



Request for Proposals

For Audit Services

Closing Location

GR Davis Administration Office
Box 1420, 410 – 20th Street
Fort Macleod, Alberta, T0L 0Z0
www.fortmacleod.com

Desired Closing Date and Time

Wednesday, August 26, 2020 12:00 p.m. noon,
local time

Contact Person

Kris Holbeck, CPA CA
Director of Finance
Phone: (403) 553-4425
finance@fortmacleod.com

1.0 OVERVIEW

The purpose of this Request for Proposals (“RFP”) by the Town of Fort Macleod (the “Town”) is to seek auditors for a five year term, the 2020 to 2024 fiscal year ends.

1.1 Assurance Services

The quality of assurance and advisory services is very important to the Town. The knowledge and experience of the Proponent, particularly the engagement partner and manager, are crucial to the evaluation of the proposals.

Assurance services are required for the following four financial reports:

Town of Fort Macleod Consolidated Financial Statements - Audit
(on Town website)

Municipal Financial Information Return – Audit (available upon request)

Family and Community Support Services Financial Information – Review (available upon request).

Local Authorities Pension Plan – Compliance Audit (available upon request).

As part of the audit of the Town of Fort Macleod financial statements, discussion and presentations to the Town’s Administration and Council are required. The management letter is considered a public document provided for information when the financial statements are presented for approval.

1.2 Schedule

Expected dates for completion of the audit engagement would be mutually agreed to, in advance and in writing, as part of the annual audit plan. In any case, the dates for completion must accommodate the Council meeting schedule (currently the second and fourth Monday of each month) and meet the deadline of May 1 for issuing the statements.

1.3 Additional Services

Assurance and advisory services, in addition to the annual audit, may be required on as needed basis. Past requests have included participation in Council orientation, advice on accounting treatments, reviews of the financial implication of agreements, comments on accounting policies, reviews of grant reports, and advice on GST.

2.0 BACKGROUND INFORMATION

Fort Macleod was incorporated as a Town in 1874 and is located in southwest Alberta. Our community was founded as a North West Mounted Police (NWMP) barracks and is named in honor of the NWMP Colonel James Macleod. The Town has one (of only two) Provincially Designated Historic Areas (our Historic Main Street) which features the Empress Theatre.

2.1 2020 Summary Financial Information

The Town's 2020 non-consolidated budgeted revenues are \$4,000,000, tax revenues of \$3,000,000, expenses of \$7,000,000 and tangible capital acquisitions and projects of \$8,000,000. The organization has a staff of 24 full time, 2 part time and 11 seasonal employees.

Additional information about the Town's operations is available online at www.fortmacleod.com.

2.2 Financial Reporting Entity

The financial reporting entity includes the Fort Macleod Public Library and Fort Macleod Family and Community Support Services.

2.3 Key Personnel

The prior year auditors are Avail LLP and the engagement partner is Calvin Scott, CPA CA. Legal counsel is Brownlee LLP and the partner is Derek King. The Town's bank is CIBC and the account manager is Harry Slomp.

Town staff members who have key roles in the annual audit process include:

- Sue Keenan, Chief Administrative Officer
- Kris Holbeck, Director of Finance
- Liisa Gillingham, Director of Community & Protective Services
- Adrian Pedro, Director of Operations

2.4 Additional Information

Additional information is available upon request by contacting Kris Holbeck, CPA CA Director of Finance at 403-553-4425 or finance@fortmacleod.com

3.0 DETAILS OF REQUEST FOR PROPOSALS

3.1 Inquiries

All inquiries related to this RFP are to be directed in writing to the contact person at the email address on the front cover of this RFP. 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 Desired Closing Date and Time

One complete hard copy and one electronic copy of each Proposal should be received before the desired closing date and time and at the address on the front cover of this RFP. Proposals and their envelopes should be clearly marked with the name and address of the Proponent and 'Submission of Proposal for Audit Services'.

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 of one or more of the Proponents and in no circumstance shall the Town be responsible to interview all the Proponents. If 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

The following timetable outlines the anticipated schedule for the RFP and Contract process. The timing and the sequence of events resulting from this RFP may vary and shall ultimately be determined by the Town.

Event	Anticipated Date
Closing Date	As shown on front of RFP
RFP Evaluations	September 2, 2020
Appointment by Council	September 13, 2020

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 Limit of Liability

Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the Town, if any. By submitting a Proposal, each Proponent agrees that it will not claim damages or seek other judicial relief, including but not limited to judicial review, in any court proceeding or other dispute resolution process, in respect of any aspect of the RFP process or in an connection with any final contract (including but not limited to representations made or purported to be made at any time during such processes) in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal, and each Proponent specifically waives any claim for loss of profit, loss of reputation or loss of business opportunity.

