

TOWNSHIP OF LANARK HIGHLANDS



Request for Proposal

For Audit Services

RFP #FIN-2024-01

Closing Date: December 19, 2024

Closing Time: 12 o'clock EST

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# 1 Information to Bidders

## 1.1 Introduction

This Request for Proposal (the “RFP”) is an invitation by the Corporation of the Township of Lanark Highlands (“the Township”) to submit proposals for **RFP #FIN-2024-01**, as further described in [Section 2 – Audit Context](#).

The Township is seeking proposals from qualified accounting firms with the necessary expertise to conduct annual audits and other requirements as detailed in this RFP. The agreement between the successful Bidder and the Township will cover a period of three years with two one-year options to renew.

The agreement between the Township and the successful Bidder will be to conduct interim and annual audits for the Township, and associated information returns, including separate statements and returns for the Township of Lanark Highlands Public Library.

In addition, the successful Bidder will have a demonstrated capacity and ability to advise the Township, making recommendations for improvements.

A detailed scope of services can be found in [Section 3 – Audit Scope](#).

## 1.2 Project Manager

The services provided will be subject to review and acceptance by the Project Manager hereby identified as the Treasurer or designate.

## 1.3 Intent to Bid

If a Bidder is interested in submitting a bid in response to this RFP, **the Bidder must complete and submit an [Intent to Bid Form \(Appendix 1\)](#)**. The Intent to Bid form must be submitted via email the Project Manager, Rhonda Whitmarsh, to the following address [lhtwptreasurer@lanarkhighlands.ca](mailto:lhtwptreasurer@lanarkhighlands.ca).

Once Intent to Bid forms are received and have been reviewed by the Township, the interested Bidders will be provided with an invitation to a virtual information session to be held on December 3, 2024.

Please note that any subcontractors or third parties with whom the Bidder shares any information about this RFP or involves in their submission are subject to the same confidentiality requirements as the Bidder.

## 1.4 Bid Submission

Submissions shall be made in the format specified in the [Submission Requirements \(Section 4\)](#). They shall be responsive to the Audit Requirements outlined in [Section 2](#) and address all areas of the scope outlined in [Section 3](#).

Submissions shall be made electronically to the Program Manager, via email at [lhtwptreasurer@lanarkhighlands.ca](mailto:lhtwptreasurer@lanarkhighlands.ca). They shall be properly labeled with the proposal number

RFP # in the email subject line and sent no later than the Bidder Proposal Submission Deadline (see [Section 6](#)).

Proposals will be received until December 19, 2024, at 12:00 PM Local Time. It is the Bidder's responsibility to ensure that their submission is received prior to the deadline. Late proposals will not be given consideration. The Township reserves the right to accept or reject any part of an accepted proposal.

All proposals will be held in strict confidence until after the closing date and time.

### 1.5 Inquiries

All inquiries regarding this RFP are to be directed to the Project Manager, Rhonda Whitmarsh, via email to the following address [lhtwptreasurer@lanarkhighlands.ca](mailto:lhtwptreasurer@lanarkhighlands.ca).

Inquiries and questions must be received by email no later than December 11, 2024, at 12:00 PM Local Time. All inquiries received, and the answers as provided by the Project Manager will be provided to all Bidders by way of written addendum and posted on the municipal website no later than December 13, 2024.

### 1.6 Selection Process

An evaluation team will review all proposals received and score the proposals using a consensus approach, in relation to the criteria and points identified in [Section 5](#). An award may be made solely based on the proposal submission, without a meeting with the Bidder. However, one or more Bidders may be invited to conduct a presentation for the evaluation team, or to provide written clarification on their proposal.

### 1.7 Proposal Validity

Proposals shall remain valid and open for acceptance by the Township for a period of sixty (60) business days, following the due date for receipt of proposals.

### 1.8 Municipal Rights and Options

The Township, in their sole discretion, reserves the following rights:

- i. Supplement, add to, delete from or change this solicitation document;
- ii. Determine which respondent, if any, should be selected for presentations;
- iii. Reject any or all proposals or information received pursuant to this RFP.
- iv. Cancel this RFP with or without the substitution of another RFP.
- v. Request additional data or information after the submittal date, if such data or information is considered pertinent to aid the review and selection process.
- vi. Conduct investigations with respect to the qualifications and experience of each respondent.
- vii. Not consider a respondent who has been terminated by the Township or has been deemed by the Township to have provided unsatisfactory performance on any previous or current contract or based on previous dealings between the Township and the respondent.

