

REQUEST FOR PROPOSAL

PROPOSAL: **Audit Services 2022-2025**

DATE: **July 21, 2022**

INITIATOR: **Mauricio Reyes, CPA, CMA, CAMP**

DATE PROPOSAL REQUIRED:

YEAR: **2022** MONTH: **Aug** DAY: **23** TIME: **2:00 PM Local Time**

Submit Proposal via email to: purchasing@drumheller.ca

with the subject line: "RFP - Audit Services 2022-2025"

This Request for Proposal document is comprised of:

- RFP General Instructions
- Schedule A - Evaluation Criteria
- Schedule B - Organizational Profiles
- Appendix 1 - Town of Drumheller Audited Financial Statements 2021
- Appendix 2 - Drumheller & District Solid Waste Management Association Audited Financial Statements 2020
- Appendix 3 - Drumheller Public Library Audited Financial Statements 2020
- Appendix 4 - Red Deer River Municipal User Group Audited Financial Statements 2017
- Appendix 5 - Drumheller Flood Mitigation Office Audited Financial Statements 2021

If you do not have all of these components the RFP package is incomplete - please contact the Initiator. Your firm is invited to submit a Proposal, pursuant to the general conditions for the scope of work as described. This Proposal shall not be considered authorization to proceed with work herein described. All Procurement processes must comply with Town of Drumheller Purchasing Policy C-09-20.

SECTION #1 - SCOPE OF WORK:

The Town of Drumheller invites Proposals for professional services for the following engagements:

Entity	Engagement	Frequency
Town of Drumheller	Audit & Financial Information Return	Annual
Town of Drumheller	LAPP Audit	2023
Town of Drumheller	Flood Mitigation Audit	2022, 2023, 2024
Drumheller Public Library	Review	2022, 2023, 2025
Drumheller Public Library	Audit	2024
The Drumheller & District Solid Waste Management Association	Audit & Financial Information Return	Annual
The Drumheller & District Solid Waste Management Association	LAPP Audit	2023
The Red Deer River Municipal Users Group	Review	2025

A. Term:

The term of the ensuing contract shall be for a four (4) year period commencing with the year ending December 31, 2022 to December 31, 2025. The contract may be extended for up to an additional two (2) years at the mutual agreement of the Proponent and the Town of Drumheller.

B. Schedule:

The following Key Dates table outlines the anticipated schedule for this Request for Proposal (RFP). While the Town of Drumheller will attempt to adhere to the outline, the timing of events resulting from this RFP may vary as determined by the Town.

Key Dates

Date of RFP posting	July 21, 2022
Deadline for enquiries	August 15, 2022
Date of RFP closing	August 23, 2022
Evaluation period	August 25 to 31, 2022
Date of award	September 6, 2022

C. Enquiries:

All enquiries must be sent via email to purchasing@drumheller.ca prior to 4:30 pm local time on August 15, 2022.

D. Conditions and other General Information:

Proponents are advised that all of the following instructions and conditions of the RFP must be strictly complied with and any non-compliance may invalidate the proposal in question.

- a) All proposal responses, questions or enquiries shall be written in English.
- b) The Town of Drumheller will not accept any proposal after 2:00 pm local time on August 23, 2022.
- c) All rates/pricing are to be quoted in Canadian dollars and are to be quoted GST extra.
- d) The resultant outline agreement cannot be assigned to a third party without prior notification to the Town of Drumheller and the Town's acceptance of the change.
- e) Proponents may be individuals, partnerships or limited corporations. Proponents must hold, in good standing, the Chartered Professional Accountant (CPA) designation and be licensed to practice in the Province of Alberta and the individual in direct supervision of audit activities must be at all times a member in good standing with their professional association. Preference will be given to proposals where a senior partner or principal of the successful audit firm is on direct supervision of the various audits.
- f) The final decision to accept a proposal rests with Town Council who will select a successful proponent at a regular meeting of Council on or before September 6, 2022.
- g) The Proponent is requested to submit a name, telephone number and email address that the Town may contact regarding any questions or clarifications relating to a Proponent's response to the Request for Proposal.
- h) Proposals received by the submission deadline will be opened immediately following the deadline. As this is a Request for Proposal, the opening of the proposals is intended to publicly record the Proposals received. No awarding or announcing of a successful Proposal will take place at that time.
- i) The Town of Drumheller reserves the right to accept the Proposal which is deemed the most advantageous, and the right to reject any and all Proposals, in each case, without giving notice. The Proposal shall remain open for

acceptance for seventy-five (75) days from the date and time of the closing date.

