



# **SAMSON MANAGEMENT (2009) LTD.**

**P.O. Box 539    Maskwacis, Alberta    T0C 1N0**

Corporate Office: (780) 585-2468    Toll Free: (800) 917-2818    Fax: (780) 585-2393    Website: [www.smlcorp.com](http://www.smlcorp.com)

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## **REQUEST FOR PROPOSAL** *for* **REVIEW ENGAGEMENT OF FARM OPERATIONS**

### **Introduction to Samson Tribal Enterprises Ltd.**

Samson Tribal Enterprises Ltd. ("STEL") is a wholly-owned subsidiary of the Samson Cree Nation ("SCN"), a First Nations Band in Maskwacis, Alberta. STEL holds several of SCN's farmland and other agricultural assets, as well as other real properties on-reserve and nearby counties.

Appointed by SCN, Samson Management (2009) Ltd. is the exclusive managing agent of Samson Tribal Enterprises Ltd. The Finance Division of Samson Management (2009) Ltd. ("SML") is overseeing the finance and accounting function of the operation and is seeking proposals from qualified professionals for Review Engagement of the business.

### **Eligibility Requirements & Proposal Outline**

We are expecting the proponent to:

- have the credentials and experience of performing the engagement
- be independent to SML, STEL, and SCN
- be able to plan and execute the services on an annual basis, within a reasonable turnaround time
- have experience working with entities controlled by First Nations and apply the appropriate accounting standard
- have a track record of performing audit or review engagement of farm and ranch operations

Any proposal submitted for consideration is expected to demonstrate that the candidate meets the eligibility criteria, along with the following detail:

- Breakdown of the estimated fees by expertise level and associated costs for the fiscal year ending March 31, 2018 and four (4) consecutive fiscal years thereafter
- Brief (half page) introductory profile of the person leading the engagement

## **DELIVERABLES**

Once selected, the candidate will perform the following services:

- Review of accounting transactions, contracts, borrowing agreements, board of director minutes and any other applicable documents for the purpose of completing the engagement
- Working and/or meeting with all relevant staffs, Board of Directors and/or audit committee as required
- Review, collection, preparation and/or development of all related documents such as third party confirmations, continuity schedules and spreadsheets among other
- Preparation of Review Engagement report
- Assisting in filing corporate returns

## **PROCESS AND SCHEDULE**

Proposals are to be submitted to Michelle Tourangeau ([mtourangeau@smlcorp.com](mailto:mtourangeau@smlcorp.com)), no later than October 31, 2017. Any inquiries can also be directed via telephone number at (780) 585-2468.

All subject matter inquiries are to be received before October 8, 2017 and will be responded to within a week.

A follow up meeting will be held with short-listed candidates before making the final recommendation to the Shareholder appointment.

## **TERMS AND CONDITIONS OF RFP**

- The screening for the follow up and recommendation for a final decision by the Shareholder will be at the sole discretion of STEL/SML.
- STEL/SML reserves the right to use its own evaluation for the selection. Annual evaluation rubric will be shared with the selected candidate.
- STEL/SML will not be liable for any costs incurred by the respondents for their participation on this process. Furthermore, STEL/SML shall not be held liable for any error or omission in any section of this Request for Proposal.
- STEL/SML reserves the right to disqualify any proposal without disclosing the reasons.
- STEL/SML reserves the right to alter any part of this Request for Proposal at any time with or without notice and without penalty or cost to STEL/SML.
- Any information shared with the interested parties as a response to their inquiry is the property of STEL and no respondents shall disclose any of that information.

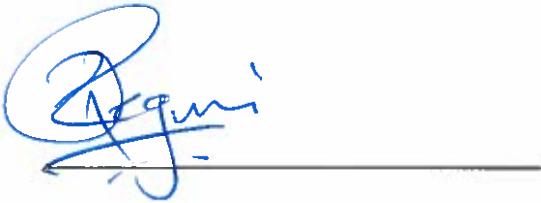
## **TERMS OF ENGAGEMENT**

We seek to establish a service relationship for a period of five (5) years, which will be renewed each year upon satisfactory delivery of the services outlined in this document.

## **ADDRESS FOR SERVICE**

Offices of Samson Management (2009) Ltd. and Samson Tribal Enterprises Ltd.:

Samson Cree Nation Reserve (near Junction of Highway 2A and 611), Maskwacis, Alberta



Prabodh Regmi, Financial Controller  
Samson Management (2009) Ltd.

September 19, 2017