

2022



Request for Proposal

Municipal Financial Audit Services

RFP 04-2022 | ISSUED June 24, 2022

Deadline for submissions: 3:00 pm Local Time Thursday August 4, 2022

The Corporation of the Town of Shelburne

203 Main Street East | Shelburne, ON L9V 3K7

Phone 519 925-2600 | Fax 519 925-6134 | Email: cholmes@shelburne.ca

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1. INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

This Request for Proposals (the “RFP”) is an invitation by the Corporation of the Town of Shelburne (the “Town”) to prospective proponents to submit proposals for **RFP 04-2022 Municipal Financial Audit Services**, as further described in Schedule B for RFP Deliverables.

1.2 Corporate Contact

Prior to submitting a Proposal, read the entire solicitation, including the Terms and Conditions (Section 3), all (if any) addenda, any other documentation supplied by the Town of Shelburne for information purposes.

Any questions or concerns arising out of this RFP should be addressed to:

Carey Holmes, AMCT
Director of Financial Services / Treasurer
Phone: (519) 925-2600 x228
cholmes@shelburne.ca

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Town, other than in accordance with this section. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal

1.3 Contract for Deliverables

1.3.1 Type of Contract

The selected proponent will be required to enter into an agreement with the Town for the provision of the Deliverables (Schedule B) in the form attached as Schedule A to the RFP (the “Agreement”). It is the Town’s intention to enter into the Agreement with only one (1) legal entity.

1.3.2 Term of Contract

The term of the Agreement shall be four (4) years commencing with the 2022 fiscal year to 2025, with an option to renew for 1 additional year up to a maximum of 5 years as outlined in the Municipal Act.

1.4 RFP Timetable

1.4.1 Key Dates and Times

Issue Date of RFP	June 24, 2022
Deadline for Questions	July 13, 2022 - 3:00 PM local time
Deadline for Issuing Addenda	July 25, 2022 - 3:00 PM local time
Submission Deadline	August 4, 2022 - 3:00 PM local time
Council Approval	August 29, 2022
Anticipated Execution of Agreement	September 1, 2022
Irrevocability Period	30 Days

1.5 Submission of RFP Proposals

1.5.1 Proposals to be Submitted to Prescribed Location

Electronic Submission of Proposals

Proponents will submit their entire RFP, and all completed forms/attachments electronically to: cholmes@shelburne.ca with the email heading clearly stating **RFP 04-2022 Municipal Financial Audit Services**.

1.5.2 Proposals to be Submitted in Prescribed Format

Proposals must be submitted on or before the Submission Deadline as outlined in 1.4.1. Proposals submitted after the Submission Deadline will not be accepted. Proponents are advised to make submissions well before the deadline. Proponents making submissions near the deadline do so at their own risk.

Format:

When preparing an electronic proposal submission, please conform to the following file formats.

- Searchable PDF
- Microsoft Word

For compressed file:

- Standard ZIP format (For Mac users, please avoid using resource fork constructed files)

The following file formats will not be accepted:

- JPEG Image format
- “Interactive” (Adobe flash) files – only regular adobe pdf files allowed

Proponents are cautioned that the timing of their submission is based on when the proposal is received by the Towns email server, and not when a proposal is submitted by a proponent, as transmission can be delayed due to file transfer size, transmission speed or other technical factors.

The Town has the right to reject any proposal if the conditions are not met.

There will be no public opening for this RFP.

[End of Section 1]

PART 2 – EVALUATION AND AWARD

2.1 Presentation / Interview

An award may be made solely based on the offer received, without the Town seeking any clarification, meeting or presentation by the Proponent. Therefore, each Proposal should contain the Proponent's best terms/information, including all required documentation and information as listed in the RFP.

No other Proponent is entitled to be present or to receive any information regarding the presentation of any Proponent. Representatives of the Proponent(s) invited to make a presentation shall be fully versed on the contents of the RFP and the Proponent's Proposal.

2.2 Rating Criteria

The following sets out the categories of the criteria for scoring of the RFP. Accuracy and comprehensiveness of submission will also be considered when determining points awarded.

