**Request for Proposal**

**External Audit Services**

**Date:** [March 2025/26]

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# Introduction

# Scope Of The Proposal

## Entities

## Geographic Location

## Accounting Principles

## Key Financial Systems

## Responsibility & Work Performed By Staff

## Board Finance & Risk Sub-Committee

## Internal Audit

# Proposal Guidelines

## External Audit - General

## Reports & Timing

# Required Information

## Service Providers Ability & Approach

A description of your firm's proposed approach to the entity subject to audit.

Provide details to demonstrate your understanding of:

1. key business risks facing the entity
2. key operational and financial issues confronting the entity
3. significant audit risks associated with the annual financial audit of the entity

In addition, please comment upon your firm's use of technology within the audit process and the communication approach proposed by your firm to discuss issues with Management, Board Finance and Risk subcommittee and the Board.

Should your firm propose to utilise any other firm or person to assist with the provision of any of the services required, please provide full details of the firm or person, reflective of the information sought within Section 4 of this RFP within your response.

## Service Providers Proposed Team

Details of the Partner(s) and Manager(s) who would be assigned to complete the entities audit requirements.

A summary of their experience and qualifications is also required.

Please also comment upon your commitment to staff continuity in respect of this work, particularly your staff turnover experience over the past three years.

## Service Providers Relevant Expertise & Experience

Details of your firm's experience in providing audit and related services involving:

1. the audit of Annual Financial Statements; and
2. the provision of independent audit opinions on grant acquittal confirmations to government funding bodies.

## Confirmation Of Independence

Please confirm that your firm is independent of Headway Gippsland Inc. in accordance with the auditor independence requirements of the Australian Charities and Not-for-profits Commission Act 2012 and the ethical requirements of the Accounting Professional and Ethical Standards.

Board’s APES 110 Code of Ethics for Professional Accountants.

## Proximity

Detail the location(s) of your audit team, and your geographical proximity to Morwell, Victoria.

## Cost Of Services

Detail your fee proposal for the services required, itemised by year and entity and based upon a commencement date reflective of the relevant financial year ending 30th June [2025].

The fee should show the all-inclusive maximum prices for which the proposed audit work will be performed for the first three (3) fiscal years (commencing [2025]) and should the contract be renewed, for each of the subsequent two (2) years. These prices must be identified in the proposal and should clearly establish the basis for remuneration identifying both hours of work and hourly rates for appropriate categories of audit staff and, appropriately detailed out-of-pocket costs. All prices are to be GST exclusive.

Please also:

1. Identify any value-added services that your firm provides that are reflected within the fees quoted above; and
2. Provide details of your firm's proposed approach to cost increases in subsequent years.

The proposed fee is to cover all external audit requirements, including travel times, travel costs, accommodation and incidental costs, attendance at Board Finance & Risk subcommittee and Board, meetings with Management and any cost payable to a third party necessary to complete the audit.

## Referees

Provide the names and contact information of two other similar sized clients of the Partner that will be assigned to the entities for reference purposes.

# Other Conditions

## Period Of Contract

The successful tenderer will be invited to negotiate a contract for audit services with Headway Gippsland Inc. The term of the contract will be for a period of three (3) years, commencing with the 2023/2024 fiscal year, with two (2) one-year options for renewal. The renewal is subject to the agreement of both parties.

## General Conditions

The point of contact for all correspondence and discussion is either Colin Matthies or Jenelle Henry.

# Evaluation Criteria

An evaluation committee will be formed by Headway Gippsland Inc. and shall include employees and/or contractors of Headway Gippsland Inc. All personnel will be bound by the same standards of confidentiality.

Headway Gippsland Inc. will objectively consider all responses to this RFP on a qualitative and quantitative basis, considering the information provided as detailed within **Section 4** of this RFP and make a recommendation to the Board of Directors.

Headway Gippsland Inc. may request and receive clarification from any tenderer when evaluating a proposal and may invite some or all the tenderers to an evaluation panel to clarify their proposals. In such event, the evaluation panel may consider such clarifications in evaluating proposals.

# Response

Headway Gippsland Inc. requests that responses to this RFP be emailed by [30th April 2025] to:

* Jenelle Henry  
  Chief Executive Officer  
  [j.henry@headwaygippsland.org.au](mailto:j.henry@headwaygippsland.org.au)  
  03 5625 5220

If your firm decides not to submit a response, advice to this effect would be appreciated.

# Documentation Provided

To assist your firm in considering your response to this Headway Gippsland Inc. will provide further information on request and on signing of confidentiality agreements.

Should your firm require further information to assist in responding to this RFP, please contact:

* Colin Matthies  
  Finance Manager  
  [c.matthies@headwaygippsland.org.au](mailto:c.matthies@headwaygippsland.org.au)  
  03 5625 5220
* Jenelle Henry  
  Chief Executive Officer  
  [j.henry@headwaygippsland.org.au](mailto:j.henry@headwaygippsland.org.au)  
  03 5625 5220

# Confidentiality

Headway Gippsland Inc. has invited interested parties to enter a tender process with a view to awarding the external audit.

During the discussions and negotiations, each party may disclose to the other information relating to its business including information concerning its corporate and business structure, existing and proposed business contracts, products information, technical information, managerial, financial, and marketing strategies and employment arrangements which are not available in the public domain ("Confidential Information").

Headway Gippsland Inc. always require interested parties throughout the discussions and negotiations and thereafter to maintain the confidentiality and privacy.