



Forestry Innovation Investment Ltd.

REQUEST FOR PROPOSALS (RFP)

FII-27-01 ANNUAL YEAR-END AUDIT SERVICES

ISSUE DATE:	July 6, 2026
SUBMISSION DATE and TIME:	August 11, 2026 16:00 Pacific Time
EMAIL SUBMISSION TO:	RFP@BCFII.CA
DIRECT QUESTIONS TO:	Laura Bobadilla Senior Manager, Finance and Contracts RFP@BCFII.CA

*FII acknowledges that it is situated on the traditional territories of the
xʷməθkʷəy̍əm (Musqueam), Skwxwú7mesh (Squamish) and səliłwətaʔ (Tseil-Waututh) Nations.*

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1. Summary

1.1 Overview of RFP Requirement

Proponents are invited to put forward submissions for Annual Year-End Audit Services according to the specifications set out in this RFP. Any interested proponent may make a submission to this RFP.

Proponents are advised to pay careful attention to the wording used throughout this RFP. Failure to satisfy any term or condition noted may result in a rejected submission.

Key sections to consider when responding to this RFP include:

Section 2.2 RFP Service Description	A summary of the services FII requires. Proponents should review this section to understand the RFP requirements and how their expertise matches the type(s) of services FII is looking for. Submissions should address these service requirements.
Section 4.2 Mandatory Requirements	Proponents must meet the mandatory requirements to receive further consideration during the evaluation process. Proponents are encouraged to use the checklist provided as guidance to ensure submissions are complete.
Sections 4.3 Evaluation Criteria and Scoring	Proponents should include evidence to support each of the evaluation criteria in their submission. This includes: <ul style="list-style-type: none"> • Outlining Vendor Experience and Qualifications; • Providing Technology-Enabled Audit Approach and Data Governance; • Providing Availability; • Providing References; and • Listing Detailed Financial/Pricing.

If proponents have any questions with regards to the criteria, they are encouraged to reach out to FII for clarification at RFP@bcfii.ca.

FII reserves the right to update, change or modify this RFP (including the scope of services described) at any time, and notice of any such amendments shall be posted to the FII website and BC Bid as an update. Further, FII reserves the right to cancel this RFP at any time without notice and without liability to FII.

If the contract provisions are amended by FII during the term of this RFP, notice of such amendments shall be posted to the FII website and BC Bid as an update to this RFP. Proponents are responsible for monitoring the FII website and BC Bid for any such updates.

FII does not represent that any contract will be issued pursuant to this RFP, nor does this RFP obligate FII in any way to award a contract to any proponent that tenders a submission. For more information, see Section 5.1 below.

1.2 RFP Schedule

The table below outlines the anticipated schedule and timing for this RFP. The timing and sequence of events may vary and shall ultimately be determined by FII.

Event	Anticipated Date
RFP issued	July 3, 2026
Submission date and time	August 11, 2026, 16:00 Pacific Time
Evaluation of submissions	August 12 to 21, 2026
Proponents advised of results	August 24, 2026

2. Background and Services Information

2.1 Forestry Innovation Investment Ltd.

Forestry Innovation Investment Ltd. (FII) is B.C.’s market development agency for forest products. As a Crown corporation of the B.C. government, FII develops and diversifies markets, ensuring the forest sector remains a key contributor to the provincial economy.

Working together with the forest industry, research institutions, government, First Nations organizations and other partners, FII delivers innovative, forward-looking programming that responds to today’s market dynamics as well as tomorrow’s opportunities. This includes co-funding research, capacity building, and market development activities.

Our focus

1. Promote wood’s environmental merits and position B.C. as a preferred supplier of forest products from sustainably managed forests.
2. Diversify international markets for B.C. forest products.
3. Showcase B.C.’s leadership in innovative wood use and manufacturing to advance the use of wood at home and abroad.
4. Collaborate with government and industry partners to support the growth of mass timber and value-added manufacturing in B.C.

Program Areas and Organization Structure

Two business divisions deliver FII programs: Operations and Corporate Services. The following table summarizes the activities of each of these divisions and their respective program areas.

Operations
<p>Market Initiatives</p> <ul style="list-style-type: none"> • Research opportunities in new and emerging markets, and initiate early market exploration activities • Support industry trade associations in developing and/or expanding markets and market segments for B.C. forest products • Support industry efforts to mitigate market access and plant health issues • On behalf of the forest sector, manage outreach and relationship building in China with Chinese authorities and central government agencies • Undertake early-stage market development in India and Vietnam
<p>Wood First</p> <ul style="list-style-type: none"> • Support a robust valued-added manufacturing sector capable of driving and responding to market demand • Accelerate the adoption of existing and emerging wood-based products and building systems • Advance innovative wood use and building systems • Position B.C. as a world leader in sustainable and innovative wood-based products and building systems in design, production, and application

Market Outreach

- Promote the benefits of wood as a green building material
- Develop factual and science-based materials to position wood’s environmental benefits and climate change mitigation potential
- Promote B.C. as a world leading supplier of environmentally responsible forest products
- Ensure markets are aware of B.C.’s sustainable forest management practices and high environmental standards

