



The Corporation of the Municipality of Red Lake
P.O. Box 1000
2 Fifth Street
Balmertown, Ontario
P0V 1C0
Telephone: (807) 735-2096
Fax: (866) 681-2954
www.redlake.ca

Request for Proposal (RFP)

Project: Provision of
Municipal Audit Services

Proposal Closing

Date: February 14, 2023

Time: 2:00 P.M. Local Time (Central Standard Time)

Location:

Municipal Office
Municipality of Red Lake
P.O. Box 1000, 2 Fifth Street
Balmertown, Ontario,
P0V 1C0

Municipal Office Hours:

Monday – Friday
8:30 a.m. – 4:30 p.m.

Proponents' Questions

Deadline for written questions from Proponents is January 30, 2023

Proponents' questions will be responded to on or before February 3, 2023

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The Corporation of the Municipality of Red Lake



GENERAL INSTRUCTIONS

1. All bid documents must be submitted in accordance with the location, date, time and manner as specified in the Tender/RFP/Quotation Call.
2. All **bid documents** and **corresponding addendums** must be submitted in a **sealed envelope**, and clearly marked as to its contents in ink or typed form, or by a pre-supplied label by the Municipality of Red Lake.
3. As submissions are received, they are time and date stamped by the Clerk's office at the Municipal Office to ensure compliance with the closing date and time.
4. The Municipality of Red Lake will not accept **faxed or emailed bid documents**.
5. Late submissions will not be accepted and will be returned unopened to the receiver at the time of submission and if not possible, shortly thereafter by regular mail.
6. Openings are a public process and will be held in the Council Chambers, Municipal Office at the time of closing or shortly thereafter, and on the date as specified in the Tender/RFP/Quotation Call documents.
7. For tenders, the name of the bidder and the total amount will be read aloud and duly recorded. For RFPs and Quotations, the name of the proponent will be read aloud and recorded, but not the total amount.
8. All members of the public in attendance at the opening are required to sign the *Attendance Form*.
9. Following the opening, the completed *Unofficial Results Form* and accompanying bid documents will be given to the Requisitioning Department Head for evaluation.

The lowest and/or any bid not necessarily accepted.

The Municipality of Red Lake reserves the right to accept/reject, cancel/re-advertise any Tender/RFP/Quotation Call.

*In **advance** of submitting your bid document; and to guarantee notification of addendums (if any) and provide the ability to ask questions related to the bid document, please complete the Registration Form and return it accordingly*

The Corporation of the Municipality of Red Lake



REGISTRATION FORM

Packages—will be available for pick-up in person, by email, or via the municipal website at www.redlake.ca.

Addendums to bid documents will be forwarded to all registered proponents/bidders upon completion of this form in order to **guarantee notification and receipt of addendums** (if any). Those who do not complete a *Registration Form* are responsible for obtaining all addendums associated with this project. The Municipality of Red Lake shall not be responsible for misinformed proponents/bidders who neglect to complete this form.

Addendums become part of the bid document and shall be submitted along with the originally distributed bid document.

Please return the completed form **in person, by email to clerk.registration@redlake.ca or by fax to (866) 681-2954.**

PROJECT NAME	
CLOSING DATE	
COMPANY NAME	
PRINCIPLE CONTACT	
ADDRESS	
ADDRESS (LINE 2)	
CITY AND PROVINCE	
POSTAL CODE	
TELEPHONE	()
FACSIMILE	()
EMAIL ADDRESS	
DATE:	

REQUEST FOR PROPOSAL

Project: Provision of Municipal Audit Services

INTRODUCTION

The Municipality of Red Lake is located in northwestern Ontario by Kings Highway 105 and is the northernmost town in Ontario. It is located 535 km (332 mi) northwest of Thunder Bay and less than 100 km (62 mi) from the Manitoba Border. The municipality consists of five small communities – Balmertown, Cochenour, Madsen, McKenzie Island and Red Lake, with a combined population of 4,366 people (Canada 2011 Census).

