



TOWN OF  
**PEACE RIVER**  
ALBERTA



## REQUEST FOR PROPOSAL AUDIT SERVICES

Issue Date: August 17<sup>th</sup>, 2023

Closing Date: September 7<sup>th</sup>, 2023

Award Date: September 15<sup>th</sup>, 2023

This Request for Proposal (RFP) has been posted on the Town of Peace River web site for your convenience at [www.peaceriver.ca/rfp-audit-services/](http://www.peaceriver.ca/rfp-audit-services/) and the Province of Alberta Purchasing Connection website.

Addenda and attachments are posted if issued. It is the firm's responsibility to ensure that the entire RFP and associated links, in its latest version, is reviewed prior to the due date of a proposal. To receive a hard copy of the RFP or addenda, please contact Sam Mugford, CPA, CA, Director of Corporate Services, at (780) 624-2574 or email [smugford@peaceriver.ca](mailto:smugford@peaceriver.ca).

The Town of Peace River invites Proposals from qualified accounting firms for professional services to audit and prepare the annual consolidated financial statements. The auditor will be responsible for the following:

- a. Performing an annual audit in accordance with generally accepted auditing standards (as defined in the Canadian Institute of Chartered Accountants (CICA) Handbook), which will include advice on internal control and related procedures.
- b. Attending meetings with Town Finance staff and Town Council as required for establishing the audit process and planning, executing, and reporting on the audit of the financial statements.
- c. Discussing with and advising Town staff on accounting, auditing and tax issues that may arise during the year.
- d. Issuing special reports in connection with statutory financial reporting to the Province and other established special agreements.

The Town of Peace River reviews its professional services on a regular basis. As part of this process, auditing services proposals are requested for the next four fiscal years of the Town ending December 31, 2023; 2024; 2025; 2026.

It is not the intent of this RFP to completely describe all aspects of the requirement for Audit Services. Descriptions of the services outlined within this RFP are to ensure that the overall goal of the Town is achieved. This RFP therefore serves only as a guideline to solicit proposals from qualified firms. For ease of reference, each firm or individual receiving this RFP is referred to as a "firm" and the firm or individual selected to provide services for the Town is referred to as the "Selected Firm." This RFP states the instructions for submitting proposals, the procedure, and criteria by which a firm may be selected, and the contractual terms by which the Town proposes to govern the relationship between it and the Selected Firm.

REQUEST FOR PROPOSALS (“RFP”) WITH RESPECT TO:

AUDIT SERVICES  
(the “Service”)

INSTRUCTIONS TO PROPONENTS

## 1. INTRODUCTION

### 1.1. Purpose of RFP

- 1.1.1. The Town of Peace River seeks innovative proposals from interested parties for the following:

Audit Services (“the Service”).

Proposals are to include a list of certifications, experience on similar services and a general description as to how the Proponent will handle the Town’s needs. It is the Proponent’s responsibility to identify any inability to meet the requirements specified in this RFP.

- 1.1.2. Town of Peace River (the “Town”) is the sole and legal proponent for the Service contract.

- 1.1.3. If the Town receives a proposal acceptable to it, the Town will select one (1) or more parties who submitted a proposal (the “Proponents”) with whom the Town, in its sole and unfettered discretion, will negotiate regarding the terms of a contract (the “Contract”) to perform the Service.

### 1.2. Definitions

The following terms used in the RFP documents shall be construed as follows:

“Act” refers to the *Municipal Government Act*.

“Council” shall mean the Council of the Town of Peace River, the governing board of the Town.

“Firm” shall mean the person or firm making the offer.

“FOIP” means the Freedom of Information and Protection of Privacy (Act.)

“May” indicates something that is not mandatory, but permissible.

“MGA” refers to the *Municipal Government Act*.

“Must/Shall” indicates a mandatory requirement. A proposal that fails to meet a mandatory requirement will be deemed non-responsive, and not be considered for award.

“Proposal” shall be the offer presented by the proposer.

“Review Panel” is an independent committee established by the Town to review, evaluate, and score the proposals, and to recommend award to the proposer that submitted the proposal determined by the committee to be in the best interest of the Town.

“RFP” shall be the acronym for Request for Proposals.

“Selected Firm” shall refer to the firm or individual selected to provide services for the Town.

