



Town of Inuvik
Request for Proposals
Audit Services for
2017, 2018 and 2019
Reference Number 2017-005

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Town of Inuvik Audit Services 2017-2019
Reference Number 2017-005

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1.0 GENERAL INFORMATION AND INSTRUCTIONS

Proposals will be received until 3:00 p.m. Inuvik local time on **October 27, 2017**. Four (4) copies of the proposal are to be submitted and must be clearly marked with the name and address of the Proponent, quoting Reference Number 2017-005, the closing date and the title **“Town of Inuvik Audit Services 2017-2019”** on the outside of the envelope. The Town will not be responsible for proposals received after the exact time and date noted and will reject and return late proposals to the proponent unopened. Proponents are responsible for ensuring that digital and courier delivery occurs within the deadline.

All inquiries related to this Request for Proposals are to be directed to:

Eric Whitworth, Director of Finance
Town of Inuvik
P.O. Box 1160, 2 Firth Street
Inuvik, NT X0E 0T0
Phone: 867.777.8610
Fax: 867.777.8601
E-mail: dof@inuvik.ca

1. The Town will not be responsible for any proposal that:
 - does not indicate the Request for Proposal reference, title, closing date and Proponent’s name;
 - does not arrive prior to the date and time displayed on the official tender clock; and
 - is delivered to any address other than that provided above.
2. Facsimile transmitted proposals will be accepted under the following conditions:
 - the proposal is received before the submission deadline at the facsimile number stated;
 - the Town shall not be liable for any claim, demand or other actions for any reason should a facsimile transmission be interrupted, not received in its entirety, received after stated closing time and date, received by any other facsimile unit other than that stated herein, or for any other reasons;
 - the Town cannot guarantee the confidentiality of information contained in the proposal;

In accordance with item 2 above, original copies of the proposal are to be submitted immediately following the transmission of the facsimile.
3. All questions or enquiries concerning this Request for Proposals must be in writing and be submitted to the address provided above **no later than five (5) business days prior to the proposal deadline**. Verbal responses to any inquiry cannot be relied upon and are not binding on either party.
4. Any available resources noted herein can be obtained at the Town Office.

5. This is not a Request for Tender or likewise. The Town is not bound to accept the proposal that provides for the lowest cost or price to the Town nor any proposal of those submitted.
6. If a contract is to be awarded as a result of this Request for Proposals, it shall be awarded to the Proponent who is both responsible and whose proposal provides the best potential value to the Town. The determination of best potential value shall be at the sole discretion of the Town. "Responsible" means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
7. Notice in writing to a Proponent and the subsequent execution of a written agreement shall constitute the making of a contract. No Proponent shall acquire any legal or equitable rights or privileges whatever until the contract is signed by both parties.
8. The contract will contain the relevant provisions of this Request for Proposals, the accepted proposal, as well as such other terms as may be mutually agreed upon, whether arising from the accepted proposal or as a result of any negotiations prior or subsequent thereto. The Town reserves the right to negotiate modifications with the successful Proponent.
9. In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.
10. The Town has the right to cancel this Request for Proposals at any time and to re-issue it for any reason whatsoever, without incurring any liability and no Proponent will have any claim against the Town as a consequence.
11. Any addenda made by the Town to the Request for Proposals will be issued in writing and sent by e-mail to all who have received the documents no less than three (3) days prior to proposal deadline.
12. The Town is not liable for any costs involved in the preparation or presentation of proposals.
13. An evaluation committee will review each proposal. The Town reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
14. Proponents may not amend their proposal after the proposal deadline but may withdraw their proposal at any time prior to acceptance.
15. Proposals may be short-listed. Proponents who are short-listed may be requested to make a formal presentation. Such presentations shall be made at the cost of the Proponent.
16. The proposal and accompanying documentation submitted by the Proponent are the property of the Town and will not be returned.

END OF GENERAL INFORMATION AND INSTRUCTIONS

2.0 BACKGROUND

The Town of Inuvik is seeking service providers qualified to provide audit services for the 2014,2015 and 2016 fiscal years.

