

o tVo ration of the VfJL

P.O. Box 510, 565-11th Avenue

Montrose, British Columbia V0G 1P0



Phone 250-367-7234 Fax 250-367-7288

admin@montrose.ca www.montrose.ca

VILLAGE of MONTROSE

Request for Proposal

Audit Services

Submission Deadline

September 2, 2022, at 4:00pm Local Time

Designated Contact Person:

Larry Plotnikoff, Operations Manager

Email cao.@montrose.ca

SUBMISSION DETAILS

This completed Request for Proposal must be received in the office of the Village of Montrose not later than 4:00pm local time, September 2, 2022, to the attention of:

Larry Plotnikoff, Operations Manager
PO . Box 510,
565 - 11th Avenue,
Montrose, BC V0G IP0

Paper proposal submissions must have 2 copies and be delivered to the address above in a sealed envelope and labelled "RFP-AUDIT22 - Audit Services "

Alternatively, proposals may be submitted by email with the subject line:
"RFP-AUDIT22 -Audit Services" to admin @.mont rose .ca

Enquires about this request shall be directed to : Larry Plotnikoff- Operations Manager
Email cao @.mont rose .ca

SECTION 1- GENERAL

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Village of Montrose (VOM) is requesting proposals from qualified Auditing Firms that are interested in providing the VOM with audit services. The Village of Montrose is committed to providing its citizens with quality customer service, and we expect this same quality of service from our auditors.

The VOM may, among the submissions received, deal or negotiate with any party as the Village of Montrose sees fit, and with more than one such party concurrently. In no event with the Village of Montrose be required to offer any modified terms to any other party. The VOM shall incur no liability to any persons as a result of such negotiations or modifications.

1.2 BACKGROUND FOR RFP

1.2.1 Village of Montrose

The VOM was incorporated in 1956 and is located in the West Kootenay area of BC.

The VOM currently (2022) has an annual operating budget of \$2.5 million with a capital budget of \$3.7 million. The VOM provides a variety of services directly to its 1,019 residents. These include:

- Administration
- Solid Waste Management
- Water Services
- Sewer Services
- Road Maintenance
- Park Maintenance
- Bylaw Inspection
- Planning

The Village provides many services through partnerships and participation agreements with the RDKB (Regional District of Central Kootenay) These include:

- Recreation Services
- Building Inspection Services
- Animal Control Services
- Victim Services
- Fire Protection and Emergency Services
- Recycling Services
- Regional Transit Services
- Economic Development

The Village owns and operates many facilities including Montrose Community Hall, Village Square Building, Village Office, Public Works and Firehall Building, Water Treatment Building, Waste Water Treatment Plant and three community parks with varying amenities including a ball field, spray park, and multipurpose sports courts.

The Village of Montrose Currently uses MAIS (Municipal Accounting Software System. Modules include accounts, payables, accounts receivable, bank reconciliation, cash receipting, general ledger, fixed assets, payroll, tax billing and utility billing.

Estimated Volumes and Statistics - 2021

Population	1,019
No. of G/L Accounts	650
No. of Service Functions	3
No. of Employees	6
Gross Payroll	\$400,000
No. of Cheques Issued	730
No. of A/R Invoices Issued	1,000
No. of Utility Accounts	450
No. of Bank Accounts	19

A copy of the Village of Montrose 2021 Financial Statements can be obtained at the following website - www.montrose.ca

1.3 RFP DISTRIBUTION AND ENQUIRIES

Proponents must ensure that they have received all addenda and the complete Request for Proposal. The complete document consists of number of pages including the cover page and appendices. All enquiries related to this Request for Proposal are to be directed in writing, to Larry Plotnikoff (or designate) at the contact address below:

Larry Plotnikoff, Operations Manager
Email cao@montrose.ca
PO Box #510 - 565 - 11th Avenue,
Montrose, BC V0G 1P0

Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and will be distributed to all Proponents who have registered with Shane Koren as having received a copy of this Request for Proposal.

