

Request for Proposal (RFP)

External Financial Audit Services

County of Minburn No. 27

June 1, 2026



County of Minburn submission email:
pprocurement@minburncounty.ab.ca

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1 GENERAL

1.0 Invitation to Submit a Proposal

This Request for Proposal (the “RFP”) is an invitation by the County of Minburn to submit non-binding proposals for External Financial Audit Services as set out in this RFP. The selected proponent will be requested to enter into negotiations for an agreement with the County to provide financial audit services. The final award of this opportunity is based on approval from County Council.

RFP Title: **External Financial Audit Services**

RFP Number: **2026-001**

RFP Issued: **June 1, 2026**

RFP Inquiries received up to: **June 22, 2026, at 12:00 pm (MST)**

RFP Closing Date and Time: **June 30, 2026, at 12:00 pm (MST)**

This RFP will be conducted with the objective of maximizing benefits for the County while offering vendors a fair and equitable opportunity to participate.

Vendors are advised to pay careful attention to the specifications laid out in this RFP. Failure to satisfy any terms or conditions in this RFP may result in the proposal being deemed unacceptable. The County reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. It also reserves the right to accept a proposal other than the lowest price proposal without stating reasons.

This RFP does not commit the County to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at meetings with County staff.

1.1 Inquiries, Errors or Omissions

All inquiries must be directed to the RFP Contact in writing (via email) at least seven (7) days prior to the closing date of the RFP (by June 22, 2026). Inquiries and responses will be recorded and posted on Alberta Purchasing Connection (APC).

Vendors should notify the RFP Contact in writing of any ambiguity, divergence, error, omission, oversight or contradiction in this RFP. Verbal responses to inquiries are not binding on any party.

RFP Contact:

Jason Warawa, CPA, CMA
Director of Corporate Services
780-632-2082 ext 1108
jwarawa@minburncounty.ab.ca

1.2 Addenda

Addenda issued prior to RFP closing date shall form part of the RFP documents, and the cost for doing the work therein shall be included in the RFP sum.

1.3 RFP Amendments

The County reserves the right to amend the RFP documents and addenda up to 48 hours prior to the RFP closing date and time. Any changes to this document will be communicated to all involved vendors, in writing, as an addendum via APC.

1.4 Submissions

Proposals shall be received at the County email no later than **12:00 p.m. (Mountain Standard Time) on June 30, 2026**. Any proposals received after the closing date and time will be considered disqualified. The proposal must be addressed to: pprocurement@minburncounty.ab.ca. Proposals shall be in the form of a single, consolidated PDF document and must be named as follows: RFP Number – Vendor Name (i.e. 2026-001-Vendor Name).

1.5 Protection of Privacy and Access to Information Acts

The County is subject to the provisions set out in both the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA) and therefore the successful vendor may have to consider the application of these Acts in the development of the RFP and Contract. Records Management needs for the County may also be a consideration.

RFP should include any specific procedures to be followed by the vendor for disposal of any confidential information contained in electronic format in computer hardware of the vendor or its employees, subcontractors or agents. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents.

1.6 Conflict of Interest

Audit Firms must fully disclose, in writing to the RFP contact on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Audit Firm were to become a contracting party pursuant to this RFP. The County shall review any submissions by Audit Firms under this provision and may reject any proposals where, in the opinion of the evaluation team, the Audit Firm could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Audit Firm were to become a contracting party pursuant to this RFP.

1.7 Cost to Submit

The County will not be liable for any costs incurred by any vendor in the preparation and submission of a proposal, in the facilitation of a presentation to support the proposal, or any other activities related to the creation of their proposal.

1.8 Termination of Negotiations and/or RFP Process

It should be noted that information provided in your response will be considered proprietary and will not be divulged during the review. Accept our assurance that the information provided will be used for evaluating the ability of your Audit Firm to handle this account and will not be shared with any persons not involved with the selection process.

The County reserves the right to terminate contract negotiations with any vendor and to enter into contract negotiations with any other vendor if, in the opinion of the County, at any time, the contract negotiations with the initially selected vendor will not be satisfactorily concluded in the best interests of the County.