Corporate Services

Finance and Administration

- Ensure financial reporting meets or exceeds government standards
- Provide human resources, IT and office services to meet organizational needs
- Oversee budget and planning, internal controls and cash management
- Provide financial oversight, review and audit to maintain the highest standards of accountability

Corporate Relations

- Compile and share export data and analysis on market trends
- Support government and industry trade missions and related initiatives
- Provide analytical services to meet internal and external needs
- Oversee corporate reporting and performance evaluation

Location of Operations

Offices	Address
FII Corporate Office	#1200 – 1130 West Pender Street Vancouver, B.C., V6E 4A4
China subsidiary: FII Consulting (Shanghai) Co, Ltd.,	Unit 2306, No. 1168 Century Avenue Pudong New Area, Shanghai, China
India subsidiary: Forestry Innovation Consulting India Private Ltd.	One International Centre Unit 801-802, Tower 01 Senapati Bapat Marg, Prabhadevi, Mumbai – 400 013 India
Vietnam subsidiary: Forestry Innovation Consulting (Vietnam) Ltd.	9th Floor, AP Tower 518B Dien Bien Phu Street, Ward 19 Binh Thanh District, Ho Chi Minh City Vietnam

More information on FII is available at bcfii.ca. Information on B.C.’s forest products, sustainably managed forests, expertise, wood design resources and events is available at naturallywood.com.

2.2 RFP Service Description

2.2.1 Background

FII manages approximately \$22 million on behalf of the Government of British Columbia to support programs and initiatives integral to achieving objectives on behalf of the Forest Industry and the Province's Strategic Plan. FII is committed to ensuring that investments optimize BC's ability to improve international competitiveness and increase the level of benefit derived from the Crown's forest resource.

In order to ensure full coverage of the audit, FII is seeking to select a professional audit firm to provide optimal value in carrying out the year-end audit assignments for our head office in Vancouver and using its affiliated companies, auditing its subsidiaries in China, Vietnam and India. FII is looking for experience in conducting year-end audit including financial and operational compliance with policy and in accordance with PSAB accounting standards on the consolidated financials in Vancouver.

FII supports the use of technology-enabled audit approaches, including advanced data analytics and responsible AI-assisted tools, where such approaches enhance audit quality, strengthen risk identification, improve efficiency, and maintain appropriate professional judgment and human oversight.

Interested parties are being asked to provide a detailed description of their qualifications and experience in similar projects of this kind, their availability for the required time period and willingness to provide services. A quotation of the annual fee proposed for this audit work is also required. The fee should be proposed in local currency for each of its four audit locations.

FII will negotiate and enter into a contract with the proponent who best meets the needs of the audit and provides the best value.

Proponents should identify an audit manager in their submission who would work closely with FII management to complete audit planning, assign auditors to the project, oversee the quality and comprehensiveness of audit activities, review the audit report to ensure completeness and consistency, and assist with challenging audit situations or contentious audit issues.

More information and copies of FII's previous Consolidated Annual Reports can be found at bcfii.ca.

2.2.2 Year End Audit Process

Develop an Overall Audit Strategy and Audit Plan

- Assign an audit team with the appropriate experience and skills
- Perform preliminary risk assessment procedures
- Determine materiality
- Summarize and present the audit plan to the Audit Committee
- Confirm expectations with Audit Committee and management and obtain engagement letter

Understanding the Entity

- Understand the entity and its environment
- Evaluate the design of entity-level controls
- Evaluate the design and implementation of selected controls, including IT general controls
- Identify risks of material misstatement

Develop Risk Responses

- Assess risks of material misstatement and determine the audit response
- Develop responsive audit procedures to address significant accounts, such as tests of controls, analytical review, or detailed testing

Audit Completion and Reporting

- Perform audit procedures
- Evaluate audit evidence and findings
- Perform overall evaluation of the financial statements and disclosures in accordance with PSAB
- Communicate audit results with the Audit Committee
- Obtain management representations
- Perform subsequent events review
- Prepare and issue audit opinion

2.2.3 Year End Audit Service & Deliverables

Responsibilities

The objective is to audit the consolidated financial statements of FII for the year ending March 31st and provide an opinion on those statements. In order to achieve this result an audit is also performed on FII's India subsidiary as well as its China subsidiary. It is important to know that an audit of the financial statements does not relieve management of its responsibilities, who, along with those charged with governance, are responsible for the preparation and fair presentation of the financial statements of FII in accordance with Canadian public sector accounting standards.

It should be noted that FII's China subsidiary has a Dec 31st year end due to PRC rules. Stub period work must be undertaken by the affiliate to cover off the period Jan 1 – Mar 31.