- j) The Town of Drumheller shall not be responsible for any costs that may be incurred by a proponent in preparing, submitting or presenting its response to this RFP.

E. Scope:

Proposals will cover all professional financial auditing needs of the Town as specified in this document. Proponents are invited to expand on their response to this RFP to cover value-added features or extra performance options, provided that the minimum specifications are met. However, only the areas identified in Section 5 - Evaluation Criteria of this Proposal will be given consideration during the evaluation process. The Town reserves the right to take advantage of any additional services included in the successful Proposal.

All required items in this Proposal should be clearly addressed in the Proposal. Any costs (exclusive of GST) should be included as well as the nature of the fee structure. Any service that cannot be provided as described should be noted in the Proposal.

F. Response Submission

In preparing the Proposal, the Proponent should take into consideration the requirement outlined in Schedule B - Audit Program of this Request for Proposal. Additional information, as outlined below, should be attached and be organized into separate sections. Proponents are urged to be concise in providing information. Each page should clearly identify the name of the respondent. Information should be in the following order:

- a) An overview of your firm and the individuals who would be in charge of the audits including any historical information which details professional capabilities and capability that your firm has in providing management advisory services to governmental entities.
- b) A description of your firm's government auditing experience during the past five (5) years.
- c) A list of firms (preferably governmental entities) for whom your firm has provided professional auditing services during the past five (5) years, including the entity name, a contact person and contact information, the number of years in which service was provided and a synopsis of the services provided.

d) Engagement approach.

G. Disclosure of Information:

The Proponent acknowledges that any information or documents provided by it to the Town of Drumheller may be released pursuant to the provision of the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, F-25. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents. The Proponent is required to complete all necessary sections of this Request for Proposal.

SECTION #2 - PROPOSAL AMOUNT:

All Proposals must be in Canadian Funds, excluding GST.

Entity	2022	2023	2024	2025
Town of Drumheller Audit & Financial Information Return	✓	✓	✓	✓
Town of Drumheller LAPP Audit		✓		
Town of Drumheller Flood Mitigation Audit	✓	✓	✓	
Drumheller Public Library Review	✓	✓		✓
Drumheller Public Library Audit			✓	
The Drumheller & District Solid Waste Management Association Audit & Financial Information Return	✓	✓	✓	✓
The Drumheller & District Solid Waste Management Association LAPP Audit		✓		
The Red Deer River Municipal Users Group Review				✓

Proposal submission price in effect for **75** days from date of acceptance from the Town of Drumheller.

SECTION #3 - SUBMISSION REQUIREMENTS:

The Town of Drumheller requires that all submissions shall include the following:

1. All pages of this Request for Proposal;
2. All issued Addenda;
3. Workers Compensation Board (WCB) Coverage Letter;
4. Proof of \$5,000,000.00 Commercial Liability Insurance;
5. Town of Drumheller Business License – to be obtained within three (3) business days upon award of project;

SECTION #4 - INELIGIBILITY:

The Town of Drumheller shall deem a submission to be ineligible under the following situations:

- a) Submissions that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind shall be considered ineligible.
- b) Submissions that do not include the items listed in Section #3 Submission Requirements, and;
- c) Submissions that are not received prior to the closing date and time, as determined by the time keeping of the Town of Drumheller computer system.

SECTION #5 - EVALUATION CRITERIA:

The lowest, or any evaluated Proposal, may not necessarily be accepted. The Town of Drumheller reserves the right to reject any or all Proposals or to accept the Proposal evaluated to be in the best interest of the Town of Drumheller.

The Town's evaluator shall score each submission on the basis stated in Schedule A - Evaluation Criteria. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed in Schedule A - Evaluation Criteria.