“Supplier/Proponent/Consultant” shall be considered synonymous with the term “firm”.

“Should” indicates something that is recommended, but not mandatory. Failure to do what “should” be done will not result in rejection of your proposal.

“Submittal Deadline” shall be the date and time on or before all proposals must be submitted.

“Town” shall mean the Town of Peace River.

### 1.3. Submission of RFP

- 1.3.1. Proponents shall submit their Proposal in an envelope or electronically marked **“Request for Proposal for the Town of Peace River Audit Services” (the “Proposals”) on or before 2:00 p.m. on September 7, 2023 (the “RFP Closing Time”)** to:

Town of Peace River  
Attention: Sam Mugford, CPA, CA, Director of Corporate Services  
P.O. Box 6600, 9911 100 St  
Peace River, AB T8S 1S4

- 1.3.2. Proposals will be opened following the RFP Closing Time. No Proposal(s) submitted after the RFP Closing Time will be accepted.
- 1.3.3. At the Proposal opening, the names of Proponents will be stated and Proposals will be quickly examined to confirm they have been properly signed, and quoted prices shall be disclosed.
- 1.3.4. Each Proponent may submit only one Proposal. Collusion between Proponents will be sufficient cause for the affected proposal(s) to be rejected outright by the Town without further consideration.

1.3.5. Any inquiries respecting this RFP should be directed, in writing, to:

Sam Mugford, CPA, CA, Director of Corporate Services [smugford@peaceriver.ca](mailto:smugford@peaceriver.ca)

1.3.6. Each Proponent shall designate within 5 days of the receipt of this RFP, and no later than 7 calendar days prior to the RFP Closing Time of this RFP, one (1) person to whom any additional information, as may be deemed relevant to this RFP by the Town, may be communicated. The name and contact information are to be emailed to the Town's designated contact person indicated in paragraph 1.3.5 above noted.

1.3.7. The Town is under no obligation to respond to any inquiry submitted to it in respect of this RFP.

1.3.8. If the Town, in its sole and unfettered discretion, determines that a written response to an inquiry is warranted, a written response will be prepared and distributed via the Town's website at [www.peaceriver.ca/rfp-audit-services/](http://www.peaceriver.ca/rfp-audit-services/) and the Province of Alberta Purchasing Connection website. Such written response(s) will be issued in the form of an addendum to this RFP and will be deemed to be part of this RFP.

1.3.9. No inquiry submitted to the Town will be responded to after September 5, 2023.

#### 1.4. General Conditions Applicable to this RFP

##### 1.4.1. Addenda

1.4.1.1. If deemed necessary by the Town, responses to any questions and/or any additional information will be issued by the Town in the form of an Addendum, which shall form part of this RFP. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.

1.4.1.2. Any Addenda issued to this RFP will be posted on the Town website at [www.peaceriver.ca/rfp-audit-services/](http://www.peaceriver.ca/rfp-audit-services/) and the Province of Alberta Purchasing Connection website. It is the responsibility of the Proponent to ensure that it has received any Addenda issued prior to the Proposal submission date. Upon submitting a Proposal, a Proponent will be deemed to have received notice of all Addenda that have been issued.

1.4.1.3. All requests for clarification must be received in writing by the Town at least five (5) working days prior to the closing date to allow written clarification to be issued to all respondents. Verbal responses are only binding when confirmed by written addenda.

1.4.1.4. The appendices to this RFP and any subsequent addenda are incorporated into and form part of this RFP. The information and data contained in any appendices and any subsequent addenda may form the basis upon which a contract engagement will be entered into the Contract will be entered with the Town.

#### 1.4.2. Disclaimer of Liability and Indemnity

By submitting a Proposal, a Proponent agrees:

