

# **Village of Radium Hot Springs**

**The Corporation of the  
Village of Radium Hot Springs**

## **REQUEST FOR PROPOSAL**

### **PROFESSIONAL AUDIT SERVICES FOR 2008 – 2012 FINANCIAL STATEMENTS**

**Sealed Proposals will be received at the office desk of the:**

**Village of Radium Hot Springs  
Finance Department  
PO Box 340  
4386A Radium Blvd.  
Radium Hot Springs, BC V0A 1M0**

**Up to 4:30pm, local time, September 5<sup>th</sup>, 2008.**

**Note: Faxed Submissions will not be accepted.**

**All queries related to this Request for Proposal shall be submitted in writing to the  
attention of:**

**Karen Sharp  
Chief Financial Officer  
Fax: 250-347-9068**

# **VILLAGE OF RADIUM HOT SPRINGS**

## **REQUEST FOR PROPOSAL**

### **AUDIT SERVICES**

#### **Table of Contents**

##### **PART A - INSTRUCTIONS TO PROPONENTS**

**page 1 – 4**

- 1.0 Introduction
- 2.0 Receipt and Acceptance of Proposal
- 3.0 Unacceptable Proposals
- 4.0 Prices
- 5.0 Quantities
- 6.0 Due Diligence
- 7.0 Eligibility and Evaluation Process
- 8.0 Award
- 9.0 Terms of Engagement
- 10.0 Freedom of Information and Protection of Privacy Act
- 11.0 Confidentiality

##### **PART B - GENERAL CONDITIONS**

**page 5 - 8**

- 1.0 Invoicing and Payment
- 2.0 Conduct of the Contract
- 3.0 Termination of Contract
- 4.0 Contract Disputes
- 5.0 Warranty
- 6.0 Indemnification
- 7.0 Insurance
- 8.0 Workers Compensation
- 9.0 Subcontractors
- 10.0 Taxes
- 11.0 Laws
- 12.0 Assignment
- 13.0 Notices
- 14.0 Special Conditions

##### **PART C – SPECIAL CONDITIONS**

**page 9 - 10**

- 1.0 Comprehensive General Liability Insurance
- 2.0 Evaluation and Criteria

##### **PART D – SCOPE OF WORK**

**page 11 - 14**

- 1.0 Background
- 2.0 Scope of Services
- 3.0 Letters and Reports to be Issued
- 4.0 Meetings and Other Services
- 5.0 Assistance to be Provided to the Auditor
- 6.0 Work to be Provided by Village Staff
- 7.0 Contact Person
- 8.0 Transmittal Letter
- 9.0 Proposal

##### **SCHEDULE A**

**page 15**

**RFP – AUDIT SERVICES  
VILLAGE OF RADIUM HOT SPRINGS  
PART A – INSTRUCTIONS TO PROPONENTS**

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**1.0 Introduction:**

This **Request for Proposal – Audit Services (“RFP”)** is issued by the Village of Radium Hot Springs.

The Village of Radium Hot Springs is requesting responses to this RFP for the provision of external audit services to audit the Village’s and Municipal Library’s consolidated financial statements.

Inquiries regarding this Request for Proposal are to be directed in writing by fax or email to:

**Karen Sharp, CFO**  
**Village of Radium Hot Springs, BC**  
**(250)347-9068 (fax) [Karen.Sharp@radiumhotsprings.ca](mailto:Karen.Sharp@radiumhotsprings.ca)**

Inquiries must not be directed to other Village employees or Elected Officials. All clarification requests are to be sent in writing to the individual mentioned above. No clarification requests will be accepted by telephone. Responses to clarification requests will be provided to all proponents in writing.