2.1 ABOUT THE TOWN OF INUVIK

The largest town north of the Arctic Circle with a population of approximately 3,300 residents, Inuvik is located on the scenic Mackenzie River Delta and is the home of the Inuvialuit and Gwich'in peoples. It is the government center and transportation hub for the Western Arctic and is at the end of the Dempster Highway which connects it with southern communities. Inuvik is also the main headquarters for the oil and gas industry operating in the Beaufort Sea / Mackenzie Delta. For more detailed organizational information, please refer to our website at www.inuvik.ca.

3.0 Objective

The Municipal Corporation of the Town of Inuvik requires external audit services for the calendar years 2017, 2018 and 2019. The Town is a tax-based municipality with a Mayor, Deputy Mayor, Assistant Deputy Mayor and 6 Councillors who are the governing body and meet regularly.

The Town has an annual capital and operating budget of approximately \$16,000,000.00.

The Town is currently using the MAIS accounting system.

4.0 Scope of the Work

The Auditor is expected to prepare financial statements in the format prescribed for tax-based municipalities by the Government of the NWT's Department of Municipal and Community Affairs (MACA) and the Cities, Towns and Villages (CTV) Act, Sections 103 to 106. The Auditor is expected to perform an independent audit to express an opinion on the Town's financial system including a Management Letter, audit recommendations, a review of financial statements with the Administration Committee and copies of working papers for the Director of Finance.

The Town will:

- Close Accounts Receivable and prepare Allowance for Doubtful Accounts;
- Prepare Balance Sheet Reconciliations;
- Close Accounts Payable and prepare accrual entries; and,

- Prepare an analysis of reserve accounts.

5.0 Investigations and Examinations to be Conducted

The proposer may contact the Town of Inuvik Director of Finance if further information is required. Copies of the 2016 audited financial statements are available on the Town website www.inuvik.ca.

6.0 Relevant Policies, Standards and Requirements

- Assets will be safeguarded;
- Compliance with the Cities, Towns and Villages Act;
- MACA Guidelines;
- Generally Accepted Accounting Principles including PSAB 3150 compliance;
- To as great an extent as possible, duties will be separated;
- Reserve fund is cash funded;
- Reconciliations are prepared monthly; and,
- Financial statements are prepared monthly.

7.0 Schedule for Completion

The Audit must be completed in time for review by the Mayor, Council and the Department of Municipal and Community Affairs by the deadlines prescribed by the Department.

8.0 PROJECT AWARD SELECTION

The proposed schedule for this project is as follows:

Important Milestones	Dates
RFP Release Date	October 2, 2017
RFP Deadline Date	October 27, 2017
RFP Review Date	October 31, 2017
Proposal Selection Date	November 7, 2017

9.0 PROPOSAL FORMAT AND REQUIREMENTS

The proposal shall include the qualifications requested below. Information should be complete and demonstrate that the service provider can perform the work requested.

9.1 Introduction

Prepare a brief introduction including a general demonstration of understanding of the scope and complexity of the required work.

9.2 Personnel

Names, qualifications and experience of staff assigned to this project and identify the project lead. With respect to each Consultant included in the proposal:

- their specific role in the project;
- their time commitment to the project;
- their resume; and,
- their related experience.

9.3 Experience

Provide company contact information, how long you have been in business, and what services you provide. Identify and briefly describe related work completed in the last three years including content management experience. Describe only work related to this proposal and include examples of similar projects. Also include evidence of satisfactory and timely completion of similar work performed for past projects.

9.4 Other Requirements

- The Auditor must possess a professional accounting designation.
- Non-designated persons involved in the audit must be covered by the Auditor for bonding insurance. A copy must be submitted with the proposal and must have RCMP clearance.
- Experience with Fund accounting, municipal accounting and GNWT municipal accounting in tax-based communities is a definite asset.
- Location of auditor.

9.4 Proposed Audit Plan

Provide a description and proposed timeline to complete the audit.