- viii. Not consider a respondent who is currently involved in or responsible for litigation of any kind against the Township.
- ix. Take any action affecting the RFP or the services or facilities subject to this RFP that would be in the best interest to the Township.
- x. Require one or more respondents to supply, clarify or provide additional information for the Township to evaluate the proposals submitted.
- xi. Waive any informalities or irregularities in the submittals or to re-advertise; and
- xii. The lowest, or any bid, will not necessarily be accepted either individually or collectively.
- xiii. The Township may select one or more than one individual or firm whichever is considered to be in the best interest of the Township. The successful proponent will not be given exclusivity, as major identifiable projects may be subject to separate requests.
- xiv. The Township reserves the right to hire, at its own cost, an independent firm to peer review the works of the proponent. The proponent will be compensated for its time and materials associated with the peer review, as an extra to this assignment, but at the rates stipulated in the agreement.

## **1.9 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**

In accordance with MFIPPA, any personal information the Proponent provides is being collected under the authority of the *Municipal Act* and will be used exclusively in the selection process. All Proposals submitted become the property of the Township. Proponents must indicate clearly within their Proposal any information they consider to be confidential. The Township is required to adhere to the *Municipal Freedom of Information and Protection of Privacy Act*, as amended and once a Proposal is accepted it shall become public information and must be disclosed upon request by any member of the public. A summary of relevant information will be publicly presented to Council.

### **1.10 Terms**

The Township is seeking proposals from qualified accounting firms for a period of three years with two one-year options to renew.

The Township seeks the right to extend the contract beyond the 5 years. Should the Township exercise the right to extend this Contract, the Successful Proponent and the Township shall enter into negotiations to determine the new rates for services listed in this RFP. Only upon satisfactory negotiations of both parties shall the Contract be extended for an additional maximum of five (5) years. All rates negotiated for each Contract extension shall remain firm for the entire extension.

### **1.11 Addenda**

It may be necessary for a variety of reasons to issue an addendum. All information defined within the addendum shall form an integral part of the Bidder's submission. The Bidder shall acknowledge in its submission, by inclusion of signed addenda, all addenda that were considered when the bid was prepared and therefore considered within the Proposal price.

Changes deemed by the Township as being for clarification purposes only and which, in the opinion of the Township, do not affect the price will be identified as **Clarification Only** and will not require acknowledgement by the Bidder.

An addenda notification will be posted on the Municipal website and emailed if the Bidder has provided an appropriate email address.

Although the Township will make every reasonable effort to ensure a Bidder receives all addenda issues, it is the **Bidder's ultimate responsibility to ensure all addenda have been received and acknowledged as instructed or the Proposal shall be rejected.**

### 1.12 Expense of Submittal Preparation

The Township accepts no liability for the costs and expenses incurred by the respondents in responding to this RFP, preparing responses for clarification, attending site meetings/interview, or participating in contract development sessions or meetings and preparations required for the contract approval process. Each Bidder that enters into the procurement process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the Township for the costs and expenses associated with the procurement process.

The Township shall not be responsible for any liabilities, costs, expenses, loss, or damage incurred, sustained or suffered by any interested party, prior to, subsequent to, or by reason of the acceptance or non-acceptance of any response by the Township, or by reason of any delay in the acceptance of the response.

### 1.13 Errors or Omissions

It is understood and acknowledged that while the RFP includes specific requirements, a complete review and recommendations are required. Minor items not herein specified but obviously required, shall be provided as specified. Any misinterpretation of requirements within this proposal bid shall not relieve the Bidder of the responsibility of providing the services aforesaid.

### 1.14 Conflict of Interest

Bidders are required to disclose any conflict or potential conflict of interest to the Project Manager, in writing, as soon as possible in the RFP process.

The Bidder and the Project Manager are to discuss any perceived or potential conflict of interest prior to proposal submission to the Township.

