

**Town of Nipawin**  
**Request for Proposals (RFP)**  
**Municipal Audit Services**

Opening Date: November 20<sup>th</sup>, 2017

Closing Date: December 6<sup>th</sup>, 2017

**1. Introduction**

The Town of Nipawin (hereafter known as the Town) is requesting proposals from Professional Auditing organizations to perform the annual audit of the Consolidated Financial Statements of the Town of Nipawin, commencing with the year ending December 31, 2017. The term of the engagement of service will be for a period of three (3) years.

From time to time, the Town may require audit services for other purposes other than the Town annual audit. This may include audits on expenditures for grants or other agreements or arrangements which may require such services. The Town is requesting a per hour quote as an option the Town may exercise in the future as the need arises.

**2. Terms and Conditions**

- The Town reserves the right to amend or reverse this request for proposal prior to the closing date.
- The submission of a proposal shall be conclusive evidence that the proponent has carefully examined the proposal documents and any amendments and/or revisions.
- Should a proponent find discrepancies in or omissions from the request for proposal, or should they be in doubt as to their meaning, they should at once notify the Town. The Town may then amend or revise the request for proposal.
- The signature on the proposal of a duly authorized representative of the company proposing is a condition of acceptance.
- Any contrary terms and conditions added to the request for proposal or on the proponent's own documents will deem that submission to be a counter proposal. Such submissions may be subject to outright rejection and proponents are cautioned to weigh carefully the consequences of contrary terms or conditions.
- The Town reserves the right to accept any proposal submitted in whole or in part or to reject any or all proposals or to award the work in one or more contracts and to waive any irregularities.
- The Town shall have the right to evaluate competing proposals in accordance with its own criteria for evaluation applied to the specific materials/service being proposed, whether or not such criteria has been expressly related to the proponent.
- The Town reserves the right to issue addendums if required. All addendums will be posted on the Town of Nipawin website ([www.nipawin.com](http://www.nipawin.com)). It is the responsibility of the proponent to monitor and obtain all addendums from the Town of Nipawin website pertaining to the request for proposal.

### **3. Preparation of Proposals**

- Each proponent shall specify, on the forms provided by the Town, the price at which the proponent is offering to supply the items/service indicated.
- Prices listed for the products shown should be net of tax and should not include Goods and Services Tax or the Provincial Sales Tax.
- All products and services must meet all current Provincial, Federal, Municipal, OH&S, etc. standards and if any defects are found, all costs involved to correct the problem will be borne by the quoting firm.

### **4. Submission of Proposal**

Each proposal must be marked **“Request for Proposals – Municipal Audit Services”** and **submitted on or before 3:00 PM, CST, Wednesday, December 6<sup>th</sup>, 2017 by mail or in person to:**

Town of Nipawin  
Attention: Chief Administrative Officer  
PO Box 2134 ~ 210 2<sup>nd</sup> Avenue East  
Nipawin, SK S0E 1E0

A proponent may withdraw their proposal by providing a written withdrawal, signed by a person authorized to sign proposals, delivered by mail or in person to the address stated above before the closing date of the request for proposal.

All proposals will be opened and read publicly at the address stated above at 9:00 AM CST on Thursday, December 7<sup>th</sup>, 2017. Proponents are invited to be present.

### **5. Formation of Contract**

By submitting a proposal, the proponent agrees that the price shall be open for acceptance by the Town for a period of 60 days from date of closing of request for proposals.

The Town may accept a proposal by issuing a general standing offer to the successful proponent and thereby establish a contract for the supply and delivery of the product/service on the terms and conditions set forth in the documents as specified in the request for proposal.

Failure to comply with the terms and conditions of the request for proposal will result in the successful proponent being notified of a breach of contract. The successful proponent will be allowed ten (10) days to rectify this breach of contract.

Failure to rectify the breach of contract within the time specified may result in the termination of the contract.

## 6. Background

The Town of Nipawin fiscal year end is December 31. The Consolidated Financial Statements of the Town of Nipawin includes the Nipawin Business Improvement District Inc., 101261861 Saskatchewan Ltd. (minimal transactions), and the Evergreen Centre Corporation. The successful proponent for audit services will be required to perform the audit for the Town of Nipawin and all consolidated corporations. The quoted cost for the audit shall be broken down by each corporation audited. For further information regarding the nature of the consolidated corporations, please contact Lesley Richer, Director of Finance and Administration, at 306.862.9866.

The Town financial statements and budgets are available on the Town of Nipawin website ([www.nipawin.com](http://www.nipawin.com)).

The Town utilizes Vadim for the following functions:

- General ledger
- Accounts payable
- Accounts receivable
- Utility billing
- Property taxes
- Pet licensing
- Payroll
- Cash receipting

The Town reserves the right to change or add systems as required during the life of the service time provided by this request for proposal.

## 7. Nature of Services Requested

The Town is seeking proposals from firms qualified, according to Section 188 of *The Municipalities Act*, to perform the annual audit of the Town of Nipawin consolidated financial statements.

The Town requires the auditor to complete the requirements of Section 189 of *The Municipalities Act* and to express an opinion as to whether the financial statements present fairly the financial position of the organization, and whether they were in accordance with stated Public Sector Accounting Board (PSAB) accounting standards. Successful applicants will be required to conduct their engagement in accordance with generally accepted auditing standards (GAAS) as prescribed by the Chartered Professional Accountants of Canada.

The Town requires that the financial statements be prepared by the auditor from the trial balance, detailed general ledger, working papers, and any other information necessary.

It would be required that field work and a relatively significant portion of the audit be done at the Town Office in Nipawin where the documentation resides and the employees significant to the processes are available.

It is expected that the auditor will provide ongoing guidance to the Town, when required, and during the completion of year-end audit.

The auditor will provide the Town with comments relating to any needed improvements in internal accounting controls or systems.

The Town may require that the firm attend the presentation of the financial statements to the Town Council. The members attending must be fully apprised of the resulting audited financial statements from an auditor's point of view.

The auditor may also be asked to provide additional services as and when required. These services will be provided in addition to the regular audit. The Town is requesting a per hour quote as an option the Town may exercise in the future as the need arises.

#### **8. Time Requirements**

The audited financial statements shall be completed by May 31<sup>st</sup>. The trial balance, detailed general ledger, and all working papers will be prepared by March 1<sup>st</sup> with the audit commencing in March.

#### **9. Minimum Qualification and Experience**

At a minimum the auditors must meet the minimum requirements as per the *Municipalities Act*. The firm must be a licensed public accounting firm and in good standing with the Chartered Professional Accountants. The firm must be independent of management and council of the Town and of the consolidated corporations. The firm must comply with all applicable federal and provincial legislation as a municipal service provider. The firm must have experience auditing for municipal government and the lead auditor assigned must have their professional accounting designation and auditing experience related to municipalities.

The above are only minimums which must be met to proceed to the next step of evaluation.

#### **10. Minimum Additional Requirements**

##### **Insurance**

##### **General Liability Insurance**

The auditing firm shall provide evidence of insurance to the Town against loss for claims arising from the work under this contract where bodily injury, death, or property damage may occur; specifically the auditing firm shall maintain Commercial General Liability insurance having a limit not less than five million dollars (\$5,000,000) per occurrence.

##### **Professional Liability Insurance**

The auditing firm shall provide, maintain, and pay for an insurance policy insuring against errors, omissions, negligent acts of the auditor or the auditing firm, commonly known as Professional Liability Insurance, in the amount of not less than five hundred thousand dollars (\$500,000) for a single claim and one million dollars (\$1,000,000) aggregate.

### **Saskatchewan Worker's Compensation**

Prior to commencing the work on this contract and prior to receiving final payments, the auditing firm shall provide evidence of compliance with the requirements of The Worker's Compensation Act including payments due to the Saskatchewan Worker's Compensation Board.

### **Business License**

The successful bidder will be required to obtain a Business License from the Town of Nipawin prior to commencing the work of this contract.

## **11. Submission**

Proponents should submit their proposal response in the following format:

### **Section 1 – Project Overview**

Prepare a narrative description of the project based on the Nature of Work Required presented in the Request for Proposal.

### **Section 2 – Detailed Work Plan and Project Schedule**

Provide a description of the required tasks planned to implement the work. Include discussions of assumptions made in the development of the proposal and any steps required that have not been specifically identified in the document. Include plans in respect to dealing with start-up and familiarization, if appointed. Include the plans for keeping management informed for the progress of the audit, of internal control weaknesses and of other considerations in the financial and operational areas. Also, identify any unique approaches or strengths that your firm may have related to this contract.

### **Section 3 – Audit Team**

The proposed auditing team for this contract shall be identified with key tasks and associated personnel identified. Provide names and resumes of the partners, managers, and supervisors who will work on the audits. The resume should include a description of each person's formal education and experience in auditing municipal entities of similar size as the Town of Nipawin. Also include any other experience relevant to providing the service described in this request. Please indicate the plan for the team for the three years of this contract in respect to consistency of the team as well as plans in case of unexpected changes in staffing within your firm.

### **Section 4 – Conflicts of Interest**

Firms submitting a proposal in response to this request for proposal must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under this contract for services to be awarded pursuant to this request for proposal. If a firm has no conflicts of interest, a statement of that effect shall be included in the proposal.

### **Section 5 – Proprietary Information**

All proposals and output of the audit services shall become the property of the Town once submitted.

**Section 6 – Insurance and Saskatchewan Worker’s Compensation**

Provide evidence of the firm’s insurance and worker’s compensation coverage.

**Section 7 – References**

Provide a minimum of three contacts, for which your firm and the proposed contract team members have provided similar service. References shall include:

- Project name, completion date, and description identifying similarities to proposed project
- The name, address, and telephone number of the primary project contact
- Key personnel assigned to project along with their responsibility

**Section 8 – Cost Proposal**

Indicate the proposal pricing for each of the four corporations (Town of Nipawin, 101261861 Saskatchewan Ltd., Evergreen Centre Corporation, and Nipawin Business Improvement District Inc.). The Goods and Services Tax and Provincial Sales Tax are to be shown separately on all invoices.

**12. Proposal Evaluation**

Proposals will be reviewed for best value including, but not limited to, completeness, qualification, and soundness of approach. Best value does not necessarily imply the lowest cost.

**Town of Nipawin**  
**Request for Proposals – Municipal Audit Services**

**Proposal Form**

Name of Proponent: \_\_\_\_\_

Address of Proponent: \_\_\_\_\_

\_\_\_\_\_

**Proposal**

Having fully examined all documents relevant to this proposal, the undersigned hereby offers to enter into a contract to perform all work, take such measures and provide such labor, equipment, and materials and to do all things required or necessarily incidental to completing the Contract and to do so in accordance with the specifications, terms, and conditions set forth in the Request for Proposal documents for maximum price/fees of:

All aspects of the annual audit for the Town of Nipawin and all consolidations:

**Town of Nipawin**

|                   |                                     |
|-------------------|-------------------------------------|
| _____ Dollars (\$ | ) for year ending December 31, 2017 |
| _____ Dollars (\$ | ) for year ending December 31, 2018 |
| _____ Dollars (\$ | ) for year ending December 31, 2019 |

**Evergreen Centre Corporation**

|                   |                                     |
|-------------------|-------------------------------------|
| _____ Dollars (\$ | ) for year ending December 31, 2017 |
| _____ Dollars (\$ | ) for year ending December 31, 2018 |
| _____ Dollars (\$ | ) for year ending December 31, 2019 |

**101261861 Saskatchewan Ltd.**

|                   |                                     |
|-------------------|-------------------------------------|
| _____ Dollars (\$ | ) for year ending December 31, 2017 |
| _____ Dollars (\$ | ) for year ending December 31, 2018 |
| _____ Dollars (\$ | ) for year ending December 31, 2019 |

**Nipawin Business Improvement District Inc.**

|                   |                                     |
|-------------------|-------------------------------------|
| _____ Dollars (\$ | ) for year ending December 31, 2017 |
| _____ Dollars (\$ | ) for year ending December 31, 2018 |
| _____ Dollars (\$ | ) for year ending December 31, 2019 |

in Canadian Funds, which price does not include GST or PST.

No additional funds will be provided for travel, meals, or accommodations as the need may be or any other costs which may be incurred to perform the services required as indicated in this request for proposal.

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**Additional Services Upon Request**

Additional services in respect to auditing services or professional services:

**Town of Nipawin**

|                            |                                     |
|----------------------------|-------------------------------------|
| _____ Dollars per hour (\$ | ) for year ending December 31, 2017 |
| _____ Dollars per hour (\$ | ) for year ending December 31, 2018 |
| _____ Dollars per hour (\$ | ) for year ending December 31, 2019 |

**Evergreen Centre Corporation**

|                            |                                     |
|----------------------------|-------------------------------------|
| _____ Dollars per hour (\$ | ) for year ending December 31, 2017 |
| _____ Dollars per hour (\$ | ) for year ending December 31, 2018 |
| _____ Dollars per hour (\$ | ) for year ending December 31, 2019 |

**101261861 Saskatchewan Ltd.**

|                            |                                     |
|----------------------------|-------------------------------------|
| _____ Dollars per hour (\$ | ) for year ending December 31, 2017 |
| _____ Dollars per hour (\$ | ) for year ending December 31, 2018 |
| _____ Dollars per hour (\$ | ) for year ending December 31, 2019 |

**Nipawin Business Improvement District Inc.**

|                            |                                     |
|----------------------------|-------------------------------------|
| _____ Dollars per hour (\$ | ) for year ending December 31, 2017 |
| _____ Dollars per hour (\$ | ) for year ending December 31, 2018 |
| _____ Dollars per hour (\$ | ) for year ending December 31, 2019 |

in Canadian Funds, which price does not include GST or PST.

No additional funds will be provided for travel, meals, or accommodations as the need may be or any other costs which may be incurred to perform the services required as indicated in this request for proposal.



**Supporting Documents**

The following documents are submitted together with, and form part of, the undersigned's proposal:

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All prices given shall be effective at least sixty (60) dates from date of closing of request for proposals.

**Declarations:**

We hereby declare that:

- We agree to perform the work in compliance with the required completion schedule in the request for proposal documents;
- No person, firm, or corporation other than the undersigned has any interest in this proposal or in the proposed Contract for which this proposal is made;
- This proposal is open for acceptance for a period of sixty (60) days from date of closing of request for proposals.

**Signatures:**

Signed, sealed, and submitted for and on behalf of:

Company: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street Address or Postal Box Number)

\_\_\_\_\_  
(City, Province, and Postal Code)

(Corporate Seal)

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_  
(Please print)

Witness: \_\_\_\_\_

Date: at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2017.

Note: Where legal jurisdiction or owner requirement calls for proof of authority to execute this proposal, proof of such authority in the form of a certified copy of a resolution naming the person or persons in question as authorized to sign this proposal on behalf of the corporation or partnership should be attached.