9.5 Pricing and Budget

A total budget amount for this project has not been included in this Request for Proposals as it is the intention to solicit a range of proposals. The Town intends to enter into a lump sum contract. The proposal must propose a total fee for the project. Prices bid must be stated in actual dollars and cents expressed in Canadian funds. Prices should not include GST.

The total proposed cost of the project shall include:

- a) a breakdown of the proposed fee for each portion of the work in a table format:
 - Disbursements for travel: identify the place of work for each team member and where travel will be billed from for each team member for each phase of the work.
 - Expenditures for services, production, creative concept development, communication with client and any other costs.
 - The Town will recognize minor disbursements with a mark up on fees of 3%. This will apply to the following:
 - Local communication costs (phone, cell phone, fax, etc.)
 - Long distance phone expenses
 - Courier and messenger services
- b) a work schedule showing the cost of each major part and key tasks to complete the project and overall timeline required as outlined in section 6.5.

Any anticipated expenses are to be identified in the proposal. The fee proposed will be considered the maximum upset fee by the Town. Any expenditure beyond that amount will require approval by the Town and will only be considered for increases in the scope of work or agreed to in advance by the Town.

A contingency allowance should not be used in making cost estimates for the completion of the work. All proposals should clearly indicate that the work to be provided will be for an “upset limit”. The Town of Inuvik will not consider cost overruns.

Contract costs and fees will be negotiated with the finalist(s).

9.6 Client References

Provide a minimum of three client references with contact names and phone numbers for which you have provided relevant audit services to other municipalities.

10.0 PROPOSAL CONTENT AND FORMAT

The Consultant selected by the Town will have prepared a proposal which clearly indicates how the Consultant will carry out the work set out in the terms of reference. The Consultant's proposal must contain but will not be limited to:

- 10.1** Proponents should demonstrate their understanding of the work involved and explain their approach. Consultants should detail the proposed methodology to achieve the project objectives by addressing the following factors: information gathering, client input, consultation, schedules, budget, and significant milestones or activities.
- 10.2** Maximum total cost of the project broken down by phases with fees and disbursement costs listed separately and the suggested payment schedule for each phase as per section 9.5.
- 10.3** Per diem rates for key personnel involved in the assignment with an estimate of the number of days that the project staff will spend on the project and in the area.
- 10.4** Preference will be made for northern or local content. The dollar value of the goods and services provided by the proponent's own forces should be declared as should the dollar value of goods and services to be provided by all sub-contractors with whom contracts will be entered into for this project. If this information is not submitted with a proposal or is incomplete, the proponent will not receive appropriate credit.
- 10.5** The following are mandatory requirements for all proposals. Proposals that do not clearly demonstrate compliance with these requirements will result in disqualification of the proponent's proposal and removal of the proposal from further considerations during the evaluation process.
- Must be received by the closing time and date
 - Must clearly state proposed fees and expenses
- 10.6** The Consultant shall submit four (4) copies of the above noted proposal.

11.0 PROPOSAL EVALUATION

Proposals shall be evaluated and rated by an evaluation committee using predetermined criteria to determine which proposal potentially provides the best value to the Town.

Detailed ratings and comments will be confidential, however, once the contract has been executed, a proponent can ask for their own detailed rating and comments and the names and total rating of the other proponents.

In terms of relative importance, each criterion is given a pre-assigned weight as outlined on the proposal rating schedule to which each proposal will be evaluated.

Each criterion is rated on a scale of 0 to 10. Each criterion's rating is then multiplied by the assigned weight to yield a total for that element. Summation of the individual totals yields a total score which represents the overall degree of satisfaction for the respective submission.

This procedure is repeated for each of the responsive proposals. The highest total score will determine the proposal that potentially provides the best value to the Town.