**2.0 Receipt and Acceptance of Proposal:**

- 2.1 The proponent shall submit **two (2) copies** of its Proposal in a sealed envelope or package clearly marked **“Request for Proposal (RFP) – Professional Audit Services for 2008 – 2012.”** Proposals must be received by 4:30 PM, Friday, September 5, 2008 (the “Closing Time”) at the office of Karen Sharp, Chief Financial Officer, Village of Radium Hot Springs, PO Box 340, 4386A Radium Blvd, Radium Hot Springs, BC, V0A 1M0.
- 2.2 Proposals received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned unopened. The Village of Radium Hot Springs reserves the right, at its sole discretion, to extend the closing date and time.
- 2.3 All Proposals shall be open for acceptance for sixty (60) days after the Closing Time, whether or not another Proposal has been accepted.
- 2.4 Prior to the Closing Time, proponents must not establish contact with anyone inside the Village organization regarding this Proposal without the permission of the Chief Financial Officer.
- 2.5 If alternative Proposals are offered, the Proposals shall be submitted separately in the same format as the initial Proposal. While the Village of Radium Hot Springs is not obligated to accept any alternatives, all suggested alternatives will be considered during the evaluation process.
- 2.6 Amendments to a Proposal may be submitted if delivered in writing to the address shown above prior to the Closing Time.
- 2.7 Proposals may be withdrawn by written notice only, provided such notice is received at the office of the Chief Financial Officer, Village of Radium Hot Springs prior to Closing Time.

**RFP – AUDIT SERVICES  
VILLAGE OF RADIUM HOT SPRINGS  
PART A – INSTRUCTIONS TO PROPONENTS**

---

2.8 Any deviations from the requirements or the conditions specified in this RFP must be clearly stated in the proponent's Proposal. The Village of Radium Hot Springs will be the sole judge as to what constitutes an acceptable deviation. If no deviations are indicated in the proponent's Proposal, the Village of Radium Hot Springs expects the proponent to be in full compliance of the requirements and conditions stated herein.

2.9 If any of the terms set out in the RFP are unacceptable to the proponent, the proponent must identify such terms and provide suggested alternatives in its Proposal. Suggested alternatives will be considered during the evaluation process.

2.10 The Village of Radium Hot Springs is not obligated to pay any costs the proponent incurs in the preparation of their Proposal. All costs for the preparation of the proponent's Proposal will be borne solely by the proponent.

**3.0 Unacceptable Proposals:**

3.1 Proponents are hereby notified that the lowest or any Proposal need not be accepted and the Village of Radium Hot Springs reserves the right to reject or accept any or all Proposals in whole or in part at any time without further explanation.

3.2 Proponents are cautioned to carefully read and follow the instructions stated herein as the Village of Radium Hot Springs reserves the right to disqualify any Proposal that fails to meet any of the requirements of this RFP.

3.3 The Village will only consider Proposals from firms with municipal audit experience.

**4.0 Prices:**

4.1 All-Inclusive Quoted Prices – Indicated by Sub-total, PST (if applicable), GST and Total.

**5.0 Quantities:**

5.1 The quantities stated herein are the Village of Radium Hot Springs's best estimate of its requirements and have been based on the total previous year's consumption and any changes anticipated for the coming year. Actual quantities may vary. No penalty shall apply if actual quantities do not meet or exceed that stated herein.

**6.0 Due Diligence:**

6.1 It is understood and agreed that the proponent has, by careful examination, satisfied itself as to the nature and location of the work, the quality and quantity of services/materials to be encountered, the character of materials, labour and facilities needed in the completion of the work.

**7.0 Eligibility and Evaluation Process:**

7.1 To be considered for this Proposal, proponents must meet the following criteria:

- a) have the ability to meet the requirements set out herein and deliver the requirements when and where required and;
- b) hold a valid accounting designation and;
- c) have experience in municipal audits and demonstrate comprehensive knowledge of municipal financial reporting requirements and;