## 2 Audit Context

### 2.1 Background

The Township of Lanark Highlands is located in Lanark County. It is a geographically large rural municipality with country roads, scenic routes, and heritage sites. The Township has a population of 5,750 residents.

Its 2024 budget (operating and capital) is \$11.3 million, and the Township employs 40 full and part-time employees. Audited Financial Statements are available on our website at [www.lanarkhighlands.ca](http://www.lanarkhighlands.ca) for review.

The Township of Lanark Highlands is organized as follows:

- General Government
  - Council
  - Corporate Services
- Public Works
  - Transportation Services
  - Environmental Services
- Protection to Persons & Property
  - Fire
  - Animal Control
  - By-Law Enforcement
  - Policing
- Recreation and Culture
  - Parks & Recreation
  - Community Centers
  - Sports Fields
  - Museums
- Planning and Building
  - Planning and Development Services
  - Building Inspection
- Library

## 3 Audit Scope

### 3.1 General

Commencing with the 2023 fiscal year, the audits shall include the examination of the records and financial statements of the Township to the degree necessary to express an audit opinion on the financial statements for the Township of Lanark Highlands and the Lanark Highlands Public Library together with any Trust Funds. The audit shall meet all legislative requirements necessary for a municipal audit.

The bid shall include preparation and presentation of financial statements.

In addition, preparation and submission of annual reporting including the Municipal Financial Information Return (FIR) and Library Charity return is to be included in the proposal.



### 3.2 Financial Statements

The Township of Lanark Highlands' financial statements include, the Consolidated Statement of Financial Position, the Consolidated Statement of Operations, the Consolidated Statement of Change in Net Debt, the Consolidated Statement of Cash Flows and Notes and Schedules to the Consolidated Financial Statements. Also included will be all related audit and certification work required for the Annual Audit Questionnaire for the Ministry of Municipal Affairs and Housing and the Financial Information Return (FIR) and any other financial reporting tied to the FIR i.e., performance measures.

Other required financial reporting includes:

#### 3.2.1 Trust Funds

- Statement of Financial Position
- Notes to the Financial Statements

#### 3.2.2 Lanark Highlands Public Library Board

- Statement of Financial Position
- Statement of Operations
- Statement of Changes in Net Debt
- Notes and Schedules to the Financial Statements
- Charity Information Return

#### 3.2.3 Parks and Recreation

- Statement of Operations
- Notes to the Financial Statements

### 3.3 Annual Schedule

Before commencement of the audit each year, the Township's auditors shall meet with Township staff to discuss and agree upon:

1. A schedule for the completion and final audit of the various financial statements of the Township. The financial report is to be completed and audited, if possible, by the end of March of the following year.
2. The audit start date and planned on-site dates.
3. Planned date for the Auditor's presentation to Council.
4. A list of necessary schedules, working papers, analyses, and other information to be prepared by Township staff which is to be delivered before December 15<sup>th</sup> of each year.
5. The extent and type of internal audit involvement.
6. Additional requests, fees and anticipated staff hours required for the current year. If needed, fee estimates should detail the expected hours by major audit task, the staff level proposed to work on each task and the hourly rates to be charged.

### 3.4 Systems and Procedures Review

An annual systems and procedures review shall be undertaken by the auditors, and shall define, confirm, and test the various methods used by the Township to obtain, record, validate, confirm, and communicate information in its accounting systems. The review should include testing of computer processing and systems controls as well as internal controls in Township operations.

A report containing recommendations for improving the Township of Mississippi Mills' systems shall be submitted by the auditors to the Treasurer by June 30<sup>th</sup> of each year.

### **3.5 Qualified Statements**

The auditors shall immediately, upon discovery of information or conditions which would otherwise lead to the inclusion of a qualified opinion with respect to the Township's financial statements, inform and fully discuss such matters with the CAO and Treasurer. In addition, the auditors shall, as far as possible, allow a reasonable period of time for the Treasurer to make an investigation and take such corrective action as to avoid the inclusion of such qualification.

### **3.6 Meeting and Subsequent Assistance**

The auditors will attend such meetings as are called to discuss their work and reports and shall provide such information as requested which will enhance the understanding of members of Council concerning matters pertaining to the annual financial statement.