1.4 RFP TERMINOLOGY

Throughout this RFP, terminology is used as follows:

"must", "mandatory", "required" means a requirement that must be met in order for the proposal to received consideration;

"Auditor" means the successful Proponent to this RFP who enters into a written agreement with the Village of Montrose.

"Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this "Request For Proposal";

"Proposal" means any proposal made or submitted by anyone in connection with this Request for Proposal or the subject matter hereof;

"Contract" means a written agreement resulting from this Request For Proposal executed by the VOM and the Contractor, it being understood that it may be the case that no contract will result;

"We", "VOM" both mean the Village of Montrose

"Evaluation Team" means the team appointed by the VOM

SECTION II -TERMS & CONDITIONS

2.1 ESTIMATED TIMEFRAME

The following timetable outlines the anticipated schedule for the Request For Proposal and contract process. The timing and the sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by the VOM.

EVENT

ANTICIPATED DATE

Request for Proposal issued	August 5, 2022
Request for Proposal closes	September 2, 2022 @4:00pm
Contract Award Date	September 19, 2022
Services Commencement Date	September 23 2022

2.2 RESPONSIBILITY OF PROPONENT

Proponents shall be responsible for informing themselves as to the contents and requirements of this RFP . Each proponent is solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of this RFP and to prepare and submit their proposal. The VOM will not be responsible for any loss, damage or expense incurred by a proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of the RFP on the part of any proponent.

2.3 EVALUATION

An evaluation committee will be reviewing the proposal submissions. The VOM reserves the right to accept any or none of the proposals submitted, and to select the proposal in the Village's best interests .

2.4 PROPOSAL SUBMISSION/CONDITIONS

2.4.1 Proposal Submission

Proposal submissions must include a completed proposal Submission Form, with all addenda acknowledged .

The Proponent's Submission Form must be fully and properly completed and conform to these Instructions for Submission. Submissions which are incomplete, conditional or obscure may be rejected. Late proposals will not be accepted.

Proposal submissions must be received no later than 4:00PM Local Time on August 19, 2022, in order to be considered.

Proposals on paper must be submitted in a sealed envelope, clearly marked "RFP-AUDIT22 -Audit Services" and directed to the person identified under the Submission Details of this Request for Proposal.

Proponents mailing proposal, or sending by courier, should allow sufficient delivery time to ensure the timely receipt by the Village of Montrose. Alternatively, proposals may be submitted by email with the subject line "RFP-AUDIT22 -Audit Services" to the person identified under the Submission Details of this Request for Proposal. If the Proponent chooses to submit by email the following risks are assumed:

1. Delays in delivery
2. Rejection of the email

3. Emails may be delayed or rejected due to spam, virus software, or malware
4. Inboxes may become too full
5. The email may be missed and not identified as a submission

2.4.2 Enquiries, Errors, Omissions and Addenda

All communications regarding the submission must be directed to the person(s) identified under the Submission Details of this Request for Proposal.

Proponents must obtain their own information on all matters and things that may in any way influence them in making their submissions.

Proponents must satisfy themselves in all respects as to risks and obligations to be undertaken by them in order fulfill their obligations.

Communications to the VOM may be made only by Proponents and not by prospective subcontractors, material suppliers or others.

While the VOM has taken considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted accurate by the VOM, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming their opinions and/or conclusions with respect to the goods and services as described by this RFP. If a Proponent discovers any inconsistency, discrepancy, ambiguity, or omission in the Proposal Documents, it must notify the VOM immediately in writing.

The VOM may provide additional information, clarification or modification by written addenda. All such addenda shall be incorporated into and become part of the Proposal Documents. The VOM shall not be bound by verbal or other information explanations or clarifications not contained in such addenda.

Proponents should note that the Proposal Submission Form requires an acknowledgement of receipt of all addenda. Parties submitting proposals are responsible to ensure that they are aware and have received all addenda and are advised to check immediately prior to submitting their Proposal Submission Form.