**RFP – AUDIT SERVICES  
VILLAGE OF RADIUM HOT SPRINGS  
PART A – INSTRUCTIONS TO PROPONENTS**

---

- d) demonstrate an understanding of legislation relevant to the municipal environment and;
  - e) have well developed, professional auditing techniques and processes and a sound system of control and review of audit performed and;
  - f) have necessary staffing, facilities, financial resources and expertise sufficient to address the scope of the audit services required in a timely manner in order to meet Village and provincial reporting requirements. The Village of Radium Hot Springs reserves the right to inspect the bidder's facility and to perform such investigations as may be deemed necessary to insure that competent personnel and management will be used in the performance of this Contract and;
  - g) demonstrate a commitment to providing reasonable annual continuity of experienced and qualified personnel and;
  - h) demonstrate a commitment to meeting all reporting deadlines.
- 7.2 Proponents may be required to provide additional information, including preparing a presentation, supplying samples, demonstrations, and/or additional technical literature prior to the award of a contract.
- 7.3 The Village of Radium Hot Springs reserves the right, at its sole discretion, to enter into negotiations with the proponent or with any other proponents concurrently. In no event will the Village of Radium Hot Springs be required to offer any modified terms to any proponent prior to entering into a contract, and the Village of Radium Hot Springs will not be liable to any Proponent as a result of such negotiations.
- 8.0 Award:**
- 8.1 The Village of Radium Hot Springs is not under any obligation to award a contract and reserves the right at its sole discretion to terminate or amend this RFP at any time.
- 8.2 The Village of Radium Hot Springs, unless it otherwise states, reserves the right to award by item, or part thereof, groups of items, or all items of the proposal, and to award contracts to one or more proponent submitting identical proposals as to price; to reject any and all submissions in whole or in part; to waive technical defects, irregularities and omissions, if in so doing, the best interests of the Village will be served.
- 8.3 The successful proponent (the "Contractor") is required to have a valid business license in the municipality where its head office is located and for all municipalities where it will be performing services under this contract. Where sub-contractors are utilized in the performance of this contract, the successful Proponent is required to ensure that the sub-contractors are properly licensed and to provide proof of it prior to execution of the contract.
- 9.0 Terms of Engagement:**
- 9.1 It is expected that the successful firm will be auditors of the Village of Radium Hot Springs for a period of five years, subject to the performance of the audit firm. An annual letter of engagement outlining the terms of the audit should be submitted for the review and approval of both parties.
- 9.2 The Contractor's Proposal documents, the RFP and such other documents, including all amendments or addenda agreed between the parties comprise the "Contract Documents" and shall form the contract entered into between the Contractor and the Village of Radium Hot Springs.

**RFP – AUDIT SERVICES  
VILLAGE OF RADIUM HOT SPRINGS  
PART A – INSTRUCTIONS TO PROPONENTS**

---

- 9.3 Should any work or materials be required which are not detailed in this RFP, either directly or indirectly, but which are nevertheless necessary for the proper carrying out of the intent hereof, the contractor is to understand the same to be implied and required, and shall perform all such work and furnish any such material as fully as if they were particularly delineated or described. No after claim will be allowed or entertained for obstructions or work necessary to fully complete the work whereon said contractor made tender.

**10.0 Freedom of Information and Protection of Privacy Act:**

- 10.1 All Proposals submitted to the Corporation of the Village of Radium Hot Springs become the property of the Corporation, and as such, are subject to the provisions of the Freedom of Information and Protection of Privacy Act. This will confirm that the Corporation of the Village of Radium Hot Springs will not use/disclose the information provided, without proper authorization, and will keep the information in a physically secure location to which access is given only to staff requiring access.

**11.0 Confidentiality:**

- 11.1 Proponents submitting Proposals and 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 proponent or the auditor or disclosed by any of the entities being audited in the course of carrying out the engagement. No such information shall be used by the proponent or the auditor on any other project without prior written approval.
- 11.2 The awarding of a contract does not permit the successful proponent to advertise its relationship with the Village without the Village's prior authorization.

