



Township of Gillies
Request for Proposal # 2024-03

External Audit Services
Fiscal Years 2024 - 2026

Proposals will be received no later than:
4:00 PM, Local Time, November 4, 2024

Mailing Address: The Corporation of the Township of Gillies
1092 Highway 595, Kakabeka Falls, ON P0T 1W0
Attention: Clerk

Hours: Monday, Tuesday, Thursday from 8:30 AM to 4:30 PM
Closed to the public on Wednesdays
Closed Friday
Closed for lunch between 12:00 PM and 12:30 PM

For providing External Audit Services
For The Corporation of the Township of Gillies

Term:

**Audit for Fiscal Years of 2024 to 2026
(3 Audits)**

Part One: General Information, Terms And Conditions

Freedom of Information

All proposals submitted to The Corporation of the Township of Gillies become the property of the Township, and as such, are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

This will confirm that The Corporation of the Township of Gillies will not use/disclose the information provided, without proper authorization, and will keep the information in a physically secure location to which access is given only to staff requiring access. Affected proponents will be advised of any procedures under the Municipal Freedom of Information and Protection of Privacy Act and provided an opportunity to participate in the process.

Rights Reserved by the Township

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal document, unless clearly and specifically noted in the proposal and in any contract between the Township and the firm selected.

The Township reserves the right, without prejudice, to reject any or all proposals and to determine in its own best judgement the firm best qualified to undertake this contract.

The Township is not responsible for any costs incurred by any proponents in the preparation of their responses to the proposal call, or for attendance at any selection interviews.

The Township reserves the right to be the sole judge of the acceptability of any service offered, and also any alternative proposed, and to purchase the service which in its opinion most closely meets the operating requirements of the Township.

The decision of the Township shall be final and without recourse.

Prices must be firm for the duration of the contract.

The Township reserves the right to award this contract in whole or in part, without recourse or penalty, in a manner which is considered most advantageous to the Township.

References

Submission of a proposal authorizes the Township to contact all references provided. Failure to provide references and details of experience may result in the submission not being considered.

NOTE:

- This is a request for proposals and not a tender call.
- The Township has the right to negotiate with the proponent that presented the most attractive proposal.
- The Township shall have the final authority on all matters regarding this request for proposals.

Questions/Inquiries

Communications concerning this request for proposals are to be in writing and directed to:

Laura Bruni, Clerk-Treasurer
phone (807) 475-3185 - fax (807) 473-0767
e-mail gillies@gilliestownship.com

Inquiries must not be directed to other Municipal employees, agents or elected officials. Directing inquiries to other than those designated may result in your submission being rejected.

The deadline for questions/inquiries is **Monday, October 23, 2024 by 12:00 PM**

All clarification requests are to be sent in writing to either mentioned above. No clarification requests will be accepted by telephone. **Responses to clarification requests will be provided to all known interested parties and posted to the municipal web site.**

Any and all changes to the request for proposals document will be issued by the Clerk in the form of a written addendum.

Acknowledgement of Addenda

If addenda are issued, their receipt must be acknowledged by the proponents by including them as part of the proposal submission to ensure that all requirements are included in the submission. Failure to include all addenda may result in your submission not being considered. The Township will assume no responsibility for oral instructions or suggestions.

Addenda will be provided to all who have registered with the Township. As well, they will be posted on the Township's website.

Review of Requirements

All proponents should carefully review this solicitation for defects or questionable matter. Comments or the need for clarification must be made in writing as requested in this RFP document. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Clerk as per the terms set out in this Request.

Evaluation:

Evaluation Criteria

The proposals will be evaluated on the basis of all information provided by the proponents. Selection of a proposal will be based on (but not solely limited to) the criteria outlined in this section, and any other relevant information provided by the proponent.

In recognition of the importance of the procedure by which a proponent may be selected, the following outlines the primary considerations to be used in the evaluation and awarding of this contract (not in any order).

a) Qualifications and Experience

- technical experience of the firm in municipal audits;
- experience and qualifications of personnel assigned to the project; and
- references;

b) Submission

- statement of full understanding of the scope of work;
- quality of the proposal in terms of methodology and approach; and
- responsiveness to the RFP and demonstrated willingness to comply with the terms and conditions of the RFP;

and

c) Financial

- proposed fees (including out of pocket expenses, if any); and
- estimated hours required, levels of staff to be assigned and hourly billing rates.