Criteria	Points
Experience and Qualifications	25
Service Requirements	35
Pricing	40
Total Points	100

2.3 Evaluation Criteria

a) Experience and Qualifications (25 Points)

Each proponent should provide the following in its proposal:

- A brief corporate profile of the proponent, including details of the company's expertise in the field of Municipal Financial Audits, number of years in business, number of employees, and the company's commitment to client satisfaction;
- The location of the office which would be responsible for the audit, and the method by which the Town will be able to interact with the proposed account management team; (i.e. will the audit be conducted in person, remote, hybrid)

- A description of its knowledge, skills and experience relevant to the Deliverables, including the names and resumes of partner, manager and senior staff who will be assigned to the audit if the firm is successful. Continuity of staff will be given a high priority and this must be so indicated;
- Demonstrate familiarity relevant to a Municipality's auditing needs including an overview (proof) of the proponent's experience providing similar services to the public sector.

b) Service Requirements (35 Points)

Each proponent should provide the following in its proposal:

- Description of the auditing procedures and techniques to be utilized for the audit of the financial statements including identification of any alternate methods which may lessen the demand on internal resources;
- An estimate of the number of hours that are anticipated to be required for the annual audit broken down between the various categories of staff assigned to each of the responsibilities, including details of initial start up costs;
- Separately, and not part of the grand cost total, an indication shall be given in the submission as to how fees for special audit work or additional audit work arising from changing audit requirements would be costed in subsequent years. For example, consulting on PSAB changes.
- Advisory Services and Publications – information should be included in the proposal regarding any advisory services, which may be available free of charge on value added services and routine matters. These may include staff assistance and/ or publications relating to sales tax, federal provincial regulations, budgets, income tax, employee benefit plans, internal audit, financial systems development, computer systems, cash management, webinars, etc.

c) Pricing (40 Points)

Pricing will be scored based on the total amount submitted to complete the entire 4-year contract of audit with each year identified separately and submitted on Schedule C. Each proponent will receive a percentage of the total possible points allocated to the submitted price, which will be calculated in accordance with the following formula excluding HST:

$$\text{lowest price} \div \text{proponent's price} \times \text{weighting} = \text{proponent's pricing points}$$

Pricing must be provided in Canadian Funds, inclusive of all applicable duties and taxes, excluding HST.

Rates quoted by the proponent must be all inclusive and must include all labour, materials costs, all travel costs, all insurance, all delivery costs, installation and set-up, all other overhead, including any fees or other charges required by law.

The pricing shall also show the estimate of hours broken down between the various responsibilities, which are perceived to be required and showing the category of staff assigned to each of the responsibilities along with hourly rates that shall remain fixed during the term of the contract.

2.4 Selection of Top-Ranked Proponent

Subject to the reserved rights of the Town, the top-ranked proponent will be selected to enter into the Agreement in accordance with the following section. In the event of a tie, the selected proponent will be the proponent selected by way of coin toss.

2.5 Notice to Proponent and Execution of Agreement

Notice of selection by the Town to the selected proponent shall be in writing. The selected proponent shall execute the Agreement in the form attached as Appendix A to this RFP and satisfy any other applicable conditions of this RFP, including the pre-conditions of award listed in Section 2.7, within fifteen (15) days of notice of selection. This provision is solely for the benefit of the Town and may be waived by the Town.

2.6 No Amendment to Forms

Other than inserting the information requested on the mandatory submission forms set out in the RFP, a proponent may not make any changes to any of the forms. Any proposal containing any such changes, whether on the face of the form or elsewhere in the proposal, may be disqualified.

2.7 Pre-Conditions of Award

Indemnity, Insurance and WSIB requirements as specified in the Agreement (Schedule A) – Article 8.1 – 8.4

2.8 Failure to Enter into Agreement

If a selected proponent fails to execute the Agreement or satisfy any pre-conditions of award within fifteen (15) days of notice of selection, the Town may, without incurring any liability, proceed with the selection of another proponent and pursue all other remedies available to the Town.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 RFP Incorporated into Proposal

All of the provisions of this RFP are deemed to be accepted by each proponent and incorporated into each proponent's proposal. A proponent who submits conditions, options, variations or contingent statements inconsistent with the terms set out in this RFP, including the terms of the Agreement in Schedule A, either as part of its proposal or after receiving notice of selection, may be disqualified. If a proponent is not disqualified despite such changes or qualifications, the provisions of this RFP, including the Agreement set out in Schedule A, will prevail over any such changes or qualifications in the proposal.