**RFP – AUDIT SERVICES  
VILLAGE OF RADIUM HOT SPRINGS  
PART B – GENERAL CONDITIONS**

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**1.0 Invoicing and Payment:**

- 1.1 All invoices shall show the actual hours, responsibilities, staff and hourly rates. All payments will be made in response to invoices itemized in accordance with the final signed contract, provided the invoices are based on work described in the scope of the project, consistent with the negotiated deliverables and completed to the Village's satisfaction.
- 1.2 For further certainty, in the event that invoices are rendered that are in excess of the fees quoted in the final signed contract, payment will not be made unless the additional deliverables have been negotiated with and accepted by the Village in advance of the conduct of the work.
- 1.3 In the event that less time is required to perform the audit than anticipated, it is expected that a reduction will be provided to the Village.
- 1.4 Should a significant increase or decrease occur in the scope of work to be conducted by the auditor during the terms of the engagement, the auditor must discuss this change with the Chief Financial Officer. The auditor must provide a firm quote of the impact of such changes on fees, if any, prior to the submission of the annual audit plan to the Chief Financial Officer. Without a firm quote and agreement by the respective entity, additional billings will not be accepted.

**2.0 Conduct of the Contract:**

- 2.1 The Village of Radium Hot Springs has conduct of the contract resulting from this RFP. Without limiting the generality of the foregoing, this means that all correspondence related to changes in pricing, delivery, etc. shall be with the Village of Radium Hot Springs.
- 2.2 Where the Village of Radium Hot Springs and the Contractor agree to changes in the contract, except for emergencies, all changes shall be made in writing.

**3.0 Termination of Contract:**

- 3.1 The Village of Radium Hot Springs may, by notice of default to the Contractor, immediately terminate part or all of this contract if the Contractor fails to make delivery of the goods and/or services within the time specified, or fails to perform any other provisions, terms or conditions of this contract within the time specified, or within a reasonable time if no time is specified.
- 3.2 The Village reserves the right to call in alternative services if the proponent is unable to provide the service when it is requested.

**4.0 Contract Disputes:**

- 4.1 The parties to the contract agree to attempt to resolve disputes arising out of or in connection with this contract, or in respect of any legal relationship associated with it, or from it, by mediated negotiation with the assistance of a single person appointed by the British Columbia International Commercial Arbitration Centre administered under its Mediation Rules. The cost of any such mediation shall be borne equally by the parties hereto. The arbitration shall take place in the Village of Radium Hot Springs, British Columbia or upon a mutually agreed location.

**RFP – AUDIT SERVICES**  
**VILLAGE OF RADIUM HOT SPRINGS**  
**PART B – GENERAL CONDITIONS**

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**5.0 Warranty:**

- 5.1 The Contractor warrants that the goods or services delivered by the Contractor to the Village of Radium Hot Springs in connection with the Contract will perform according to the proponent's Proposal and the requirements set out in the RFP.
- 5.2 The Contractor also warrants that its employees have the qualifications, experience, knowledge, skills and abilities necessary to carry out the services and the services will be performed in a competent, efficient and first class manner.

**6.0 Indemnification:**

- 6.1 The Contractor shall indemnify, hold and save harmless the Village of Radium Hot Springs from and against all claims, losses, damages, costs, actions and other proceedings made, sustained, brought or prosecuted in manner, based upon, occasioned by attributable to any injury, including death, property damage, infringement or damage arising from any act or omission of the Contractor, his employees, officers, volunteers, servants or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of this contract.
- 6.2 The Contractor shall indemnify the Village of Radium Hot Springs from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or in equity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process or otherwise.
- 6.3 The Contractor shall pay all royalties and license fees and shall save the Village of Radium Hot Springs harmless from loss on account of suits or claims of infringement of patents in the performance of this contract.

**7.0 Insurance:**

- 7.1 Without limiting any of its obligations or liabilities under the contract, the Contractor and its subcontractors shall obtain and continuously carry during the term of the Contract at their own expense and cost, the insurance coverages set out in the Special Conditions.
- 7.2 All insurance policies shall be in a form and in amounts satisfactory and with insurers acceptable to the Village of Radium Hot Springs and shall provide the Village of Radium Hot Springs with thirty (30) days prior written notice of material change, lapse or cancellation. Notice must identify the Contract title, policy holder, and scope of work.
- 7.3 The Contractor and each of its subcontractors shall provide, at its own cost, any additional insurance that it is required by law to provide or which it considers necessary. The insurance coverage shall be primary insurance as respects the Village of Radium Hot Springs.
- 7.4 Prior to commencing any work or services on the Village of Radium Hot Springs's site, the Contractor will be required, **upon request**, to provide evidence of insurance coverage according to the insurance conditions set out in the Special Conditions. The certificate of insurance shall identify the Contract title, policy holder, and scope of work.
- 7.5 Similar evidence of renewals, extensions or replacement of said policies, **upon request**, shall be forwarded to the Village of Radium Hot Springs, at least fifteen (15) days prior to their renewal extension or replacement. A certificate of insurance provided by the Contractor shall not contain any disclaimer whatsoever.



