

REQUEST FOR PROPOSAL

**REQUEST FOR PROPOSAL (RFP)
AUDITING SERVICES**

**RESORT VILLAGE OF CANDLE LAKE
Box 114
CANDLE LAKE SK S0J 3E0**

TABLE OF CONTENTS

1. SUMMARY AND BACKGROUND.....	3
2. PROPOSAL GUIDELINES.....	3
3. PROJECT PURPOSE AND DESCRIPTION.....	4
4. SCOPE OF SERVICES REQUESTED.....	4
5. RFP TIMELINE.....	5
6. BIDDER QUALIFICATIONS.....	5
7. SUBMISSIONS AND EVALUATIONS.....	6
8. TERMS.....	7

1. SUMMARY AND BACKGROUND**1.1. Summary:**

The Resort Village of Candle Lake invites qualified accounting firms to submit proposals to perform annual financial audits for the Resort Village of Candle Lake for the years 2022, 2023 and 2024. Financial Statements are prepared to conform to the Canadian Professional Accountants Handbook and Public Sector Accounting Board requirements. Audits will result in an opinion to the Resort Village of Candle Lake Council as to the fairness of the annual consolidated financial statements and the related schedules of the Resort Village of Candle Lake and its Committees and Boards. The Auditor will also provide compliance reports as required under federal and provincial legislation.

1.2 Background:

The Resort Village of Candle Lake has used the same auditing firm for the past several years and Council would like to give other firms the opportunity to compete to provide these services. The Resort Village of Candle Lake has over 2200 properties which consist of Residential as well as Commercial/Industrial properties. The Resort Village of Candle Lake has a taxable assessment of over 432 million with a yearly operating budget of over 3.8 million dollars.

The Resort Village of Candle Lake currently uses Munisoft computer software for financial recording and reporting. Bank reconciliations, financial statements and accounts payable are submitted to Council for approval on a monthly basis and form part of the Minutes.

2. PROPOSAL GUIDELINES:

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 2:00 p.m. on Friday December 9th, 2022. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

Provide a proposed work schedule and work plan for completing the audit. In your proposal, please provide comments on how your firm will complete the Scope of Services requested in Section 4 as outlined in this document as well as:

- a) The work schedule should be structured so as to deliver the audit no later than the June Regular Council meeting each year.
- b) Your firm's ability and willingness to provide constructive suggestions for improving the municipality's internal controls, administrative procedures and financial processes.
- c) Also, your firm's willingness to work with the Resort Village of Candle Lake's staff in completing the audit. All costs must be itemized to include an explanation of all fees and costs.

3. PROJECT PURPOSE AND DESCRIPTION:**The purpose is as follows:**

It is the intention of the Resort Village of Candle Lake to enter into a three year agreement with the successful firm to provide external audit services beginning with the annual audit for the fiscal year ending December 31st, 2022 to the fiscal year ending December 31st, 2024 inclusive.

4. SCOPE OF SERVICES REQUESTED:

The Auditor as part of this engagement, will conduct the following activities utilizing the appropriate standards noted in Section 1.1.

- a) Plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether caused by error or fraud and conformity with PSAB.
- b) Perform test of documentary evidence supporting the transactions recorded in the accounts, which may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors and financial institutions.
- c) Perform tests of the Resort Village of Candle Lake's compliance with applicable laws and regulations and provisions of contracts and agreements.
- d) Prepare a report on compliance with specific requirements applicable to federal and provincial assistance programs, if required.
- e) Review the internal accounting controls of the Resort Village of Candle Lake to an extent necessary to evaluate the system as required by applicable standards.
- f) Issue a Management Report making recommendations for improvement.
- g) The Auditor shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of whereby they become aware of to the CAO and Financial Officer.
- h) Inform the CAO and Financial Officer of any matter involving internal control and its operation that the Auditor considers being reportable conditions under stated by the CPA Handbook.
- i) Provide the Resort Village of Candle Lake with adjusting entries and final trial balance upon completion of the field work.
- j) A post-audit conference with the Resort Village Council and the Auditor will be held on a mutually agreed upon date where the Auditor will present the audit to Council.
- k) The audited Financial Statement will be in the form prescribed by the Province of Saskatchewan.
- l) As part of the contract, the Resort Village of Candle Lake expects to receive a variety of technical assistance throughout the fiscal year, including assistance with questions related to accounting, reporting and/or internal controls.

- m) All working papers and reports must be retained, at the Auditor's expense for a minimum of ten (10) years, unless the firm is notified in writing by the Resort Village of Candle Lake of the need to extend the retention period.
- n) Upon request, a copy of the previous year's audit will be made available upon request to the Resort Village of Candle Lake.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 2:00 p.m. Friday, December 9th, 2022.

Evaluation of proposals will be conducted from December 12th to December 15th, 2022. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than Friday, December 16th, 2022.

Notifications to bidders who were not selected will be completed by Friday, December 16, 2022.