- 1.4.2.1. to be responsible for conducting its own due diligence on data and information upon which its Proposal is based;
- 1.4.2.2. that it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;
- 1.4.2.3. that it has gathered all information necessary to perform all of its obligations under its Proposal;
- 1.4.2.4. that it is solely responsible for ensuring that it has all information necessary to prepare its Proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its Proposal;
- 1.4.2.5. to hold harmless the Town, its elected officials, officers, employees, agents, advisors or partnering entities in this undertaking, and all of their respective successors and assigns, from all claims, liability and costs related to all aspects of the RFP process;
- 1.4.2.6. that it shall not be entitled to claim against the Town, its elected officials, officers, employees, insurers, agents, advisors, and partnering entities in this undertaking on grounds that any information, whether obtained from the Town or otherwise (including information made available by its elected officials, officers, employees, agents or advisors), regardless of the manner or form in which the information is provided is incorrect or insufficient;
- 1.4.2.7. that the Town will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent as a result of, or arising out of, preparing, submitting, or disseminating a Proposal, or for any presentations or interviews related to the Proposal, or due to the Town's acceptance or non-acceptance of a Proposal; and
- 1.4.2.8. to waive any right to contest in any proceeding, case, action or application, the right of the Town to negotiate with any Proponent for the Contract whom the Town deems, in its sole and unfettered discretion, to have submitted the Proposal most beneficial to the Town and acknowledges that the Town may negotiate and contract with any Proponent it desires.

#### 1.4.3. No Tender and no Contractual Relationship

The Proponent acknowledges and agrees that this procurement process is a Request for Proposal and is not a tendering process. It is part of an overall procurement process intended to enable the Town to identify a potential successful Proponent. The submission of a Proposal does not constitute a legally binding agreement between the Town and any Proponent. For greater certainty, by submission of its Proposal, the

Proponent acknowledges and agrees that there will be no initiation of contractual obligations or the creation of contractual obligations as between the Town and the Proponent arising from this RFP or the submission of a Proposal.

Further, the Proponent acknowledges that a Proposal may be rescinded by a Proponent at any time prior to the execution of the Contract.

#### 1.5. Discretion of the Town

Notwithstanding any other provision of this RFP to the contrary, the provisions in this Section 1.5 prevail, govern and override all other parts of this RFP. The Town is not bound to accept any Proposal. At any time prior to execution of the Contract, the Town may, in its sole and unfettered discretion, or for its own convenience, terminate the procurement process, cancel the Service or proceed with the Service on different terms. All of this may be done with no compensation to the Proponents or any other party.

The Town reserves the right, in its sole and unfettered discretion, to:

- 1.5.1. utilize any ideas or information contained in any of the Proposals for its sole use and benefit without making payment or otherwise providing consideration or compensation to any Proponent or any other party;
- 1.5.2. negotiate the specific contractual terms and conditions, including but not limited to the fee or price of the Service, and the scope of the Service;
- 1.5.3. waive any formality, informality or technicality in any Proposal, whether of a minor and inconsequential nature, or whether of a substantial or material nature;
- 1.5.4. receive, consider, and/or accept any Proposal, regardless of whether or not it complies (either in a material or non-material manner) with the submission requirements or is the lowest priced proposal, or not accept any Proposal, all without giving reasons;
- 1.5.5. determine whether any Proposal meets the submission requirements of this RFP;
- 1.5.6. negotiate with any Proponent regardless of whether or not that Proponent is the Proponent that has received the highest evaluation score, and
- 1.5.7. negotiate with any and all Proponents, regardless of whether or not the Proponent has a Proposal that does not fully comply, either in a material or non-material way with the submission requirements for the RFP or any requirements contained within this RFP.

#### 1.6. Selection

Selection of the successful Proponent, if any, is at the sole and unfettered discretion of the Town.

## 1.7. Disqualification

The failure to comply with any aspect of this RFP (either in a material way or otherwise), shall render the Proponent subject to such actions as may be determined by the Town, including disqualification from the RFP process, suspension from the RFP process and/or imposition of conditions which must be complied with before the Proponent will have its privilege of submitting a Proposal reinstated.

## 1.8. Representations and Warranties

- 1.8.1. The Town makes no representations or warranties other than those expressly contained herein as to the accuracy and/or completeness of the information provided in this RFP.
- 1.8.2. Proponents are hereby required to satisfy themselves as the accuracy and/or completeness of the information provided in this RFP.
- 1.8.3. No implied obligation of any kind by, or on behalf of, the Town shall arise from anything contained in this RFP, and the express representations and warranties contained in this RFP, and made by the Town, are and shall be the only representations and warranties that apply.
- 1.8.4. Information referenced in this RFP, or otherwise made available by the Town or any of its elected officials, officers, employees, agents or advisors as part of the procurement process, is provided for the convenience of the Proponent only and none of the Town, its elected officials, officers, employees, agents and advisors warrant the accuracy or completeness of this information. The Proponent is required to immediately bring forth to the Town any conflict or error that it may find in the RFP. All other data is provided for informational purposes only.