3.7 Acceptance of Proposals

This RFP is not an agreement to purchase goods or services. The Town is not bound to enter into a Contract with any Proponent. Proposals will be assessed in light of the qualification review criteria. The Town will be under no obligation to receive further information, whether written or oral, from any Proponent. The Town reserves the right to reject any or all Proposals or to accept the Proposal deemed most favorable in the interest of the Town. The lowest priced or any proposal may not necessarily be accepted.

3.8 Definition of Contract

The Proponents should provide a form of engagement contract with its Proposal, however, notice in writing to a Proponent that it has been identified as the most preferred 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 a subsequent full written Contract, as a result of an RFP, will a Proponent acquire any legal or equitable rights or privileges. In the event that the Town is not able to agree to the terms of a Contract with the most preferred Proponent, the Town reserves the right to enter into negotiations with the next most preferred Proponent with a view to entering into a Contract with such Proponent. The Contract will include a clause allowing the Town to terminate the engagement for the Town's convenience.

3.9 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 at any time without issuing an RFP and the right to cancel the RFP at any time without entering into a Contract. If any modifications to the terms are made, an Addendum will be issued by the Town. No other correspondence, whether written or verbal, shall modify the terms or conditions set forth herein.

3.10 Ownership of Proposals

All documents, including Proposals, submitted to the Town become the property of the Town. The consultant 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 or its agents, may be made public, including without limitation through the posting of such information online by the Town.

3.11 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.

3.12 Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves and ensuring that they comply with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Proponents to provide the Town with personal information of employees who have been included as resources in Proposal to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Town. Such written consents are to specify that the personal information may be forwarded to the Town for the purposes of responding to this RFP and use by the Town for the purposes set out in the RFP. The Town may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made. Proponents will immediately supply such originals or copies to the Town.

4.0 CONTENTS OF PROPOSALS

Proposals should include an executive summary and are anticipated to be no more than 25 pages long (appendices with resumes may be in addition to the 25 pages). The following information should be provided as well as other information deemed relevant to the engagement.

If the engagement partner or manager changes during the five-year 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

- Size, location, and history of audit firm
- Provincial Institute(s) with which the firm is registered/licensed as a public accounting firm
- Firm contact information
- Outcome of the most recent firm's practice review report
- Whether the firm is subject to any current litigation
- Whether the firm or staff is involved with discipline complaints or has a discipline history
- A statement regarding the independence status of the firm with the organization
- Firm policy regarding working paper retention and access to policies and requirements
- Statement that the firm has professional liability insurance coverage and if so, details of same

4.2 Engagement Team

- Names of audit engagement partner and engagement manager including client references for each
- Impact of partner rotation requirements if any
- Listing of personnel anticipated to be involved with audit engagement and advisory services (resumes or curriculum vitae 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 audit engagement will be managed and supervised
- 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.)
- Copy of engagement letters, including terms and conditions

4.4 Advisory Services

- Nature of other professional services to be provided, being cognizant of the independence rules
- Names of advisory partner(s) including client references for each.
- Listing of personnel anticipated to be involved with advisory (resumes or curriculum vitae should be provided for all members identified)
- Prior experience of key professional staff that is relevant to municipal government

4.5 Fees

Fixed fee for each engagement, by year:

	2020	2021	2022	2023	2024
Town of Fort Macleod					
Consolidated Financial Statements					
Financial Information Return					
Family and Community Support Services					
Local Authorities Pension Plan					

- Hourly rates for advisory services
- Administrative costs and out-of-pocket costs
- All accounting and working paper preparation will be completed by the Town.

5.0 EVALUATION CRITERIA

Following the submission of Proposals, the Town's Evaluation Committee 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, the Town may decide to enter into negotiations with the most preferred Proponent with a view to negotiating a form of Contract.

Criteria	Points
1. <u>Proposal</u>	10
Responsiveness and Quality of Proposal	
2. <u>Fee Structure</u>	30
3. <u>Expertise</u>	40
Previous Similar Work Experience	
Experience of Proposed Professionals	
Negative or Positive References	
Audit Approach	
4. <u>Additional Benefits to Town</u>	20
Size of Proponent and Availability of Resources	
Availability of other Professional Services Beneficial to the Town	
Other Benefits	
TOTAL POINTS AVAILABLE	100