



P.O. Box 186, Bella Coola, BC V0T 1C0
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REQUEST FOR PROPOSALS

CENTRAL COAST REGIONAL DISTRICT and CENTRAL COAST REGIONAL HOSPITAL DISTRICT

for

AUDIT SERVICES

Closing Location
626 Cliff Street
PO Box 186
Bella Coola BC V0T 1C0

Closing Date and Time
Thursday, November 8, 2018
3 PM Local Time

Contact Person
Courtney Kirk, CAO
Email: cao@ccrd-bc.ca

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REQUEST FOR PROPOSALS

AUDIT SERVICES

1.0 INVITATION AND INSTRUCTIONS

The Central Coast Regional District and the Central Coast Regional Hospital District, (collectively the "Regional District", unless otherwise specified) invite proposals for audit services (the "Audit Services").

An electronic copy of the proposal in a single portable document format (PDF) digital file, scanned from original with signature, named "RFP Audit Services" must be submitted to cao@ccrd-bc.ca no later than **3:00 p.m. local time, Thursday, November 8, 2018**. Responding proponents must have their name and full contact information clearly marked on the Proposal package. Late proposals will not be accepted. **Facsimile proposals will not be accepted.**

To be considered, proposals must be signed by an authorized signatory of the Proponent. By signing the Proposal, the Proponent is bound to statements made in response to this Request for Proposals, (this "RFP"). Any proposal received by the Regional District that is unsigned will be rejected.

The Proponent will be competent and capable of providing the Audit Services. The Proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

The Regional District will not be responsible for any costs incurred by proponents which result from the preparation or submission of documents pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. Should errors be discovered, they will be corrected by the Proponent at their expense.

RFP documents may be obtained:

- a) in a PDF (public document format) file format from the Regional District's website at <http://www.ccrd-bc.ca/>;
- b) in hard copy from the Regional District office, 626 Cliff Street, Bella Coola, BC between 9:00 a.m. and 4:00 p.m., Monday through Friday, excluding statutory holidays.

All questions relating to this RFP must be directed to:

Chief Administrative Officer
Central Coast Regional District
626 Cliff Street
Bella Coola, BC V0T 1C0
Telephone: 250-799-45291 / Email: cao@ccrd-bc.ca

2.0 BACKGROUND

- a) The Central Coast Regional District (CCRD) is incorporated in 1968 pursuant to the *Local Government Act* of British Columbia. It provides local and regional protective, recreational, environmental and transportation services to less than 5,000 residents of five electoral areas within its boundaries.

The Central Coast Regional Hospital District (CCRHD) has the same boundaries as the Central Coast Regional District, but is a separate legal entity, although the board of directors for both organizations is the same.

- b) Services include:

- Administrative Services (general operation, grants in aid);
- Development Services (economic development, land use planning, street lighting);
- Environmental Services (Thorsen Creek Waste and Recycling Centre);
- Leisure Services (parks and recreation, swimming pool, regional library);
- Protective Services (emergency management, house numbering);
- Transportation Services (two airports); and
- Local Services (water distribution, fire protection and street lighting)

- c) CCRD Strategic Plan - available at www.ccrd-bc.ca

- d) 2017 Audited financial statements of the CCRD and Central Coast Regional Hospital District - available at www.ccrd-bc.ca

- e) CCRD financial plan 2018-2023 - available at www.ccrd-bc.ca

- f) Accounting software and data:

Financial Software:	QuickBooks Desktop 2019
Operating System:	Windows 7
TCA:	Tangible capital asset inventories and valuations are in excel spreadsheets.

3.0 PURPOSE, OBJECTIVE AND INTENTION

The intention of this RFP is to award a contract, (the "Contract") to the successful proponent, (the "Auditor") who can demonstrate the ability to supply and deliver a high quality product that meets or exceeds the specifications contained within this RFP.