1.9 Period of Commitment

Proposals shall be final and binding for 90 days from this RFP's closing date and time and may not be altered by subsequent offerings, discussions, or commitments unless the vendor is requested to do so by the County.

1.10 Cost

All costs must be quoted in Canadian dollars and exclusive of GST.

1.11 Liability and Indemnity

By submitting a proposal, the Audit Firm agrees:

- To be responsible for conducting its own due diligence on data and information upon which its

proposal is based;

- That it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;
- That it has gathered all information necessary to perform all its obligations under its proposal;
- That it is solely responsible for ensuring that it has all information necessary to prepare its proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its proposal;
- To hold harmless the County, its elected officials, officers, employees, insurers, agents or advisors and all of their respective successors and assigns, from all claims, liability and costs related to all aspects of the RFP process;
- That it shall not be entitled to claim against the County, its elected officials, officers, employees, insurers, agents or advisors on grounds that any information, whether obtained from the County or otherwise (including information made available by its elected officials, officers, employees, agents or advisors, regardless of the manner or form in which the information is provided) is incorrect or insufficient;
- That the County will not be responsible for any costs, expenses, losses, damages or liability incurred by the Audit Firm as a result of or arising out of submitting a proposal or due to the County's acceptance or non-acceptance of its proposal; and
- To waive any right to contest in any proceeding, case, action or application, the right of the County to negotiate with any Audit Firm for the contract whomever the County deems, in their sole and unfettered discretion, to have submitted the proposal most beneficial to the County.

1.12 Insurance

The Audit Firm shall obtain and continuously hold for the term of the Contract, insurance coverage with the County members listed as "Additional Named Insured," the minimum limits of not less than those stated below:

- Commercial General Liability – not less than \$2,000,000 per occurrence
- Vehicle Third Party Liability – not less than \$1,000,000 per occurrence
- Error and Omissions Insurance – not less than \$500,000 per occurrence

The Audit Firm must comply with all applicable laws and bylaws within the jurisdiction of the work. The Audit Firm must further comply with all conditions and safety regulations of the Workers' Compensation Act of Alberta and must be in good standing during the term of any Contract entered into from this process.

1.13 Irrevocability/Withdrawal of Proposals

Vendors may amend or withdraw their proposal prior to this RFP's closing date and time by submitting a clear and detailed written notice to the RFP contact. All proposals become irrevocable after this RFP's closing date and time.

1.14 Proposal Rejection

The County's Evaluation Team may reject any or all proposals.

1.15 Term

It is the intention of the County to enter into a three (3) year agreement with the successful firm to provide external financial auditing services. The initial term of the agreement will include but is not limited to external audit services described below, the annual financial audit for fiscal years ending December 31 2026 to 2028, as well as other audit services that may be required over term of the agreement. If the contract is satisfactorily carried out for the three-year term, the successful proponent's contract may be extended for up to an additional two (2) – two year terms, plus an additional one (1) year term at the sole discretion of the County.

1.16 Termination of Contract

Either party may cancel the written contract by giving written notice, to the other, not less than 60 days prior to termination.

2 AUDIT OBJECTIVE AND SCOPE OF WORK

2.0 Background

The County of Minburn provides municipal services including administration, legislative, finance, protective services, transportation, public works, recreation, water, wastewater and waste management services. The total approved budget for the fiscal year ending December 31, 2025, comprises \$25.0 million for operations and \$8.0 million for capital.

The County of Minburn operates under the Council-Chief Administrative Officer (CAO) form of municipal government. The Council is composed of seven elected members one of which is elected Reeve by the members. The County CAO is responsible for all County administration functions.

The County of Minburn currently utilizes the Bellamy financial system for its financial and operational transactions but has chosen Sylogist Gov as its next financial ERP. The implementation of this new system is nearing completion and the County is expected to “go live” in Q3 of 2026 . The new software is based on Microsoft’s Business Central platform and includes modules for General Ledger, Accounts Receivable, Accounts Payable, Inventory, Property Tax, Payroll and Cash Receipting.