### **3.7 Working Papers**

The auditors shall make available to the Treasurer, upon request, copies of their working papers.

### **3.8 Additional Services and Considerations**

Additional items or tasks not included in this RFP, but which are identified and deemed necessary by the proponent to complete the work in an appropriate fashion must be communicated to the Township, with a description of the item(s) prior to the close of this RFP.

The successful proponent will be required to comply with all federal, provincial and municipal laws and regulations in performing its obligations under any contract including, without limitation, the Accessibility for Ontarians with Disabilities Act, 2005, Municipal Freedom of Information and Protection of Privacy Act, Occupational Health and Safety Act and the Workplace Safety and Insurance Act, or any successor legislation applicable, and to provide to the Township, upon request, periodic reports confirming such compliance.

The Successful Proponent must agree to keep the Township indemnified against any and all claims, actions or demands that may be brought, made or arise in respect of anything done or omitted to be done by the Successful Proponent or its employees who shall be and remain at all times and for all purposes, the servants or employees of the Successful Proponent, save and except to the extent that such claims, actions or demands arise from or relate to the negligence, wrongful act or omission of the Township, or any of its officers or employees.

### **3.9 Post Audit Management Letter**

No later than sixty (60) days following the completion of the annual statements, the auditors shall prepare and deliver to the Treasurer draft letters conveying their concerns relative to the internal accounting, operating controls and/or other matters of material importance with respect to the Township's operations which may have been discovered in the course of the

audit. The auditors shall also provide recommendations as to such corrective actions as may be required and be prepared to provide advice and assistance with regard to implementation, if required to do so.

The auditor shall meet with the Treasurer to discuss the comments. Following agreement as to the factual accuracy of the observations, a revised management letter (if necessary) shall be submitted to Council together with the appropriate staff responses. The management letter is a public document.

### **3.10 Presentation to Council**

On an annual basis, presentation of audit findings and the annual audited financial statements will be made by the Township's auditors.

### **3.11 Confidentiality**

The successful auditor shall not at any time before, during, or after the completion of the engagement, divulge any confidential information communicated to or acquired by the auditor or disclosed by the Township in the course of carrying out the engagement. No such information shall be used by the auditor on any other project without the prior written approval of the Township.

Proponents may submit proposals containing a "Statement of Confidentiality". However, this statement must indicate that the proposal can be reviewed by any staff of the Township, Township Council members, representatives, or contractors employed by the Township including an independent third-party proponent contracted by the Township solely for the purpose of reviewing the proposal. Any deviation may cause the proposal to be deemed ineligible.

### **3.12 Terms of Engagement**

It is expected that the successful firm will be the Township's auditor for three (3) years. However, Council reserves the right to reappoint, if dissatisfied, in any way with performance, the fees charged, or any other elements of the service provided.

During the terms of the engagement, the auditor's performance will be evaluated based on the following criteria:

1. Adherence to proposed fees.  
It is expected that the successful bidder keeps to their fee quoted in all three (3) years of the engagement.
2. On-Site participation of the audit senior  
The Township will expect that the audit senior will be present throughout the audit.
3. Performance in the Manner Proposed  
The Township expects the audit to be carried out in the manner proposed. Any changes in the audit program shall be discussed with the Treasurer.
4. Audit Deadlines  
It is expected the audit will be completed within the time frame specified in this proposal, or a time frame mutually acceptable to the Treasurer and auditors.

## 4 Submission Requirements

Bidders must send a complete submission via email to be considered for this RFP. Successful Bidders will comply with the following list of requirements:

- The Bidder must operate in Canada.
- The Bidder's documents must all be in English.
- The Bidder must be able to cover the entire required scope of services.
- All dollar values must be provided in \$CAD.
- Each submission must contain
  1. The Bidder's Proposal Document (Section 4.1)
  2. The Bidder's Pricing Proposal (Section 4.2)
  3. A Copy of the Bidder's Standard Terms and Conditions (Section 4.3)

**Any incomplete or paper submissions will not be considered.**

### 4.1 The Bidder's Proposal Document

The document in the submission email shall be the Bidder's proposal, clearly labelled as "[Firm Name] – Proposal".

