

# REQUEST FOR PROPOSAL

## EXTERNAL AUDIT SERVICES

ISSUE DATE: Tuesday, September 24, 2024

DEADLINE FOR ENQUIRIES/CLARIFICATION: Thursday, October 10, 2024 at 3:00 pm

PROPOSAL SUBMISSION DEADLINE: Thursday, October 24, 2024 at 3:00 pm

### RETURN TO:

Admin RFP 01-2024

United Townships of Head, Clara & Maria  
[Humanresources@e4m.solutions](mailto:Humanresources@e4m.solutions) and copied to [clerk@headclaramaria.ca](mailto:clerk@headclaramaria.ca)

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## EXTERNAL AUDIT SERVICES

### Intent

This Request for Proposals invites responsible audit firms to submit proposals for the performance of **External Audit Services**, with respect to the financial statements of the United Townships of Head, Clara & Maria and its associated entities, The United Townships of Head, Clara & Maria Union Public Library in accordance with the stated Terms of Reference and general conditions.

Submissions should include but not necessarily be limited to the following:

1. Fees and Expenses to be in the format as outlined in the RFP. All quoted fees and expenses are to be shown HST Extra and are to be in Canadian Funds.
2. An outline of:
  - Eligibility
  - Audit Personnel Technical Experience and Qualifications
  - Audit Firm Technical Experience and Qualifications
  - Understanding of the Audit Objectives and Scope
  - Methodology and Audit Approach
3. A description of your firm – detailing clients, history, projects, staff, including exact location and address.
4. Client References and contact information.
5. The Township is committed to supporting sustainable practices and environmental stewardship. Please outline in your submission, specific Environmental and Social Initiatives your firm may have undertaken.
6. Proposed Innovative Concepts, unique or added-value features of your proposal.
7. Any other supporting information you may wish to include with your submission.

The Scope of Work within the RFP identifies the scope at a high-level which the successful Proponent will be expected to deliver.

In order for the Township to evaluate proposals fairly and completely, offers should follow the format set out herein and provide all information requested. Failure to complete and including information as required may result in your submission not being considered.

### Community Background

The United Townships of Head, Clara & Maria was established January 1<sup>st</sup>, 1901. Located on the westernmost border of Renfrew County, the United Townships of Head, Clara & Maria consists of the four hamlets of Deux Rivieres, Bissett Creek, Stonecliffe and Mackey.

The municipality, along Highway 17 is 2 hours and 20 minutes west of Ottawa and 1 hour east of North Bay.

## Municipal Governance & Administration Background

The Municipal Council, consisting of a Mayor and four members of Council, is the decision making body of the Corporation. The United Townships of Head, Clara & Maria operates an Administration Office at 15 Township Hall Road, Stonecliffe.

The reporting structure is as follows:

### External Audit

The external auditors are appointed by Municipal Council in accordance with the Municipal Act, 2001. The role of the statutory auditor is to present an independent opinion on the fair presentation of the United Townships of Head, Clara & Maria's financial results and that the financial statements are free from material misstatements. The auditors are also responsible for advising management and Municipal Council of any control or operational issues that may be identified during the audit, as well as for presenting annually to Council.

### Technology

The United Townships of Head, Clara & Maria currently uses MuniSoft software for its financial transactions.

## Definitions

**Proponents(s)/Bidder(s)/Contractor(s):** means all persons, partnerships or corporations who respond to this RFP and includes their heirs, successors, and permitted assigns.

**Township/Owner:** means the United Townships of Head, Clara & Maria.

**Contract:** means the agreement to be entered into between the Successful Proponent and the United Townships of Head, Clara & Maria with respect to the supply of the Goods and or Services. It shall be based upon the RFP, with any agreed upon amendments, and shall include any plans and specifications and will be held to cover the supply of any and all work, labour, implements and materials that could be reasonably required to properly and satisfactorily supply the Goods or Services.

**Contract Administrator:** means the person, partnership, or Corporation designated by the Owner to be the Owner’s representative for the purposes of this contract.

**Request for Proposal:** means this Request for Proposal (RFP) document including all schedules, parts and attachments, as issued by the Township, including any addenda or amendments made to it after initial issue.

**May:** used in this document denotes permissive.

**Must/Shall/Will:** used in this document denotes imperative.

**Successful Bidder/Proponent/Contractor:** means to Proponent/Contractor/Bidder whose RFP submission is/are accepted who has/have agreed to supply the Goods and/or Services as outlined herein.

