foundation

Issue Date:	March 5, 2026
Submission Deadline:	April 10, 2026
Contact:	Colleen Powell, Director Finance and Corporate Services
Contact Phone:	403-967-0046
Contact Email:	info@hockeyalberta.ca

**Land Acknowledgement:**

*We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 6, 7, and 8. Namely: the Blackfoot Confederacy – Kainai, Piikani, and Siksika – the Cree, Dene, Saulteaux, Nakota Sioux, Stoney Nakoda, and the Tsuu T’ina Nation and the Métis People of Alberta. This includes the Métis Settlements and the 22 Districts of the Métis Nation of Alberta within the historical Northwest Metis Homeland. We acknowledge the many First Nations, Métis and Inuit who have lived in and cared for these lands for generations. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.*

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## I) RFP Details

<b>RFP Title</b>	Hockey Alberta Audit Services
<b>RFP Number</b>	2026-01
<b>Contact Address</b>	Alberta Amateur Hockey Association 120 College Circle, Suite 201 Red Deer, AB, T4R 0T7
<b>RFP Contact</b>	Colleen Powell, Director, Finance and Corporate Services Phone: 403-967-0046 Email: <a href="mailto:info@hockeyalberta.ca">info@hockeyalberta.ca</a>
<b>Subject Line for Email Inquiries</b>	RFP 2026-01 – Hockey Alberta Audit Services
<b>Electronic Reply Format</b>	PDF

The following timetable outlines the estimated schedule for this RFP process. Dates are subject to change at the discretion of Hockey Alberta.

Event	Date	Time
Request for Proposal Issue Date	March 5, 2026	
Date by which to submit inquiries and requests for clarification	April 2, 2026	4 pm (MT)
Submission Deadline	April 10, 2026	4 pm (MT)
Selection Deadline	May 31, 2026	
Selection Ratification at Hockey Alberta AGM	November 25, 2026	

## II) About our organizations

**Alberta Amateur Hockey Association (Hockey Alberta)**, was formed in 1907 is the Provincial Sports Organization and Hockey Canada's governing body for sanctioned amateur hockey in Alberta. Hockey Alberta has approximately 450 member organizations representing more than 105,000 participants. Hockey Alberta is a not-for-profit organization that has Society status in Alberta. The organization has a policy governance Board of Directors, approximately 35 full-time staff, and utilizes hundreds of volunteers annually to administer the sport on a daily basis.

For more information, please visit: [hockeyalberta.ca](http://hockeyalberta.ca).

**Hockey Alberta Foundation** is a not-for-profit organization formed in 2001 and registered as Charitable Foundation with the Canada Revenue Agency in 2004. The Foundation operates with an elected Board of Directors made up of individuals from across Alberta and an Executive Director. Additional volunteer and staff support is provided to the Foundation through its partnership with Hockey Alberta.

For more information, please visit: [hockeyalbertafoundation.ca](http://hockeyalbertafoundation.ca).

Both organizations use fund accounting and follow Canadian generally accepted accounting principles for not-for-profit organizations. Each organization operates as a separate legal entity.

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### III) The Services

Hockey Alberta and Hockey Alberta Foundation are seeking proposals from qualified public accounting firms to provide external audit services under a three-year contract **beginning with the fiscal year ending July 31, 2027** with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

The successful firm will conduct the audit in accordance with Canadian Generally Accepted Auditing Standards (Canadian GAAS) and prepare financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO).

This RFP outlines the specifications and requirements of Hockey Alberta and Hockey Alberta Foundation. We invite firms with demonstrated experience in the charitable and not-for-profit sector to submit a proposal.

It is the intention to enter an agreement with ONE successful Respondent of this RFP to provide the Services for both organizations. It is a requirement of the Bylaws of Hockey Alberta that a motion is passed at the Annual General Meeting approving the successful Respondent to provide audit services to the organization.