Service

In conjunction with our audit of FII, we will provide the following services:

Service Recipient:	Services:
To Management	<p>Anticipate and respond to management’s concerns.</p> <p>Provide advice on developments in accounting and financial reporting relevant to FII.</p> <p>Recommend improvements to internal controls and administrative processes, and communicate such recommendations to management and the Audit Committee.</p> <p>Where appropriate, proponents may apply technology-enabled audit procedures, including advanced data analytics and responsible AI-assisted tools, to enhance audit coverage, support risk assessment, and identify unusual transactions. Such use must be subject to appropriate professional judgment, human oversight, and audit quality standards.</p>
To the Audit Committee	<p>Assist the Audit Committee, as requested, in fulfilling its oversight responsibilities.</p> <p>Where proponents propose the use of advanced analytics or AI-enabled audit tools, including platforms such as MindBridge or equivalent technologies, proponents should describe how these tools support broader transaction analysis, risk identification, anomaly detection, and audit efficiency.</p> <p>Proponents must demonstrate that the use of such tools maintains audit quality, incorporates appropriate human oversight, and protects the confidentiality, integrity, and security of FII information in accordance with applicable privacy and information management requirements.</p>
To the Board of Directors	<p>Provide the Board with an independent audit opinion on the consolidated financial statements of FII for the fiscal year ending March 31.</p>

Deliverables

Deliverables	Expected Dates	Purpose
Audit opinion	May 24 th	Independent audit opinion on the consolidated financial statements of FII for the year ended March 31.
Audit Committee planning memo	November	Outlines the planned scope and timing of our audit including specific risks identified (and our response to those risks).
Management letter	May 24 th	Provides the Audit Committee with any control weaknesses identified during our audit including management's response to those weaknesses.
Independence letter	November	Confirms auditor independence with the Audit Committee.
Audit Committee report	May 24 th	Final report to the Audit Committee on the audit including: <ul style="list-style-type: none"> • any difficulties encountered • all errors, both corrected and uncorrected • a summary of significant issues • any concerns regarding internal controls • a summary of all audit findings and their resolution • the results of the audit and expected audit opinion to be provided.

2.2.4 Timeframe

The initial term of the contract will be for a period of **three (3) years**.

FII shall have the option to extend the term of the Contract by an additional one (1) year, on the same terms and conditions, by providing written notice to the Consultant at least thirty (30) days prior to the expiration of the Contract.

2.2.5 Fixed Price Contract

A fixed price must be submitted in CAD for FII Vancouver and local currency for FII China, FII India and FII Vietnam for the three (3) years of this RFP. The total all-inclusive maximum price proposed is to contain all direct and indirect costs including all out-of-pocket expenses. Please note all travel expenses will be reimbursed at FII's travel policy located in Appendix B of this RFP.

3. Submission Instructions

3.1 Submission Deadline and Receipt Location

Submissions must be in English and must be submitted using the method below. Submissions received after the closing date will not be assessed.

Email Submissions:

Proponents must submit an electronic submission by email no later than **August 11, 2026, 16:00 Pacific Time**. Email submissions must be submitted to RFP@bcfii.ca in accordance with the instructions in Section 3.2 of this RFP.

3.2 Submittal

- Submissions must be submitted before closing time to the closing location as set out in Section 3.1 of this RFP. Submissions must not be sent by fax. The proponent is solely responsible for ensuring that, regardless of submission method selected, FII receives a complete submission, including all attachments or enclosures, before the closing time.
- The proponent acknowledges that email transmissions are inherently unreliable. The proponent is solely responsible for ensuring that its complete email submission and all attachments have been received before Closing Time. If FII's system rejects an email submission for any reason, and the proponent does not resubmit by the same or other permitted submission method before closing time, the proponent will not be permitted to resubmit after closing time. The proponent is strongly advised to contact FII immediately should this arise.
- Proponents should describe any AI-enabled or advanced analytics tools proposed for use in the audit, the benefits of those tools, the safeguards applied to protect FII data, and the governance processes used to ensure outputs are reviewed and validated by qualified audit professionals.
- For electronic submissions the following applies:
 - The maximum size of each attachment must be 50 MB or less (proponents are solely responsible for ensuring that email submissions comply with any size restrictions imposed by the proponent's internet service provider).
 - Proponents should submit email submission in a single email and avoid sending multiple email submissions for the same opportunity. If the file size of an electronic submission exceeds the applicable maximum size, the proponent may make multiple submissions to reduce attachment file size to be within the maximum applicable size; proponents should identify the order and number of emails making up the email submission (e.g. email 1 of 3, email 2 of 3...).
 - For email submissions sent through multiple emails, FII reserves the right to seek clarification or reject the submission if FII is unable to determine what documents constitute the complete submission.
 - Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. FII may reject submissions that are compressed, cannot be opened or that contain viruses, malware or corrupted attachments.
- The subject line of the email and any attachment should be clearly marked with the name of the proponent, the RFP number and the project or program title.

- FII strongly encourages proponents using electronic submissions to submit submissions with sufficient time to complete the upload and transmission of the complete submission and any attachments before closing time.
- The proponent bears all risk associated with delivering its submission electronically, including but not limited to delays in transmission between the proponent’s computer and FII’s electronic mail system.