## Submission Packages

Proponent to submit complete proposal in electronic .pdf format no later than the RFP submission deadline, addressed as follows:

TO: [humanresources@e4m.solutions](mailto:humanresources@e4m.solutions) and [clerk@headclaramaria.ca](mailto:clerk@headclaramaria.ca)  
SUBJECT: Submission for Admin RFP 01-2024

Acknowledgement of receipt of submission will be provided via email by the above-named recipient email.

Proposals will be held by the recipient and kept confidential until the submission deadline has passed, at which time Proposals will be distributed to the Evaluation Committee.

## Late Submissions

Submissions received after the deadline will be disqualified without consideration. The Township will assume no responsibility for email submissions that do not arrive by the specifies closing date and time.

## Grounds for Disqualification of Submission

The Township will disqualify or deem submissions non-compliant for the following reasons, unless otherwise noted in this document:

- Failure to submit documents in accordance with the closing date and time on the cover page or any subsequent addenda.
- Failure to complete, sign and return the mandatory submittal form included as Schedule A.
- Failure to comply with any of the mandatory requirements.

## Questions/Inquiries

Communications concerning this Request for Proposal are to be in writing and directed to:

Email: [humanresources@e4m.solutions](mailto:humanresources@e4m.solutions) and copied to Email: [clerk@headclaramaria.ca](mailto:clerk@headclaramaria.ca)

Inquiries must not be directed to other Municipal employees or elected officials. Directing inquiries to other than those designated may result in your bid being rejected.

The deadline for questions/inquiries will be Thursday, October 10, 2024 at 3:00 pm EST.

All clarification requests are to be sent in writing to the individual stated above. No clarification requests will be accepted by telephone. Responses to clarification requests will be provided to all interested parties in the form of a written addendum and posted on the Township website for bid opportunities for download.

Any and all changes to the Request for Proposal will be issued in the form of a written addendum and posted on the Township's website for bid opportunities for download.

## Acknowledgement of Addenda

Any and all changes will be issued in the form of a written addendum. If addenda are issued, their receipt is to be acknowledged by the Proponent in their Proposal document. The Township will assume no responsibility for oral instructions or suggestions.

## Review of Requirements

All Proponents should carefully review this solicitation for defects or questionable matter. Comments or the need for clarification or questions must be directed through the contact person named within this document. Protests based on any omission or error, or the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Township as per the terms set out in this RFP.

## Qualifications

Proponents should have a core contingent of qualified staff who will provide the required level of professional and support services. Proposals will be evaluated from firms or individuals that can demonstrate that they have the necessary staffing, facilities, experience, ability and financial resources to perform the work in a satisfactory manner. To be considered, Proponents should be able to demonstrate that they have sufficient capacity, resources, skills and will meet the Township's needs. Proponents should have past experience, knowledge and familiarity conducting external audit services in a municipal sector. Proven track record must be demonstrated.

## References

The submission of a Proposal authorizes the Township to contact all references provided. Failure to provide references and details of experience may result in the Proposal not being considered. Township municipal staff or elected officials are not to be used as references.

## Freedom of Information

All Proposals submitted to the Township will become the property of the Township and are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

This will confirm that the Township 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.

## Indemnity

The successful Proponent shall indemnify and hold the Township harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the Proponent, its agents, officers, employees or other persons for whom the Proponent is legally responsible.



## Ownership of Materials, Reports, Designs, Specifications & Training Materials

Any work completed under any contract awarded pursuant to this RFP, whether on-site or remotely during the course of the contract, including training materials, reports, designs, custom application, specification or otherwise shall become the exclusive property of the Township.

## Term of Contract

In compliance with the Municipal Act, 2001, the term of the contract is to be for four (4) years, commencing with the year-end for the 2024 fiscal year, with an option for one (1) two-year renewal period.

## Rights Reserved by the Township

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal, unless clearly and specifically noted in the proposal and in any contract between the township and the firm selected.

The Township reserves the right to:

- Make public the names of any or all Proponents.
- Inspect the Proponent's facility and to perform such investigations as may be deemed necessary to ensure that competent personnel and management and suitable equipment/material will be used in the performance of this contract.
- Without prejudice, reject any or all Proposals and to determine, in its own best judgment, the firm best qualified to undertake this contract.
- Waive formalities and accept Proposals which substantially comply with the requirements of this RFP.
- Unless it otherwise states, to reject any and all submissions in whole or in part; to waive technical defects, irregularities and omissions and to negotiate minor changes, if in so doing, the best interest of the Township will be served.
- Make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP.
- Select any Proponent other than the Proponent whose Proposal reflects the lowest cost or the highest score.
- Negotiate minor changes with the Proponent that presents the most attractive Proposal.