**RFP – AUDIT SERVICES**  
**VILLAGE OF RADIUM HOT SPRINGS**  
**PART B – GENERAL CONDITIONS**

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- 7.6 The Contractor shall provide in its agreements with its subcontractors clauses in the same form as those found herein. Upon request, the Contractor shall deposit with the Village of Radium Hot Springs detailed certificate of insurance for the policies it has obtained from its subcontractors and a copy of the insurance clauses so provided in the said agreements.

**8.0 Workers Compensation:**

- 8.1 The Contractor agrees that it shall, at its own expense, procure and carry or cause to be procured and carried and paid for, full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of this contract. The Contractor agrees that the Village of Radium Hot Springs has the unfettered right to set off the amount of the unpaid premiums and assessments for such Workers' Compensation Board coverage against any monies owing by the Village of Radium Hot Springs to the Contractor. The Village of Radium Hot Springs shall have the right to withhold payment under this contract until the Workers' Compensation Board premiums, assessments or penalties in respect of work done or service performed in fulfilling this contract have been paid in full.

- 8.2 The Contractor shall provide, **upon request**, the Village with the Contractor's Workers' Compensation Board registration number and letter from the Workers' Compensation Board confirming that the Contractor is registered in good standing with the Workers' Compensation Board and that all assessments have been paid to the date thereof prior to the Village of Radium Hot Springs having any obligation to pay monies under this contract.

**9.0 Subcontractors:**

- 9.1 All subcontractors are the responsibility of the Contractor. The Proponent agrees that the subcontractors shown in its Proposal are the subcontractors that it proposes to use to carry out the requirements. Subject to the Village of Radium Hot Springs's approval of the listed sub-contractors, the Proponent agrees, if awarded this contract, to engage the listed subcontractors and no others in their stead without prior written authorization of the Village of Radium Hot Springs.
- 9.2 Nothing contained in any Contract Documents shall create any contractual relationship between the subcontractors and the Village of Radium Hot Springs.

**10.0 Taxes:**

- 10.1 Unless otherwise provided herein, the Contractor shall pay all government sales or excise taxes in force at the date of the agreement, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the contract accordingly. Invoices shall show the appropriate amounts for Goods and Services taxes and Provincial Sales taxes separately.

**11.0 Laws:**

- 11.1 The laws of British Columbia shall govern the contract.
- 11.2 In carrying out its obligations hereunder, the Contractor shall familiarize itself and comply with all applicable laws, bylaws, regulations, ordinances, codes, specifications and requirements of all regulatory authorities, and shall obtain all necessary licenses, permits and registrations as may be required by law.

**RFP – AUDIT SERVICES  
VILLAGE OF RADIUM HOT SPRINGS  
PART B – GENERAL CONDITIONS**

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**12.0 Assignment:**

- 12.1 Neither party to the contract shall assign, sublet or transfer this contract without the written consent of the other.

**13.0 Notices:**

- 13.1 Any notice required to be given or made in this contract shall be given or made in writing and shall be served personally or mailed by registered mail addressed to the Village of Radium Hot Springs and to the Contractor at the address set forth in its Proposal.

**14.0 Special Conditions:**

- 14.1 Where Special Conditions are attached herein and there is a conflict, the Special Conditions shall take precedence over the Instructions to Proponents and General Conditions set out in this RFP.