3.1.2 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

3.1.3 Proposals in English

All proposals are to be in English only.

3.1.4 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed format, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.5 Past Performance

In the evaluation process, the Town may consider the proponent's past performance or conduct on previous contracts with the Town or other institutions.

3.1.6 Information in RFP Only an Estimate

The Town and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables (Schedule B). It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.7 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.1.8 Proposal to be Retained by the Town

The Town will not return the proposal or any accompanying documentation submitted by a proponent.

3.1.9 No Guarantee of Volume of Work or Exclusivity of Contract

The Town makes no guarantee of the value or volume of work to be assigned to the successful proponent. The Agreement will not be an exclusive contract for the provision of the described Deliverables. The Town retains the right to increase or decrease audit work required at any time during the duration of the contract, subject to additional or reduced premiums. The Town may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising this RFP, and

- (a) shall report any errors, omissions, or ambiguities; and
- (b) may direct questions or seek additional information

in writing to the RFP Contact identified in Section 1.2 on or before the Deadline for Questions identified in Section 1.4.1. No such communications are to be directed to anyone or by any other means than submission identified in Section 1.2. The Town shall not be responsible for any information provided by or obtained from any source other than the RFP Contact. The Town is under no obligation to provide additional information. It is the responsibility of the proponent to seek clarification on any matter it considers to be unclear. The Town shall not be responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the Town, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addenda. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Town through Merx. Proponents will be required to check a box for acceptance of addenda before submitting their proposal on the Statement of Acceptance – Schedule D.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the Town determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Town may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify, and Supplement

When evaluating proposals, the Town may request further information from the proponent or third parties in order to verify, clarify, or supplement the information provided in the proponent's proposal. The response received by the Town shall, if accepted by the Town, form an integral part of the proponent's proposal.

3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

Once the Agreement is executed between the Town and a proponent, the other proponents may be notified directly in writing and shall be notified by public posting of the outcome of the procurement process.

3.3.2 Debriefing

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within thirty (30) days of such notification.

3.3.3 Procurement Protest Procedure

If a proponent wishes to challenge the RFP process, it should provide written notice to the RFP Contact in accordance with applicable procurement protest procedures.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Town in the preparation of its proposal that is not available to other proponents; (ii) having been involved in the development of the RFP, including having provided advice or assistance in the development of the RFP; (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFP; (iv) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or

- (b) in relation to the performance of its contractual obligations contemplated under a contract for the Deliverables, the proponent's other commitments, relationships, or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

3.4.2 Disqualification for Conflict of Interest

The Town may disqualify a proponent for any conduct, situation, or circumstances, determined by the Town, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

3.4.3 Disqualification for Prohibited Conduct

The Town may disqualify a proponent, rescind a notice of selection, or terminate a contract subsequently entered into if the Town determines that the proponent has engaged in any conduct prohibited by this RFP.

3.4.4 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict-of-Interest declaration set out in the Statement of Acceptance Form (Schedule D).

3.4.5 Proponent Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

3.4.6 No Lobbying

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

3.4.7 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Town; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.4.8 Past Performance or Past Conduct

The Town may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments; or
- (c) any conduct, situation, or circumstance determined by the Town, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

3.5 Confidential Information

3.5.1 Confidential Information of the Town

All information provided by or obtained from the Town in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of the Town and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Town; and
- (d) must be returned by the proponent to the Town immediately upon the request of the Town.