Each proposal must contain information in the following four sections:

Section	Details
<b>Section 1: Understanding and Fit</b>	
1.1) Proposal Form	<ul style="list-style-type: none"> <li>A completed copy of the Proposal Form, as included in <a href="#">Appendix 2</a>.</li> </ul>
1.2) Executive Summary	<ul style="list-style-type: none"> <li>A summary of the proposal.</li> <li>Including, but not limited to, differentiating factors, general team composition, overview of service coverage, etc.</li> </ul>
1.3) Bidder Point of Contact & Details	<ul style="list-style-type: none"> <li>The designated point of contact's name and title.</li> <li>Their telephone number, email address, and fax number for all communication.</li> <li>The firm's mailing address.</li> <li>Verification of Professional Liability Insurance in an amount not less than \$2,000,000.00 on a per occurrence basis and General Liability Insurance in an amount not less than \$5,000,000.00 on a per occurrence basis to be provided with the tender. The successful proponent must ensure The Township be an additional NAMED insured on the General Liability Insurance to be provided upon award of contract.</li> <li>Confirmation of provision of Accessible Customer Service Training to operators in accordance with the</li> </ul>

Section	Details
	Accessibility for Ontarians with Disabilities Act must be provided with the proposal.
1.4) Understanding of the Requirements	<ul style="list-style-type: none"> <li>A summary of the Bidder's understanding of the Township's needs and objectives.</li> <li>A list of key assumptions and approach to validating these.</li> </ul>
<b>Section 2: Bidder Credentials and Experience</b>	
2.1) Firm Profile	<ul style="list-style-type: none"> <li>A brief overview of the firm, length of time in business, ownership structure and the regions in which it operates.</li> <li>A brief description of the services that the firm provides in relation to the scope of work outlined in this RFP.</li> </ul>
2.2) Audit Experience	<ul style="list-style-type: none"> <li>A description of the Bidder's relevant experience.</li> <li>Includes three relevant audit examples of a similar scope</li> <li>A minimum of one example demonstrating experience working with municipalities</li> </ul>
2.3) Proposed Team	<ul style="list-style-type: none"> <li>The names, credentials and experience of staff members that would be involved in the service transition and key personnel that would be assigned to the Township's audit team.</li> <li>If relevant, include a description of the relationship between the Bidder and any contractors, subcontractors, consultants, and/or suppliers that support the Bidder's operations. Bidders must also complete the form in <a href="#">Appendix 5 – Subcontractors and Third Parties</a>.</li> </ul>
2.4) References	<ul style="list-style-type: none"> <li>A minimum of three client references, with at least one from the public sector, from organizations of a similar size and service scope.</li> <li>Bidders must complete the form in <a href="#">Appendix 4 – Reference Template</a> for all references provided.</li> <li>The Township may contact any or all references provided.</li> </ul>
<b>Section 3: Audit Proposal</b>	
3.1) Description of Bidder's Services	<ul style="list-style-type: none"> <li>A detailed description of the Bidder's coverage of the required scope of work, as outlined in <a href="#">Section 3 - Audit Scope</a></li> <li>Schedule for conducting year end audit and related reports and financial statements</li> </ul>

Section	Details
3.2) Additional Information	<ul style="list-style-type: none"> <li>• A description of any value-added services for the Township.</li> <li>• Any assumptions</li> <li>• Any other additional information the Bidder may see as relevant</li> </ul>
<b>Section 4: Service Transition</b>	
4.1) Transition Services	<ul style="list-style-type: none"> <li>• A service transition plan and proposed timelines for transition from the Township's current auditor</li> <li>• A checklist and timelines for transition activities and milestones</li> <li>• A description or list of responsibilities the Bidder expects of the Township</li> </ul>

#### 4.2 The Bidder's Pricing Proposal

Each Bidder shall submit, on a separate page clearly identified as "[Firm Name] – Pricing Proposal", a breakdown of service costs for years 1, 2, 3, 4, and 5.

Further instructions are provided in [Appendix 3 – Pricing Proposal](#).