3.3 Late Submissions

Submissions will be marked with their receipt time at the closing location described in Section 3.1 above. Late submissions will not be accepted and will be returned to the proponent. In the event of a dispute, the submission receipt time as recorded at the closing location will prevail, whether accurate or not.

3.4 Changes to Submissions

By submission of a clear and detailed written notice, a proponent may amend or withdraw its submission prior to the submission time. A proponent cannot change the wording of its submission after the submission time, and no words or comments will be added to the submission after the submission time unless requested by FII for purposes of clarification, or to correct minor defects pursuant to Section 3.5 below.

3.5 Correction of Minor Defects

FII reserves the right, in its sole discretion, to invite a proponent to correct minor defects in a submission.

3.6 Mandatory Requirements

Each submission must comply with the mandatory requirements listed in Section 4.2 below, to be considered by the evaluation team in respect of the evaluation criteria.

3.7 Submission Format

Written submissions should be organized in the following format and sequence listed below:

- Submission Letter (see Section 3.8)
- Submission Document
 - Table of Contents
 - Vendor Profile (see Section 4.4)
 - Experience and Qualifications (see Section 4.5)
 - Availability (see Section 4.6)
 - References (see Section 4.7)
 - Price (see Section 4.8)
 - Appendix C – Submission Letter
 - Other Appendices as needed

3.8 Submission Letter

The submission letter in Appendix C of this RFP, or a similar representation of the same information, **must** be completed, signed by an authorized representative of the proponent, and included in the submission.

3.9 Enquiries

All enquiries regarding this RFP must be directed to FII in writing. No verbal enquiries will be accepted. FII reserves the right to not respond to enquiries and to communicate the enquiry and the answer to all proponents. FII is not responsible for any error that could occur from submission or communication of an enquiry by a proponent.

4. Submission Content

4.1 General Information

The requirements described with a **must** in this RFP are required to be provided in the submission. It is recommended that submissions also respond to requirements in this RFP. The submission response to all mandatory and evaluation requirements in this RFP will be considered by the evaluation team.

4.2 Mandatory Requirements

The following are mandatory requirements for all submissions. Failure to provide a response to a mandatory requirement(s) will result in a rejection of the submission. Submissions that do not clearly demonstrate that they meet the mandatory requirements will receive no further consideration during the evaluation process.

✓ Mandatory Requirements Checklist	
<input type="checkbox"/>	Submission must be delivered to FII by email no later than August 11, 2026 at 16:00 Pacific Time (see Section 3.1)
<input type="checkbox"/>	The submission letter in Appendix C of this RFP, or a similar representation of the same information, must be completed, signed by an authorized representative of the proponent, and included in the submission (see Section 3.8).
<input type="checkbox"/>	The submission document must include a vendor profile (see Section 4.4)
<input type="checkbox"/>	The submission must clearly identify a fixed price in CAD for FII Vancouver and local currency for FII China, FII India and FII Vietnam for the three (3) years of this RFP. The total all-inclusive maximum price proposed is to contain all direct and indirect costs including all out-of-pocket expenses. Please note all travel expenses will be reimbursed at FII's travel policy located in Appendix B, of this RFP.

4.3 Evaluation Criteria and Scoring

Responses meeting the mandatory requirements will be further assessed against the following evaluation criteria. Responses not achieving a passing percentage score of **60%** will receive no further consideration during the qualifications review. Evaluation will assess the proponent’s demonstrated ability to apply technology-enabled audit approaches, including advanced data analytics and responsible AI-assisted tools, in a manner that enhances audit effectiveness, improves efficiency, strengthens risk identification, and safeguards the confidentiality, integrity, and security of FII data.

Evaluation Criteria and Scoring	Percentage Score
1. Experience and Qualifications (see Section 4.5)	35%
2. Technology-Enabled Audit Approach and Data Protection (see Section 4.6)	10%
3. Availability (see Section 4.7)	15%
4. References (see Section 4.8)	10%
5. Price (see Section 4.9)	30%

4.4 Vendor Profile

The submission should include the following:

- The full legal name and address of the proponent
- Main contact for FII including name, title, phone number and email address
- A description of the proponent’s type of business (sole proprietorship, partnership, corporation, etc.)
- Details of any subcontracting or consortium arrangements proposed by the proponent (see Section 4.10 and 4.11)
- The full legal name of any proposed subcontractors or consortium members

4.5 Experience and Qualifications

Proponents should list their proven knowledge and skills and identify their relevance to the project.

This includes:

- All staff and other resources (i.e. specialists, associates) to be used, with their respective curricula vitae
- Clearly note the Audit Manager and their experience.
- List all staff to work on the project including their relevant experience and curricula vitae.
- Full details of their prior experience in the areas of financial auditing as it pertains to this specific assignment, with particular emphasis on forest sector and government crown corporations, including:
- Up to five examples of work similar to this project that have been successfully completed.

