

## REQUEST FOR QUOTE

Request for Quote (RFQ) for:	Provision of financial auditing services to Regional Development Australia Yorke and Mid North Inc.
Issue Date:	17 <sup>th</sup> September 2018
Due Date:	26 <sup>th</sup> September 2018
Lodgement details:	Email Brodie Papps, Operations Manager, Regional Development Australia Yorke and Mid North <a href="mailto:bpapps@yorkeandmidnorth.com.au">bpapps@yorkeandmidnorth.com.au</a>

### 1. INVITATION

RDA Yorke and Mid North invites quotes for the provision of financial auditing services for the entire Regional Development Australia Yorke and Mid North financial accounts. The successful tenderer will be offered a contract to provide these services to the organisation for a period of three calendar years, with year 1 commencing 1<sup>st</sup> January 2019.

### 2. BACKGROUND

RDA Yorke and Mid North is an incorporated association established in partnership between the Commonwealth, State and 11 Local governments across the Yorke and Mid North Region. Regional Development Australia Yorke and Mid North is a not-for-profit incorporated association, existing to promote and facilitate the development of regional economies and communities.

Our Board comprises local leaders with broad and diverse skills and experience, as well as demonstrated networks within the region.

Board members are individuals who understand the challenges, opportunities and priorities within our local communities.

RDAYMN is unique as it is government funded but not government owned, meaning it is an independent incorporated association.

### 3. STATEMENT OF REQUIREMENT - SCOPE OF WORK

The successful respondent will deliver an on-site mid-year process audit and annual financial audit, along with the provision of up to 5 ad hoc project acquittals.

- Mid-year process audit to be conducted onsite at our Clare office in early May
- Annual Financial audit to be conducted onsite at our Clare office in early August.
- Ac hoc acquittals for individual projects, which can be carried out remotely.

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### 4. EVALUATION CRITERIA

Respondents will be evaluated against the following general criteria:

- Prior performance
- Demonstrated relevant experience with similar not-for-profit organisations
- Compliance with Statement of Requirements,
- Management approach, capability and capacity (including methodology, proposed work plan, availability of resources),
- Price/cost.

*Respondents are required to provide supporting information at Attachment 1 to enable these criteria to be assessed.*

### 5. RFQ SUBMISSION

A brief proposal with Attachment 1 must be submitted electronically by 26<sup>th</sup> September to Brodie Papps, Operations Manager, RDAYMN [bpapps@yorkeandmidnorth.com.au](mailto:bpapps@yorkeandmidnorth.com.au)

### 6. INQUIRIES

All inquiries are to be directed to:

Mrs Brodie Papps  
Operations Manager  
RDAYMN  
[bpapps@yorkeandmidnorth.com.au](mailto:bpapps@yorkeandmidnorth.com.au)  
Mobile 0417 807 592

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### ATTACHMENT 1

### EVALUATION CRITERIA

Please provide the following details:

#### 1. ORGANISATIONAL DETAILS

Subject	Details
Respondent's Business Trading Name	
Respondent's Registered Name	
A.B.N	
Registered business head office name and location	
Postal Address	
Contact person	
Contact details for contact person	Phone:  Mobile:  Email:

#### 2. PRIOR PERFORMANCE

Subject	Details
Detail previous work, which you have completed similar to the requirements in this RFQ.	

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### 3. DEMONSTRATED EXPERIENCE IN PROVIDING THIS REQUIREMENT TO SIMILAR ORGANISATIONS

Subject	Details
<p>Detail knowledge and experience you have in providing similar requirements to similar organisations (for example other Regional Development Board or Incorporated Associations)</p>	

### 4. CAPABILITY AND CAPACITY

Subject	Details
<p>Provide details of key staff members that will provide the day-to-day requirements offered in your response.</p>	

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Subject	Details
<p>Provide details of what facilities and other resources your organisation will utilise to provide the requirements.</p>	

### 5. METHODOLOGY

Subject	Details
<p>Provide details of your proposed methodology to deliver the requirements offered in your response (please be reminded that both audits will need to occur onsite in Clare)</p> <p>Provide details of how you will communicate with finance staff and report to the RDAYMN board on your findings</p>	

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### 6. PROPOSED WORK PLAN

Subject	Details
Provide an implementation plan, including identification of key dates and milestones of what is to be done in sequence for the provision of the requirement.	

### 7. OTHER

Subject	Details
Detail any other matters that have not been previously requested that clarify and support your ability to provide the requirements.	

8. PRICES AND BILLING Please provide an indicative price per annum for both audits.

9. REFEREES Please provide the name and contact details of two referees who are available to be contacted for further information regarding the services your organisation provides.

REFEREE NAME	
ORGANISATION	
CONTACT NUMBER	

REFEREE NAME	
ORGANISATION	
CONTACT NUMBER	