#### 4.3 A Copy of the Bidder's Standard Terms and Conditions

In a separate document, clearly identified as "[Firm Name] – Standard Terms and Conditions", the Bidder shall provide a copy of their standard terms and conditions for the contract with the Township.

## 5 Evaluation Methodology

This section outlines the approach the Township will take to evaluate Bidder submissions. Submissions will be reviewed in detail and scored by the Municipal review team on a consensus basis. During the review, the review team reserves the right to clarify any contents of a Bidder's submission at any point during the evaluation process.

**Please consult the [Evaluation and Points Weighting \(Appendix 6\)](#) for a complete breakdown of scoring and point allocations.**

The Township will evaluate submissions and conduct negotiations in the following sequence:

### 5.1 Confirmation of Submission Requirements

The Municipal review team will first vet all submissions received via email to ensure their compliance with the requirements outlined in [Section 4](#).

**Any submission that does not comply with these requirements will not be considered.**

### 5.2 Evaluation of Proposed Solution

The Municipal review team will then assess and score the proposal file (“[Firm Name] – Proposal”) for each compliant submission. This review will cover the four main sections of the document, as outlined in [Section 4.1](#). Points will be allocated for the depth and relevance of firm experience, and for the proposed audit process and service transition, in accordance with the Township's scope of work ([Section 3](#)).

**Only Bidders able to obtain a minimum score of 70% (56 out of 80 points) on their proposal will be considered.**

### 5.3 Evaluation of Pricing Proposal

The review team will then consider the Bidder's pricing, as presented in the pricing proposal file (“[Firm Name] – Pricing Proposal”). Points will be allocated to the Bidder's pricing according to the relative pricing formula and their assumptions / supporting explanations ([Appendix 3](#)).

Once scoring is complete, the review team will then select specific Bidders to proceed based on the highest total scores.

### 5.4 Presentations

The highest-scoring Bidders may be required to provide a presentation to Municipal staff to further discuss their proposed audit process and transition plans. The Bidder may conduct the solution session remotely or in-person at the Township's office in Almonte. Bidders are responsible for any associated costs or expenses.

Prior to the presentation date, the Township will send out an agenda of topics for the Bidder to present. This may include specific questions regarding the bid as well as an overview of the proposal. The invited Bidder must ensure that resources identified in their proposal are available to attend the presentation. All proposed resources are expected to be thoroughly versed and

knowledgeable with respect to the requirements of the RFP document and the Bidder's proposal submission.

Presentations will **not** be scored. However, if material differences are observed between the contents of the Bidder's proposal and their presentation, the review team may re-score the Bidder's proposal accordingly.

### 5.5 Reference Checks

The review team will perform reference checks using the information provided by Bidders, in accordance with the Reference Template provided ([Appendix 4](#)). Reference checks will assess the satisfaction of previous clients with the Bidder's solution, implementation, and support services.

Reference checks will **not** be scored. However, **unsatisfactory references may result in the Bidder's disqualification.**

### 5.6 Negotiations

The Township may select an individual and/or firm on the basis of Proposals received without discussion. Each Proposal should, therefore, contain the proponent's best terms and complete detailed information.

The proponent will assume all costs incurred in providing responses to the RFP and for providing any additional information required by the Township to facilitate the evaluation process. The Township reserves the right to discontinue the RFP process at any time and makes no commitments, implied or otherwise, that this process will result in a business transaction with one or more proponents.

### 5.7 Selection and Award

Subject to the reserved rights of the Township, after assessing submissions and presentations in their entirety, the Bidder with the highest total score will receive a written invitation via email to enter direct contract negotiations to finalize the project agreement with the Township.

Notification will be provided to all unsuccessful proponents who responded to the RFP.



## 6 Project Timing and Responsibilities

The Township has established the following timelines for the project:

Milestone	Date
Issue Date of RFP #FIN-2024-01	November 19, 2024
Deadline for Bidders to submit Intent to Bid Form	November 26, 2024
Virtual Information Session	December 3, 2024
Deadline for Bidders to submit questions	December 11, 2024 at 12:00 pm
Deadline for Township to respond to questions	December 13, 2024
Bidder Submission Deadline	December 19, 2024 at 12:00 pm
Selection of successful Bidder	January, 2025
Anticipated Execution of Agreement	January, 2025

### 6.1 Responsibilities of the Township

Leading up to, and throughout the duration of, the contract, the Township will provide the following:

- i. Access to information within the municipalities control that will assist the successful Bidder in completing the project.
- ii. Coordination of meetings with staff members as required and all meeting expenses (minus travel).
- iii. Distribution and collection of materials to / from staff.
- iv. Authorize payment of invoice to Bidder.