4.0 GENERAL INFORMATION AND INSTRUCTIONS TO PROPONENTS

4.1 Discrepancies or Omissions

Proponents finding discrepancies, errors, or omissions in this RFP, or requiring clarification on the meaning or intent of any part herein, should immediately request, in written form, either by mail, fax, or email, clarification from the CAO. No responsibility will be accepted for oral instructions. Any work done after discovery of discrepancies, errors or omissions, will be done at the Proponent's risk.

4.2 Proposal Submissions

An electronic copy of the proposal in a single portable document format (PDF) digital file, scanned from original with signature, named "RFP Audit Services" must be submitted to cao@ccrd-bc.ca no later than **3:00 p.m. local time, Thursday, November 8, 2018.** .

Proposals submitted by fax, or not in the Proposal Format, will **NOT** be accepted.

Proposals not submitted in strict accordance with these instructions or not complying with the requirements in this RFP may be rejected.

The Regional District will not be responsible for any costs incurred by proponents as a result of the preparation or submission of a proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. Should errors be discovered, they will be corrected by the Proponent at their expense.

Any proposal received after the closing date and time (Thursday, November 8, 2018, at 3:00 p.m.) will be considered disqualified and will be returned unopened to the Proponent.

4.3 Regional District's Right to Reject Proposal

The Regional District reserves the right, in its sole discretion, to waive informalities in proposals, reject any and all proposals, or accept the proposal deemed most favourable in the interests of the Regional District. The lowest, or any proposal, will not necessarily be awarded.

If a proposal contains a defect, or fails in some way to comply with the requirements of this RFP which, in the sole discretion of the Regional District, is not material, the Regional District may waive the defect and accept the Proposal.

The Regional District reserves the right to reject a proposal based on potential or perceived conflict of interest.

The Regional District reserves the right to reject any proposal where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Proponent, is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District; or
- b) in the case of a proposal submitted by a proponent who is an individual person, where that individual is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

By submitting a proposal, the Proponent confirms that clauses a) and b) above are not applicable.

The Regional District reserves the right to reject any proposal submitted by a Proponent who is, or whose principals are, at the time of proposing, engaged in a lawsuit against the Regional District in relation to work similar to that being proposed.

5.0 CLAIM FOR COMPENSATION

No proponent shall have any claim for compensation of any kind whatsoever as a result of participating in this RFP.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a proposal, a proponent agrees that they will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing their Proposal for matters relating to this RFP or in respect of the competitive proposal process, and the Proponent, by submitting a proposal, waives any claim for loss of profits if a contract is not entered into with the Proponent.

6.0 SCOPE OF WORK AND GENERAL INFORMATION

6.1 SERVICES

The Services required include performing an annual audit in accordance with generally accepted auditing standards and the provisions of the Local Government Act and Community Charter which include advice on internal controls and related procedures. The Auditor will be required to provide separate written audit reports with an audit opinion on the consolidated financial statements as prepared by the CCRD staff for the CCRD and CCRHD which shall be suitable for printing within the financial statements and are addressed to the members of the Board. In the event the financial statements and working papers are not prepared by CCRD staff, please quote the fee for services rates in your proposal as additional services.

In addition the Auditor is required to provide a management letter addressed to the Chief Administration Officer of the CCRD every year outlining the results of the audit with any noted significant discrepancies or suggestions for improvement. The Auditor will report audit findings to the Chief Financial Officer and/or Chief Administrative Officer during the course of the audit engagement.

The Auditor shall be required to attend a meeting of the Board to present and explain as necessary the audit reports. The Regional District does not have an audit committee.

The Auditor will respond to and discuss with the Regional District staff accounting, auditing, tax and other issues arising throughout the year. It is expected that such inquiries would be included in the fee schedule provided and would not incur additional billing or that Regional District staff would be advised of any additional charges prior to such services being provided.