**RFP – AUDIT SERVICES  
VILLAGE OF RADIUM HOT SPRINGS  
PART C – SPECIAL CONDITIONS**

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**1.0 Comprehensive General Liability Insurance:**

- 1.1 Comprehensive general liability insurance with limits of not less than two million dollars (\$2,000,000) per occurrence inclusive for personal injury or property damage and in the aggregate with respect to products and completed operations. The insurance shall protect the Contractor, its subcontractors and their respective employees, servants and agents against personal injury, including death, sustained by any person and damage to or destruction of property including loss of use thereof, arising directly out of the operations or requirements performed in connection with the Contract.
- 1.2. The policy of insurance shall:
- a. contain a cross-liability or severability of interest clause;
  - b. extend to cover non-owned automobile, contingent employer's liability, blanket contractual liability, contractor's protective liability, broad form property damage, broad form completed operations, and operation of attached machinery;
  - c. add the Village of Radium Hot Springs, its officers, officials, employees, servants, and agents as additional insureds; and
  - d. have a policy deductible not exceeding five thousand dollars (\$5,000) for any one accident of occurrence.
- 1.3 The Contractor shall ensure that vehicles owned and/or operated by the Contractor in connection with the Contract maintain Third Party Legal Liability Insurance in an amount not less than three million dollars (\$3,000,000) per occurrence.

**2.0 Evaluation**

- 2.1 An Evaluation Team comprised of financial staff will evaluate the responses to the RFP. Proponents, whose proposals have been selected for further evaluation, may be invited to give written or oral presentations and/or participate in interviews to discuss their proposal with the Evaluation Team. Proponents may be requested to clarify information provided in their submission.
- 2.2 The Village of Radium Hot Springs will evaluate the Proposals received on the basis of the overall best value to the Village, based on quality, service, and any criteria set out herein based solely on the Village of Radium Hot Springs's assessment of the Proposal, including, but not limited to the following criteria and any other relevant information provided by the proponent.
- 2.3 In recognition of the importance of the procedure by which a Proponent may be selected, the following outlines the primary considerations to be used in the evaluation and awarding of this contract (not in any order).

**Qualifications and Experience**

- Technical experience of the firm in performing audits of municipalities, public sectors and/or organizations of a similar size and complexity.
- Audit team experience and qualifications of personnel assigned to the audit.
- References.

**RFP – AUDIT SERVICES  
VILLAGE OF RADIUM HOT SPRINGS  
PART C – SPECIAL CONDITIONS**

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**Submission**

- Statement of full understanding of the audit objectives, overall scope of work.
- Quality of the proposal in terms of methodology and approach to the audit.
- Responsiveness to the RFP and demonstrated willingness to comply with the terms and conditions of the RFP.

**Financial**

- Proposed fees for scope of work required (including out of pocket expenses, if any) for each year.
- Estimated hours required, levels of staff to be assigned and hourly billing rates.

- 2.4 Evaluation criteria to be used in the evaluation and consequent awarding of the contract is as follows:

**Evaluation Criteria**

Qualifications and Experience (30 points available to be awarded)  
Submission (25 points)  
Financial (25 points)  
Interview (20 points)  
Total 100 points.

- 2.5 The Evaluation Team will recommend the audit appointment to the Village Council for final approval.

**RFP – AUDIT SERVICES  
VILLAGE OF RADIUM HOT SPRINGS  
PART D – SCOPE OF WORK**

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**1.0 Background**

- 1.1 The following documents can be obtained from the Village of Radium Hot Springs website: [www.radiumhotsprings.ca](http://www.radiumhotsprings.ca)
- Village of Radium Hot Springs – Audited Financial Statements for the year ended December 31, 2007.
  - Village of Radium Hot Springs – 2008-2012 Financial Plan.
  - Radium Hot Springs Municipal Library – Audited Financial Statements for the year ended December 31, 2007
- 1.2 A copy of the 2007 Statement of Financial Information Return is available upon request.
- 1.7 The chart of accounts contains approximately 900 active accounts. The Village issued in 2007 approximately 1,000 accounts payable cheques. Employees are paid by cheque (not direct deposit).