- Request written clarification or the submission of supplementary written information in relations to the clarification request from any Proponent and incorporate a Proponent’s response that request for clarification into the Proponent’s Proposal.
- Verify with any Proponent whose Proposal contains misrepresentations or any other inaccurate or misleading information.
- Terminate the contact without notice if due to non-performance and unsatisfactory service and unsatisfactory product performance.
- Call in alternate services if the Proponent/Contractor is unable to provide the service when it is requested.
- Cancel the project without cause and without incurring any liability whatsoever if deemed in the best interest of the Township to do so.
- Cancel this RFP process at any stage and, if required, issue a new RFP for the same or similar deliverables.
- In its discretion, take any one or more of the following steps, at any time and from time to time, in connection with the review and evaluation, including ranking, of any aspect of a Proposal:
  - Independently consider, investigate, research, analyze, request or verify any information or documentation whether or not contained in any Proposal.
  - Conduct reference checks relevant to the Project with any or all of the references cited in a Proposal, or with any other person not listed in a Proposal, to verify any and all information regarding a Proponent, including its directors, officers and Key Individuals.
  - Conduct any background investigations that it considers necessary in the course of the Competitive Selection Process.
  - By submitting its Proposal, the Proponent authorizes the collection of information by the Township.
- Assess a Proponent’s submission on the basis of:
  - A financial analysis determining the actual cost of the Proposal when considering factors including transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure.
  - Information provided by references.
  - The Proponent’s past performance on previous contracts awarded by the Township.
  - The information provided by a Proponent pursuant to the Township exercising its clarification rights under this RFP process.
  - Other relevant information that arises during this RFP process.

The Township is not responsible for any costs incurred by the Proponents in the preparation of their response to the Proposal call or attendance at any selection interviews.

The Township will not accept responsibility for any delays or costs with any reviews or approval process.

The Selection Committee reserves the right to be the sole judge of the acceptability of any service offered, and also any alternative proposed, and to purchase the service which in its opinion most closely meets the operating requirements of the Township.

The decision of the Selection Committee shall be final and without recourse.

**NOTE:**

- This is an invitation for Proposals and not a tender call.
- The Township has the right to negotiate with the Proponent that presented the most attractive proposal.
- The United Townships of Head, Clara & Maria Council shall have the final authority on all matters regarding this Request for Proposal.

### Accessibility for Ontarians with Disabilities

The Proponent shall comply with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005, and the Regulations there under with regard to the provision of its goods, services or facilities to persons with disabilities. The Proponent acknowledges that pursuant to the Accessibility for Ontarians Act, 2005, the Township must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services.

Prior to the commencement of any work, the successful contract/consultant shall furnish evidence of the compliance with the most current Integrated Accessibility Standards Regulation specifically the section(s) pertaining to Training of Staff.

### Insurance

The successful Proponent shall, at its own expense, obtain and maintain until the termination of the contract, and provide the Township with evidence of:

Comprehensive general liability insurance on an occurrence basis for an amount not less than Five Million (\$5,000,000) dollars and shall include “The Corporation of the United

Townships of Head, Clara & Maria” as an additional insured with respect to their operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners’ and contractors’ protective, products and completed operation, contingent employers liability, cross liability and severability of interest clauses.

Automobile liability insurance for an amount not less than Five Million (\$5,000,000) dollars on forms meeting statutory requirement covering all vehicles used in any manner in connection with the performance of the terms of this Agreement.

Professional Liability (Consultant): The successful Proponent shall carry insurance covering the work and services described in this agreement. Such policy shall provide coverage for an amount no less than Two Million (\$2,000,000) dollars. The Owner will not accept an agreement, which limits the liability of the Proponent to the amount of its liability insurance coverage.

The policies shown above will not be cancelled or permitted to lapse unless the insurer notifies the Township in writing at least thirty (30) days prior to the effective date of cancellation or expiry. The Township reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the Township may reasonably require.

The successful Proponent shall not commence work until evidence of insurance has been filed with and approved by the Township. The successful Firm shall further provide that evidence of the continuance of said insurance be filed at each policy renewal date for the duration of the contract.