## 2. SERVICE OVERVIEW AND DESCRIPTION OF THE WORK TO BE PERFORMED

Please refer to Schedule A.



### 3. PROPOSAL REQUIREMENTS

The Town reserves the right, but is not required, to reject any Proposal that does not include the requirements.

#### 3.1. Description of the Proposal

- 3.1.1. Proposals shall include the legal name, address and telephone numbers of the individual, the principals of partnerships and/or corporations comprising the Proponent, and in the case of partnerships or corporations, the individual who will be the representative of the partnership or corporation.
- 3.1.2. Proposals shall include a description of any subcontractors, agents or employees that the Proponent expects to involve in the performance of the Service. The Town of Peace River reserves the discretion to approve or reject the proposed use, by the selected Proponent of any proposed subcontract which discretion shall be exercised reasonably.
- 3.1.3. Proposals shall include a description of the individuals who will be performing the Service including their previous experience and qualifications.
- 3.1.4. Proposals shall include a list of previous work of a similar nature to the Service required by the Town as set out in this RFP.
- 3.1.5. Prices for the Service shall be inserted by the Proponent in the form attached hereto as Schedule B and the form shall be submitted by the Proponent at the time of the submission of its Proposal.
- 3.1.6. The proposed fees shall include an allowance for miscellaneous items such as telephone toll charges, computer charges, reproduction costs, stationery, etc., and all applicable travel costs.

#### 3.2. Execution of the Proposal

Proposals shall be properly executed in full compliance with the following:

- 3.2.1. Proposals and the pricing form attached as Schedule "B", must be signed by the representative for the Proponent;
- 3.2.2. if the Proposal is made by a corporation, the full name of the corporation shall be accurately printed immediately above the signatures of its duly authorized officers and the corporate seal shall be affixed;
- 3.2.3. if the Proposal is made by a partnership, the firm name or business name shall be accurately printed above the signature of the firm and the Proposal shall be signed by a partner or partners who have authority to sign for the partnership;

- 3.2.4. if the Proposal is made by an individual carrying on business under a name other than his own, his business name together with the individual's name shall be printed immediately above its signature; and
- 3.2.5. if the Proposal is made by a sole proprietor who carries on business in his own name, the proprietor shall print his name immediately below his signature.

## 4. MANDATORY SUBMISSION REQUIREMENTS

### 4.1. Proposal Content

At the time of the submission of its Proposal, the Proponent shall provide the following:

- 4.1.1. The name of the firm, address, telephone number, facsimile number, name of contact person, email address.
- 4.1.2. The location of the office from which the work is to be performed, the number of partners, managers and other professional staff employed at that office.
- 4.1.3. A description of the range of services provided by the firm.
- 4.1.4. Identification of the partner, managers and supervisors who will be assigned to the Town's audit. Include short biographies of each supervisory person, along with professional qualifications and a summary of relevant experience.
- 4.1.5. A list of current and prior government or public sector audit clients including the number of years of service on each and the name, telephone number and email address of at least three contacts for reference.
- 4.1.6. Non-auditing professional services provided to other municipal clients and innovative products offered by your firm.
- 4.1.7. Proposals must state the firm's understanding of the work to be performed and provide a description of the firm's audit approach.
- 4.1.8. Proposed fees for producing the Town's Consolidated Financial Statements including Auditors' Report, including:
  - 4.1.8.1. An estimate of the total hours of work required to complete the audit, broken down by major anticipated tasks.
  - 4.1.8.2. The hourly billing rates for each category of staff.
  - 4.1.8.3. Other identified additional costs or disbursements, and how these will be charged.
  - 4.1.8.4. An all inclusive maximum cost for the requested work should be clearly laid out for each of the next four years for basic audit services.
  - 4.1.8.5. A pricing structure for special or additional work could be included.

- 4.1.9. In addition, the Town welcomes your comments on:
- 4.1.9.1. Innovative ways to reduce audit fees and streamline the audit process.
  - 4.1.9.2. Approach to fee negotiation for additional or unplanned audit work.
  - 4.1.9.3. Strategies to familiarize the audit team with the operations of the Town.
  - 4.1.9.4. Quality assurance / control processes employed by you to ensure effective product and service delivery.