Proposal Rating Schedule

Item	Rating Criteria	Assigned Weight (A)	Unit Points Awarded (B)	Total Points (A) x (B) = C
1	Team – personnel to be assigned to or made available to the contract	25		
2	Methodology or approach proposed by the proponent	15		
3	Proponent's past relevant experience	15		
4	Project schedule	10		
5	Fees and expenses	30		
6	Northern/local content	5		
Totals		100	N/A	

Legend:

Unless stated otherwise herein, Unit Points will be assigned as follows:

Deficient	0 points
Poor	1-3 points
Fair	4-6 points
Good	7-8 points
Excellent	9-10 points

12.0 ACCEPTANCE OF PROPOSAL

The Town of Inuvik reserves the right to accept or reject any or all proposals and waive irregularities and informalities at its discretion. The Town reserves the right to accept a proposal other than the lowest proposal without stating reasons.

The Town of Inuvik will not be responsible for any cost incurred in the preparation or presentation of proposals.

The successful Consultant will be required to enter into a contract with the Town.

The Town reserves the right to interview any or all of the proponents of the proposal to provide additional insight into the ability to meet the requirements set out in the Request for Proposal.

12.1 Rights to Data

The Town of Inuvik will have ownership rights to all data generated by the project.

13.0 NOTICE TO PROPONENTS

13.1 Liability

The Consultant shall ensure that the Town, its Officers and Employees are saved harmless from any liability whatsoever arising out of the Consultant's performance or non-performance of the terms of this proposal.

13.2 Consultant's Responsibilities in Submitting Proposals

Each Consultant is solely responsible for the risk and cost of preparing and submitting its proposal in response to this Request for Proposals and neither the Town nor its officials, employees or Consultants are liable for the cost of doing so or obliged to remunerate or reimburse any Consultant for that cost.

By submitting its proposal to the Town, each Consultant represents and warrants to the Town that the information in its proposal is accurate and complete. This Request for Proposals does not impose on the Town any duty of fairness or natural justice to any or all Respondents with respect to this Request for Proposals or the process it creates. Unless the Town is expressly permitted or required by this Request for Proposals to "act reasonably", the Town is entitled to act in its sole, absolute and unfettered discretion.

13.3 Confidentiality and Freedom of Information of Proposals

Proponents are required to keep their proposals confidential and must not disclose their proposals or information contained in them to anyone else without the prior written consent of the Town of Inuvik. All information provided by the Town of Inuvik as part of this request for proposals must be treated as confidential. Proposals, discussions and all information received in response to this request for proposals will be held as strictly confidential, except as otherwise noted.

13.4 Waiver and Allocations of Risk

The Town accepts no responsibility or liability for the accuracy or completeness of this Request for Proposals (including any schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the Town (including through the Town's Representative or any other individual) and no representation or warranty, either express or implied, is made or given by the Town with respect to the accuracy or completeness of those things. The sole risk, responsibility and liability connected with reliance by any Proponent or any other person on this Request for Proposals or any such information as is described in this paragraph is solely responsible for obtaining its own independent financial, legal, accounting, and other advice with respect to the contents of this Request for Proposals or any such information as is described in this paragraph. Each Proponent who submits a proposal to the Town is deemed to have released the Town from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of any kind, in any way connected with or arising out of the contents of this Request for Proposals or any such information as is described in this paragraph. Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this Request for Proposals and of the project and to prepare and submit its proposal.

14.0 CLARIFICATION OF THIS REQUEST FOR PROPOSALS

The successful selected Proponent will be required to enter into a contract with the Town of Inuvik. The contract will include, among other items, a budget including a maximum upset fee, a schedule for completion, and a requirement for the Consultant to provide indemnity and Workers Safety and Compensation Commission coverage.

If a Consultant has any questions about the contents of the Request for Proposals or about any matters relating to it, the question must be directed in writing, not orally, to the Town at the contact address, no later than five (5) business days prior to the proposal deadline. Inquiries and responses will be recorded and shall be distributed to all proponents who have received copies of the proposal.

The Request for Proposals process forms complex legal obligations. Any information obtained from any source other than the Town representative is not official and should not be relied upon. Any uncertainty regarding the process therefore must be referred to the Senior Administrative Officer.