### 6.2 Responsibilities of the Successful Bidder

Leading up to, and throughout the duration of, the contract, the successful Bidder will:

- i. Provide a mutually acceptable agreement outlining the terms, conditions, and scope of the work to be provided (upon selection).
- ii. Provide all professional services related to the execution of this project.
- iii. Cover all travel expenses and disbursements for this project.
- iv. Be in attendance at meetings with municipal staff.
- v. Present final statements to Council, annually.

## Appendix 1 – Intent to Bid Form

**To:** Rhonda Whitmarsh, Treasurer  
Email: [lhtwptreasurer@lanarkhighlands.ca](mailto:lhtwptreasurer@lanarkhighlands.ca)

**Re: Intent to Bid on RFP #FIN-2024-01 for Audit Services**

Bidders are requested to acknowledge receipt of RFP #FIN-2024-01 and their intent to bid by sending this completed Intent to Bid Form by email to the person(s) identified above. Emails must include “Intent to Bid on RFP #FIN-2024-01 for Audit Services” in the email subject line.

Bidders submitting this form will be notified of any addendum issued to this RFP and will be forwarded to the person identified below.

I hereby acknowledge receipt of the above-noted RFP.

*[Please check your answer]*

I / We    DO ☐       DO NOT ☐       intend to submit for this RFP.

**Contact Information for the Bidder Representative:**

---

Full Legal Name of Firm

---

Mailing Address

---

Representative Full Name, Title

---

City, Province, Postal Code

---

Email Address

---

Phone Number

---

Representative Signature

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Date

## Appendix 2 – Proposal Form

### Request for Proposal for Audit Services

**RFP #FIN-2024-01**

**Closing Date: December 19, 2024**

**12 o'clock (Noon) EST**

To receive consideration, all submissions must be received prior to the above-noted closing time. Please submit your response via email in accordance with the contact individual(s) identified within this RFP and clearly label in the email subject line:

"[Firm Name] Submission for RFP #FIN-2024-01 – Audit Services"

The information below must be included at the beginning of the Proposal file ([see Section 4.1](#)).

### PROPOSAL FORM

This proposal is submitted by:

Full Legal Name of Firm

---

Name of Contact

---

Address

---

Province

---

Postal Code

---

Email Address

---

Telephone

---

Fax

---

By my signature hereunder, it shall be understood that I have read, understood, and agree to abide by the instructions, terms, conditions and specifications contained in this Negotiated Request for Proposal document, including Addendum # \_\_\_\_\_ to Addendum # \_\_\_\_\_ to RFP #FIN-2024-01 .

To the Reeve and Council of the Corporation of the Township of Lanark Highlands,

I,

\_\_\_\_\_  
(Declarant's Name)

make the following declaration on behalf of \_\_\_\_\_

(Firm Name)

(hereinafter referred to as the “Bidder”) and I have authority to make this declaration on behalf of and to bind the Bidder to its contents. I declare:

- That no person, firm, or corporation other than the one that is submitting this proposal has any interest in this proposal or in the contract offered thereby.
- That I have adequate and sufficient authority to bind the person, firm or corporation that is submitting this proposal.
- That this proposal is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.
- That no member of the Municipal Council, or any officer of The Corporation of the Township of Mississippi Mills (the “Township”) is, or will become interested directly or indirectly as a contracting party of otherwise in or in the performance of the contract, or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived there from.
- That the matters stated in the said proposal are in all respects true.

And agree that this proposal is to continue open for acceptance until a formal agreement is executed by the successful Bidder or for sixty (60) business days following the proposal closing date, whichever occurs first, and that the Township may, at any time within that period, without notice, accept this proposal whether any other proposal has been previously accepted or not.