Proposals may be submitted in person, by mail or courier. Faxed or emailed proposals **will not** be accepted.

The Municipality of Red Lake has local Canada Post and courier service outlets. It is the responsibility of the proponent to check with your local Canada Post outlet and/or courier to determine the best means to submit your proposal. The Municipality of Red Lake assumes no responsibility for proposals received after the closing date and time.

Part I - GENERAL INSTRUCTIONS

1. Proposal Schedule and Closing Time

The Proposal Form, in a sealed envelope bearing the submission label provided by the Municipality, must be received; date and time stamped, and be in the possession of the Clerk's Office, no later than 2:00 p.m. local time (**Central Standard Time**), on the specified closing date. Late Proposals cannot be accepted under any circumstances; however late proposals shall be date and time stamped and shall be returned to the Proponent, unopened:

The Clerk's Office clock determines the Closing Time of the Proposal Call.

Task	Date
Issue Request for Proposal	January 11, 2023
Deadline for Receipt of Proponents' Questions	January 30, 2023
Deadline for Response to Proponents' Questions	February 3, 2023
Request for Proposal Closing:	February 14, 2023
Evaluation of Proposals Completed	The Friday prior to Committee of the Whole or Council Meeting at which award will be considered – February 17, 2023
Selection of Preferred Proposal	The Council Meeting at which the awarding By-Law is passed – February 21, 2023
Notification to successful Proponent	The business day next following the Council Meeting noted immediately above – February 22, 2023

2. Inquiries/Questions

All questions concerning this Proposal must be directed in **writing** (email or facsimile) to:

PROVISION OF MUNICIPAL AUDIT SERVICES

clerk.registration@redlake.ca or Fax: (866) 681-2954

Questions must not be directed to anyone else. Questions will be responded to in the form of an “Addendum” to the Request for Proposal, which will be distributed to all registered Proponents known to the Municipality.

3. Proposal Opening/Confidentiality Assurance

Be advised that all Proposals that are received on time will be opened in a public setting however the Proposals themselves will be maintained in confidence.

All Proposals submitted to the Municipality become the property of the Municipality and as such, become subject to the “Municipal Freedom of Information and Protection of Privacy Act”. While the Municipality considers all Proposals to be confidential, and will involve the Proponent in any proceeding challenging that position, it must be understood that the Municipality will not necessarily be the final decision-maker on that point.

4. Submissions

Two (2) original hard copies of the Proposal on 8 ½ inch by 11-inch paper, and one (1) electronic copy should be submitted, including any Addendums that may have been issued under Section 2. The submission must be clearly identified as “PROVISION OF MUNICIPAL AUDIT SERVICES”.

5. Initial Screening

The Requisitioning Department Head for the department leading this project (acting individually or together with a team of others) will review and evaluate all Proposals. They will be checked to make sure that they comply with the terms and conditions of this Request for Proposal document. Any Proposal that does not meet all of the necessary criteria has to be rejected without further consideration. A guide to mistakes and irregularities is included in the Municipality’s policy for the processes for tenders, requests for proposals and quotations (which is attached to and forms a part of this Request for Proposal document).

6. Award Options

The Requisitioning Department Head for the department leading this project (with or without a team of others) reserves the right, privilege, entitlement and absolute discretion, and for any reason whatsoever to:

1. accept a Proposal which is not the one with the lowest cost;
2. reject a Proposal, even if it is the one with the lowest cost;
3. reject a Proposal even if it is the only Proposal received;
4. accept the Proposal that the Requisitioning Department Head considers to be most favourable to address the scope of work;
5. accept or reject any and all Proposals, whether in whole or in part;
6. accept or reject any unbalanced, irregular, or informal Proposals; and/or
7. reject any Proposal submitted (directly or indirectly) by a Proponent who is involved in a dispute with the Municipality or who owes the Municipality money. The Municipality of Red Lake reserves the right to define who can be qualified to bid for work or supply goods and services to the Municipality and reserves the right to exercise its intent to not contract with persons for the provision of goods and services who have delinquent accounts with the Municipality in accordance with the Qualified Suppliers Policy (Section 4.12 – Financial Services and Control Policy Manual)

7. Proponent's Statement of Understanding

The submission of a Proposal is the Proponent's assurance to the Municipality that it has carefully examined this Request for Proposal document, **and** the Municipality's Tender/RFP/Quotation Policy. The Proponent acknowledges that it understands these documents and has had sufficient opportunity to get clarification on any or all portions of them that it did not understand.