Selection Process

The Municipal Council (or a delegated subcommittee of Council) will evaluate the responses to the RFP. Based upon the evaluation results of the submissions, the Council may require a presentation prior to award. In that case, the presentation would form part of the final evaluation. All such presentations will be at the proponent's expense. Proponents may be requested to clarify information provided in their submissions. Any additional information may in no way materially alter or add to the submission originally proposed.

Presentations will be conducted on a date and location to be determined. Successful proponent(s) will be contacted to set up a meeting time and place for their presentation. It is anticipated that the presentation will consist of a brief five minute introduction of the Council members and any staff in

attendance, followed by a presentation by the proponent (maximum 30 minutes), and concluded with a question and answer period (maximum 30 minutes).

Failure to provide a presentation on the date specified may be cause for disqualification.

The following chart outlines the evaluation criteria to be used in the evaluation and consequent awarding of the contract.

	CRITERIA	MAX. SCORE
1.	Financial	30
2	Qualifications and Experience (including reference checks)	35
3	Submission	25
4	Value Added; Innovative Concepts/Uniqueness	10
	Evaluation Subtotal	100
	Interview (if necessary)	15
	Total Available Points	115

GENERAL CONDITIONS / REQUIREMENTS

Cancellation of Contracts

The Township reserves the right to terminate the contract without notice if due to non-performance and unsatisfactory services.

The Township reserves the right to call in alternate services if the proponent is unable to provide the service when it is requested.

Awards

The Township, unless it otherwise states, reserves the right to reject any and all submissions in whole or in part; and/or to waive technical defects, irregularities and omissions, if in so doing, the best interests of the Township will be served.

Insurance and Indemnification

The successful proponent shall, at its own expense, obtain and maintain until the termination of the contract, and provide the Township with evidence of:

Comprehensive general liability insurance on an occurrence basis for an amount not less than Two Million (\$2,000,000.00) dollars that includes the Township as an additional insured with respect to the Township's operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses;

Automobile liability insurance for an amount not less than Two Million (\$2,000,000.00) dollars on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of this Agreement.

Professional Liability: The successful proponent shall carry insurance covering the work and services described in this agreement. Such policy shall provide coverage for an amount not less than five hundred thousand (\$500,000) dollars. The Township will not accept a submission which limits the liability of the proponent to the amount of its liability insurance coverage.

The policies shown above must stipulate that they cannot be cancelled or permitted to lapse unless the insurer notifies the Township in writing at least thirty (30) days prior to the effective date of cancellation or expiry. The Township reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the Township may reasonably require.

The successful proponent shall not commence work until such time as evidence of insurance has been filed with and approved by the Treasurer for the Township. The successful firm shall provide evidence of the continuance of all required insurance at each policy renewal date for the duration of the contract.

The successful proponent shall indemnify and hold the Township harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether wilful or otherwise by the proponent, its agents, officers, employees or other persons for whom the proponent is legally responsible.

Workplace Safety & Insurance Act (from successful proponent only, and only if applicable)

the successful proponent shall also furnish evidence of compliance with all requirements of the Workplace Safety & Insurance Act. Independent operators will need CONFIRMATION from the Workplace Safety & Insurance Board (WSIB).

- i.e. i) Certificate of Clearance
 ii) Letter of Good Standing
 iii) Independent Operator Letter

In Reference To Workplace Safety & Insurance Act: The Corporation of the Township of Gillies requires all contractors and independent operators to have a Status Ruling done from the WSIB prior to any work being carried out for the Township. The Township may not issue a purchase order to any contractor or independent operator until "Confirmation" from the WSIB is received. If further information on WSIB is required, please contact the local WSIB at 343-1710.

Part Two: Project Specifics

The Corporation of the Township of Gillies, invites proposals from qualified consultants to provide **External Audit Services**.

Submissions should include, but not necessarily be limited to, the following:

1. Fees and expenses as outlined in the RFP, shown exclusive of HST and in Canadian funds;
2. An outline of:
 - your firm's eligibility
 - your firm's personnel technical experience and qualifications
 - your firm's technical experience and qualifications
 - your understanding the audit objectives and scope
 - your firm's methodology and audit approach;
3. A description of your firm – detailing municipal clients, history, projects, staff, including exact location & address;
4. Client References and contact information for a minimum of three municipal clients;
5. Any proposed innovative concepts or methods or any, unique features of your proposal; and
6. Any supporting information you may wish to include with your submission.