The following audit schedule will be required for each year of the agreement, except as agreed to by the Regional District:

Pre audit meeting with staff	Early October
Audit plan and schedule	Late October
Interim Audit	November
Reconciliation and working Papers completed	Third week of March
Year End Audit	Fourth week of March/First week of April
Audit Completed and Audit Report	Third week of April
Management letter	April 30

6.2 QUALIFICATIONS

The successful Proponent will:

- a) Have sufficient staffing, facilities, resources and expertise to meet the requirements set out
- b) Hold a valid accounting designation and assign staff who hold valid accounting designations
- c) Have experience in local government audits and demonstrate comprehensive knowledge of local government financial reporting requirements and PSAB guidelines
- d) Demonstrate a commitment to providing reasonable annual continuity of experienced and qualified personnel
- e) Provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with regulatory bodies or professional organizations

7.0 SPECIFICATIONS

The minimum requirements for the Audit Services are detailed in abovementioned *Scope of Work*. Prospective proponents may recommend changes or adjustments to the specifications outlined where the Proponent believes that such changes or adjustments will result in a better quality product. In all cases, the Proponent should provide reasons for the recommended changes or adjustments to the RFP specifications.

8.0 PAYMENT

8.1 Contract Price

All prices for the Audit Services, including supply and delivery, shall be stated in Canadian dollars. Any applicable Federal or Provincial taxes, or levies, must be included in the Proposal, but are to be listed separately from the contract price. Appendix "B" – Schedule of Prices must be completed and included in the Proposal package. The contract price must be open for acceptance for sixty (60) days from November 8, 2018.

8.2 Total All Inclusive Maximum Price

The proposal should contain all pricing information relative to performing the Audit Services as described in this RFP. The proponent's price is to contain the price for the Audit Services as well as all direct and indirect costs including all reimbursable expenses. Changes in wording or presentation of financial statements, notes or schedules, suggested or requested by the Auditor during the course of any audit will not be considered as additional services.

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 Regional District in advance of the conduct of the work.

8.3 Rates for Additional Services

During the period of this Contract, additional audit services may be required to address new legislated requirements. As the extent of these additional services is not known, the Regional District is requesting that Proponents set out in their own words and format, the approach that will be taken to ensure the charges for these additional services are as cost effective as possible.

9.0 PROPOSAL FORMAT

Proponents are asked to respond in a similar manner. The following format and sequence, with all pages consecutively numbered, is to be followed in order to provide consistency in proposals and to ensure each proposal receives full and complete consideration.

- a) Title page, including RFP title and number, Proponent's name and address, telephone number, fax number, email address, and the name of the Proponent's representative.
- b) One page Letter of Introduction SIGNED by the authorized signatory of the Proponent which will bind the statement(s) made in the Proposal.
- c) Table of Contents including page numbers.
- d) An Executive Summary of the key features of the Proposal.
- e) Statement of Understanding.
- f) Three (3) references with complete contact information for the supply and delivery of similar auditing services.
- g) Schedule of Prices - Appendix "A".
- h) Additional information that the Proponent may choose to provide.

- i) **All amendments and addenda, if any, issued for this RFP. Each amendment and addenda must be signed by the Proponent and included with the Proposal and will form part of the Proposal documents.**

9.1 References

Proponents should identify a minimum of three (3) local government clients for which the Auditor has performed financial audit services in the last five (5) years, complete with the name of the organization’s chief financial officer and contact information.

9.2 Firm Qualifications and Experience

The Proponent should state the:

- size of the firm;
- size of the firm’s governmental audit staff;
- location of the office from which the Audit Services are to be performed;
- number and nature of the professional staff to be employed on a full-time basis;
- number and nature of staff to be employed on a part-time basis; and
- firm’s local government auditing knowledge and experience.

9.3 Partner, Supervisory and Staff Qualifications and Experience

The Proponent should identify the principal supervisor and management staff, including engagement partners, managers, other supervisors and specialists that would be assigned to perform the Audit Services. Other audit personnel may be changed at the discretion of the Proponent, provided that replacements have substantially the same or better qualifications or experience.

9.4 Specific Audit Approach

Provide a statement of understanding of the work to be performed, audit approach and commitment to perform the work within the time period specified in the annual schedule.