8. Irrevocability of Proposals – Binding Agreement

Until the closing time, any Proponent may withdraw its previously submitted Proposal, whether or not another is submitted in its place. However, upon closing time, all Proposals become irrevocable.

The submission of a Proposal is the Proponent's assurance to the Municipality that, if its proposal is selected, it will become legally bound to the Municipality by agreement. The terms and conditions of this Request for Proposal document, the Municipality's policies, and the Proponent's Proposal (in that order of preferential sequence) will form the foundation of the contract between the successful Proponent and the Municipality.

9. Errors and Omissions

Nothing verbally said to anyone by anyone can modify any provisions of this Request for Proposal document. Any modification or clarification must be in writing, issued by the Requisitioning Department Head leading the project. All of these written materials, called “Addendums”, will be issued in accordance with Section 2 and will become part of the Request for Proposal document.

10. Proponents’ Expenses

Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the Municipality, if any. If the Municipality elects to reject all Proposals, the Municipality will not be liable to any Proponent for any claims, whether for costs or damages incurred by any Proponent in preparing its Proposal, for loss of anticipated profit in connection with any final agreement, or for any other matter whatsoever.

11. Insurance

The successful Proponent must obtain, maintain, and pay for Comprehensive General Liability Insurance with an insurer acceptable to the Municipality. This insurance coverage shall be subject to limits of not less than five million (\$5,000,000.00) dollars, inclusive, per occurrence, for bodily injury, death and damage to property, including loss of use of property, for any one occurrence. All required insurance must be endorsed to provide the Municipality with thirty (30) days’ advance written notice of cancellation or material change.

The successful Proponent will provide the Municipality with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the formal legal Agreement.

12. Compliance with Applicable Law

The successful Proponent must make sure that its operations, and all of the services and products that it provides relating to this project, are in accordance with, and appropriately authorized under, all relevant and applicable law. Some of the many laws that might apply are: the Workplace Safety and Insurance Act, 1997, the Occupational Health and Safety Act, the Accessibility for Ontarians with Disabilities Act, 2005. Other laws will also apply, and they could be provincial or federal statutes or regulations, or municipal by-laws and policies. The successful Proponent is responsible for applying for and receiving any required authorizations or licences to undertake the work associated with the project.

The successful Proponent **guarantees to the Municipality** that it does, and that it will continue to comply with all applicable laws in this regard.

The successful Proponent will allow the Municipality to view its books and records, including personnel training records, where reasonably necessary, to satisfy itself that this Section is being complied with.

13. Professional Operations

The successful Proponent **guarantees to the Municipality** that it will run the project in a professional and prudent manner without negligence. It will be sure that its staff (including contract workers or volunteers) are properly trained and provide quality customer service to patrons of the project.

14. Indemnification

The Proponent shall be responsible for all damages, losses, or expenses caused by it, its employees, agents, volunteers and sub-contractors that arise out of the work associated with the project. This may be due to the existence, location, condition of work relating to the project, to any materials, plant or machinery used for the project, or which may happen by reason of the successful Proponent's failure (or the failure of those for whom it is responsible) to do or perform any or all of the things required to be done by them under the Proposal. The successful Proponent agrees to indemnify and hold the Municipality harmless from any such damages, losses, or expenses, or claims by third parties, including any and all legal costs incurred by the Municipality in connection.