4.6 Technology-Enabled Audit Approach and Data Protection

Proponents should describe their approach to using technology-enabled audit procedures, including advanced data analytics and any AI-assisted audit tools, as part of the proposed services.

This should include:

- A description of any audit technologies or platforms proposed (e.g., MindBridge or equivalent tools), including how they will be used within the audit approach;
- The expected benefits of these tools, including improvements to audit coverage, efficiency, risk identification, or anomaly detection;
- The governance framework applied to these tools, including how professional judgment and human oversight are maintained;
- Data protection and security measures, including how FII data will be safeguarded, stored, processed, and protected from unauthorised access or use;

Confirmation that all technology and AI usage complies with applicable privacy, confidentiality, and information management requirements. Upon completion of the services, all FII data must be returned to FII or securely destroyed, as directed by FII.

For larger audit firms that apply, it must be clearly explained in your proposal the role that individuals in your team will play in the delivery of work. You should note which auditors will be assigned to complete the actual on-site audit work, and which auditors will be managing the contract / supporting the on-site auditors as they complete the audit work.

4.7 Availability

Proponents should indicate the availability of resources to complete the work within any timeframes identified.

4.8 References

Proponents should provide a list of client references. The submission should include not more than five client references that are best suited to validate items in all areas of their submission, but specific to the examples of work indicated as being most relevant to this assignment. Include contact information for each reference.

4.9 Price

A fixed price in CAD for FII Vancouver and local currency for FII China, FII India and FII Vietnam for the three (3) years of this RFP. The total all-inclusive maximum price proposed is to contain all direct and indirect costs including all out-of-pocket expenses. Please note all travel expenses will be reimbursed at FII's travel policy located in Appendix B, Schedule C of this RFP.

4.10 Consortiums

If the submission is provided by a consortium of two or more individuals or entities then the submission must identify one of the members of the consortium as the proponent, and the others as subcontractors to the proponent. The proponent so identified shall be responsible for all terms and conditions of any contracts that may be awarded and will be the only party to whom FII shall be obligated under any such contract (if awarded). The

proponent so identified will be responsible for ensuring that the other members of the consortium, as subcontractors, are able to provide the services to be provided by them under any such contract.

4.11 Subcontractors

Proponents should identify all subcontractors that they intend to use in providing any services, and their submission should provide the same information on the subcontractors that is provided on the proponent (as required in Section 4.4 above).

A competitive process is not required for the proponent to enter into any subcontracts under \$25,000; however, the proponent will retain evidence to demonstrate that the price charged and rates used are reasonable. Reasonable means that they are within the normal expected range for similar services.

The proponent must obtain the approval of FII before entering into any subcontracts between \$25,000 - \$100,000 not included and specifically identified in the original approved submission. FII may, at its discretion, request that such subcontracting be carried out using a competitive tendering process. If a competitive process is not required, the proponent will detail and maintain a rationale for the selection of the subcontractor with reference to how the reasonableness of the rate charged has been ascertained.

Unless otherwise agreed to in writing by FII, all subcontracts exceeding \$100,000, including cumulative awards to the same subcontractor, will be awarded using a competitive tendering process. If a competitive process is not possible, for any reason, then FII reserves the right to request that the proposed subcontractor submit a separate submission to FII for consideration and evaluation in accordance with FII's request for submission process.

4.12 Conflict of Interest

In their submissions, proponents should indicate any real or potential conflict of interest of which they are aware regarding performing work under this RFP.

FII may reject a submission if, in the opinion of FII, the proponent or its submission would create a conflict of interest in connection with the services requested under this RFP.

4.13 Submission Acceptance/Rejection

FII is not required to accept the lowest cost submission and may reject any or all submissions.

5. RFP Terms and Conditions

5.1 No Contract

This RFP does not constitute an offer to enter into a contract with FII and no contract of any kind is formed under, or arises from, this RFP. This RFP will not prohibit or restrict FII from direct awarding a contract where FII deems it necessary to do so.

5.2 Freedom of Information and Protection of Privacy Act

All documents and other records (including the submissions) in the custody of or under the control of FII may be subject to the Freedom of Information and Protection of Privacy Act (British Columbia) (FOIPPA), and may be required, by law, to be disclosed under FOIPPA.

Except as expressly stated in this RFP and subject to FOIPPA, all documents and other records included in a submission (and the submission) to this RFP will be considered confidential by FII.

5.3 Confidentiality

Information pertaining to FII obtained by a proponent as a result of participation in this RFP is confidential and must not be disclosed without prior written consent from FII.

Use of Technology, AI and Data Protection

Where proponents propose the use of technology-enabled audit tools, including advanced data analytics or AI-assisted platforms, such tools must be used in a manner that fully protects the confidentiality, integrity, and security of FII information.

Proponents must ensure that:

- FII data is used solely for the purpose of performing the audit services and is not used for any secondary purpose, including training, testing, or enhancing any AI models or systems;
- FII data is not transferred, stored, or processed outside approved environments without prior written consent from FII;
- Appropriate safeguards are implemented to prevent unauthorised access, use, disclosure, or retention of FII data;
- Any third-party tools, platforms, or subcontractors comply with equivalent confidentiality, privacy, and information security obligations;
- All applicable privacy laws and information management requirements are adhered to at all times.