In order for the Township to evaluate proposals fairly and completely, proponents should provide all of the information requested. Failure to complete and include information as required may result in your submission not being considered.

Information To Proponents

Qualifications

Proposals will be evaluated from firms or individuals that can demonstrate that they have the necessary staffing, facilities, experience, ability and financial resources to perform the work in a satisfactory manner. A Proven track record must be demonstrated.

The Township reserves the right to perform such investigations as may be deemed necessary to insure that competent personnel and management and suitable equipment/material will be used in the performance of any contract arising out of this request for proposals process.

Term of the Contract

The term of the contract is to be for three (3) fiscal years commencing December 1st, 2024 for the audit and financial statements for the 2024 fiscal year ending with the 2026 fiscal year.

Review of Requirements

All proponents should carefully review this solicitation for defects or questionable matter. Comments or the need for clarification must be made in writing as requested in this RFP. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Solicitor-Clerk as per the terms set out in this Request.

TERMS OF REFERENCE

Background Information

The following documents can be obtained from The Corporation of the Township of Gillies website www.gilliestownship.com.

Audited Financial Statements for the year ended December 31, 2023

2023 Operating Budget

2023 Cemetery Trust Fund

An electronic copy of the 2023 Financial Information Return is available upon request.

Eligibility

To be considered for this Proposal, proponents must meet the following criteria:

- hold a valid Public Accountants License under the Public Accountancy Act;
- have municipal audit experience and experience in the audit of large corporations;
- demonstrate an understanding of legislation relevant to the municipal environment;
- have well developed, professional auditing techniques and a sound system of control and review of audit performed;
- have expertise and resources sufficient to address the scope of the audit services required in a timely manner to meet municipal, regulatory and provincial reporting requirements;
- demonstrate a commitment to providing reasonable annual continuity of experienced and qualified personnel;
- demonstrate comprehensive knowledge of municipal financial reporting requirements;
- demonstrate comprehensive knowledge of Public Sector Accounting (PSAB);
- demonstrate comprehensive knowledge of corporate taxes (both provincial and federal); and
- demonstrate a commitment to meeting all reporting deadlines.

Scope

Commencing with the 2024 fiscal year, the audit shall include an examination of the records and financial statements to the degree necessary to express an audit opinion for the following:

- The Corporation of the Township of Gillies
- The Township's Trust Funds

The financial records are maintained on the Township's Munisoft Financial Accounting System

Generally, the responsibilities of the external auditor will be limited to the expression of an opinion on the financial statements and will not include accounting work, preparation of the financial statements, notes or schedules or any other non-audit responsibilities. Should these be required, they will be discussed separately from the formal audit.

Proponents are asked to provide two quotations in their proposals – one includes the preparation by the Audit Firm of the Township's financial statements (prepared on the basis of General Ledger information supplied), and the other excludes that element of the year end work.

Also specifically included will be all related audit and certification work required by various provincial and federal government ministries or agencies, including completion of the Audit Questionnaire for purposes of Financial Information Return (FIR) filing.

Requirements

Annual Schedule

Before November 30 of each year, the auditors shall discuss and/or meet with the appropriate Municipal administration staff to agree upon a schedule of activities which will lead to the completion of the annual audit. The schedule of activities shall be finalized by December 31st and shall set out the key dates by which necessary information is to be assembled by both parties, a list of all the necessary schedules, working papers, analysis and other information relevant to statement preparation.

An annual audit plan will be presented to the Township's Treasurer in October of each year (excluding 2024 on which it will be due in December).

The meeting, schedule of activities and audit plan for the 2024 fiscal year shall be undertaken as soon as practically possible following the award of the contract for audit services.

Qualified Statement

The auditors shall, immediately upon discovery of information or conditions which would otherwise lead to the inclusion of a qualified opinion with respect to the financial statements, inform and fully discuss such matters with the appropriate staff. In addition, the auditors shall, as far as possible, allow a reasonable period of time for the Township's staff to make an investigation, analyze, report and take such corrective action as to avoid the inclusion of such qualification.