By submitting a Proposal, you acknowledge and agree to waive any right to contest through legal proceedings. The decision to award points in respect to the criteria noted below will be at the sole discretion of the Town of Drumheller.

By submitting a Proposal, you acknowledge that you have reviewed the Ineligibility Criteria contained herein and you confirm that your Proposal meets all requirements of *the Town*.

SECTION #6 – REFERENCES:

Reference #1

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Reference #2

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Reference #3

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

SECTION #7 - INTENT:

The undersigned contractor hereby provides a Proposal to supply the services as described herein in its entirety for the cost as described in Section 2.

COMPANY: _____

Print name of authorized personnel: _____

Signature: _____ Corporate Seal: _____

Email Address: _____

Telephone number: _____

TOWN OF DRUMHELLER:

Print name of authorized personnel: | _____ |

Signature: | _____ |

DATE: YEAR [2022] MONTH [] DAY []

Upon completion of signatures above, this document will represent a contract agreement between the contractor and the Town of Drumheller.

SCHEDULE A – EVALUATION CRITERIA

Section A.1 – Evaluation Criteria Breakdown:

EVALUATION BASED ON:	100%
Cost	30%
Experience & Qualifications	30%
Submission Quality	20%
References	20%

Section A.2 – Evaluation Criteria Definitions:

Cost

The proponent with the lowest cost submission shall receive 30 percentage points. The proponent with the highest cost submission shall receive 10 percentage points. All other submissions shall be awarded a pro-rated value between these two amounts.

Experience & Qualifications

The Town of Drumheller will evaluate submissions on the basis of proof to provide the work to expected industry-standard levels of performance. Higher points will be awarded to proponents with experience auditing municipal government and related agencies.

Submission Quality:

The Town of Drumheller shall evaluate the submission to confirm that the Proposal represents a clear understanding of the performance and technical requirements.

References:

The scoring for references shall be based on the number of references and quality of references.

SCHEDULE B – ORGANIZATION PROFILES

Town of Drumheller

The Drumheller Valley, also known as the ‘Dinosaur Capital of the World’, is located about 110 kilometres northeast of Calgary with a population of about 8,000 people. It is home to the World’s Largest Dinosaur, the world-renowned Royal Tyrrell Museum, and one of the highest concentrations of fossils on the planet.

The Town of Drumheller, as a municipality, employs approximately 100 people to deliver municipal services in the areas of recreation, social development, utilities, protective services, transportation, etc. At the Town of Drumheller, we value integrity, collaboration, innovation, service, and respect.

The Town of Drumheller has an operating budget of approximately \$21 million and a capital budget of approximately \$10 million. As of 2022, the Town has approximately 4,200 taxable properties and approximately 3,400 utility accounts.

The Drumheller Resiliency and Flood Mitigation (DRFM) project was established in 2019 with the objective of protecting the people and property in Drumheller from loss due to flooding. The project is expected to be substantially completed in 2024.

Drumheller & District Solid Waste Management Association (DDSWMA)

The purpose of the Association is to coordinate solid waste removal and disposal for Drumheller and surrounding areas. The Association is comprised of member municipalities and requisitions funds from its members. The Association now consists of 15 Regional Members with 19 waste transfer stations. Each Member County, Municipality, and Town has a representative on the DDSWMA board of directors.

The DDSWMA operates a Class II Municipal Sanitary Landfill, which currently serves a population of approximately 30,000 and receives 20,000-25,000 metric tonnes of Municipal, Industrial & Commercial/Institutional waste per year. The DDSWMA employs approximately 5 full-time employees and has an annual revenue of approximately \$1,600,000 per year.

Drumheller Public Library

The Drumheller Public Library provides library and library-related services to the residents of the Town of Drumheller and the surrounding area. The Library is a member of the Marigold Library System, The Regional Automation Consortium (TRAC), and The Alberta Library (TAL).

Red Deer River Municipal User Group Association

Red Deer River Municipal User Group Association (the "Association") is a not-for-profit organization incorporated provincially under the Societies Act of Alberta. As a not-for-profit organization the Association is exempt from the payment of income taxes under Section 149(1) of the Income Tax Act, Canada.

The Association operates for the purpose of representing the municipalities using water from the Red Deer River.