Describe the methodology to be used for keeping the Regional District abreast of any changes. Describe the Proponent’s experience in providing additional services to government and a description of the nature of such services.

10.0 PROPOSAL EVALUATION AND SELECTION PROCESS

All proposals will initially be evaluated by the Regional District to assess the qualifications and capabilities of proponents to meet the minimum standards specified in this RFP.

Evaluation of proposals will be by a committee formed by the Regional District in order to provide a recommended award of the Contract. The proposals will be evaluated on established criteria which will include the Proponent’s qualifications and experience, quality of product, contract price, supply, delivery and dates. The Proposal should be clear, concise, and complete.

The following proposal evaluation methodology will be used by the committee to evaluate the proposals received:

	CRITERIA	WEIGHT	SCORE OUT OF 100	WEIGHTED SCORE
A.	Capability of Proponent and Audit Team <ul style="list-style-type: none"> • Proponent’s experience in the audit of similar organizations and other local governments with an 	35%		

	<p>emphasis on experience in the audit of Regional Districts</p> <ul style="list-style-type: none"> • Qualifications and availability of proposed audit team and other firm resources to carry out the work and meet deadlines • Meets the requirements of the Local Government Act & Community Charter • Flexibility and expertise for additional services • Knowledge of information systems used by the CCRD • Demonstration of commitment to providing reasonable annual continuity of experienced and qualified personnel 			
B.	<p>Proposed audit strategy</p> <ul style="list-style-type: none"> • Audit plan including scope, number of person-hours anticipated to perform the services, broken down between interim and final audits for each of the two entities for the five years Clarity of work plan (time table) and reporting requirements • Approach used to gain an understanding of the CCRD and CCRHD structure and operations 	25%		
C.	<p>Price</p> <ul style="list-style-type: none"> • The proposed fees will be firm, for the five year term, quoted in Canadian funds exclusive of taxes, for each entity which is to include: • Professional fees of audit and support staff based on person hours for each entity • for each of the five years • Estimated disbursements and administrative fees exclusive of taxes • Hourly rates for additional services 	40%		
TOTAL:		100%		

Throughout the evaluation process, the Regional District, in its sole discretion, may request additional written clarification and/or supplemental information from selected proponents as part of the evaluation process.

11.0 CONTRACT SCHEDULE

11.1 Form of Contract

The Contract to supply and deliver the Audit Services will be in the form of a letter of proposal acceptance, purchase order, or other format as agreed upon by the Regional District and the successful proponent, and will include this RFP, all appendices, amendments and addenda.

11.2 Award of Contract

The Contract is expected to be awarded not later than Monday, December 3, 2018. The Regional District may delay the date of awarding the Contract if deemed appropriate by the Regional District.

The successful proponent will be notified of acceptance of its proposal by notification, in writing, delivered to the address on the Proposal. No other communication will constitute acceptance of any proposal.

All proponents will be advised, in writing, as to the awarding of the Contract.

12.0 COMPLIANCE WITH LAWS

The Auditor will give all the notices and obtain all the licenses and permits required to perform the work and provide written confirmation that the Auditor's and sub-contractor's personnel are fully certified to perform the work. The Auditor will comply with all laws, regulations and requirements of authorities having jurisdiction applicable to the work or performance of the Contract.

13.0 LAWS OF BRITISH COLUMBIA

Any contract resulting from this RFP will be governed by, and will be construed and interpreted in accordance with, all laws in effect in the Province of British Columbia.

14.0 RIGHT TO TERMINATE SERVICES

The Regional District may terminate any or all services upon thirty (30) days written notice. If such notice is given, the Regional District will pay only for time and expenses incurred by the Auditor up to the termination date and for any reasonable time and expense incurred to bring the Audit Services to a close in a prompt and orderly manner.