**2.0 Scope of Services**

- 2.1 Commencing with the 2008 fiscal year, the Village requires audit services for the Corporation of the Village of Radium Hot Springs and the Municipal Library.
- 2.2 The audit program must be in accordance with generally accepted auditing standards in order to express an opinion on the fair presentation of Village consolidated financial statements and supplementary information, in conformity with generally accepted accounting principles and provisions of the Community Charter of British Columbia.
- 2.3 The following is required:

**Annual Schedule**

Before September 30 of each year, the auditors shall meet with the appropriate Village Chief Financial Officer to discuss and agree upon a schedule of activities which will lead to the completion of the annual audit. The schedule of activities shall be finalized by November 30 and shall set out the key dates by which necessary information is to be assembled by both parties, a list of all the necessary schedules, working papers, analysis and other information relevant to statement preparation.

Should a proponent be unable to meet any dates, they shall note any deviation in their submission document and where possible, provide alternate dates.

**Qualified Statement**

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 financial statements, inform and fully discuss such matters with the appropriate staff. In addition, the auditors shall, as far as possible, allow a reasonable period of time for Village staff to make an investigation, analyze, report and take such corrective action as to avoid the inclusion of such qualification.

**Delivery of Annual Financial Statements**

**RFP – AUDIT SERVICES**  
**VILLAGE OF RADIUM HOT SPRINGS**  
**PART D – SCOPE OF WORK**

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- Annual financial statements accompanied by the auditors' reports duly signed by the auditors shall be delivered to the Chief Financial Officer by the deadlines set out in the annual schedule.
- 2.3 The Finance Officer wishes to be advised of any weaknesses in internal control noted during the Audit.
- 2.4 The audit process includes evaluating the overall financial statement presentation as drafted by Village staff, as well as reviewing and signing certain pages of the Provincial Financial Reporting forms and/or forms required by any federal government ministry or agency, prepared by Village staff.
- 3.0 Letters and Reports to be Issued**
- 3.1 The auditor shall issue a written opinion on the fair presentation of the consolidated financial statements or financial statements in conformity with generally accepted accounting principles, suitable for printing within the financial statements.
- 3.2 The auditor shall issue a separate written opinion on the supplementary information accompanying the consolidated financial statements or financial statements, suitable for printing within the financial statements.
- 3.3 Not later than sixty (60) days following the completion of the audit, the auditor shall communicate in a post audit management letter to the Chief Finance Officer any reportable conditions, as determined by the auditor, found during the audit. The auditor shall also provide appropriate beneficial suggestions to correct any areas of concerns and weaknesses arising as a result of the audit process.
- 3.4 The auditors shall meet with the Village staff to discuss the contents of the post audit management letter and staff's response to the comments. Following agreement as to the factual accuracy of the observations, a revised management letter, if necessary, shall be submitted to Village Council.
- 4.0 Meetings and Other Services**
- 4.1 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 the members of Council and staff concerning matters relating to the annual financial statements. At a minimum, an annual presentation to Village Council on the financial statements and financial affairs of the Corporation is required.
- 4.2 The auditor will respond to and discuss with Village staff accounting, auditing, tax and other issues arising throughout the year. Inquiries, if any, are infrequent, usually brief and specific in nature, and do not require a written confirmation. It is expected that such inquiries would be included in the quoted price and would not incur additional billing.
- 5.0 Assistance to be provided to the Auditor**
- 5.1 Finance department staff and responsible management personnel will be available during the audit to assist the firm by providing overview information and explanations.
- 6.0 Work to be provided by Village staff**
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**RFP – AUDIT SERVICES  
VILLAGE OF RADIUM HOT SPRINGS  
PART D – SCOPE OF WORK**

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- 6.1 Preparation of year-end working papers for all entities including:
- Supporting working papers for all significant asset and liability accounts, other than fixed assets, until required to provide fixed asset documentation
  - Consolidated Financial Statement lead sheets
  - Comparative analysis of current and prior actual
  - Comparative analysis of current actual to current budget
  - Audit confirmations to banks, lawyers and other entities as required upon receipt of forms from auditors

- 6.2 Preparation of annual financial statements including related schedules and notes. Statements are substantially complete in draft form at the beginning of the audit. Comments as to financial or procedural improvements are welcome.