Upon completion of the services, all FII data must be returned to FII or securely destroyed, as directed by FII.

FII reserves the right to request additional information regarding data handling practices, security controls, and the use of technology-enabled audit tools, and to require modifications as a condition of contract award.

5.4 Incurred Costs

Proponents are solely responsible for their own expenses in preparing their submissions and for subsequent contract negotiations with FII, if any. If FII elects to reject all submissions received, FII will not be liable to any proponent for any claims, whether for costs or damages incurred by a proponent in preparing its submission, or any other matter whatsoever, and proponents waive any and all claims for any such costs or damages.

5.5 Reservation of Rights

FII reserves the right, in its sole discretion, to:

- Amend the scope of the Services, modify, cancel or suspend this RFP or any or all stages of the RFP, at any time for any reason
- Accept or reject any submission based upon the evaluation criteria described in this RFP as determined in the sole discretion of the evaluation team
- Not accept any or all submission
- Reject or disqualify any or all submissions without any obligations, compensation or reimbursement to any proponent
- Re-advertise for new or additional submissions after the submission date
- Make any changes to the terms of the opportunity described in the RFP
- Extend, from time to time, any date, time period or deadline provided in this RFP

5.6 No Obligation to Contract

FII is not obligated to award any contracts under this RFP to any proponents, and no proponent is entitled, as a matter of right, to an award of contract.

5.7 Form of Contract

The successful proponent will be expected to provide an Engagement Letter acceptable to FII.

5.8 Ownership of Submissions

All submissions to this RFP and accompanying documentation will become the property of and will be retained by FII. Returns of any subsequent documentation or materials will be at the sole discretion of FII.

5.9 Agreement on International Trade

This RFP is subject to Chapter 5 of the Agreement on International Trade, and its successor the Trade, Investment and Mobility Agreement, effective April 1, 2009.

5.10 Notification

When the review process is completed and a contract is awarded, FII will notify proponents of the results.

5.11 Vendor Debriefing

FII will offer a debriefing to proponents, on request, at a mutually agreeable time.

6. Appendices

- Appendix B – Travel Policy
- Appendix C – Submission Letter

Appendix B – Travel Policy and Expense Claims

Schedule C

Travel Policy and Expense Claims

Approved Travel Rates – (Group II Rates)

The following travel policies apply on travel associated with FII funded activities. FII will only reimburse costs within the policies described below. Any exceptions to the policies described below must be approved in advance and in writing by the CEO of FII (or the CEO's designate).

A Vendor claiming travel expenses must maintain detailed, comprehensive travel records for review by FII. All travel must summarize the dates, locations and expenses claimed for each day on travel status. All original receipts for the travel expenses claimed must be attached to the associated travel record. Only expenses where a receipt is attached will be eligible for reimbursement by FII.

1. **Sales Tax.** Vendor is required to include GST & PST, net of any tax rebate to which the Vendor is entitled, for all expenses prior to submitting financial summary information to FII.
2. **Gratuities.** Tips and gratuities are at the discretion of the Vendor and are a personal expense (i.e., not an expense reimbursable by FII). Travel per diem allowances is provided for payment of miscellaneous out-of-pocket expenses.
3. **Extraordinary Costs.** Where a Vendor on FII business incurs a loss of (or damage) to personal property that is pertinent to the performance of the Vendor's duties, that is not otherwise covered by government policy or insurance, the Vendor may claim for reimbursement for the lesser of the loss, the cost of repairs or the deductible portion of the Vendor's insurance policy, as applicable, up to a maximum of \$500.00 CDN.
4. **Hotel Cancellation Charges.** Vendor is responsible for cancelling hotel reservations in time to avoid "no show" charges. "No show" hotel costs will not be reimbursed by FII.
5. **Vehicle Travel.** For all types of vehicles, actual transportation toll charges may be claimed at cost for travel on approved project business. The vehicle operator is individually responsible for paying parking fines, traffic violation fines (including photo radar), and impoundment/towing fees when driving a vehicle (whether a company, leased, rented or personal vehicle) on approved project business.
6. **Private Vehicle Allowance.** The private vehicle allowance is intended to cover the gas and maintenance costs associated with operating a personal vehicle while traveling on approved project business. The private vehicle allowance does not apply when using a rental, leased or company vehicle. A Vendor who is authorized to use its own vehicles in the performance of its duties will be reimbursed as follows:

Effective May 1, 2026 - \$0.67 per km

Vendor may claim the vehicle allowance where they are driven to the departure location (i.e., airport, bus, ferry, or train terminal) and picked up upon return.

When daily travel distance exceeds 150 km (about the cost of a daily vehicle rental), the Vendor should travel by a rental vehicle unless otherwise previously authorized.

