



**The Hamlet of Fort Liard requests proposals from qualified Chartered Professional Accounting firms to conduct the Financial and Compliance Services of Hamlet's operations.**

Services will include, but are not limited to:

- Planning and performing the audit
- Performing tests of documentary evidence
- Evaluating internal controls
- Reviewing Management Letter
- Reviewing adjusting journal entries
- Reviewing and finalizing year-end financial statements
- Submitting the final Financial Statement to Northwest Territories Government
- Technical assistance throughout the fiscal year

The proposal is for auditing for a four-year term with separate audits for each fiscal year ending March 31, 2024, 2025, 2026, and 2027. If the services are successfully carried out for the period defined in this document, the successful proponent may be appointed as Auditor by Council resolution on an ongoing annual basis. A Letter of Engagement will be required each year by the auditing firm.

Either party may cancel the written contract by giving notice, in writing, to the other party by January 1<sup>st</sup> of the current year.

The audit and finalization of the financial statements must be completed before June 30 for each auditing year.

## **1. SCHEDULE**

Opening Date for RFP: October 19, 2023

Closing Date for RFP: November 22, 2023

Engagement of Agreement by: December 31, 2023

It is the Hamlet's intent to enter into the Agreement as attached in the schedules with the Successful Proponent no later than December 31, 2023 as attached in the proposal documents.

## **2. BACKGROUND**

The Hamlet operates under a council-management form of government. The Council is composed of six elected members and an elected Mayor. The Senior Administrator Officer (SAO) and Finance Officer are responsible for the Hamlet's administration functions.

The Hamlet currently utilizes SAGE 300 for its accounting system and Fluid Master for Municipal Services Accounting.

## **3. AUDITING STANDARDS**

Financial statements are to be prepared each fiscal year in accordance with the Hamlets Act Hamlet Act, R.S.N.W.T., 2003, c.22, s105.

Statements will be prepared in accordance with generally accepted accounting principles recommended for municipal governments by the Canadian Institute of Chartered Accountants and any supplementary standards or any modifications set out in guidelines issued by the Minister of Municipal and Community Affairs.

The Auditor's opinion will be directed toward the fairness or presentation of the financial statements in accordance with PSAB. The auditor will also provide compliance reports as federal and Northwest Territories legislation requires.

## **4. SCOPE OF SERVICES REQUESTED**

As part of this engagement, the Auditor will conduct the following activities utilizing the appropriate standards noted in Section 4.

- a) Plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement caused by error or fraud and conformity with PSAB.
- b) Perform tests of documentary evidence supporting the transactions recorded in the accounts, which may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions.
- c) Perform tests of the Hamlet's compliance with applicable laws and regulations and provisions of contracts and agreements.
- d) Prepare a report on compliance with specific requirements applicable to federal and N.W.T. assistance programs, if required.

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- e) Review the internal accounting controls of the Hamlet to the extent necessary to evaluate the system as required by applicable standards.
- f) Issue a Management Report making recommendations for improvement.
- g) The Auditor shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts whereby they become aware of the SAO and Finance Officer.
- h) Inform the SAO of any matter involving internal control and its operations that the Auditor considers being reported conditions established by the CPA Handbook.
- i) Provide the Hamlet with adjusting entries and final trial balance upon completing the fieldwork.
- j) A post-audit conference with Hamlet Council and the Auditor will be held at a mutually agreeable date where the Auditor will present the audit to Council.
- k) The audited Financial Statement will be in the form prescribed by the Government of the Northwest Territories.
- l) As part of the contract, the Hamlet expects to receive various technical assistance throughout the fiscal year, including answers to accounting, reporting and/ or internal controls.
- m) All working papers and reports must be retained, at the auditor's expense, for a minimum of ten (10) years unless the firm is notified in writing by the Hamlet of Fort Liard of the need to extend the retention period.
- n) Upon request, a copy of the previous year's audit will be made available for proponents.

### **5. QUALIFICATIONS**

The audit firm must meet the following mandatory requirements:

- Proponents must be registered to do business in the Province of Saskatchewan.
- The Principal Auditor must be a licensed Chartered Professional Accountant qualified to perform municipal audits in the Northwest Territories.
- Proponents must have a minimum of 10-year experience in performing municipal audits in accordance with PSAB.
- Proponents must have a minimum of 5-year experience in preparing financial statements compliant with regulations set out by the Northwest Territories.

