



Box 280 Arborfield, SK S0E 0A0  
306-769-8533  
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www.rmarborfield.ca

## INVITATION TO TENDER: **2024-05 Financial Audit Services**

Date of Issue: Monday, August 19, 2024

Proposal Submission Deadline: Monday, September 30, 2024

### **1. Invitation to Proponents**

The Rural Municipality of Arborfield No. 456 (hereafter known as the Municipality) is requesting proposals from Professional Auditing organizations to perform the annual audit of the Consolidated Financial Statements of the Municipality and its subsidiary boards commencing with the year ending December 31, 2024. The term of the engagement of service will be for a period of two (2) years with the possibility of extension.

From time to time, the Municipality may require audit services for purposes other than the annual audit. The Municipality is also requesting a per hour quote as an option that may be exercised in the future as the need arises.

### **2. RFP Contact**

For the purposes of this procurement process, the “RFP Contact” will be:

Andrea Bell, Acting Administrator

[office@rmarborfield.ca](mailto:office@rmarborfield.ca)

### **3. Terms and Conditions**

- The Municipality reserves the right to amend or reverse this request for proposal prior to the closing date.
- The submission of a proposal shall be conclusive evidence that the proponent has carefully examined the proposal documents and any amendments and/or revisions.
- Should a proponent find discrepancies in or omissions from the request for proposal, or should they be in doubt as to their meaning, they should at once notify the Municipality. The Municipality may then amend or revise the request for proposal.
- The signature on the proposal of a duly authorized representative of the company proposing is a condition of acceptance and acknowledges that all items and deliverables included herein are establishing a relationship with the R.M. of Arborfield council, staff and representatives.
- Any contrary terms and conditions added to the request for proposal or on the proponent’s own documents will deem that submission to be a counter proposal.



Such submissions may be subject to outright rejection and proponents are cautioned to carefully weigh the consequences of contrary terms and conditions.

- The Municipality reserves the right to accept any proposal submitted in whole or in part or to reject any or all proposals or to award the work in one or more contracts and to waive any irregularities.
- The Municipality shall have the right to evaluate competing proposals in accordance with its own criteria for evaluation applied to the specific materials/service being proposed, whether or not such criteria has been expressly related to the proponent.
- The Municipality reserves the right to issue addendums, if required. All addendums will be posted on the Rural Municipality of Arborfield website ([www.rmarborfield.ca](http://www.rmarborfield.ca)) and the SaskTenders website ([www.sasktenders.ca](http://www.sasktenders.ca)). It is the responsibility of the proponent to monitor and obtain all addendums from SaskTenders or the Rural Municipality of Arborfield website pertaining to the request of the proposal.

#### 4. Nature of Services Requested

- The Municipality is seeking proposals from firms qualified, according to Section 188 of *The Municipalities Act*, to perform the annual audit of the Rural Municipality of Arborfield consolidated financial statements.
- The Municipality requires the auditor to complete the requirements of Section 189 of *The Municipalities Act* and to express an opinion as to whether the financial statements present fairly the financial position of the organization, and whether they were in accordance with stated Public Sector Accounting Board (PSAB) accounting standards. Successful applicants will be required to conduct their engagement in accordance with generally accepted auditing standards (GAAS) as prescribed by the Chartered Professional Accountants of Canada.
- In addition to the audit engagement, the auditor will also provide compliance reports as required under federal or provincial legislation.
- The Municipality requires that the financial statements be prepared by the auditor from the trial balance, detailed general ledger, working papers, and any other information necessary.
- It would be required that field work and a portion of the audit be done at the Municipality Office in Arborfield where the documentation resides and the employees significant to the processes are available. Or the field work and audit



be done through a secure, remote file transfer/communication system set up if agreed upon by both the selected Auditing organization and the Municipality.

- It is expected that the auditor will provide ongoing guidance to the Municipality, when required, and during the completion of the year-end audit.
- The auditor will provide the Municipality with comments relating to any needed improvements in internal accounting controls or systems.
- The Municipality may require that the firm attend and present the financial statements to Municipal Council. The members attending must be fully apprised of the resulting audited financial statements from an auditor's point of view with respect to financial statement interpretation, audit outcomes, or as required by auditing standards.
- The auditor may also be asked to provide additional services as and when required. These services will be provided in addition to the regular audit. The Municipality is requesting a per hour quote as an opinion that may be exercised in the future as the need arises.

## **5. Preparation of Proposals**

- Each proponent shall specify, on the forms provided by the Municipality, the price at which the proponent is offering to supply the items/service indicated.
- Prices listed for the products shown should be net values and should not include Goods and Services Tax or the Provincial Sales Tax.
- All products and services must meet all current Provincial, Federal, Municipal, OH&S, etc. standards and if any defects are found, all costs incurred to correct the problem will be borne by the quoting firm.

## **6. Submission of Proposal**

- Each proposal must be marked "Request for Proposals – Municipal Audit Services" and submitted on or before 4:00 PM, CST, September 30, 2024 by mail or in person to:  
R.M. of Arborfield No. 456  
PO Box 280                      201 Main Street  
Arborfield, SK S0E 0A0
- Or by email to [office@rmarborfield.ca](mailto:office@rmarborfield.ca) with the subject line "Request for Proposals – Municipal Audit Services"
- Proposals deemed to be incomplete, late or received via fax will be rejected.
- The Municipality reserves the right to reject any or all bids. The lowest bid shall not necessarily be awarded.



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- A proponent may withdraw their proposal by providing a written withdrawal, signed by a person authorized to sign proposals, delivered by mail, electronic mail or in-person to the addresses stated above before the closing date of the request for proposal.

**7. RFP Timetable**

Issue Date of RFP	August 19, 2024
Deadline for Issuing Addenda	September 23, 2024
Submission Deadline	September 30, 2024
Anticipated Ranking of Proponents	October 9, 2024
Anticipated Contract Start Date	February 3, 2025