The VOM will assume that all statements, verbal or in writing, made by persons submitting Proposals are true, accurate, complete and not misleading. All such statements will constitute representations and warranties made to the VOM.

Requirements outlined in the Request For Proposals shall not be interpreted in a way that would exclude warranties as to the fitness for the purpose, suitability, or any other implied warranties.

2.4.3 Conditions

Proponents are advised that after receipt of proposals they may be required to provide to the VOM additional information concerning themselves or their proposal including further details or breakdowns, and additional information to clarify whether a proposal meets the mandatory requirements set out in this RFP.

Proposals which contain qualifying conditions or otherwise fail to conform to these Instructions for Submission may be disqualified or rejected.

2.4.4 Freedom of Information and Privacy Protection Act (FOIPPA)

The VOM advises Proponents that submissions may be subject to the provisions of *FOIPPA* and the *Community Charter*. Proponents who wish to ensure particular parts of their submission are protected from disclosure under *FOIPPA* should specifically identify those portions that constitute a) trade secrets, and b) that are supplied in confidence, and c) the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing criteria may be subject to disclosure to third parties. Personal information provided in the submission will be collected pursuant to *FOIPPA* and the *Community Charter*. The personal information will not be released except in accordance with the *FOIPPA*.

2.4.5 Confidentiality

All submissions become the property of the VOM and will not be returned to the Proponent. All submissions will be held in confidence by the VOM, unless otherwise required by law.

2.4.6 Conflict of Interest and Legal Proceedings

Proposals will not be evaluated if the Proponent's current or past corporate or other interests are, in the reasonable opinion of the VOM, deemed or perceived to be a conflict of interest in connection with this RFP or the activities or mandate of the VOM.

The VOM reserves the right to disqualify or reject a proposal in whole or in part where the Proponent or its directors, officers, shareholders or any person associated with the Proponent has a claim or has initiated a claim or legal proceeding against the VOM with respect to any previous contracts, tenders or business transactions.

2.4.7 Changes to Proposal

By submission of a clear and detailed written notice, the proponent may amend or withdraw its proposal prior to the closing date and time. The proponent will not change the wording of its proposal after closing and no words or comments will be added to the Proposal unless requested by the VOM for clarification.

2.4.8 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals and for any meetings, negotiations or discussions with the VOM or its representatives and consultant, relating to or arising from this RFP. The VOM and its representatives, agents, consultants, and advisors will not be liable to any proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the proponent in preparing and submitting a proposal, or participating in negotiations for an Agreement, or other activity related to or arising out of this RFP.

2.6 ADDENDA

If the VOM determines that Addendum or Question & Answer response is necessary, the VOM will post an Addendum on the VOM and BC Bid websites and shall become part in parcel of the RFP Document(s).

Questions for clarification that alter the method, pricing and/or specifications of the submissions will be posted in the form of an Addenda and must be signed and included in the submission.

Questions for clarification that do not alter the method and pricing of the submission will be posted in the form of a Question & Answer document and will not require to be signed and returned with the submission.

It is the responsibility of the proponent to ensure that it has retrieved any Addenda as posted. Proponents are required to check the VOM'S website for all information.

2.7 OFFER ACCEPTANCE

Proponents are requested to keep their proposals open for acceptance for a period of thirty (30) days after the closing date for receipt of proposals. Proposals will be assessed during the evaluation of the proposals and any alteration could adversely impact the evaluation and ranking of the proposal.

2.7 EVALUATION TEAM AND CRITERIA

The evaluation of proposals will be undertaken by a Village appointed evaluation team. The evaluation team will give written recommendation for the selection of a preferred proponent to the VOM Council.

The evaluation team will compare and evaluate all proposals to determine the proponent's strength and ability to provide the services in order to determine the proposal which is most advantageous to the VOM; using the following criteria:

Evaluation Criteria	Points	Section
Firm's Qualifications and Experience	20	
Personnel Qualifications and Experience	20	
Audit Approach and Additional Services	20	
References	15	
Price	25	
Total	100	

Note: Ratings have been noted in the points column, and evaluation within each area of evaluation criteria will be done at the complete and total discretion of the VOM. Submission to request for proposal, which is to be completed by the proponent, must align with the above criteria.