4.2. Proof of Proponent's Workers Compensation account in good standing at the time of Proposal submission.

4.3. A copy of all licenses, certifications, qualification issued by the relevant authorities, which the Proponent may require in order to perform the Service contemplated by the RFP, if applicable.

4.4. Insurance to be carried by Successful Proponent

At the time of the submission of its Proposal, the Proponent shall provide evidence of insurance coverage as follows:

- 4.4.1. standard automobile, bodily injury and property damage insurance providing coverage of at least TWO MILLION (\$2,000,000.00) DOLLARS inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property;
- 4.4.2. a comprehensive general liability insurance policy providing coverage of at least FIVE MILLION (\$5,000,000.00) DOLLARS inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction of property. Coverage to include:
  - non-owned automobiles;
  - independent subcontractors;
  - contractual liability including this Agreement.
- 4.4.3. Proponent's Compensation coverage for all employees, if any, engaged by the Service in accordance with the laws of the Province of Alberta;
- 4.4.4. Employer's liability insurance respecting employees, if any, of the Proponent with limits of liability of not less than TWO MILLION (\$2,000,000.00) DOLLARS per employee for each accident, accidental injury or death of an employee or any subcontractor engaged by the Proponent; and

4.4.5. such other insurance as the Town may from time to time reasonably require.

The Proponent shall cause all insurance coverage maintained by the Proponent in accordance with this RFP, except for errors and omissions coverage (if required), to name the Town and any other party designated by the Town as an additional insured and to contain a severability of interests or cross liability clause. The Proponent shall cause all insurance coverage to provide that no such insurance policy may be cancelled without the insurer providing no less than thirty (30) days' written notice of such cancellation to the Town. The Proponent shall, upon the request of the Town, furnish written documentation, satisfactory to the Town, evidencing the required insurance coverage. The cost of all of the insurance required to be held by the Proponent as set forth herein shall be borne by the Proponent.

Proponents shall submit four (4) hard copies or one electronic copy of their proposals; one of these copies shall be in an unbound format. If hard copies are submitted, an electronic copy of the main proposal using flash drive media shall be included in the response.

The Municipality will only accept electronic submissions submitted via email to the address set out above no later than the Submission Deadline.

Proponents are cautioned that the Submission Deadline is based on when the proposal is RECEIVED by the Municipality, and NOT when a proposal is submitted by the proponent. It is the sole responsibility of the proponent to be mindful of the length of time for the proposal to be transmitted due to file transfer size, transmission speed, etc., and the Municipality shall not be responsible for any delivery issues whether or not caused by the Municipality's server. As such, proponents are encouraged to seek confirmation from the Municipality that their proposal has been received.

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## 5. EVALUATION

After the RFP Closing Time, the Town will review and evaluate all the Proposals received based upon the information supplied by the Proponents in accordance with the submission requirements of this RFP.

- 5.1. All proposals will be evaluated by a Review Panel for completeness and suitability for the requirements. Firms will be contacted, if necessary, to clarify any major items in question. Based on the analysis of the Proposals, a ranking of Firms will be established. Proposals will be ranked on their ability to meet the present and future needs of the Town and ranked on the basis as set out in Section 4. A “Selected Firm” will be selected and will be recommended to Town Council.
- 5.2. In evaluating the Proposals received, the Town will consider all of the criteria listed below in Section 5.3, and the Town will have the sole and unfettered discretion to award up to the maximum number of points for each criteria as listed below. By submitting a Proposal, the Proponent acknowledges and agrees that the Town has, and is hereby entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the noted criteria.
- 5.3. By submitting a Proposal, each Proponent acknowledges and agrees that it waives any right to contest in any legal proceedings the decision of the Town to award points in respect of the criteria noted below (the “Evaluation Criteria”). Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Score	Weight	Sub Total
Firm’s Profile and Approach	/10	x 3.5	/35
Fees & Costs	/10	x 3.0	/30
Firm/Audit Team’s Experience in Municipal Audits	/10	x 3.5	/35
TOTAL			/100

The Town may select a Proponent with the highest, or not necessarily the highest, points with whom to negotiate the contract for the Service. Points will be assigned for each criteria based on the information provided in the proponent’s submission. Scoring will be consistently applied by the Town’s evaluation team through the use of the specified scoring system noted below.