3.5.2 Confidential Information of Proponent

A proponent should identify any information in its proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Town. The confidentiality of such information will be maintained by the Town, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis to advisers retained by the Town to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

3.6 Reserved Rights and Limitation of Liability

3.6.1 Reserved Rights of the Town

The Town reserves the right to

- (a) make public the names of any or all proponents;
- (b) make changes, including substantial changes, to this RFP provided that those changes are issued by way of addendum in the manner set out in this RFP;

- (c) request written clarification or the submission of supplementary written information in relation to the clarification request from any proponent and incorporate a proponent's response to that request for clarification into the proponent's proposal;
- (d) assess a proponent's proposal on the basis of: (i) a financial analysis determining the actual cost of the proposal when considering factors including quality, service, price, and transition costs arising from the replacement of existing goods, services, practices, methodologies, and infrastructure (howsoever originally established); and (ii) in addition to any other evaluation criteria or considerations set out in this RFP, consider any other relevant information that arises during this RFP process;
- (e) waive formalities and accept proposals that substantially comply with the requirements of this RFP;
- (f) verify with any proponent or with a third party any information set out in a proposal;
- (g) check references other than those provided by any proponent;
- (h) disqualify a proponent, rescind a notice of selection, or terminate a contract subsequently entered into if the proponent has engaged in any conduct that breaches the process rules or otherwise compromises or may be seen to compromise the competitive process;
- (i) select a proponent other than the proponent whose proposal reflects the lowest cost to the Town;
- (j) cancel this RFP process at any stage;
- (k) cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables;
- (l) accept any proposal in whole or in part; or
- (m) reject any or all proposals;

and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

3.6.2 Limitation of Liability

By submitting a proposal, each proponent agrees that

- (a) neither the Town nor any of its employees, officers, agents, elected or appointed officials, advisors, or representatives will be liable, under any circumstances, for any claim arising out of this proposal process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity, or for any other claim; and

- (b) the proponent waives any claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reason of the Town's decision to not accept the proposal submitted by the proponent, to enter into an agreement with any other proponent, or to cancel this proposal process, and the proponent shall be deemed to have agreed to waive such right or claim.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3)

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the Town; and
- (c) are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

[End of Part 3]

SCHEDULE A – THE AGREEMENT

A copy of the Agreement is available upon request by contacting the Corporate Contact identified in Section 1.2

SCHEDULE B – DELIVERABLES

The Corporation of the Town of Shelburne is seeking proposals from Chartered Professional Accountants licensed under the Public Accounting Act, 2004, S.O. 2004, c.8 with proven experience in providing audit services to Ontario Municipalities, and that are qualified within the conditions outlined in Section 296 of the Municipal Act, S.O. 2001, C.25.

1. Scope of Work

Commencing with the 2022 fiscal year, the audits shall include the examination of the financial records to prepare Audited Financial Statements and any associated schedules, including the preparation and submission of the annual Financial Information Return (FIR) for the Province of Ontario by the annual deadline for the following:

The Corporation of the Town of Shelburne

Centre Dufferin Recreation Complex (CDRC) (Review Engagement)

Shelburne Library Board (Review Engagement)

Shelburne Business Improvement Area (BIA) (Compilation Engagement)

And the consolidated financial statements to include the Towns allocated percentage of the Shelburne and District Fire Board – serviced by their own RFP for Audit Services.

The audit will also require separate audit disclosure for the Trust Funds held by the Town of Shelburne (Development in Trust and 3 Cemetery Trust Accounts)

The responsibilities of the auditors will be limited to the expression of an opinion on the financial statements and will not include accounting work except for physical preparation of audited financial statements, notes and schedules, or any other non-audit responsibilities except as noted above. Town staff will assist with the preparation of the majority of the Financial Statement elements, providing detailed schedules to support every account for review.

Should any additional non-audited assignments be required, they shall be discussed separately from the formal audit of the Town's activities and/or the other entities that are part of this proposal. The Town does not guarantee that the firm awarded the audit services contract will be asked to perform any services beyond those specifically requested in this proposal.

2. Annual Audit Plan

Before October 31st of each year, the auditors shall make contact with the appropriate Treasury staff, to develop an annual audit plan. Topics of discussion include scheduling, any changes in assigned audit personnel and any new requirements under PSAB. Suggested schedule is as follows:

Work to be Performed	Relevant Dates
Interim Audit – Internal Control Testing	Last week of November
Audit Work – including CDRC, Library, BIA	Last two weeks of February
Draft Financial Statements	April 15
Council Presentation	Second Monday of May
Submission of annual FIR	May 31

3. Interim Management Letter

As a result of the auditor's consideration of internal control and other auditing procedures, it is expected that any matters which may be of significance, that have come to the auditor's attention, shall be reported, along with appropriate recommendations for corrective action, in an interim management letter addressed to the Director of Financial Services / Treasurer for the Town, by November 30th of each year.