### IV) Scope of Work

The successful Respondent will be responsible for the following each of Hockey Alberta and the Hockey Alberta Foundation:

- Annual financial statement audit conducted in accordance with Canadian GAAS
- Preparation of audited financial statements suitable for presentation to the Board of Directors and stakeholders
- Management letter with recommendations for internal controls and operational improvements
- Attendance at one Board or AGM meeting to present audit findings
- Review of compliance with CRA requirements for registered charities
- Optional additional services (if applicable), such as guidance on accounting standards or policy development

### V) Specifications

The following are guidelines of key annual audit dates:

July 31	End of fiscal period for Hockey Alberta and Hockey Alberta Foundation.
October 10	Completed statements provided to Hockey Alberta and Hockey Alberta Foundation.
October 25	Sign offs completed.
Last week of November	Annual general meeting for each organization.

On-site work to be conducted at the Hockey Alberta office in Red Deer.

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## VI) Submission Requirements

Respondents are required to submit all information identified in **Appendix 1: Response Forms**. The Respondent is to provide an electronic copy of its Reply submitted to the RFP Contact's email address.

When submitting a Reply, the Reply must:

- be received at the RFP Contact's email address before the Closing Date.
- Include the subject Line for Email Reply in the email's subject field.
- clearly identify the RFP Title, the RFP Number and the RFP Contact in the Reply.
- clearly identify the Respondent's name and address.
- include a completed Signature Sheet signed by an authorized representative of the Respondent.

The date and time a Reply submitted will be as recorded by Hockey Alberta's email system. Hockey Alberta takes no responsibility for a Reply that is undeliverable due to incorrect email address, filters, hardware and/or software outages, file size restrictions, network failures or similar issues, or if Hockey Alberta is, for any reason, unable to access or open a Reply attached to an email. Automatic delivery or read receipts will not be accepted as confirmation of receipt of the Reply by Hockey Alberta.

The Respondent should confirm receipt of its Reply with the RFP Contact prior to the Closing Date.

## VII) Evaluation Criteria

Replies that comply with the Submission Requirements will be evaluated in accordance with the following criteria. These criteria will be used to determine best overall value to Hockey Alberta and Hockey Alberta Foundation.

Criteria	Weighting
Experience/ qualifications of the company and identified key personnel	35%
Audit Approach and Methodology	25%
Use of Canadian-based staff	15%
Cost competitiveness	15%
Quality of proposal and references	10%

A short list of Respondents may be established upon completion of initial evaluations.

Short-listed Respondents may be requested to make a presentation regarding its Reply to Hockey Alberta.

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## VIII) Terms and Conditions

- Hockey Alberta reserves the right to accept or reject any or all responses.
- This is not a request for, or an authorization, to perform any work or deliver any Services.
- All communications are to go through the RFP Contact. Hockey Alberta will not be bound by, and the Respondent agrees not to rely upon, any information given or statements made by anyone other than the RFP Contact in preparing or submitting a Reply.
- Questions, or requests for clarification, are to be submitted by the date noted in Section 1 - RFP Details. Hockey Alberta may share the question(s) and answer(s) with all potential respondents, or update the RFP documents.
- Not meeting the Submission Requirements (Section VI) may result in a Reply being disqualified and not considered.
- The successful Respondent will be required to enter a formal agreement with Hockey Alberta.
- The lowest or any proposal will not necessarily be accepted.
- All proposals must be valid for a minimum of 90 days from the Submission Deadline.
- All responses received are confidential and will be reviewed only by the evaluation team.

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## APPENDIX 1: Response Forms

### 1. GENERAL INFORMATION OF RESPONDENT

<b>Legal / Business Name</b>
<b>Other Business Names under which the Respondent operates</b>
<b>Company Profile (no more than one page)</b>

The Company Profile should include a brief introduction and an overview of the Respondent's background and profile including a description of the services the Respondent provides.

<b>Respondent Contact</b>	
<b>Contact Name</b>	<b>Title</b>
<b>Telephone</b>	<b>Email</b>

<b>Respondent Location Information</b>	
<b>Street Address</b>	<b>City – Province – Postal Code</b>
<b>Mailing Address</b>	<b>City – Province – Postal Code</b>
<b>Telephone</b>	<b>Fax</b>
<b>Email</b>	<b>Website Address</b>

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## 2. RESPONDENT EXPERIENCE

Provide detailed information on the qualifications and capacity of the Respondent to provide the Services, carry out the Scope of Work, and meet the Specifications as outlined in this RFP. Please include the following:

### Company Profile

- Overview of the firm, including size, history, and areas of specialization
- Experience with not-for-profit and charitable organizations
- Confirmation of independence from the organization