Points will be awarded on a scale of 0 to 10 as noted below:

Score	Description
0-2	UNACCEPTABLE: does not satisfy the requirements of the criterion in any way
3	VERY POOR: addresses some requirements but only minimally
4	POOR: addresses most of the requirements of the criterion but is lacking in critical areas
5	MARGINAL: barely meets most of the requirements of the criterion to a minimum acceptable level
6	SATISFACTORY: average capabilities and performance, and meets most of the requirements of the criterion
7	ABOVE AVERAGE: fully meets all of the requirements of the criterion
8	SUPERIOR: exceeds the requirements of the criterion
9-10	EXCEPTIONAL: feature is clearly exceptional to the requirements of the criterion

5.4. The Town also reserves the right to accept conditions to be offered by and/or negotiated with the successful Proponent which are not specifically contained in this RFP. Such options and/or alternatives shall be included in the Proposal review process as part of the evaluation.

5.5. At all times, the Town reserves the right to seek written clarification regarding a Proposal from a Proponent. Such clarification shall be deemed an amendment to such Proponent's Proposal.

5.6. Any successful Proponent of this RFP shall obtain a Town of Peace River business license before commencing work as set out in the contract.

## 6. OTHER

### 6.1. Information Disclosure and Confidentiality

All documents submitted to the Town will be subject to the protection and disclosure provisions of the Freedom of Information and Protection of Privacy Act ("FOIP"). FOIP allows persons a right of access to records in the Town's custody or control. It also prohibits the Town from disclosing the Proponent's personal or business information where disclosure would be harmful to the Proponent's business interests or would be an unreasonable invasion of personal privacy as defined in sections 16 and 17 of FOIP. Proponents are encouraged to identify what portions of their Proposals are confidential and what harm could reasonably be expected from its disclosure. However, the Town cannot assure Proponents that any portion of the Proposals can be kept confidential under FOIP.

### 6.2. Independent Determination

A Proposal will not be considered by the Town if it was not arrived at independently without collusion, consultation, communication or agreement as to any matter, such as prices, with any other Proponent.

### 6.3. Documents

All documents submitted by a Proponent shall become the property of the Town upon being presented, submitted, or forwarded to the Town. Should any documents be submitted electronically, notwithstanding the prohibition on same contained elsewhere in this RFP, then their content and the media they are contained in shall also become the property of the Town upon their being presented, submitted or forwarded to the Town.

### 6.4. Other Conditions

The Proponent is fully responsible for obtaining all information required for the preparation of its Proposal. The Town is not responsible for undertaking any investigations to assist the Proponent.

### 6.5. Law and Forum of Proposal

The law to be applied in respect of this RFP shall be the law of the Province of Alberta and all civil actions commenced in relation to this RFP shall be adjudicated by the Courts of the Province of Alberta. By submitting a Proposal, the Proponent is deemed to have agreed to attorn to the jurisdiction of the Courts of the Province of Alberta.



## Schedule A

### SERVICE OVERVIEW AND DESCRIPTION OF WORK

#### 1. Overview

The Town of Peace River is in Northern Alberta, two hours northeast of Grande Prairie. The Town provides a wide variety of services to residents within the Town and the surrounding area. It is an urban municipality with a population of approximately 6,850 residents.

There are approximately 63 full-time staff members, 4 part-time and numerous seasonal/casual employees (pool, fire protection, recreation) that provide municipal services to the residents of the Town. The administration of the Town is the responsibility of the elected Mayor and Council Members and delegated through the CAO to three operating departments (Corporate Services, Engineering and Infrastructure and Community Services).

The Town's assessment base is composed of 72% residential and 28% commercial/industrial.