7. **Parking.** Where privately owned vehicles are used for approved project business, receipted parking charges only will be reimbursed at cost.
8. **Insurance Requirements.** Vendor is responsible for obtaining adequate insurance coverage for using their private vehicle for business purposes. Adequate coverage shall be determined before the use of a privately owned vehicle is authorized.
9. **Vehicle Rentals.** Vendor is required to use rental vehicles for travel over 150km or where they represent a lower cost alternative to the use of private vehicles.

A Vendor renting vehicles must purchase the Personal Accident Insurance option, as well as the Collision Damage Waiver option.

Vendor must obtain a competitive rate for vehicle rentals (only compact or midsized rates will be permitted, depending upon usage requirements).

10. **Public Transportation.** Claims for public transportation while travelling on approved project business will be reimbursed at cost. Receipts are required.

Please note that airport shuttle buses offer a convenient and economical means of transportation, as compared to taxis or rental vehicles.

11. **Taxi Charges.** Claims for taxi costs while travelling on approved project business will be reimbursed at cost when other more economical means of transportation are either unavailable or unsuitable.

12. **Foreign Miscellaneous Expenses.** Reimbursement may be claimed for reasonable expenses incurred that relate directly to foreign travel as follows:

- Visas
- Car rental insurance when vehicle is used solely for business purposes
- Premiums for additional medical insurance to provide coverage equivalent to that available under the British Columbia Medical Services Plan

13. **Foreign Exchange on Expenses.** Current monetary exchange rates apply to all acceptable business expenses when travelling outside of Canada. Each receipt and/or allowance is to be converted to Canadian funds and must have supporting documentation to indicate exchange rate charged (i.e. Credit card statements, currency exchange slips). Where the exchange rate is not documented, FII will only accept current or historical exchange rates as listed on the Bank of Canada web site: <http://www.bankofcanada.ca/rates/exchange/currency-converter>

14. NORTH AMERICAN TRAVEL

14.1 Air Travel. FII will only reimburse air travel costs to a maximum of the advanced purchase discounted economy rate. On Air Canada the acceptable fare is Standard or Flex. Change fees will be reimbursed should they apply because of a change in travel plans initiated by FII, provided that the change has been approved in advance and in writing.

Full fare (flexible) economy class (includes Air Canada Comfort) or business class will not be reimbursed without approval in advance and in writing by the CEO of FII (or the CEO's designate).

FII will not reimburse the Vendor for any costs incurred in flying charter, private or personally rented aircraft.

14.2 Accommodations. For project business conducted within North America, costs for accommodation will be reimbursed for single occupancy at commercial standard room rates based on the following criteria:

- In all cases, hotels that provide special government rates should be explored first. These hotels and their rates can be found on the following website: <http://csa.pss.gov.bc.ca/businesstravel/>
- When exploring alternate arrangements, Vendor should always attempt to secure the most competitive single occupancy commercial standard room rates available. Hotel location and security should also be factors when making a choice based on competitive rates. Four star rated hotels are the FII standard, provided the competitive room rate before taxes is less than the equivalent \$240.00 CDN per night on Winter Months (October – March) and \$295.00 CDN per night on Summer months (April – September). If circumstances dictate a requirement for room rates above the equivalent \$240.00 CDN or \$295.00 CDN, this request must be presented along with written justification to the VP Finance of FII for approval.
- Vendor may use private accommodation instead of commercial accommodation and claim the private accommodation allowance to the equivalent of \$30.00 CDN per night.
- Where FII employees are traveling on the same business as Vendor (e.g., trade shows, etc.), FII will make hotel bookings for FII employees and will advise the Vendor of the project the name of the hotel and the applicable room rates to be reimbursed. Vendor should then make arrangements with the hotel to book rooms for itself at these same rates. Should the Vendor choose to stay at a different hotel, FII will only

reimburse the Vendor to the level of the base room rate plus applicable taxes previously advised to the Vendor.

14.3 Ferry Travel. Claims for the cost of ferry travel will be reimbursed at cost and original receipts for vehicles are required. The cost of a ferry stateroom will be reimbursed only if the ferry is used for overnight travel.

14.4 BC Ferries. Reserved Boarding BC Ferries Reserved Boarding service allows travelers to reserve a space on a particular ferry sailing. Please note that as the reservation service costs more than a regular fare, a reservation is only to be made during peak travel periods. Vendor must have a valid business reason for requiring a reservation. Under these circumstances, BC Ferry reservation costs will be reimbursed at cost.

Each one-way reservation is charged a non-refundable reservation fee as follows:

- \$10.00 if made 7 or more days in advance of the sailing's scheduled departure date, or
- \$17.00 if made less than 7 days up to the day before travel, or
- \$21.00 if made for same day travel.

BC Ferries allows reservations to be changed for a service charge. This service charge can be claimed as an expense only with prior written approval by FII.