### Team Qualifications

- Bios of key engagement staff, including partners and managers
- Description of Canadian-based staff involvement (a weighted evaluation factor)
- Professional designations and relevant training

### Audit Approach

- Description of the audit methodology
- Proposed timeline for planning, fieldwork, and reporting
- Use of technology or remote audit tools

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## 3. PROPOSAL: PRICE AND FULL DETAILS

The Respondent shall provide a full and itemized breakdown of all items included in its proposal, including the price for providing the Services. The Respondent shall provide pricing for the fiscal year ending July 31, 2027, based on the scope of services listed above and an estimate of anticipated fees for each additional year covered under this RFP. Fees shall be exclusive of GST. Ensure the following items are addressed.

- Detailed fee schedule for the annual audit
- Hourly rates for additional services
- Description of the general approach and methodology to provide the services
- Description of any issues, challenges, opportunities or considerations that may have a significant bearing on the Services
- Description of project structure and communication mechanisms that will be used with Hockey Alberta staff

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## 4. EXCEPTIONS TO SPECIFICATIONS

Based on the details outlined in the previous section (Proposal: Price and Full Details), the Respondent is to highlight any proposed exceptions or different recommendations to what is outlined in the Scope of Work and Specifications sections of the RFP.

Original Specification	Proposed Specification	Justification for Proposed Change

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## 5. VALUE-ADDED ITEMS

Provide details on value-added benefits or activities to Hockey Alberta and Hockey Alberta Foundation the Respondent can provide in delivering the services.

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## 6. REFERENCES

Hockey Alberta and Hockey Alberta Foundation reserve the right to contact supplied references to assess the Respondent's suitability to be awarded the Contract. By signing and sending its Reply to Hockey Alberta, the Respondent authorizes Hockey Alberta and Hockey Alberta Foundation to contact supplied references and do credit checks on the Respondent.

Work Experience				
1. Customer Name / Location				
Customer Contact		Telephone	Email Address	Contract (\$)
Type of work, duration of engagement, description of services				
2. Customer Name / Location				
Customer Contact		Telephone	Email Address	Contract (\$)
Type of work, duration of engagement, description of services				
3. Customer Name / Location				
Customer Contact		Telephone	Email Address	Contract (\$)
Type of work, duration of engagement, description of services				

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## 7. INSURANCE (if applicable)

The Respondent is to attach a copy of its insurance documentation. Without in any way limiting the liability of the Respondent or its obligation to indemnify Hockey Alberta and the Hockey Alberta Foundation under this Agreement, the Respondent shall obtain and maintain in full force and effect during the term and any extended period the following insurance:

- (a) workers' compensation coverage as required by the Workers' Compensation Act or similar applicable legislation, covering all persons employed by the Contractor or its subcontractors for work performed;
- (b) standard owned automobile liability insurance covering all owned, leased or hired licensed motor vehicles used in connection with the provision of the Services with a combined limit of not less than \$2,000,000 per occurrence for bodily injury including death and/or property damage; and
- (c) comprehensive general liability insurance in an amount of not less than \$2,000,000 per occurrence for bodily injury including death and/or property damage which shall be endorsed to include blanket contractual liability (including this Agreement), non-owned automobiles, personal injury, products and broad form completed operations, broad form property damage including loss of use, tenants legal liability (minimum \$500,000 sub-limit), employees as additional insured, cross liability and/or severability of interest, and Hockey Alberta as an additional insured with respect to the Contractor's operations.

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## 8. SIGNATURE SHEET

The Respondent acknowledges and agrees that it has thoroughly reviewed and complied with all components, and terms and conditions, comprising this RFP.

I/We wish to present this Reply as a qualified Respondent for the Services required by Hockey Alberta and Hockey Alberta Foundation and certify that the information contained in this document is accurate and true to the best of our knowledge.

Name of Respondent (full legal name)	
Authorized Signature	Title of Signing Authority
Print Name	Date

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## 9. QUESTION AND ANSWER TEMPLATE

Questions regarding this RFP should be directed in writing using this template via email to the RFP Contact before the date specified in Section I - RFP Details. Ensure each question is explained in sufficient detail to enable an accurate answer. Questions received after the deadline will not be answered.

Question #	Date	Respondent Question	Hockey Alberta Response