15. Termination for Cause

The Municipality retains the right to terminate the Agreement with the successful Proponent at any time, in whole or in part, if the work is not performed in strict accordance with the Agreement. This applies even if the Municipality has been lenient to the successful Proponent with respect to the same or a different performance issue.

16. Laws of Ontario

The Agreement resulting from this Request for Proposal will be governed by, and will be construed and interpreted in accordance with, the laws of the Province of Ontario.

17. Encumbered Goods

The Proponent **guarantees to the Municipality** that the goods, inventory and equipment being supplied to the project, are free and clear of any liens, charges, encumbrances, mortgages, hypothecations, copyright, patents or any third party statutory claims, excepting any for which it has provided the Municipality with written notice.

18. Conflict of Interest

In its Proposal, the Proponent must disclose to the Municipality any possible conflict of interest that might compromise the project. This applies to actual conflicts of interest, and also to circumstances that might lead an ordinary person to believe that a conflict of interest exists, even if it does not. If a conflict of interest exists or appears to exist, the Municipality may, at its discretion, refuse to consider the Proposal. If the Proponent becomes aware of a possible real or apparent conflict of interest after it has submitted its Proposal but before the selection process has been completed, that Proponent must inform the Municipality by contacting the individual identified in Section 2.

19. Negotiations

Each Proponent must prepare its Proposal with the understanding that the Municipality may select the successful Proponent on the basis of the Proposals received, without discussion. Each Proposal should contain the Proponent's best terms and information, including all required documents as listed. The Municipality reserves the right to enter into negotiations with any Proponent. If the Municipality and a Proponent cannot negotiate a successful agreement, the Municipality may terminate the negotiations and begin negotiations with another Proponent. This process may continue until an agreement has been executed or all Proponents have been rejected. No Proponent shall have any rights against the Municipality arising from negotiations.

Part II – for use by individuals – see next page for use by incorporated Proponents

STATEMENT OF UNDERSTANDING (INDIVIDUALS)

I declare that I have read and understand Part I to Part VI of this Request for Proposal document with respect to the PROVISION OF MUNICIPAL AUDIT SERVICES.

I also acknowledge that Part I to Part VI, inclusive, form the complete Request for Proposal document and shall be returned to The Corporation of the Municipality of Red Lake as the RFP submission.

Name(s) of each Proponent:

Dated at the _____
(insert City/Town and Province where document was signed)

This _____ day of _____, 20_____
(insert date on which document was signed)

Signatures:

<p>Signature of Witness (an individual Proponent's signature must be signed before a witness who must also sign here):</p> <p>_____ Print witness' name legibly beneath signature</p>	<p>Signature of Proponent (or, where there is more than one individual Proponent, one representative Proponent):</p> <p>_____ Print Proponent's name legibly beneath signature By signing, I am representing that each individual Proponent (where there is more than one) has authorized me to sign on all of our behalves and we are all bound by this signature)</p>
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Part II – for use by corporate Proponents- see prior page for individuals

STATEMENT OF UNDERSTANDING (CORPORATIONS)

I am the _____ (insert title) of the Proponent. I declare that I have read and understand Part I to Part VI of this Request for Proposal document with respect to the PROVISION OF MUNICIPAL AUDIT SERVICES on the corporation's behalf.

I also acknowledge that Part I to Part VI, inclusive, form the complete Request for Proposal document and shall be returned to The Corporation of the Municipality of Red Lake as the corporation's RFP submission.

Formal, legal name of corporate Proponent:

Dated at the _____
(insert City/Town and Province where document was signed)

This _____ day of _____, 20_____
(insert date on which document was signed)

Signatures:

	<p>Signature(s) on behalf of corporate Proponent</p> <p>_____ (Print signatory's name and title legibly beneath signature)</p> <p>c/s</p> <p>_____ (Print signatory's name and title legibly beneath signature)</p> <p>By signing, I/we am/are representing that I/we have been duly authorized by the corporate Proponent to execute this Proposal, and that our signatures bind the corporation on whose behalf we have executed, whether or not the corporate seal is applied</p>
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PART III

ACKNOWLEDGEMENT OF ADDENDUMS

I/WE declare that I/WE have carefully examined all Addendums (as referenced in Section 2) and hereby acknowledge that these Addendums are part and parcel of any Contract to be let for all work described in this Request for Proposal document.