14.5 Per Diem Reimbursement Rates. Meal and Incidental Travel Allowance (effective April 1, 2024).

- Breakfast only \$12.00
- Lunch only \$16.00
- Dinner only \$29.00
- Incidental* \$15.00

*The incidental allowance is to cover out-of-pocket travel expenses such as gratuities, portage, dry cleaning, and personal telephone calls (and is in addition to meal allowances). The incidental is only eligible when the individual is on travel status for the full day.

Where travel is for a partial day or the Vendor is off travel status over a meal period(s), or is provided a meal by another source, the allowance (as outlined above) must be reduced appropriately from the daily amount claimed.

When on travel status, the Vendor cannot claim a meal allowance when the airline carrier has provided a free meal en route. A Vendor whose religious or personal beliefs or medical requirements prohibit the Vendor from consuming certain foods should be aware that "special meals," such as a vegetarian meal can normally be obtained from air carriers, provided that adequate advance notice is given (usually 24 hours prior to the flight). Vendor is responsible for arranging for any special catering requirements prior to travel.

For travel in the United States, the allowance is deemed to be in US currency.

14.6 Part Day Travel Status. The following guidance is provided on partial day status:

- On the day of departure if the Vendor's travel status begins:
 - after 7:00 a.m., breakfast cannot be claimed;
 - after 12:00 noon, breakfast and lunch cannot be claimed; and
 - after 6:00 p.m., no meals can be claimed.
- On the day of return if the Vendor's travel status terminates:
 - prior to 7:00 a.m., no meals can be claimed;
 - prior to 12:00 noon, breakfast can be claimed;
 - prior to 6:00 p.m., breakfast and lunch can be claimed; and
 - after 6:00 p.m., all meals can be claimed.

Travel status begins and ends at the designated departure and return locations. The departure and return locations may be the Vendor's headquarters, personal residence or other points of assembly as designated by FII.

On the day of departure, unless the Vendor has scheduled travel status to commence before the meal period ends, Vendor is on personal time during their meal period and are not entitled to the allowance for that meal.

On the day of return, unless travel status ends after the meal period begins, Vendor is on personal time during their meal period and are not entitled to the allowance for that.

15. OVERSEAS TRAVEL

15.2 Air Travel. FII will reimburse air travel costs up to the full fare (flexible) economy class rate (this includes Air Canada Comfort fare). This rate is usually fully refundable and change fees do not apply or are minimal. FII will not reimburse the cost of change fees should they apply if the full fare (flexible) economy class of travel is chosen.

Business class will not be reimbursed without approval in advance and in writing by the CEO of FII (or the CEO's designate).

FII will not reimburse Vendor for any costs incurred in flying charter, private or personally rented aircraft on project business.

15.3 Accommodations. For project business conducted overseas, costs for accommodation will be reimbursed for single occupancy at commercial standard room rates based on the following criteria:

- In all cases, hotels that provide special government rates should be explored first. These hotels and their rates can be found on the following website: <http://rehelv-acrd.tpsgc-pwgsc.gc.ca/acrds/hebergement-accommodation-eng.aspx>
- When exploring alternate arrangements, Vendor should always attempt to secure the most competitive single occupancy commercial standard room rates available. Hotel location and security should also be factors when making a choice based on competitive rates. Four star rated hotels are the FII standard, provided the competitive room rate before taxes is less than the equivalent of \$295.00 CDN per night. If circumstances dictate a requirement for room rates above the equivalent of \$295.00 CDN, this request must be presented along with written justification to the VP Finance of FII for approval.
- Vendor may use private accommodation instead of commercial accommodation and claim the private accommodation allowance to the equivalent of \$30.00 CDN per night.
- Where FII employees are traveling on the same business as Vendor (e.g., trade shows, etc.), FII will make hotel bookings for FII employees and will advise the Vendor of the project the name of the hotel and the applicable room rates to be reimbursed. Vendor should then make arrangements with the hotel to book rooms for itself at these same rates. Should the Vendor choose to stay at a different hotel, FII will only reimburse the Vendor to the level of the base room rate plus applicable taxes previously advised to the Vendor.

15.4 Meal/Per Diem Allowances. Meal rates, including an amount for incidentals, in all other foreign destinations and cities are as published by Treasury Board of Canada Secretariat. These rates can be viewed on the Internet at https://www.nic-cnm.gc.ca/directive/app_d.php?lang=eng (click on Appendix D – Allowances Module 4)

Note that these rates are updated each quarter (April, July, October, and January).

For part day travel status, the times for departure and arrival as noted in section 14.6 (Part Day travel Status) above apply, and the appropriate meal claim should be made. The amount for incidentals is only eligible for reimbursement when the Vendor is on travel status for a full day.

Appendix C – Submission Letter

(Proponent’s Letterhead)

(Date)

Laura Bobadilla
Forestry Innovation Investment Ltd.
#1200 – 1130 West Pender Street
Vancouver, B.C.
V6E 4A4

RE: Request for Proposals (RFP) for Annual Year End Audit Services

Enclosed is our submission in response to this RFP.

(Name of Proponent) confirms the terms and conditions of this RFP have been read, understood, and agreed to in its entirety.

Authorized Signature

Print Name

Title