Delivery of Annual Financial Statements

If they form part of the Auditor's work, the annual financial statements, accompanied by the auditors' reports duly signed by the auditors, shall be delivered to the Treasurer by the deadlines set out in the annual schedule.

Meetings and Subsequent Assistance

The auditors will attend such meetings as are called to discuss their work and reports and shall provide such information as requested which will enhance the understanding of the Audit Committee and Members of Council concerning matters relating to the annual financial statements.

Historically the auditors have attended, as a minimum, an annual presentation to Council on the financial statements and financial affairs of the Township. A minimum of one meeting is mandatory. Proponents should include additional recommended meetings in their submissions.

Management Letters

1. Interim Letter

No later than one month following completion of the interim audit, the auditors shall submit a letter to the Treasurer, conveying any significant concerns discovered during the course of the interim audit. Such concerns will include, but not be limited to, issues regarding key control systems and other matters with respect to the Township's operation.

2. Post Audit Management Letter

No later than 60 days following the completion of the annual audit, the auditors shall submit a post audit management letter to the Treasurer. The post audit management letter will convey concerns relative to the internal accounting, operating controls and/or other matters of material importance with respect to operations, which may have been discovered in the course of the audit.

In both cases, the auditors shall meet with the Municipal staff to discuss the contents of the letter and staff's response to the comments. Following agreement as to the factual accuracy of the observations, the management letter, revised if necessary, shall be submitted to the Council.

Confidentiality

The successful auditor shall not at any time before, during or after the completion of the engagement, divulge any confidential information communicated to or acquired by the auditor or disclosed by any person in the course of carrying out the engagement. No such information shall be used by the auditor on any other project without prior written approval.

Terms of Engagement

It is expected that the successful firm will be auditors of The Corporation of the Township of Gillies for a period of three fiscal years, subject to the performance of the audit firm. An annual letter of engagement outlining the terms of the audit should be submitted by the successful firm for the review and approval of both parties.

Fees and Expenses

The auditor shall keep account of the actual time spent on each task and submit to the Treasurer (or designate) upon completion of the audit, a schedule which compares the actual audit time spent to the audit time budgeted. The cost of this accounting of audit time shall be considered to be included in the fees quoted under this proposal.

The Township shall not be responsible for disbursements incurred by the auditor if staff or consultants from outside The Corporation of the Township of Gillies are brought in for audit purposes.

In the event that less time is required to perform the audit than anticipated, it is expected that a reduction will be provided.

Should a significant increase or decrease occur in the scope of work to be conducted by the auditor during the terms of the engagement, the auditor must discuss this change with the Treasurer. The auditor must provide a firm quotation of the impact of such changes on fees, if any, prior to the submission of the annual audit plan to the Treasurer in October. Without a firm quotation and agreement, additional billings will not be accepted.

Invoicing and Payment

All invoices shall show the actual hours, responsibilities, staff and hourly rates. All payments will be made in response to invoices itemized in accordance with the final signed contract, provided the invoices are based on work described in the scope of the project, consistent with the negotiated deliverables and completed to the Township's satisfaction.

For further certainty, in the event that invoices are rendered that are in excess of the fees quoted in the final signed contract, payment will not be made unless the additional deliverables have been negotiated with and accepted in advance of the conduct of the work.

Part Three: Proposal Forms: Please fill in and return three (3) copies of this for, together with your firm's proposal. Please ensure the information provided is complete and accurate.

Request For Proposal For Audit Services 2024-2026 Fiscal Years

Print Company Name

Mailing Address

City

Postal Code

Phone Number

Fax Number

E-Mail Address

Signature Of Authorized Official

Date

Please Print Name & Title

I have the Authority to Bind the Corporation

If your firm is interested in this project, please forward **two copies** of your submission to:

Township of Gillies
ATTENTION: Clerk-Treasurer
1092 Highway 595, Kakabeka Falls, Ontario P0T 1W0
(Whitefish Valley Public School; side door only)

not later than:

4:00 PM, Local Time, November 4, 2024

The lowest or any proposal not necessarily accepted

Late proposals will not be accepted

(please note that many couriers do not deliver to the municipal office and the office may be closed from time to time due to limited staff, you are encouraged to call ahead)

Facsimile, e-mail or telephone proposals will not be accepted