Addendum No. 1 _____	Addendum No. 4 _____
Addendum No. 2 _____	Addendum No. 5 _____
Addendum No. 3 _____	Addendum No. 6 _____

☐

Check here if NO Addendum was received

Dated at the _____
(insert City/Town and Province where document was signed)

This _____ day of _____, 20_____
(insert date on which document was signed)

	Signature(s) on behalf of corporate Proponent
	_____ (Print signatory's name and title legibly beneath signature)
	c/s
	_____ (Print signatory's name and title legibly beneath signature)
<p>By signing, I/we am/are representing that I/we have been duly authorized by the corporate Proponent to execute this Proposal, and that our signatures bind the corporation on whose behalf we have executed, whether or not the corporate seal is applied</p>	

Signature of/for individual Proponent(s):

<p>Signature of Witness (an individual Proponent's signature must be signed before a witness who must also sign here):</p> <p>_____ Print witness' name legibly beneath signature</p>	<p>Signature of Proponent (or, where there is more than one individual Proponent, one representative Proponent):</p> <p>_____ Print Proponent's name legibly beneath signature</p> <p>By signing, I am representing that each individual Proponent (where there is more than one) has authorized me to sign on all of our behalves and we are all bound by this signature)</p>
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PART IV

Terms of Reference

The Municipality of Red Lake is issuing a Request for Proposal for the PROVISION OF MUNICIPAL AUDIT SERVICES. The intent of this Request for Proposal is to obtain the services of a qualified Chartered Professional Accounting firm to conduct the Financial and Compliance Audit of the Municipality's operations.

DETAILS OF PROJECT

The Municipality of Red Lake is seeking to engage a qualified Chartered Professional Accounting firm for a period up to 5 years to conduct the Financial and Compliance Audit of the Municipality's operations for each Fiscal Year Ending December 31, 2023 – 2028. Completion of the audit must be done prior to May 31 for each auditing year.

The proponent must be registered to do business in the Province of Ontario and the Principal Auditor must be a Chartered Professional Accountant qualified to perform municipal audits in the Province of Ontario. The proponent must have experience in performing municipal audits in accordance with auditing standards generally accepted in the Province of Ontario and with preparing financial statements compliant with Public Sector Accounting Board pronouncements.

Background Information

The Municipality of Red Lake provides municipal services, including administration, finance, public works, fire, recreation, waste disposal/recycling and water/wastewater services to residents of the communities of Cochenour, Mackenzie Island, Balmertown, Red Lake and Madsen/Starratt-Olson.

The Council is composed of four elected members and an elected Mayor. The Chief Administrative Officer, Clerk and Treasurer are responsible for the Municipal administrative functions.

The Municipality currently utilizes Vadium-iCity Municipal Software as its accounting and billing software.

The consolidated financial statements include the Red Lake Public Library Board and the Red Lake Regional Heritage Centre Board. The audits of these two entities are not included within the scope of this request for proposal.

Scope of Work

The Auditor, as part of this engagement, will conduct the below activities following the standards indicated by the CPA Canada Handbook and/or the Public Sector Accounting Board (PSAB):