It is expected that the draft Financial Statements and the draft Financial Information Return will still be prepared by the County’s Finance staff as has been the practice for the past five years. It is also expected that the Auditors will finalize the statements and prepare the final audited version of the statements as required.

The County has not yet adopted the changes related to the Conceptual Framework and PS 1202 – Financial Statement Presentation and may require some assistance with meeting the requirements for the fiscal year ending December 31, 2026.

Audit firms who are considering submitting a proposal pursuant to this request are encouraged to visit the County of Minburn’s website (www.Minburn.ca) for a detailed overview of the County. Also available online are documents pertinent to this proposal such as the County’s Audited consolidated financial statements for the past five years.

2.1 Project Timeline

Request for Proposal Release: **June 1, 2026**

Proposal Submission Deadline: **June 30, 2026, 12:00 pm (MST)** Decision

Date: **on or before July 31, 2026**

Please note that with the exception of the closing date, this schedule may be subject to change. Every effort will be made to notify all parties involved of any changes to the schedule.

2.2 Audit Services

Additional information, as delineated below, should be attached as part of the response. Audit Firms are urged to be concise in providing information which should be provided in the following order:

- An overview of your Audit Firm including any historical information which delineates your professional capabilities and capability that your firm has in providing management advisory services to municipal governments and associated entities.
- An overview of your Audit Firm including brief resumes, as applicable, of: (1) the partner in charge of the audit, (2) the manager in charge of the audit, (3) the senior in charge of the audit, (4) the manager in charge of the onsite field work, and (5) the senior in charge of the onsite field work. Resumes should include education and professional experience with particular emphasis on experience in auditing municipal governments and associated entities and indicate whether these individuals are certified

public accountants and members of CPA Alberta.

- A description of your Audit Firm's municipal government and associated entity financial auditing experience during the past five (5) years and experience working with PSAB standards.
- A description of your Audit Firm's involvement, understanding and knowledge of the region including key economic drivers, related entities and other local governments that the County of Minburn has a relationship with.
- A detailed description of additional requirements or changes to the audit process, if any, will be undertaken to account for the implementation of the new financial ERP system in 2026. This description should include a high-level estimate of any additional resources and/or costs, in ensuring the successful transition to the new system.
- Proponent must attach to its proposal a statement as to the independence of the firm. The statement should also address the independence of the Proponent as it relates to other audits and other services or project work performed for other levels of government or public agencies that may compromise the independence of the Proponent in conducting the County's audit. Any issues which may be perceived as conflicts of interest should be identified.
- A minimum of three (3) references from firms (preferably municipal government and associated entities) for whom your Audit Firm has provided professional auditing services during the past five (5) years. These references shall include the entity name, a contact person, contact information, the number of years for which service was provided, specific members of the proposed audit team that participated in providing the service, and a synopsis of the services provided. References shall include a representation of the following:
 - Firms currently receiving services.
 - Firms that received services but terminated for cause.
- If available, at least one (1) sample report and presentation to a municipal government entity audit performed by your Audit Firm within the last three (3) years.

The Financial Audit Services for each of the three years covered by this RFP included in the proposed all-inclusive maximum fee shall include:

1. County of Minburn

- Audit of Consolidated Financial Statements
- Examination and Audit of the Financial Information Return (FIR)
- Audit of Local Authorities Pension Plan Contributions (LAPP) - every 3 years (likely 2028 as 2025 Triennial Audit requirement waived by LAPP)
- Presentation of Financial Statements to Council

The Auditor will be required to examine the financial records, systems and controls of the County in accordance with GAAP and the provisions of the *Municipal Government Act*, and to then provide written audit reports with an audit opinion on the consolidated financial statements. The Auditor's report should be suitable for printing within the financial statements and be addressed to the Council of the County of Minburn. Audit reports containing financial statements shall contain an expression of the auditor's opinion as to whether the information in the financial statements is presented fairly in conformity with generally accepted accounting principles or with other specified accounting principles applicable to the organization, program, function, or activity audited, applied on a basis consistent with that of the preceding year.

The Auditor will be required to attend a meeting of County Council, once a year – after audit is complete. It is expected that the Auditor will prepare the necessary audit reports and presentations and address any questions or concerns as requested by Council.

A separate report (Management Letter) addressing any opportunities to improve operational effectiveness and efficiency that were noted during the audit will be required. The County wishes to be advised of any weaknesses in internal controls noted during the audit or other areas of concern, prior to the issue of the Management Letter. The Auditor shall provide appropriate beneficial suggestions to improve areas of concern. The Auditor shall communicate in a post-audit report in the form of a Management Letter to the County Council any reportable conditions, as determined by the Auditor, found during the audit.

The Auditor will ensure all new or changed reporting requirements and auditing standards are communicated to the County in writing to ensure financial statements and notes are in compliance with current reporting requirements and auditing standards.

The Auditor will actively engage regarding emerging accounting, auditing, tax and other questions arising throughout the year with the County's Finance staff. Inquiries are expected to be infrequent, usually brief and specific in nature, and may require written confirmation. **It is expected that such inquiries would be included in the inclusive fee schedule provided and would not incur additional billing.** Should the matter be particularly complex or time-consuming, County staff would be advised of any additional charges prior to services being provided. The Auditor shall also be available to provide ongoing advice and counsel relating to new requirements, interpretations of rules and regulations, and ensure that staff is informed as to new developments and trends pertinent to municipal finance and accounting.

The draft Financial Statements for the County of Minburn, which will conform to PSAB requirements, are historically prepared by the County's Finance staff. However, the County invites bidders to propose fees to prepare the financial statements and associated working papers on behalf of the County.

Should County staff prepare and submit the working papers to the Auditor, these would be delivered at mutually agreed upon dates (usually on or before March 1st of each year). It will be the expectation of the Auditor to assist County's Finance staff with balancing issues should they arise. Similar timelines would apply should the Auditor prepare these documents.

Further to the above, the Auditors may be requested to provide additional non-audit services. Please detail the types of services your firm provides and the fee for services rates in your proposal.

2.3 Qualified Statement

The Auditor 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 matter with the appropriate County staff. In addition, the Auditor shall as far as possible, allow a reasonable period of time for County staff to make an investigation, analyze, report and take such corrective action as to avoid the inclusion of such qualifications.

2.4 Annual Audit Schedule

For each fiscal year end, the Auditor will work with the County's Finance staff to ensure that statutory deadlines are met. For each fiscal year and onward, before September 30th of each year, the Auditor shall correspond with County staff to discuss and agree upon a schedule of activities that will lead to the completion of the annual audit. The schedule of activities shall be finalized by October 31st of each year and shall set out the key dates by which necessary information is to be assembled by both parties. The basic timeline will be as follows:

- Annual Audit Plan: late-September/early-October
- Interim Audit: end-November/early-December of each year
- Year-end Audit: mid/end-February each year
- Audit report and presentation to Council prior to April 25th of each year.

County Finance Staff and the Auditor will coordinate and ensure documents are provided in a timely manner so as to ensure time for review and are approved by Council prior to the provincial filing deadline.

2.5 Auditing Standards

Financial Statements are prepared to conform to Generally Accepted Accounting Principles (GAAP) and Canadian Institute of Chartered Accountants (CICA) handbook and/or Public Sector Accounting Board (PSAB) requirements. The auditor's opinion will be directed toward the fairness and presentation of the financial statements in accordance with GAAP. The auditor will also provide compliance reports as required under federal and provincial legislation.

3 EVALUATION CRITERIA

Only complete submissions will be accepted. Each page should clearly delineate the name of the respondent. Partial submissions will not be considered. Submissions may be revised by written amendment, delivered via email before the closing date.

3.1 Clarification of this Request for Proposal

The County is free to negotiate with any of the proponents. As a result of the negotiation process, the County is not required to treat all proponents equally. This RFP is NOT a tendering process. No legal relations are intended to arise from the RFP process. The County is NOT contractually bound to any matters until such time as the County has negotiated a separate contract that is totally independent of the RFP process.

If a proponent has any questions about the contents of the RFP, or about any matters relating to it, the question must be directed in writing (via email), to the County's representative at the contact email address (pprocurement@minburncounty.ab.ca) set out by June 22, 2026 at 12:00 p, MST. The County's representative will answer all questions in writing and will provide a copy of all questions and their answers to each of the proponents no later than June 26, 2026. The RFP process forms complex legal obligations. Any information obtained from any source other than the County representative is not official and should not be relied upon. Any uncertainty regarding the process, therefore, must be referred to the County representative.

3.2 Confidentiality

Subject to the requirements of the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA), ratings shall be confidential, and no totals or scores of such ratings shall be released to any party. The winning vendor will be posted on APC. The lowest or any offer will not necessarily be accepted. The County reserves the right to accept any proposal, in whole or in part, deemed to be in the best interest of the County. This is a closed RFP and as such, only the name of the successful Audit Firm will be released to the other Respondents.

3.3 Evaluation Process

The Evaluation Team will be comprised of the Chief Administrative Officer, Director of Corporate Services and the Senior Accountant. The Team will evaluate Proposals based on the rated criteria as described in this RFP and summarized in the table below. During the evaluation process, Audit Firms may be required to provide additional information to clarify statements made in their Proposals. Each Proposal shall be evaluated separately against this RFP's requirements.

3.4 Proposal Evaluation Criteria

Proponents must meet the following mandatory requirements to be considered for further evaluation:

- a) Proposal completed and signed by a person authorized to bind the Proponent to statements made in the submission.
- b) Proposal received in a single PDF document via email by the specified date and time.
- c) The Proponent must provide an affirmative statement to denote that there is no conflict of interest and that the Proponent is independent of the County of Minburn and its subsidiaries.

Proposals that comply with the mandatory requirements will be evaluated on the basis of the following criteria using the scoring matrix outlined in Appendix A:

- a) Understanding of Engagement
- b) Municipal Audit Experience
- c) Audit Firm Personnel Qualifications and Experience
- d) Audit Firm's Involvement of the Region
- e) Audit Implementation and Timelines including the new Financial ERP
- f) Additional Services
- g) References
- h) Proposed Audit Fee
- i) Sample Report and Presentation Quality

3.5 Shortlisting

A shortlist of Audit Firms may be established. Short-listed Audit Firms may be requested to make formal presentations regarding their proposal to the Evaluation Team. Key management and technical personnel from the Audit Firm will be expected to participate in presentations. These presentations (in-person or virtual) will be made at no cost to the County. Short-listed firms may be required to attend a brief interview. At a minimum, the audit partner and audit supervisor shall attend.

3.6 Unsuccessful Respondents

The County will offer a debriefing to unsuccessful Audit Firms, on request, at a mutually agreeable time. The County of Minburn reserves the right to accept or reject, in whole or in part, all proposals received. The lowest or any proposal will not necessarily be accepted, as various criteria are used in the evaluation process. No act of the County, other than a notice signed by the Chief Administrative Officer, or their designate, shall constitute an acceptance of a proposal. The County reserves the right to reject any or all proposals. Without limiting the generality of the foregoing, The County may reject any proposal which:

- Is incomplete, obscure, irregular, or unrealistic;
- Has non-authorized (not initialed) erasures or corrections in their proposal offer or any schedule thereto;
- Omits or fails to include any or more items in the proposal offer for which a price is required by the RFP;
- Fails to complete the information required by the RFP to be furnished with the proposal or fails to complete the information required whether the same purports to be completed or not;
- Fails to be submitted before the deadline.

Further, a proposal may be rejected on the basis of:

- The vendor's past performance, if applicable, with the County of Minburn;
- Financial constraints;
- Unreasonable or unacceptable completion schedules, or ability to perform the work;
- Failure to comply with federal, provincial and municipal legislation.

3.7 Audit Firm's Responsibility

It is the responsibility of the Audit Firm to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this Proposal at their own initiative. The County reserves the right to share, with all Respondents, all questions and answers related to the RFP. The Audit Firm will be responsible for presentations to elected officials as required, and printing, collating, and distributing materials, as necessary.

4 PROPOSAL CONTENT

All firms interested must provide the following requested information and return with any supplementary materials requested. Late responses will not be accepted.

The undersigned, on behalf of the respondent, certifies that: (1) this information is made without previous understanding, agreement or connection with any person, firm, or corporation providing a response to the same document; (2) this information is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the response is entered; (4) they have read the complete Request for Proposal and understand all provisions; (5) if officially proposed in response to any Request for Proposal - accepted by the County - that the capabilities identified are guaranteed as written and will be implemented as stated; and (6) mistakes in writing of the submitted response will be their responsibility.

AUDIT FIRM _____

CONTACT _____

SIGNATURE _____

ADDRESS _____

CITY/PROVINCE/POSTAL
CODE _____

PHONE /FAX _____

E-MAIL _____

WEB-SITE _____

Proposals should be organized in the following format using the section titles and sequence listed below:

1. Proposal Submission Letter
2. Table of Contents
3. Vendor Profile
4. RFP Requirements
5. References

4.1 Proposal Submission Letter

Must be signed by an authorized representative of the vendor and included in the proposal.

4.2 Vendor Profile

The Proposal must include:

- A brief introduction of the vendor, identifying the members of the audit team and audit lead (if applicable);
- A contact for any questions or clarifications arising from the proposal. Contact information should include name, title, address, email, and phone number; and
- Contact information for the vendor's head offices and details of any subcontracting arrangements proposed by the vendor.

4.3 RFP Requirements

Proponents must respond to the items listed below in the order they are presented. The proposal must include a table of contents identifying the topics by page numbers of all major sections as well as identifying relevant appendices or attachments. Specifically, the proposal, as a minimum, should include the following information:

a. Company Profile and Contact: A brief profile of your firm (maximum 2 pages) indicating the scope of its practice, the range of activities performed by the firm such as auditing, tax service, accounting or management services. Identify the proponent's contact persons, phone number and email address. State the office address as well as the address and phone number of any local office that will manage or assist in managing this audit. Identify the number of staff located locally.

b. Experience with Municipal Audits: List current and past public sector audit clients and indicate the number of years your firm has been the auditor for each client. Describe your familiarity and experience with PSAB accounting and auditing standards.

Attach to your proposal one (1) sample of the municipal audit report that you have recently issued covering an audit of a municipality with comparable services to the County of Minburn (omit name).

Attach to your proposal two (2) samples of management letters that you have recently issued covering an audit of a local municipality.

c. Audit Staffing: Name and brief resume of the partner(s), manager(s) and other key staff who would be assigned to this audit.

Explain how your audit staffing model works and how you propose to maintain continuity of staffing over the term of the contract.

Describe any personal, business, investment or family relationship with the County Council or appointed staff.

d. Audit Firm's Understanding of the Region: Explain the Audit firm's connection to the region and how it can leverage its relationship within east central Alberta to facilitate the audit process or provide value added benefits to the County.

e. Audit Implementation: 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 County's structure and systems including the transition to a new ERP as well as a proposed audit schedule and any specific techniques or processes to be used for the interim audit and annual audit.

f. Other Services: Description and methodology to be used for keeping the County updated of any changes in accounting principles or legislation that would impact the annual financial statements.

Description of non-auditing professional services provided to other local government clients and innovative products offered by your firm as well as any specific pricing structure for such services.

Should the proponent consider additional services and materials to be appropriate it should be recommended in their proposal. The Proponent is to cost these additional items separately.

g. Fee Proposal: Provide a fee schedule and estimated project cost showing the cost for the three-year contract period, including out-of-pocket expenses and estimated hours each audit firm employee is expected to spend

annually on the audit using the following format:

Staff Assigned	Hours	Rate	Fee
Partner(s)	xx	\$	\$
Managers	xx	\$	\$
Seniors	xx	\$	\$
Staff Support	xx	\$	\$
Total Hours & Fees	xx	\$	\$
Other Disbursements			\$
Total Fixed Fee			\$

The fee schedule should include an all-inclusive maximum cost for the requested work for each of the three (3) years 2026-2028. Furthermore, all rates and fees are to be quoted exclusive of applicable taxes.

Separate fee schedules shall be provided for the following:

- a) County of Minburn Municipal Audit for 2026, 2027, 2028
- b) County of Minburn LAPP Review (Likely in 2028, as 2025 tri-ennial audit requirement was waived by LAPP)
- c) Billing Dates: Provide a proposed schedule of billing dates
- d) References: Three (3) references at least two (2) of which must be municipal audits within the last three (3) years. Include numbers of years of service and a contact name, telephone number and email address for each reference.

Hourly Billing Rate

State separately for each of three fiscal years, by staff level classification, the hourly billing rate that will be used in setting the all-inclusive maximum audit fee for the required work under this RFP.

Progress Billing

State that based on the Audit Firms work plan, a Progress Billing Schedule will be mutually established and included in the Audit Services Contract. Formal progress reports will accompany each progress billing.

5 AWARDING THE CONTRACT (Successful Audit Firm)

This RFP should not be construed as a contract to purchase goods and services. Only written notice, to the vendor of acceptance of the proposal by the County of Minburn, and the subsequent full execution of a written agreement shall constitute a contract for the provision of financial audit services.

The County reserves the right to negotiate after the closing date and time with the Audit Firm that the County deems has provided the most advantageous Proposal. In no event will the County be required to offer any modified terms to any other Audit Firm prior to entering into a Contract with the successful Audit Firm and the County shall incur no liability to any other Audit Firms as a result of such negotiation or modification.

The County has the right, in the interest of the County, to waive any informality, insufficiency or irregularity in any proposal responses received, and to accept the proposal that is deemed most favorable to the interests of the County.

In addition to the foregoing, each Audit Firm, by submitting a proposal, agrees that it will not claim damages in any court proceeding or other dispute resolution forum in respect of any aspect of the within RFP process,

including but not limited to representations made or purported to be made at any time before, during or after the RFP process and anything arising during the Contract negotiation phase, in excess of an amount equivalent to the reasonable costs incurred by the Audit Firm in preparing its Proposal, and each Audit Firm, by submitting a Proposal, specifically waives any claim for loss of profits or loss of business opportunity, if no agreement is entered into with the Audit Firm.

Award of Contract by the County occurs once the successful Audit Firm receives a Letter of Award duly authorized.

Within ten business days of receipt of the Contract Award, the successful Audit Firm shall provide:

1. All insurance certificates required to be provided pursuant to the RFP Documents.

Within forty-five days, the successful Audit Firm shall provide and both parties shall execute:

1. A Letter of Engagement that references the RFP and Contract Award and shall include the following clause:

“This engagement letter is subject to and incorporates the terms and conditions of the Municipality’s Request for Proposal dated [date]. In the event of a conflict, the RFP shall prevail.”

This Letter of Engagement shall serve as the binding agreement for each year of the audit.

**APPENDIX A
EVALUATION MATRIX**

Criteria	Score
Understanding of Engagement Proposal <ul style="list-style-type: none"> Demonstration of full understanding of County of Minburn and its structure and governance Ability to respond to all aspects of the RFP 	5
Relevant Experience <ul style="list-style-type: none"> Municipal Auditing Experience 	15
Qualifications of Resources <ul style="list-style-type: none"> Technical experience of the firm in performing public sector audits and experience with organization of a similar size and complexity Experience and qualifications of audit team proposed for the County's audit Ability to maintain staffing continuity 	10
Regional Involvement, Understanding and Experience <ul style="list-style-type: none"> Ability to highlight knowledge of region through existing relationships with local governments, not for profits and other related entities Demonstrate how this knowledge and experience add value to the proposed County/Auditor relationship 	5
Audit Implementation <ul style="list-style-type: none"> Statement of full understanding of the audit objectives and overall scope of work to be performed Audit plan including number of person-hours anticipated to perform the services, broken down between interim and final audits for the three years Approach used to gain an understanding of the County of Minburn and its agencies' structure and operations especially in light of implementing a new financial ERP Quality of the proposal in terms of methodology and approach to the audit, including a description of substantive and compliance testing and internal control evaluation Firm's ability to provide additional (value-added) services and advisory services/publications 	25
References	10
Proposed Fee for Work (inclusive maximum price for each of the three years of the term of the contract)	30
Total	100