### Certificates Required (From Successful Proponent Only)

Prior to the commencement of any work under this contract, the successful Proponent will file with the Township:

- A Certificate of Insurance and a WSIB Clearance Certificate.
- A fully executed Declaration affirming compliance with the most current Integrated Accessibility Standards Regulation specifically the section(s) pertaining to Training of Staff.

No contract will be issued until all stated requirements have been satisfied.

## Evaluation

### Evaluation Criteria

The proposals will be evaluated on the basis of all information provided by Proponents. 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. Selection of a proposal will be based on (but not solely limited to) the following criteria and other relevant information provided by the Proponent.

#### **Fee Structure (35)**

The consulting fee structure will consist of thirty-five (35) points of the evaluation points.

- Proposed fees (including out of pocket expenses, if any) for each year, quoted separately for each entity and by service requirement of each entity.
- Estimated hours required, levels of staff to be assigned, and hourly charge out rates of each individual identified in the project team. Hourly rates must include local travel. Proponents must identify any and all travel costs expected.

#### **Qualifications and Experience (35)**

The qualification and experience of the firm/project team experience will consist of thirty-five (35) points of the evaluation.

- Proposals will be evaluated based on the firms' organization and proposed team, including sub-consultants and specialists.
- Technical experience of the firm in municipal, public-sector audits.
- Experience and qualifications of personnel assigned to the audit.

#### **Submission (25)**

The submission will consist of twenty-five (25) points of the evaluation.

- 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.

#### **Value Added, Innovative Concepts/Uniqueness (5)**

The value added to be delivered, use of ethical and legal innovated concepts and/or uniqueness contained in the proposal will consist of five (5) points of the evaluation.

## Selection Process

An Evaluation Committee will evaluate the responses to the RFP. Based upon the initial evaluation results, a presentation/interview may be required by any or all of the top two (2) highest scoring Proponents prior to award; in which case, the presentation would form part of the final evaluation. All such presentations will be at the Proponent's expense.

Proponents may be requested to clarify information provided in their submission. Any additional information may in no way materially alter or add to the submission originally proposed.

Should the evaluation committee determine that a presentation/interview is required; the short-listed Proponent(s) will be contacted to arrange the date, time and location for their presentation. Failure to provide a presentation on the scheduled date may be cause for disqualification. It is not mandatory that presentations be done in person; video conferencing for a presentation is also acceptable.

Failure to provide a presentation on the date specified may be cause for disqualification.

The United Townships of Head, Clara & Maria may select one firm or more than one firm to provide all or part of the services that are the subject of this RFP.

An Evaluation Committee will review and evaluate each Proposal based on the criteria and scoring below:

	<b>CRITERIA</b>	<b>MAX SCORE</b>
1.	Fee Structure	35
2.	Qualifications and Experience	35
3.	Submission	25
4.	Value Added, Innovative Concepts, Uniqueness	5
	<b>Evaluation Sub-Total</b>	100
	Interview/Presentation (if necessary)	15
	<b>Total Available Points</b>	115

## Terms of Reference

## Background Information

The following documents are available upon written request:

- Consolidated Financial Statements of the United Townships of Head, Clara & Maria December 31, 2023.

- Consolidated Financial Statements of the Head, Clara & Maria Union Public Library December 31, 2023
- 2022 and 2023 Budgets
- An electronic copy of the 2023 Financial Information Return.

## Eligibility

To be considered for this proposal, Proponents must meet the following criteria:

- Hold a valid Public Accountants Licence under the Public Accountancy Act of Ontario.
- Have municipal audit experience.
- Demonstrate an understanding of legislation and regulations relevant to the municipal environment.
- Have well developed, professional auditing techniques and a sound system of control and review of audit performed.
- Have expertise and resources sufficient to address the scope of the audit services required in a timely manner to meet the Township, regulatory and provincial reporting requirements.
- Demonstrate commitment to providing reasonable annual continuity of experienced and qualified personnel.
- Demonstrate comprehensive knowledge of municipal reporting requirements.
- Demonstrate comprehensive knowledge of municipal financial reporting requirements.
- Demonstrate comprehensive knowledge of the Generally Accepted Accounting Principles (GAAP) Canada.
- Demonstrate comprehensive knowledge of the Public Sector Accounting Board (PSAB) accounting standards.
- Demonstrate comprehensive knowledge of International Financial Reporting Standards (IFRS).
- Demonstrate comprehensive knowledge of provincial and federal corporate taxes.
- Demonstrate knowledge of the relationship between the Township and Renfrew County.
- Demonstrate a commitment to meeting all reporting requirements and deadlines.

