



# The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0  
Phone: (807) 825-3315 Fax: (807) 825-9576

## 1.1 Purpose

This is not a call for tender but a request for proposals to identify a preferred Proponent and to initiate negotiations which, if mutually satisfactory, would lead to a five (5) year contract for the supply of Financial Audit Services.

## 1.2 Background

The Township of Terrace Bay is a single tier municipality situated in the Thunder Bay District of Northern Ontario. Terrace Bay lies along Highway 17 on the shores of Lake Superior located approximately 200 km east of Thunder Bay and 500 km west of Sault Ste. Marie. Terrace Bay is a community of 1,6000 residents with a number of local businesses, service organizations and tourism operators.

The Municipality maintains a primary general bank account along with other bank and investments accounts including accounts for reserves and trust funds. The annual operations budget is approximately \$7 million with an annual capital spend of approximately \$1-\$2 million. The Town's Consolidated Audited Financial statements can be found on the Town's website (Link [Here](#)) Terrace Bay uses Vadim iCity as its financial management and accounting software system

## 2. Invitation

The Township of Terrace Bay is pleased to invite proposals from qualified and experienced organizations for the provision of external audit services for the Municipality. Proponents have the sole responsibility to submit proposals to the Township of Terrace Bay by 11:00 a.m. local time on November 1, 2024 Proposals received after the stipulated deadline will not be accepted. Terrace Bay does not intend any contractual relationship upon the submission of a proposal and will only enter into an agreement if a proposal is determined to meet the needs of Terrace Bay after evaluation.

## 3. Process

The minimum requirements for Proposals in response to this RFP are as described in this document. A proponent may submit additional information that it feels is relevant to the provision of the services described herein. Each proponent, by submitting a Proposal, represents that the proponent has read, completely understands, and accepts the terms and conditions of this RFP in full and agrees that should its Proposal be successful, the proponent will enter into a services contract with the Township of Terrace Bay. Submitted Proposals will be evaluated upon the evaluation grid provided herein and will not be evaluated on a lowest cost Proposal basis. The submission of any Proposal will not create an obligation upon the Township of Terrace Bay to accept the lowest cost Proposal or any Proposal in any circumstances. Terrace Bay maintains the sole and unfettered discretion to negotiate with any proponent regarding its proposal before determining whether to enter into a services agreement with any proponent. Terrace Bay may choose to not enter into a services agreement with any proponent, in its sole and unfettered discretion.

## 4. Timeline Information

<b>October 3, 2024</b>	RFP Issued
<b>November 1, 2024</b>	Deadline for submitting proposal
<b>November 4 – 8, 2024</b>	Evaluation of proposals
<b>November 11, 2024</b>	Notification of successful proponent



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## 5. Proposal Review

The Proposal submitted shall be evaluated by the Township of Terrace Bay. A short list of eligible candidates may be selected and interviewed, unless all proposals are determined to be unsatisfactory in the sole and unfettered discretion of Terrace Bay. Final approval of the selection of the successful proponent rests with the Council of the Township of Terrace Bay.

## 6. Content Requirements

The Proponent shall provide a firm quotation for the fees to be charged for the audit years of 2024, 2025, 2026, 2027, and 2028. All fees should be quoted including Harmonized Sales Tax (HST). Include a proposed schedule of billing dates. Fee schedules should show the estimate of hours broken down by category of staff assigned to the audit. One-time fees should be identified separately. Out of pocket expenses should be clearly stated to be part of the estimated fee or should be estimated separately.

The audit services shall include all duties as required under the Ontario Municipal Act and Generally Accepted Auditing Standards, and other applicable acts. Services shall include:

- Municipal Audit
- Preparation of FIR
- Preparation of Consolidated Financial Statements
- Attend the necessary meetings of Council
- Adjusting and reclassing entries
- Provide the Township with adjusting entries and final trial balance upon completion of field work

In each year, and prior to the commencement of any audit work, the Auditor shall meet with the Treasurer to discuss and agree upon the schedule for the completion of the audit; and a list of the necessary schedules, working papers, analysis and other information provided by the Municipality.

Proposals must clearly show the firm's understanding of the work to be performed, audit approach and commitment to perform the work within the time period specified in the annual schedule. This would include the approach to be used to gain an understanding of the Municipality's structure and systems as well as a proposed schedule and any specific techniques or processes to be used for the interim audit and yearend audit.

## 7. Submission Requirements

One digital copy shall be submitted by email to:

Dan Mulligan  
Treasurer/Deputy Clerk  
Township of Terrace Bay  
P.O. Box 40  
Terrace Bay ON, P0T 2W0  
[treasurer@terracebay.ca](mailto:treasurer@terracebay.ca)



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Any questions regarding this RFP should be directed to the Township of Terrace Bay, Attention: Dan Mulligan at treasurer@terracebay.ca or 807-823-1076 x7107.

Except as otherwise permitted in this RFP, proponents are not to communicate with the Township of Terrace Bay Council Members about this RFP unless they do so in an open presentation meeting or upon their selection as the successful proponent. Failure to comply with this requirement will result in disqualification from the RFP process. If a proponent will be partnering with other vendors, they are required to give full disclosure of the proposed partners and their respective information in the Proposal.

The main proponent is required to accept all responsibility for the Proposal. Proposal submissions are subject to the disclosure requirements of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56, as amended from time to time. Proponents wishing to protect any trade secret must identify the portions of their Proposal they consider as trade secret information upon submission. The Township of Terrace Bay does not warrant, however, that it will agree with that self identification upon a request for information from the public under the Act.

All Proposals shall be submitted in the required format and shall respond to each item listed below in the same order:

1. A company profile, including a brief history of your organization and including examples of similar past work experience and references.
2. An outline of the services to be provided
3. Schedule of fees
4. Any other supporting information you may wish to include with your submission.

Terrace Bay may negotiate with proponents on the information submitted before determining whether to award a services contract to any proponent. The Township of Terrace Bay reserves the right to alter these requirements in its sole discretion.

## 8. Submission Evaluation Criteria

The following evaluation grid shall be used to evaluate all compliant Proposals:

Cost to the Township	35
Experience of Firm, Staff References and Track Record	30
Municipal Audit Experience	20
Quality of Proposal	15

The Township of Terrace Bay may reject any Proposals in its sole and absolute discretion.

## 9. Contract Term

It is expected that the term of the Contract shall be for a period of five (5) years commencing with services in January 2025 and will cover the fiscal years 2024 to 2028. Should the Municipality exercise the right to extend this Contract, the Successful Proponent and the Municipality shall enter into negotiations to determine the new rates for services listed in this RFP. Only upon satisfactory negotiations of both parties



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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.

## **10. Conflict of Interest**

Proposals will not be evaluated if the proponent's current or past interests may, in the Township's opinion, give rise to a conflict of interest in connection with this RFP. Submissions from proponents engaged in any legal dispute with the Township shall be ineligible for participation.

## **11. Further Conditions**

The Township of Terrace Bay accepts no responsibility for the costs of proponents in relation to the creation or submission of their Proposals. These costs shall be borne solely by the proponent. The submission of a Proposal does not constitute acceptance of an offer by the Township of Terrace Bay or a binding contract between the parties. All Proposals submitted shall become the property of the Township of Terrace Bay upon submission and it is acknowledged by the proponents that the Township of Terrace Bay may utilize Proposal information in any negotiations and discussions with other proponents in the selection process.