4. Qualified Statements

The auditor 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 Town staff. In addition, the auditors shall, as far as possible, allow a reasonable period of time for the Director of Financial Services / Treasurer to make an investigation, analyze, report and take such corrective action as to avoid the inclusion of such qualifications.

5. 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 members of Council concerning matters pertaining to the annual financial statements.

6. Post Audit Management Letter

No later than thirty (30) days following the completion of the annual audit, the auditors shall prepare and deliver to the Director of Financial Services / Treasurer and/or appropriate administrative staff, letters conveying their 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.

The Director of Financial Services / Treasurer shall have thirty (30) days to review, investigate and recommend corrective action in response to the post-audit letter, as well as co-ordinate the inclusion of management's comments on the audit recommendations in that letter.

7. Post Audit Report

The auditor shall keep account of the actual time spent on each task and submit to the Director of Financial Services / Treasurer 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 their fees quoted under this proposal.

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

8. Additional Information

Town requests a copy of the general ledger summary of account groupings from its auditors to verify classification and to assist with Financial Information Return preparation.

The number of journal entries performed by past auditors has been minimal with most being entries for PSAB purposes or consolidation entries with respect to the CDRC, Library, BIA and the Shelburne and District Fire Department.

The most recent management letter did not outline anything significant to be concerned about. The Town utilizes Keystone Complete for all general accounting and taxation purposes. Payroll is administered in house with Easypay software. With respect to Water and Sewer billings, meter readings are imported remotely through Sensus Analytics with the actual billing completed in Keystone. Tangible Capital Asset management is performed through CityWide software.

The audit reviews for the CDRC, Library and BIA will be conducted with staff from each of these respective organizations, all of which employ their own staff and keep their own records separate from that of the Town of Shelburne.

A copy of the Town's most recent audited financial statements, along with copies of the Town's annual budgets can be found on the Town's website at www.shelburne.ca.

SCHEDULE C – PRICING SUBMISSION

In Accordance with section 2.3(c).

Pricing will be scored based on the total amount submitted to complete the entire 4-year contract of audit with each year identified separately and submitted on Schedule C

Pricing must be provided in Canadian Funds, excluding HST.

Rates quoted by the proponent must be all inclusive (Town, Boards and Trust Funds) and must include all labour, materials costs, all travel costs, all insurance, all delivery costs, installation and set-up, all other overhead, including any fees or other charges required by law.

CALENDAR YEAR	LUMP SUM AMOUNT
2022	
2023	
2024	
2025	
*TOTAL (2022-2025)	*

*This is the amount that will be used in the scoring formula for pricing.

The pricing shall also show the estimate of hours broken down between the various responsibilities, which are perceived to be required and showing the category of staff assigned to each of the responsibilities along with hourly rates that shall remain fixed during the term of the contract.

This information can be prepared in your own format and included in your submission.

For example:

Number of hours required for Interim Audit – and staff assigned

Number of hours to prepare Draft Financial Statements – and staff assigned

Number of hours to populate and submit FIR

Hourly Rates assigned for Partner, Senior Manager, Staff, etc.

SCHEDULE D – STATEMENT OF ACCEPTANCE

I/We, the undersigned, having examined the RFP and do hereby affirm the acceptance of the requirements of the RFP. I/We do certify the information supplied in the Proposal to be true and complete in all respects.

I/We

(Name – Print)

(Position)

of

(Proponent's Company Name)

Dated at _____ this _____ day of _____ 2022

Print Name

Authorized Signature to bind Company

Street Address

City

Province

Postal

Telephone No.

Facsimile No.

Email Address

Signature

Signature in the designated space, by an authorized officer of the Proponent company affirms acceptance of the Request for Proposal requirements set forth in this document, the associated costs (where applicable) attributed to the business arrangement between the Proponent and The Corporation of the Town of Shelburne and hereby certifies that the information supplied in this proposal to be true and complete in all respects. The Proponent also affirms that no member of the Proponents company has engaged in any communications that could constitute a Conflict of Interest as noted in Section 3.4.4

Have acknowledged Addenda(s) (if any) Section 3.2.2: