

Request for Proposals for Auditing Services

Town of Bassano

Issued:

January 28, 2022

Closing Date and Instructions:

February 17, 2022

Submissions shall be emailed
to cao@bassano.ca quoting file
number: TOBAudit22/25

Contact Person:

Amanda Davis, CAO
Phone (403) 641-3788
Email cao@bassano.ca

1.0 GENERAL INFORMATION

The purpose of this Request for Proposal (RFP) is to invite Proposals to provide audit services for the Town of Bassano (the “Town”) for a four-year term, specifically, the 2022 to 2025 fiscal year ends. There will be a provision added to this term of a one-year extension upon mutual agreement of both parties.

1.1 Assurance Services

The Town is requesting proposals for the supply and delivery of audit services as required by the *Municipal Government Act* of Alberta.

Assurance services are required for the following financial reports:

- Town of Bassano Financial Statements – Audit
- Municipal Financial Information Return – Audit

As part of the Town's Financial Statement audit, the Proponent will be required to carry out discussion and presentations in regard to the audit findings with the Town Council.

Financial statements are available on our website at <https://bassano.ca/finance-and-taxation-tips/>

1.2 Additional Services

Additional advisory services may be required on an as needed basis. Examples of services that may be requested include advice on accounting treatments, comments on accounting policies and established internal controls as well as reviews of grant reports.

1.3 Schedule and Audit Preparation

The Town's year end is December 31st with most reporting due to the Alberta Government by May 1 of the year following.

The Auditor will prepare draft Financial Statements as well as the Financial Information Return.

The annual Management Letter along with the draft Financial Statements must be available for presentation to Council by March 15 of each year.

On-site field work is a requirement of the audit schedule and preparation. The Town's field work shall start the 3rd week of January of each year.

2.0 BACKGROUND INFORMATION

The Town is located 75 minutes east of Calgary and has a population of 1,200 residents.

2.1 2021 Summary Financial Information

- The Town's 2021 budgeted operating expenses are \$10,858,527 (excluding non-cash items).
- 2021 property and special taxes were levied aggregated \$1,349,752.
- The Town employs 8 full time staff and up to 25 part/time seasonal staff with up to 20 volunteer firefighters.
- The Town uses Muniware accounting software.

2.2 2021 Additional Information

Additional information is available upon request by contacting Amanda Davis, CAO at 403-641-3788 or cao@bassano.ca.

3.0 DETAILS FOR PROPOSAL

3.1 Inquiries

All inquiries related to this RFP are to be directed in writing to Amanda Davis, CAO at cao@bassano.ca. Contacting any member of Town Council or any other member of administration may disqualify a Proponent from the proposal process.

Information obtained from any other source is not official and should not be relied upon. Inquiries and answers will be recorded and may be distributed to all Proponents at the Town's option.

3.2 Closing Date and Time

An electronic submission of each Proposal should be received on or before February 17, 2022 at 3:00 p.m. The subject line of the email should read '**Submission of Proposal for Audit Services - TOBAudit22/25**' and include the name and address of the Proponent.

3.3 Review and Selection

Proposals will be assessed and scored against the criteria provided in Section 5.0. At the sole and unfettered discretion of the Town, the Town is entitled to conduct interviews with one or more of the Proponents and in no circumstances shall the Town be responsible to interview all of the Proponents. In the event that the interviews are conducted, the Town shall be entitled to revise its initial scoring of Proposals received from the interviewee(s) based upon the information provided in the interview(s).

3.4 Estimated Time-Frames

This RFP process will be governed by the following timetable of events. Although the Town will attempt to meet all dates, it specifically reserves the right to modify any date(s) at its sole discretion. Proponents will be notified of any timetable changes in advance.

Availability of RFP	January 28, 2022
Proposal Submission – closing date	February 17, 2022
Appointment by Town Council	April 11, 2022

3.5 Signed Proposals

The Proposal must be signed by a person authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in the Proposal to this RFP.

3.6 Proponent Expenses

The Proponent is fully responsible for any costs, expenses, losses, damages or liability incurred by Proponents in preparing a Proposal and for subsequent negotiations with the Town, if any.

3.7 Modification of Terms

The Town reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP, or parts of this RFP, at any time and acquire the contracting services through an alternative process.

3.8 Ownership of Proposals

All documents, including Proposals, submitted to the Town become the property of the Town of Bassano. The Town acknowledges that the *Freedom of Information and Protection of Privacy Act R.S.A 2000 c. F-25* applies to all information and records relating to, or obtained, created or collected under this RFP.

By submitting a Proposal, each Proponent acknowledges, consents and agrees that its Proposal or any portion thereof, as well as any evaluation or scoring of such Proposal by the Town, may be made public, including without limitation, through the posting of such information online by the Town.

3.9 Confidentiality of Information

Information pertaining to the Town obtained by the Proponent as a result of participation in this RFP and any subsequent RFP is confidential and must not be disclosed without written authorization from the Town.

3.10 Acceptance of Proposals

The Town is not bound to enter into a contract with any Proponent. Proposals will be assessed in light of the qualification review criteria. Awards of this RFP will be at the sole discretion of the Town. The Town reserves the right to deny any and all Proposals.

The Proponents acknowledge that the proposal of any successful proponent will not constitute a contract nor give the Proponent any legal or equitable rights or privileges relative to the service requirements set out in this RFP or in any subsequent RFP. All aspects of the contractual relationship between the parties may be the subject of negotiation between the Town and the most preferred Proponent and only if the most preferred Proponent and the Town enter into contract as a result of a RFP, will a Proponent acquire any legal or equitable rights or privileges.

4.0 CONTENTS OF PROPOSALS

This Section outlines the content required in your Proposal. Proponents are urged to structure their response in accordance with the requirements contained in this document.

This RFP is not intended to limit a Proponents submission, but rather to provide a common framework for the Town to assess each Proposal in a professional manner through a demonstrably fair process. Proponents are welcome to provide any unsolicited information or material not specifically covered in the sections of this RFP if it is relevant to the delivery of services that have been requested.

If the engagement partner or manager changes during the term, individuals of equivalent expertise must replace the departing team member(s). The Town will retain the right to accept or reject proposed replacement staff.

4.1 Firm Information

- Name and firm contact information
- Size, location and history of audit firm
- Provincial Institute(s) with which the firm is registered/licensed as a public accounting firm
- Whether the firm is subject to any current litigation
- Statement that the firm has professional liability insurance coverage in accordance with CPA Alberta requirements or greater

4.2 Engagement Team

- Names of audit engagement partner and engagement manager including client references for each
- Listing of personnel anticipated to be involved with audit engagement services (resumes or credentials should be provided for all members identified)
- Prior experience of key professional staff that is relevant to municipal government
- Name and description of similar organizations audited by the firm

4.3 Audit Work

- How the audit engagement will be managed and supervised
- How will the transition of audit services be handled (if applicable), including any assumptions, recommendations, resources and time requirements
- Audit approach: risks, communication, and technical issues
- Output of engagement (reports to be issued etc.)
- Timeline of components of audit engagement process
- Any engagement requirements (workspace, computer setup, etc.)

4.4 Advisory services

- Nature of other professional services available
- Names of advisory partner(s)
- General experience of key professional staff that is relevant to municipal government

4.5 Fees

- Fixed fee for each engagement, by year:

2022 2023 2024 2025

Town's Financial Statements
Financial Information Return

- Anticipated hours to complete each engagement:

Town's Financial Statements
Financial Information Return

- Hourly rates for general accounting advise
- Anticipated administrative costs and out-of-pocket costs

5.0 EVALUATION CRITERIA

Following the submission of Proposals, the Town will review all Proposals and score them according to the criteria identified in this Section. Subject to the right to conduct further interviews as described in Section 3.3, Town Management will make a final recommendation to Town Council based on the requirements and criteria of this RFP.

Criteria	Points
1. Proposal	10
○ Clarity, responsiveness and quality of Proposal	
2. Fee Structure	20
3. Qualifications	45
○ Previous similar work experience	
○ Experience of proposed professionals	
○ References	
○ Audit approach	
4. Additional Benefits to Town	25
○ Firm size and availability of resources	
○ Availability of other professional services	
○ Ease of transition	
○ Knowledge of the Town	
Total Points Available	100