6. BIDDER QUALIFICATIONS

Any bidder submitting a Proposal must meet the following minimum requirements to be considered for evaluation pursuant to this RFP:

1. Must be registered to do business in the Province of Saskatchewan.
2. The Principal Auditor must be a licensed Chartered Professional Accountant qualified to perform municipal audits in the Province of Saskatchewan.
3. Have a minimum 10 years experience in performing municipal audits in accordance with PSAB.
4. Have a minimum 10 years experience in preparing financial statements compliant with regulations set out by the Province of Saskatchewan.
5. Identify your audit team leader and any other key staff personnel that would be assigned to this engagement with a brief description of their roles and their professional experience.
6. Provide reference from at least two (2) other Saskatchewan municipalities for which you provided similar services in the last two years. Include name of the municipality and contact information.
7. For purposes of transparency, disclose and describe any personal, business, investment or family relationship that exists between your auditing staff and any members of the Resort Village of Candle Lake Council or staff.

7. SUBMISSION AND PROPOSAL EVALUATION:

7.1 Submission of Proposal

- 2 hard copy or electronic (pdf format) proposals signed and dated before 2:00 pm local time on December 9th, 2022.
- Email submissions may be sent to Scarson@candlelake.ca
- If delivered by mail address to:

Resort Village of Candle Lake
Re: RFP for General Accounting Services
PO Box 114
Candle Lake SK S0J 3E0

- Proposals will be publicly opened (only for the purposes of identifying respondents to the RFP) at the Village office, immediately following the proposal closing.
- Late proposals shall be returned unopened.
- All proposals shall be and remain irrevocable unless withdrawn prior to the designated closing time.
- All communications and questions for clarification regarding the contents of this RFP shall be forwarded by letter, e-mail, or fax to the individuals noted below:

Sheri Carson
Finance Manager
Resort Village of Candle Lake
Box 114
Candle Lake SK S0J 3E0
Email: Scarson@candlelake.ca
Phone (306) 929 2236 fax (306) 929 2201

All requests for clarification must be received in writing by these individuals at least four (4) working days prior to the closing date to allow written clarification to be issued to all respondents.

Changes in a submission will only be considered if submitted in writing in a sealed envelope, and providing such change is received by the Village prior to the established closing date and time. Changes to a submission will not be accepted after the established closing date and time.

Costs:

All costs and fees must be clearly described.

7.2 Evaluation Process

Proposals will be evaluated in two stages. The first stage will consist of a review of all proposals and a short list of Proponents will be selected.

Proposals not considered complete will be rejected at stage one.

Proposals will be evaluated on the basis of the overall best value to the Village including relevant experience, the quality of submission and overall price. The Village have no obligation to select the proposal with the lowest cost.

The Village reserves the right to:

- i. Suspend or cancel the RFP at any time for any reason without penalty.
- ii. Reject any and all bids or accept any bid or part thereof and may award all or a portion of the work to one or more proponent.
- iii. Waive any informalities, formalities, technicalities or to reject any or all proposals based on the proponent's lack of proven experience, performance on similar projects or the suitability of proceeding with the execution of the work.
- iv. In the event that a number of proponents submit bids in substantially the same amount or should proposals be scored equal, the Village may, at its discretion, call upon those proponents to submit further bids.
- v. No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the village or otherwise, which are inconsistent with the provisions contained herein.

8. TERMS AND CONDITIONS:

By submitting a proposal in response to this RFP, the Vendor agrees to abide by the terms and conditions outlined in this RFP. All proposals shall remain irrevocable unless withdrawn in writing prior to the designated closing time.

The selection of any Bidder as a pre-qualified firm or individual, and/or the receipt of written notification of selection, shall not constitute a contract between the Bidder and the Resort Village, but merely entitles the Bidder to submit proposals on future projects.

The Resort Village reserves the right to suspend or cancel the RFP at any time for any reason without penalty.

This document may not be used for any purpose other than the submission of a proposal.

By submitting a Proposal, the Bidder agrees to public disclosure of its contents subject to the provisions of the *Municipalities Act* and to the *Local Authority Freedom of Information and Protection of Privacy Act*. Anything submitted in the Form of Proposal that the proponent considers to be "personal information" or "confidential information" of a proprietary nature should be marked confidential and will be subject to appropriate consideration of the Acts as noted above.

The work described in this RFP is being conducted with public funds, and the fees and expenses proposed in the Bidder's submission may be made public.

The law applicable to this RFP and any subsequent agreements shall be the law in force in the Province of Saskatchewan.

In responding to this RFP, Vendors warrant their compliance with all appropriate Municipal, Provincial and Federal regulations, laws and orders. Respondents must agree to indemnify the Village and its employees if they fail to comply, and the Village reserves the right to cancel any agreement arising from this RFP if the proponent fails to comply with the above.

The selected Vendor shall indemnify the Village, its officers and employees against any damage caused to the Village as a result of any negligence or unlawful acts of the successful proponent or its employees. Similarly, the successful proponents shall agree to indemnify the Village, its officers and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the successful proponent or its employees.

All expenses incurred in the preparation and presentation of the response to this RFP are entirely the responsibility of the Bidder. This includes but is not limited to labour, materials and the cost of site visits if applicable.

Telephone responses will not be considered.