\_\_\_\_\_  
Declarant’s Full Name

\_\_\_\_\_  
Declarant’s Title

\_\_\_\_\_  
Authorized Signature

**(Failure to sign above may result in rejection of this submission.)**

## Appendix 3 – Pricing Proposal

### Context

A fixed-price bid is preferable from the perspective of the Township.

A breakdown of anticipated time and costs is required to help with evaluation and understanding of the Bidder's proposal.

Any additional costs or services must be itemized and detailed as such in the proposal.

### Pricing Proposal Instructions

Include the pricing proposal on a separate page in the proposal. Include pricing for years 1, 2, and 3, as well as option years 4 and 5.

### Pricing Evaluation and Scoring – The Relative Pricing Formula

Total Contract Value (TCV) will be used in the evaluation. This figure will be evaluated based on a relative pricing formula using all final total values provided by Bidders. Each Bidder will receive a percentage of the total possible points allocated to price.

For example, if a Bidder's TCV is \$5,000 and that is the lowest bid price compared to other bids, that Bidder will receive 100% of the possible points ( $5,000 / 5,000 = 100\%$ ). A Bidder who bids \$7,500 receives 67% of the possible points ( $5,000 / 7,500 * 100 = 67\%$ ), and a Bidder who bids \$12,000 receives 42% of the possible points ( $5,000 / 12,000 * 100 = 42\%$ ).

$$\frac{\text{lowest price}}{\text{second-lowest price}} \times \text{total available points} = \text{score for proposal with second-lowest price}$$

$$\frac{\text{lowest price}}{\text{third-lowest price}} \times \text{total available points} = \text{score for proposal with third-lowest price.}$$

and so on, for every proposal.

## Appendix 4 – Reference Template

Bidders must fill out the table below for each reference provided. Include references in the proposal document.

Reference [number]	
Company:	
Contact Name:	
Contact Title:	
Contact Details (email and phone):	
Description of the Company's Users:	
Description of the Bidder's services and solution:	
Description of the locations the Bidder's solution covered:	
Length of contract:	

## Appendix 5 – Subcontractors and Third Parties

The Township requires the Bidder to identify all subcontractors that it will use for the delivery of services.

Subcontractor Entity	Services Delivered	Approximate Annual Percent Value of Total Services Delivered to Township
[Contractor ABC]	[Network services]	[1% of total value]

## Appendix 6 – Evaluation Points and Weightings

The contents of the Bidder's proposal should address the evaluation criteria numbers one through four outlined below. The Bidder's Financial Proposal will be evaluated last, and a total submission score will be calculated.

Any new score produced upon the re-evaluation of a submission will be considered the Bidder's new total score. If any re-evaluation causes a Bidder's total score to drop from among the highest-scoring submissions or below the 70% threshold, they may be removed from the short list. The Township may then, at their discretion, promote another Bidder to the short list.

Criteria		Weight
Bidder Proposal	<b>1 Understanding and Fit</b>	<b>5 points</b>
	<ul style="list-style-type: none"> <li>Understanding of the Township current state and the audit requirements</li> <li>Firm longevity, reputation and structure</li> </ul>	
	<b>2 Bidder Credentials and Experience</b>	<b>20 points</b>
	<ul style="list-style-type: none"> <li>Experience delivering services similar to the ones outlined in this RFP</li> <li>Credentials and experience of the proposed team</li> </ul>	
	<b>3 Audit Solution</b>	<b>30 points</b>
	<ul style="list-style-type: none"> <li>Ability to meet the required scope of services</li> <li>Any additional information or services</li> </ul>	
Pricing Proposal	<b>4 Service Transition</b>	<b>15 points</b>
	<ul style="list-style-type: none"> <li>Proposed solution and plan (e.g., resourcing, timelines) for transitioning the Township from its current auditor to the selected Bidder.</li> </ul>	
	<b>5 Pricing Proposal</b>	<b>30 points</b>
	<ul style="list-style-type: none"> <li>Scored based on the relative pricing formula.</li> <li>Any additional pricing context, justifications or supporting information provided in the proposal.</li> </ul>	
<b>Total Submission Score</b>		<b>100 points</b>



**End of Document**