- Plan and perform the audit (including interim and year-end field work) to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- Perform tests 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 individual, creditors, and financial institutions
- Perform tests of the Municipality's compliance with applicable laws and regulations and provisions of contracts and agreements
- Provide technical assistance throughout the fiscal year including providing guidance on accounting, reporting and/or internal control queries
- Provide the Municipality with adjusting entries, if any, and final trial balance upon completion of the audit
- Provide a final audit report indicating the Auditor's opinion on the financial statements. The Auditor may be asked to present the audited financial statements to Council following the completion of the audit
- The Auditor may be asked to prepare the consolidated financial statements and the annual Financial Information Return
- Prepare reports on compliance with specific conditions as required by federal or provincial legislation or as required by major federal and provincial assistance programs
- Review the internal controls of the Municipality to an extent necessary to evaluate the system as required by applicable standards
- Issue a Management Report making recommendations for improvement
- The Auditor shall be required to make an immediate, written report to the CAO and Treasurer of all irregularities and illegal acts or indications of illegal acts whereby they become aware
- Inform the CAO and Treasurer of any matters involving internal control and its operation that the Auditor considers being reportable conditions under standards established by the CPA Canada Handbook and/or Public Sector Accounting Board
- Proposals should contain provisions for dealings with extraordinary circumstances discovered during the audit that may require an expansion of audit work beyond that which was originally planned.

Fees

The fees quoted should show:

- An annual cost for each of the 5 years
- An estimate of the number of hours involved
- A breakdown showing any amounts included for disbursement and travel costs
- Costs to include the preparation of the consolidated financial statements, should the Municipality choose to have the Auditor prepare the statements
- Costs to include the completion of the Financial Information Return (FIR) should the Municipality choose to have the Auditor prepare the FIR

Only the total quoted fees for each year will be included in the report submitted to Council.

PART V

REFERENCES

Proponents are asked to provide a minimum of 3 references of similar contract size. If the Proponent is new in this business, alternative references may be submitted.

Reference #1

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

Reference #2

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

Reference #3

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

REQUEST FOR PROPOSAL

Project: Provision of Municipal Audit Services

PART VI

Signature

The Proponent has carefully examined the proposal document in its entirety and submits the **price** according to these documents.

The Proponent by this bid offers to complete the proposal as per all documents.

Name of Company or Individual(s) forming the "Proponent"	
Street Address or P.O. Box #	
City and Province	
Postal Code	

Dated at the _____
(insert City/Town and Province where document was signed)

This _____ day of _____, 20_____
(insert date on which document was signed)

	Signature(s) on behalf of corporate Proponent
	_____ (Print signatory's name and title legibly beneath signature)
	c/s
	_____ (Print signatory's name and title legibly beneath signature)
By signing, I/we am/are representing that I/we have been duly authorized by the corporate Proponent to execute this Proposal, and that our signatures bind the corporation on whose behalf we have executed, whether or not the corporate seal is applied	

Signature of/for individual Proponent(s):

Signature of Witness (an individual Proponent's signature must be signed before a witness who must also sign here): _____ Print witness' name legibly beneath signature	Signature of Proponent (or, where there is more than one individual Proponent, one representative Proponent): _____ Print Proponent's name legibly beneath signature By signing, I am representing that each individual Proponent (where there is more than one) has authorized me to sign on all of our behalves and we are all bound by this signature)
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(The Municipality's Signature is on the following page)

REQUEST FOR PROPOSAL

Project: Provision of Municipal Audit Services

The Corporation of the Municipality of Red Lake:

Fred Mota, Mayor

c/s

Christine Goulet, Clerk

Dated at Balmertown, Ontario, this _____ day of _____, 20_____

PROPONENT'S CHECKLIST

Two (2) Original Hard Copies Request for Proposal Documents

One (1) Electronic Copy Request for Proposal Document

Signed Statement of Understanding

Signed Acknowledgment of Addendums

References

Signature Page

Completed Submission Label for Envelope (if utilizing)

REQUEST FOR PROPOSAL

Project: Provision of Municipal Audit Services

RETURN ADDRESS:

Telephone: _____

DELIVER TO:

The Corporation of the Municipality of Red Lake

P.O. Box 1000

2 Fifth Street

Balmertown, Ontario

P0V 1C0

SEALED PROPOSAL:

RFP – PROVISION OF MUNICIPAL AUDIT SERVICES

Municipal Use Only:

Received By: _____

Date Stamped: _____