## Scope

Commencing with year-end of the 2024 fiscal year, the audit shall include an examination of the records and financial statements to the degree necessary to express an audit opinion for the following:

- The United Townships of Head, Clara & Maria – Consolidated
- Head, Clara & Maria Union Public Library

Generally, the responsibilities of the external auditor will be limited to the expression of an opinion on the financial statements and will not include accounting work, preparation of financial statements, notes or schedules or any other non-audit responsibilities. Should these be required, they will be discussed separately from the formal audit.

## Requirements

### **Annual Schedule**

Generally, prior to September 30 of each year, the auditors shall meet with appropriate Township administrative staff 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 October 15 and shall set out the key dates by which necessary information is to be assembled by both parties, a list of all necessary schedules, working papers, analysis of other information relevant to statement preparation.

The following table represents the general schedule of the Township for audit reporting:

Interim Audit Work	Mid-November
Final Audit Work	February – March
Auditor’s Presentation of Final Audit/Financial Statements	May
Financial Statements	May 31
Financial Information Reporting	May 31

An annual audit plan will be presented to the Clerk-Treasurer in August each year.

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 Township 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**

Annual financial statement accompanied by the auditor's reports duly signed by the auditors shall be delivered to the Township Clerk-Treasurer by the deadlines set out in the annual schedule.

### **Meetings 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 relating to the annual financial statements.

### **Management Letters**

#### **1. Interim Letter**

No later than one month following the completion of the interim audit, the auditor shall submit a letter to the Township Clerk-Treasurer conveying any significant concerns discovered during the course of the interim audit. Such concerns will include, but not be limited to issues regarding key control systems and other matters with respect to the Township's operation.

#### **2. Post Audit Management Letter**

No later than thirty (30) days following the completion of the annual audit, the auditors shall submit a post audit management letter to the Township Clerk-Treasurer. The post audit management letter will convey concerns relative to the internal accounting, operating controls and/or other matters of material importance with respect to operation, which may have been discovered during the course of the audit.

In both cases, the auditors shall meet with the Township staff to discuss the contents of the 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 the Township Council.

### **Confidentiality**

The successful proponent/auditor shall not at any time before, during or after completion of the engagement, divulge any confidential information communicated to or acquired by 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 auditor on any other project without prior written approval.

### **Terms of Engagement**

It is expected that the successful firm will be auditors of the United Townships of Head, Clara & Maria for a period of four (4) years with the option of renewal for one (1) two year period, 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.

### **Fees and Expenses**

The auditor shall keep account of the actual time spent on each task and submit to the Township Clerk-Treasurer (or designate) upon completion of the audit, a schedule which compare the actual audit time spent to the audit time budgeted. The cost of this accounting of audit time shall be considered to be included in the fees quoted under this proposal.

Neither the Township nor any entity listed in this proposal will be responsible for disbursements incurred by the auditor if staff from outside the United Townships of Head, Clara & Maria is brought in for audit purposes.

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 entity(ies) involved.

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 Township Clerk-Treasurer. The auditor must provide a firm quote of the impact of such changes or fees, if any, prior to submission of the annual audit plan to the Township Council in October. Without a firm quote and agreement by the respective entity, additional billings will not be accepted.

### **Invoicing and Payment**

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 Township's satisfaction.

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 relevant entity in advance of the conduct of the work.

## Submission Contents

The Proposal shall consist of a cover letter, table of contents, resumes, and project data sheets. Proponents should take care to ensure that each of the previously stated eligibility requirements have been addressed in their proposal. Each proposal must be arranged as follows:

**Title Page:** Showing the closing date and time, proponent name, address, and contact persons.

**Mandatory Submittal Form:** The submittal form (Schedule A) must be fully completed and signed.

**Letter of Introduction:** One page, introducing the Proponent and signed by the person(s) authorized on behalf and to bind the Proponent to statements made in response to this RFP.

**Table of Contents:** Include page numbers.

## Executive Summary

### Section 1: Staff Qualifications and Experience

- Include brief description of qualifications and experience of each of the key proposed personnel, including proposed duties, responsibilities and office location.
- Include proposed team organization chart.
- Attach resumes in Appendices.
- Describe capacity to undertake this assignment.

### Section 2: Corporate Experience

- Describe the type of company or companies involved.
- Description of the company size and depth.
- Describe the Company's capability (experience) to undertake this assignment.