- 6.3 Preparation of Provincial Financial Reporting forms is done by Village staff. Audit is limited to signing the pages designated by the Province.

**7.0 Contact Person**

The auditor's principal contact with the Village of Radium Hot Springs will be Karen Sharp, Chief Financial Officer, or a designated representative who will coordinate the assistance to be provided by the Village to the auditor.

**8.0 Transmittal Letter**

A letter of transmittal briefly stating the proponent's understanding of the work to be done and a statement that the Proposal is a firm and irrevocable offer for the period 2008 – 2012 shall be submitted along with the RFP response. See attached Schedule A.

**9.0 Proposal**

- 9.1 The Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify and audit approach that will meet the request for Proposals requirements.
- 9.2 The Proposal should be prepared simply and economically. While additional data may be presented, the following subjects, items 9.3 through 9.15, must be included. They represent the criteria against which the Proposal will be evaluated.
- 9.3 **Independence** - The firm must provide an affirmative statement that it is independent of the Village.
- 9.4 **Firm Qualifications and Experience** - The proponents should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed on a full-time basis, and the number and nature of the staff to be so employed on a part-time basis.
- 9.5 **Partner, Supervisory and Staff Qualifications and Experience** - The proponents should identify the principal supervisory and management staff, including engagement

**RFP – AUDIT SERVICES**  
**VILLAGE OF RADIUM HOT SPRINGS**  
**PART D – SCOPE OF WORK**

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- partners, managers, other supervisors, and specialists that would be assigned to the engagement. The proponents should also provide information on their government auditing experience.
- 9.6 The proponents should provide as much information as possible regarding the number, qualifications, experience and training of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.
- 9.7 Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office.
- 9.8 Other audit personnel may be changed at the discretion of the proponents, provided that replacements have substantially the same or better qualifications or experience.
- 9.9 **References** - For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum – 5) performed in the past five years that are similar to the engagement described in this RFP. Please include the name and telephone number of the principal client contact.
- 9.10 **Specific audit approach** – Provide a statement of your understanding of the work to be done, audit approach and commitment to perform the work within the time period.
- 9.11 Include a description of the range of services provided by the local office.
- 9.12 Describe the methodology to be use for keeping the Village abreast of any changes.
- 9.13 Describe the firm's experience in providing additional services to government and a description of the nature of such services.
- 9.14 **Total All-Inclusive Maximum Price** – The bid should contain all pricing information relative to performing the audit engagement as described in this RFP. The total all-inclusive maximum price bid is to contain all direct and indirect costs including all out-of-pocket expenses and submitted in the manner shown on Attachment 1. Changes in wording or presentation suggested or requested by Audit staff during the course of any audit will not be considered as additional services.
- 9.15 **Rates for additional services** – During the period of this contract, additional audit services will be required to address new legislated requirements, such as the recording of fixed assets. As the extent of these additional services is not known, the Village is requesting that proponents set out, in their own words and format, the approach that will be taken to ensure your charges for these additional services are as cost effective as possible.



**RFP – AUDIT SERVICES  
VILLAGE OF RADIUM HOT SPRINGS  
PART D – SCOPE OF WORK**

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**SCHEDULE A – TRANSMITTAL LETTER**

**ATTESTATION [original signed copy to be included with submission]:**

I/We, the officially authorized representatives of the firm:

\_\_\_\_\_  
Firm name.

\_\_\_\_\_  
Firm address.

hereby acknowledge and confirm that I/we accept the conditions, requirements and stipulations contained within this Request For Proposal.

\_\_\_\_\_  
Authorized signatory

\_\_\_\_\_  
Authorized signatory

\_\_\_\_\_  
Print name.

\_\_\_\_\_  
Print name.

\_\_\_\_\_  
Date.

\_\_\_\_\_  
Date.