#### Background

The Town provides a wide variety of services to its citizens. The Town's fiscal year is from January 1st to December 31st. More detailed information on the government and its finances can be found on our website at [www.peaceriver.ca](http://www.peaceriver.ca)

For 2023 the Town's operating budget is \$32 million of which \$11.82 million is raised from taxation. Capital projects for 2023 are budgeted at \$6.8 million. The Approved 2023 Operating and Capital Budget can be found here: [www.peaceriver.ca/budget/](http://www.peaceriver.ca/budget/)

Audited financial statements for the Town can be found here:  
[www.peaceriver.ca/council/reports/](http://www.peaceriver.ca/council/reports/)

Regular Council meetings are held on the second and fourth Monday of every month, while Governance and Priority meetings are held on the first Monday of every month. Other committees of the Town include but are not limited to: Municipal Planning Commission, Community Services Board and the Peace River Municipal Library Board. The Town also has representation on several local agencies such as Peace Regional Waste Management Company and the North Peace Housing Foundation.

The Town performs all data processing using in-house facilities. Systems cover a variety of application areas for all departments, including general Financial Services (general ledger, payroll, accounts payable/receivable, billings, cash receipting and budgeting). Financial information system software is Microsoft Dynamics GP.

The Town owns and operates a water treatment facility, a wastewater treatment facility, and does monthly billings based on metered consumption. Sewer rates are incorporated into the water rates. Water and sewer accounts are part of the Town's general accounts (not truly fund accounted.)

## Consolidation of Peace Regional Waste Management Company

The Town is part owner of a Part IX Corporation, the Peace Regional Waste Management Company. Consolidated into the Town's financial statements are their proportionate share of the assets, liabilities and financial activity of Peace Regional Waste Management Company (PRWMC.) The proponent will work with PRWMC's auditors to ensure proper consolidation.

## Liaison

The auditor's principal contact with the Town will be the Finance Manager, or a designated representative, who will coordinate the assistance to be provided by the Town to the auditor.

The Town representative will deal with one member of the Audit firm, who shall be either a principal or a staff member designated as the Auditor's representative. A staff member so designated will have full authority to act on behalf of the Auditor in all professional matters and to commit the resources, both physical and financial, of the firm.

## Town's Audit History and Current Audit Environment

The Town's audit history and current financial state of affairs is normal. Past audits have been completed within the expected timeframe.

There are no issues or concerns outstanding, any points raised in past Management Letters have been addressed.

## Volumes and Statistics

### Accounts

In 2022, the Town's chart of accounts contained 1,740 individual accounts; in the same year, 1,159 had some sort of activity within them.

### Billings

The Town issues approximately 2,400 property tax bills in May of each year, due on June 30. The Town also produces numerous other invoices/transactions per year for other services, such as recreation programming or rentals.

The Town issues approximately 26,000 utility bills annually (metered water and/or garbage collection); 21,700 domestic or residential bills and 4,300 commercial bills.

### Cheques

The town issues approximately 3,100 cheques and ETF payments annually for operating and capital purposes.

### Payroll

The Town has 26 pay periods per year. Payroll is processed in-house and calculated/distributed using Microsoft Dynamics GP. Typical payroll processing includes approximately 120 employees on any one pay period. The Town is a member of the Local Authorities Pension Plan and is subject to tri-annual audit.

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### Banking

The Town maintains five separate bank accounts. One is for all the operations and funds of the Town (operating, capital and reserve) which is tracked and reconciled to various ledger accounts.

The other accounts are for tax sale surplus, joint capital reserve, investments and loan accounts, and have minimal activity.

## 2. Purpose

The Town of Peace River requires audit services in order to produce consolidated financial statements. The audit shall be in accordance with Canadian Generally Accepted Auditing Standards as set forth by the Canadian Institute of Chartered Accountants (CICA/Chartered Professional Accountants).

## 3. Objectives, Scope of the Service and Deliverables

### Objective

To produce accurate and complete audited financial statements for the Town.

### Scope of the Service

#### Primary Audit Engagement

A financial audit is required for the consolidated financial statements and schedules/exhibits of the Town for the fiscal year end of December 31 in conformity with generally accepted auditing standards. The auditor must be available to meet with Town Council to review the draft financial statements and be present at the Town Council meeting when the financial statements are submitted to Council for approval.

#### Additional Professional Services

- a. If it should become necessary for the Auditor to render any additional services to supplement the Services set out in the Contract or to perform additional work as a result of the engagement or to perform additional and unforeseen special services not included in the scope of the Contract, such work shall only be performed if pre-approved by and authorized in writing by the Finance Manager.
- b. Any additional work agreed to between the Auditor and the Finance Manager shall be performed and billed at the rates set forth in the Contract.
- c. Additional and unforeseen professional special services not included in the scope of the audit engagement, if requested, would only be undertaken with specific authorization in writing.
- d. The Town has the right to select other parties to perform additional or special services without any obligations to the Auditor.