2.8 NEGOTIATIONS

The top-ranked proponent will be invited to enter into direct contract negotiations to finalize the agreement with the VOM.

Negotiations will not constitute a legally binding offer to enter into a contract on the part of the VOM, or the proponent and there will be no legally binding relationship created with any proponent prior to the execution of the written agreement.

The VOM may terminate contract negotiations with any proponent and enter into contract negotiations with the next highest-ranked proponent if, in the opinion of the VOM at any time, the contract negotiations with the initially selected proponent will not be satisfactorily completed in its best interests.

The VOM may, at its sole discretion, reject any or all proposals at any time throughout the proposal evaluation, proponent selection, or contract negotiating process.

SECTION III - SUBMISSION REQUIREMENTS

It is the sole responsibility of each proponent to ensure their proposal contains all required information. Failure to follow the instructions contained in this RFP may result in the proposal being deemed non-compliant in which case, it will be returned to the proponent and receive no

further consideration.

Schedule "A" contains the Form of Proposal and must be submitted with each proposal.

Schedule " B" contains specifications and scope of work details .

Proposals must be received by the VOM or submitted to admin@montrose before 4:00pm on August 26, 2022, Pacific Standard Time . Late proposals will not be accepted and will be returned to the proponent.

Note: Although every attempt will be made to meet all dates, the VOM reserves the right to modify any or all dates at its sole discretion at any time.

3.1 FIRM QUALIFICATIONS AND EXPERIENCE

Proponents should provide and describe the following:

- Size of the firm
- Engagement office location
- Number and nature of professional staff to be employed on this account
- Local government knowledge and experience

3.2 PERSONNEL QUALIFICATIONS AND EXPERIENCE

Proponents should provide and describe the following:

- Principle supervisory and management staff (Including but not limited to; engagement partners, managers, other supervisors and specialists who may be assigned to this account).
- Other audit personnel may be substituted at the discretion of the proponent, provided the replacements have similar or better qualifications and experience.

3.3 AUDIT APPROACH AND ADDITIONAL SERVICES

Proposals should demonstrate an understanding of the services required, describing the audit approach, the methodologies employed and commitment or ability to perform the work within the estimated audit schedule. A sample audit service plan may be included by the proponent.

The proponent may include additional information relating to the firm's experience in providing additional services to government organizations and a description of such services .

3.4 REFERENCES

Proponents shall include three (3) references of other local government organizations for which their company has provided audit services for in the last five (5) years . With each reference, proponents shall include the organization's name, address, phone number, as well as the name and position of the organization's primary audit contact . The VOM reserves the right to contact references without prior notification to the proponent .

3.5 PRICING

Proponents should provide proposed fees, including disbursements, in the following format:

Fiscal Year	2022	2023	2024
VOM Fee Excluding GST			
GST			
Total Fees Including GST			
Hourly Rate for Additional Services:			

3.7 INTERVIEWS

The evaluation team may, at its discretion, invite some or all of the proponents to a conference call or video interview to provide clarification of their proposals. In such event, the evaluation team will be entitled to consider the answers received in evaluating proposals.

SECTION IV -SPECIFICATIONS

4.1 ACCEPTANCE OF TERMS

All the terms and conditions of this RFP are assumed to be accepted by the proponent and incorporated in its proposal.

4.2 THE VOM RESERVE RIGHTS

The VOM reserves the right to:

1. Waive any irregularity or insufficiency in any proposal, whether material or not;
2. Accept the proposal which is deemed most favorable to the interest of the VOM;
3. Accept any proposal in whole or in part.
4. Negotiate with the selected proponent
5. Contact references other than, or in addition to, those furnished by the proponent.