### **6. PROPOSAL SUBMISSION REQUIREMENTS**

All proposals must contain at least the following items:

#### **Business Description**

- 1.1. Name of the company
- 1.2. Owners and key manager
- 1.3. Location
- 1.4. Business start date

**Scope of Services**

- 1.5. Services as outlined in section 5 of this document.
- 1.6. Comment on your firm's ability and willingness to provide constructive suggestions for improving the Hamlet's internal accounting controls, administrative procedures, and financial processes.
- 1.7. Comment on your firm's willingness to work with and assist the Hamlet's personnel in completing the audit.

**Qualifications**

Demonstrate that the company has the personnel with the knowledge and skills required to complete the services successfully.

- 1.8. Identify the audit team leader and other key staff personnel assigned to this engagement with a brief description of their roles and professional experience.
- 1.9. Describe your firm's personnel development program and your continuing professional education requirements, including the specialized areas of municipal accounting and auditing.
- 1.10. For transparency, disclose and describe any personal, business, investment and/or family relationship between any member of your staff and any Hamlet of Fort Liard Official(s) or appointed employee(s).
- 1.11. Provide references from at least two (2) other Northwest Territories municipalities for which you provided similar services in the last two years. Include the name of the municipality, where it is located, and a contact person.

**Fee for Service**

The proposal shall include the firm's annual fees to be charged to complete the services outlined in section 5 of this Request for Proposal.

Indicate any additional services your firm offers that are not included in the above annual base fee and a fee schedule for those services.

Overhead expenses such as travel and accommodation must be included in the contract's annual fee and should not be billed separately. The Hamlet will not be responsible for the firm's disbursements caused by using staff from outside locations.

**7. SUBMISSION INSTRUCTIONS**

When submitting your Proposal, please note the following:

1. The proposal should be received in its entirety before the submission deadline of 3:00 p.m. local time, November 22, 2023, preferably by email to: [sao@fortliard.com](mailto:sao@fortliard.com).

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2. The Hamlet will not accept liability for any late, lost, or improperly delivered email, parcel, or facsimile. We recommend contacting the Hamlet Administration Office to verify the successful delivery.
3. Questions or inquiries concerning this RFP shall be directed to John McKee, Senior Administrative Officer, and can be submitted to the email to [sao@fortliard.com](mailto:sao@fortliard.com). Verbal responses to any inquiry cannot be relied upon and are not binding on either party.
4. Proponents must use SCHEDULE "A" as included in the RFP.
5. the proponent is responsible for frequently visiting the Hamlet of Fort Liard website for any updates, additional instructions, clarifications, and other materials related to this project. Once published, all information pertaining to this project will form part of this RFP.
6. At the appointed closing time, all submissions become irrevocable. By responding to this RFP, the applicant agrees that should its submission be selected, the proponent agrees to enter into a legal agreement with the Hamlet to complete the Scope of Work.
7. The Successful Proponent will engage in the Agreement, which consists of all the relevant provisions of this Request for Proposal. This Agreement will not be binding until it has been approved by the Council of the Hamlet of Fort Liard and signed by both parties. If at any time the Hamlet reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within reasonable time, the preferred Proponent will be given written notice to terminate decisions. In this event, The Hamlet of Fort Liard may either open discussions with another Proponent or terminate this RFP and retain or obtain the services in some or any other manner.
8. Before commencing Work, the successful Proponent shall obtain all authorizes required by the law to enable them to carry on business and complete the work required by the agreement.
9. Proponents are solely responsible for their own expenses in preparing and submitting Tenders and for any meetings, negotiations or discussions with the Hamlet or its consultants relating to or arising from this RFP. The Hamlet and its representative, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a submission, or participating in negotiations for a contract, or other activity related to or arising out of this RFP.
10. Information pertaining to the project obtained by the Proponent because of participation in this project is confidential and must not be disclosed without written permission from the Hamlet. All information provided by the Hamlet is Hamlet's property and shall not be used.
11. in whole or in part for any purpose other than to assist with developing a submission under this RFP.
12. The Hamlet reserves the right to withdraw this RFP at any time before signing the legal agreement of services.
13. The Proposal and accompanying documentation submitted by all Proponents become the property of the Hamlet and will not be returned. The Hamlet reserves the right to enter into an agreement for only a portion of the services contemplated by the proposals with one or more of the Proponents.