### **Section 3: Relevant Experience**

- List of three (3) relevant municipal audit project names, scope of works, company personnel involved and municipal client references with contact names and telephone numbers.
- Describe knowledge and technical experience of individual team members in provision of external municipal audit services.
- Describe familiarity with County of Renfrew and experience with municipal engagement.

### **Section 4: Project Management Approach and Methodology**

- Provide an outline of services to be provided.
- Provide a diagram showing key individuals from the firm and the project management approach.
- Provide a brief discussion of the approach to project management for this assignment.
- Provide a brief discussion of the approach to municipal engagement for this assignment.
- Provide a proposed schedule in the form of a Gantt Chart identifying each major project activity and key milestones with respective dates.

### **Section 5: Fee Structure**

- Provide an outline of the proposed fee structure for the audit services to be provided.
- Provide a charge-out rate for the individuals listed in the proposal.
- Provide a fee structure which incorporates onsite sessions to conduct the interim and final audits and one (1) onsite meeting the Municipal Council.
- Advise whether travel time is to be charged and if so, at what rates?

## **Payment**

The amount payable by the Township to the Auditor for fees and disbursements will be in accordance with the negotiated amount.

Invoices shall be paid in accordance with municipal payment terms (28 days) upon completion and acceptance of the work performed.

## Attachments

Schedule A: Mandatory Submittal Form

## Closing Details

Questions can be addressed to:

[humanresources@e4m.solutions](mailto:humanresources@e4m.solutions) and copied to [clerk@headclaramaria.ca](mailto:clerk@headclaramaria.ca)

All clarification requests are to be sent in writing or via emails above. No clarification requests will be accepted by telephone.

Amendments or changes to the RFP prior to the closing date and time stated herein will only be in the form of written addenda. Any Addenda will be distributed through [www.townshipofheadclaramaria.ca](http://www.townshipofheadclaramaria.ca). It is the Proponent's sole responsibility to check this Web Site regularly to inform itself of any posted Addendum. The Township makes no promise or guarantee that addenda will be delivered by any means to any Proponent. By submitting a proposal submission in response to this RFP, the Proponent acknowledges and agrees that addenda shall only be posted on [www.townshipofheadclaramaria.ca](http://www.townshipofheadclaramaria.ca) and it is the sole responsibility of the Proponent to check this Web Site for said addenda.

**Complete submissions must be received by email no later than 3:00 pm EST on Thursday, October 24, 2024 to:**

TO: [humanresources@e4m.solutions](mailto:humanresources@e4m.solutions) and copied to [clerk@headclaramaria.ca](mailto:clerk@headclaramaria.ca)  
SUBJECT: Submission for Admin RFP 01-2024

**Deadline for questions no later than 3:00 pm EST on Thursday, October 10, 2024.**

Submissions received after the above time will be considered late. Late submissions will be disqualified without consideration.

## SCHEDULE A

### MANDATORY SUBMITTAL FORM

(This **FORM must be** completed and returned with the Submitted Proposal)

Proponent Covenant:

I/We the undersigned authorized signing officer of the Proponent, hereby declare that no person, firm or corporation other than the one represented by the signature below, has any interest in this submission.

I/We further declare that all statements, schedules and other information provided in this submission are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.

I/We understand that this may result in the rejection of our submission if this declaration is found to be untrue.

I/We have received, allowed for an included as part of our submission all issued Addenda.

**I/We have received \_\_\_\_\_ (state number) addenda.**

---

**PRINT LEGAL NAME OF FIRM**

---

MAILING ADDRESS

---

CITY

PROVINCE

POSTAL CODE

---

NAME OF CONTACT PERSON (PRINT)

PHONE NUMBER

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FAX NUMBER

CELLULAR NUMBER

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EMAIL ADDRESS

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**SIGNATURE OF AUTHORIZED OFFICIAL**

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NAME OF AUTHORIZED OFFICIAL (PRINT)

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DATE

Use this label to identify the submitted Proposal:

From:	_____
	_____
	_____
Phone:	_____
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<p>United Township of Head, Clara &amp; Maria 15 Township Hall Road Stonecliffe, ON K0J 2K0 Attention: <a href="mailto:humanresources@e4m.solutions">humanresources@e4m.solutions</a> and copy to Stephany Rauche, Deputy Treasurer Email: <a href="mailto:clerk@headclaramaria.ca">clerk@headclaramaria.ca</a></p>	
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