4.3 NOTIFICATION OF AWARD

If negotiations result in agreement on terms of a contract, the successful proponent will be notified in writing and required agreeable obligations will need to be fulfilled before executing the contract.

4.4 TERMS OF AGREEMENT

It is anticipated that the contract term, upon acceptance of the proposal, shall begin September 20, 2022 and expire September 19, 2025.

SECTION V - RFP PARTICULARS

The VOM requires its auditor to undertake the following responsibilities in accordance with the following. It is anticipated that the below section will be incorporated into the contract with the successful proponent.

5.1 CONTRACT CONDITIONS

The proponent will be required to provide the VOM with evidence of the following upon execution and delivery of the contract:

Professional Liability Insurance (\$1,000,000.00 minimum)
Current WorkSafeBC Registration Number (Coverage must be maintained for the duration of the contract).

The proponent must adhere to the following upon execution and delivery of the contract:

Laws of British Columbia (Any contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in effect for the Province of British Columbia.

SECTION VI - APPENDICES

Schedule A - Proposal Format

Schedule B - Specifications and Scope of Work

SCHEDULE A: PROPOSAL FORMAT

RFP NO: RFP-AUDIT22 -AUDIT SERVICES
CLOSING DATE: SEPTEMBER 2, 2022

1. PROPOSAL SUBMISSION

Company Name:	
Address:	Postal Code:
Phone:	E-mail:
Contact Name:	Contact Title:

To: Village of Montrose

RFP Project Title: RFP-AUDIT22 -AUDIT SERVICES

I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposed documents, including the RFP and any issued addenda posted on the Village of Montrose website, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Proposal in response to the RFP .

I/We confirm that this Proposal is accurate and true to the best of my/our knowledge .

This Proposal is submitted this _____ day of _____ 2022.

I/We have the authority to sign on behalf of the Proponent.

Authorized Signature

Name and Title

Date

SCHEDULE B: SPECIFICATIONS AND SCOPE OF WORK

Services

The services required include performing annual audits for the Village of Montrose. The audits must be in accordance with generally accepted auditing standards, recommendations of the Public Sector Accounting Board (PSAB), and the provisions of the *Local Government Act and Community Charter*.

Service requirements include:

Auditor's reports and consolidated financial statements for the Village of Montrose.
Management letters, as required for the Village of Montrose.

All works required by the auditor in preparing the auditor's report to CPA standards.
Interim audit late November or early December with the last day of fieldwork for the final audits to be no later than the second week of April the following year.

Draft Auditor's report for the Village of Montrose to be issued by April 10^h each year to allow for the presentation of Financial Statements at the month of April's second Village of Montrose Council meeting. (typically the third Monday in April)

Final Auditor's report for the Village of Montrose issued by May 1st to allow for submission of audited financial statements by the Village of Montrose to the Ministry of Municipal Affairs by the May 15^h deadline.

Ensure all new reporting requirements and auditing standards are communicated to the Village of Montrose in writing, with specifics on what is required of the Village of Montrose to ensure that financial statements and notes prepared by management prior to the audit comply with current reporting requirements and auditing standards. The Auditor will respond to and discuss with Village of Montrose staff any accounting, auditing, tax and other issues arising throughout the year. It is expected that such inquiries, unless leading to significant extra work on the Auditor's behalf, are within the scope of work identified in this RFP and would not incur additional fees.

Audit Schedule

Prior to the commencement of any work in each year of the contract, the Auditors will correspond with the Chief Financial officer to discuss and agree upon a schedule of activities that will lead to the completion of the annual audit. This schedule will set out the key dates by which work is to be completed by both parties, and may include the following:

Interim Audit (typically mid-late November/early December);

Audit plan and schedule (typically in January each year);

Requirement's letter, provided by the Auditors to the Village of Montrose outlining specific items to be included with the audit working papers and levels of materiality;

Year-end audit (typically mid- February to early March each year)

Audit report and presentation to the Village of Montrose Council typically April each year)