15.0 INDEMNITY

Notwithstanding the provision of insurance coverage by the Auditor, the Auditor hereby agrees to indemnify and save harmless the Regional District, its officers, agents, and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by or attributable to the activities of the Auditor, its servants, agents, sub-contractors and sub-operators, in providing the Audit Services and performing the work of the Contract, excepting always liability arising solely out of the negligent act or omission of the Regional District.

16.0 INSURANCE

The Auditor, without limiting its obligations or liabilities, and at its own expense, must provide and maintain throughout the Contract term, the following insurances with insurers licensed in the Province of British Columbia in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District as additional insured and provide the Regional District with 30 days' advance written notice of cancellation or material change. The Auditor must provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

1. Commercial General Liability (CGL), written on an occurrence based form, in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Cross Liability Cover, Broad Form Products & Completed Obligations, Personal Injury, Blanket Contractual, and Cross Liability.
2. Automobile Liability on all vehicles owned, operated, or licensed in the name of the Contractor in an amount not less than \$3,000,000.

17.0 REGISTRATION WITH WORKSAFEBC

The Auditor shall abide by all provisions of the *Workers Compensation Act* and its regulations and may be required to sign a WorkSafeBC Safety Covenant in the form provided by the Regional District. The Auditor must be a registrant in good standing at all times with WorkSafeBC for the duration of the Contract. Prior to receiving any payment, the Auditor may be required to submit a WorkSafeBC Clearance letter confirming all assessments have been paid and the Auditor is in good standing.

18.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this RFP.

All documents, including proposals, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for proponents, upon request by a proponent, subject to the *Freedom of Information and Protection of Privacy Act*.

19.0 RIGHTS OF WAIVER

A waiver, or any breach of provision of this RFP will not constitute or operate as a waiver, or any other breach, of any other provisions, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

20.0 SEVERABILITY

All paragraphs of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more paragraphs herein are void; the validity of the remaining paragraphs hereof will not be affected.

APPENDIX “A” - SCHEDULE OF PRICES

The total price submitted below reflects the full cost, including taxes, in Canadian dollars for the Audit Services. This Schedule of Prices must be completed, signed and accompany the Proposal submitted.

The Central Coast Regional District:

Fiscal Year	2018	2019	2020	2021	2022
Fees	\$	\$	\$	\$	\$
Taxes					
Total:	\$	\$	\$	\$	\$
Hourly rate for additional services (attach separately if necessary)					\$
Other charges (attach separately if necessary)					\$

The Central Coast Regional Hospital District:

Fiscal Year	2018	2019	2020	2021	2022
Fees	\$	\$	\$	\$	\$
Taxes					
Total:	\$	\$	\$	\$	\$
Hourly rate for additional services (attach separately if necessary)					\$
Other charges (attach separately if necessary)					\$

Proponents should ensure that all requirements of this RFP are dealt with in their Proposal and that all materials and products proposed comply with the specifications therein.

GST Tax Registration Number: _____

PST Tax Registration Number: _____

WorkSafeBC Registration Number: _____

Delivery Date: _____

Authorized Signatory Signature

Name of Proponent

Name (Please print)

Address

Title

City, Province, Postal Code

Phone Number

Fax Number

Email

Date

APPENDIX "B" - PROPOSAL CHECKLIST

Before submitting your Proposal, check the following points:

- Is the Proposal complete?
 - a) Title page
 - b) One page Letter of Introduction
 - c) Table of Contents
 - d) Executive Summary
 - e) Statement of Understanding
 - f) References
 - g) Appendix "A" – Schedule of Prices
 - h) Additional information, if any
 - i) Amendments and Addenda, if any

Note: *The Proposal may be disqualified if ANY of the applicable foregoing points have not been complied with.*

Ensure that the Proposal includes a cover page with the following details:

- Attention: Chief Administrative Officer
Central Coast Regional District
626 Cliff Street
Bella Coola, BC V0T 1C0
Telephone: 250-799-45291 / Email: cao@ccrd-bc.ca
- RFP FS-18-01 - Audit Services
- Proponent's name and mailing address