14. The Hamlet, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. The Contractor shall proceed with the Work as changed, and the Work shall be executed under the provisions of the Contract. No change shall be undertaken by the Contractor, without a written Change Order issued by the Hamlet, except in an emergency endangering life or property, and no claims for additional compensation shall be valid unless the change was so ordered.

## **8. EVALUATION**

An adjudication committee will review submissions to the RFP. The winning proponent will be selected on the following criteria:

1. Cost of Services
2. Qualifications to provide auditing and financial services per scope of work and submission requirements.
3. Ability to meet audit timeline.
4. References

**SCHEDULE "A"**

**HAMLET OF FORT LIARD AUDIT SERVICES**  
**RFP Submission Form**

Name of Company: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Location of Head Office: \_\_\_\_\_

Business Start Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Designated Staff Contact Person: \_\_\_\_\_

List the designated Auditor and any associated key personnel who will be assigned to this engagement.

i. Auditor: \_\_\_\_\_

ii. Associate: \_\_\_\_\_

iii. Associate: \_\_\_\_\_

**References**

List two Northwest Territories Municipalities for which similar services were provided: Please provide the name, phone number and email:

1. \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

2. \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Cost of Service**

\*Please attach a detailed breakdown of the annual fees to be charged to complete the audit services.

**Qualifications**

\*Please attach a list of qualifications outlining the ability to provide auditing and financial services.

**Timeline**

\*Please provide a statement regarding the ability to meet the required timeline.



## **SIGNATORIES**

### **HAMLET OF FORT LIARD AUDIT SERVICES RFP**

The undersigned Proponent, having carefully examined these Contract Documents and locality of the proposed work, and having full knowledge of the work required and of the materials to be furnished and used, hereby agrees to provide all necessary materials, supervision, labour and equipment and perform and complete all work and fulfil everything as set forth and in strict accordance with the Contract Documents and Bid Form;

The Proponent agrees:

1. That Hamlet is in no way obligated to accept this bid.
2. That Hamlet may, at the Hamlet's discretion, accept any bid other than the lowest bid.
3. Should the Submission Form be improperly completed or incomplete, Hamlet shall have the right to disqualify and/ or reject this bid.
4. This bid is made without knowledge of the bid prices to be submitted for this work by any other company, firm, or person.
5. That this bid is made without any connection or arrangement with any company, firm, or person submitting a bid for this work.
6. This bid is made without any undisclosed connection or arrangement with any other company, firm, or person interested in this bid or in the proposed Contract.
7. That this bid is irrevocable for sixty (60) days after the closing date for receipt of bids and that Hamlet may at any time within such period accept this bid whether any other bid has previously been accepted or not and whether notice of award of a contract has been given or not.
8. To commence and proceed actively with the Work promptly after receipt of the Notice to proceed and to complete all work under the Contract subject to the provisions of the General Requirements for extension of Contract Time.
9. To compensate Hamlet in accordance with the Contract Documents if the Work is not completed within the Contract Time.
10. That the scope of work shown in the RFP serves only to provide a basis for comparing bids and that the Hamlet has made no representations that the actual scope of work will even approximately correspond therewith, and further, that Hamlet has the right to increase or decrease the scope of work in any or all items and to eliminate items entirely from the work.
11. That payment for the work done will be made in accordance with the contract documents at the prices shown in the Submission Form for the work done under the terms of the Contract.

**SIGNATORIES**

This proposal is executed under seal at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_

**PROPONENT**

1

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name of Signing Authority (printed)

\_\_\_\_\_  
Signature of Signing Authority

**WITNESS**

\_\_\_\_\_  
Witness Name (printed)

\_\_\_\_\_  
Signature of Witness

**SUBMIT COMPLETED FORM AND DOCUMENTS TO EMAIL [sao@fortliard.com](mailto:sao@fortliard.com)**

**Prior to 3 pm November 22, 2023**