#### 4. Management Letters

In connection with each annual audit, the selected accounting firm will be required to issue a Management Letter containing comments and recommendations for improvement in operating procedures, internal control systems, reporting procedures, etc.

##### Systems Documentation

The Town requires that copies of the systems review and systems documentation resulting from the audit be provided to the Town.

##### Financial Information Return

The Proponent shall submit separate pricing for the proponent to complete and submit the Financial Information Return to the Province on the Town's behalf by the due date identified in the *Municipal Government Act*. The Town will have the option on whether it will utilize the service or not at its own discretion.

##### Assistance to be provided to the Auditor

- a. **Town Financial and Clerical Assistance**  
Town staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. Confirmation letters can be prepared by Town staff based on information supplied by the auditor.
- b. **Information Technology Assistance**  
Information Technology personnel will be available to provide the auditor with systems documentation and explanations. Access to computerized accounting systems can be provided on a browse only basis.
- c. **Statements and Schedules to be prepared by Town Staff.**  
The staff of the Town will prepare and complete working paper files with appropriate documentation of all balance sheet amounts.
- d. **Work Area, Telephones, Photocopying and Facsimile Machines**  
The Town will provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to one telephone line, internet access, photocopying facilities and facsimile machines.

5. Deliverables

Invitation

The Town is requesting proposals from qualified public accounting firms to audit its financial statements as identified in section 276 of the *Municipal Government Act* for a four (4) year period covering the fiscal years ending December 31, 2023 through December 31, 2026 with the provision of one (1), two (2) year extension upon mutual agreement of both parties.

The audit is to cover the consolidated financial statements of the Town. The audit shall be performed in accordance with Canadian Generally Accepted Auditing Standards as set forth by the Canadian Institute of Chartered Accountants (CICA)/Chartered Professional Accountants.

6. The Proposed Timeline (Schedule):

Schedule for Year End Audit

The estimated time line for completion of the annual year end audit is shown below:

Audit Field work commences ..... Mid March

Draft Financial Statements to be discussed  
with Town Council .....Early April

Audited Financial Statements presented to Council ..... by Fourth Monday in April

It is imperative that the Audited Financial Statements be approved by May 1 to meet the (current) submission deadlines as prescribed within the *MGA*.

## Schedule B PRICING FORM

We,

(Company)

of

(Business Address)

having examined the RFP Documents as issued by: Town of Peace River (the “Town”), and having visited the site(s) of where the Work is required to be undertaken; hereby offer to enter into a Contract to perform the Work required by the RFP Documents for the RFP Sum as follows:

1. Sub-Total (excluding GST)	\$
2. GST	\$
3. Total	\$

Pricing to complete and submit Financial Information Return (as identified in Schedule A):

1. Sub-Total (excluding GST)	\$
2. GST	\$
3. Total	\$

in Canadian funds, which price includes any specified cash and contingency allowances and the applicable taxes in force at this date and except as may be otherwise provided in the RFP Documents.

Please attach the detail breakdown of the price calculation.

Appendices to RFP Pricing Form:

Please append the mandatory information as specified on Section 4 of RFP.

The information required by the Instructions to Proponents is provided in the attached Appendices and forms an integral part of this RFP.

Declarations:

We hereby acknowledge and declare that:

- a. we propose to perform the Work as set out in our Proposal;
- b. no person, firm or corporation other than the undersigned has any interest in this RFP or in the proposed Work for which this RFP is made;
- c. we hereby acknowledge and confirm that Town has the right to accept any Proposal or to reject any or all Proposals in accordance with the Instructions to Proponents;
- d. this RFP is open to acceptance for a period of sixty (60) days from the date of RFP Closing.

Signatures:

Signed, sealed and submitted for and on behalf of:

Company:

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Street Address or Postal Box Number)

\_\_\_\_\_

(City, Province & Postal Code)

(Apply SEAL above)

Signature:

\_\_\_\_\_

Name & Title:

\_\_\_\_\_

(Please Print or Type)

Witness:

\_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .