

City of Coquitlam

Request for Proposals

RFP No. 24-055

External Audit Services

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KEY DATES

RFP Issue Date	Thursday, July 25, 2024
Deadline for Questions	2:00 PM (local time) Tuesday, August 13, 2024
Deadline for Issuing Addenda	Wednesday, August 14, 2024
Submission Deadline	2:00 PM (local time) Friday, August 16, 2024

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 24-055 External Audit Services
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms for the provision of External Audit Services .
Instructions for Proposal Submission	<p>Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
Obtaining RFP Documents	<p>RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
Questions	Send questions to: bid@coquitlam.ca referencing the RFP name and number.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	The City's Standard Terms and Conditions - Consulting and Professional Services are posted on the City's website and will apply to any Contract awarded resulting from this RFP.

DEFINITIONS

Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through the negotiation process with the City incorporating the information contained in this RFP, the City’s [Standard Terms and Conditions - Consulting and Professional Services](#) published on the City’s website, the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

“City” “Owner” means City of Coquiltam;

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and Works.

“Price” means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services;

“Project Manager” means the City staff member appointed to coordinate the Work;

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the Work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met;

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

1. INSTRUCTIONS TO PROPONENTS

1.1. Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hə́míhə́m word kʷikʷə́lə́m (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikʷə́lə́m (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the s̓q̓ə́ciyaʔ təməxʷ (Katzie), and other Coast Salish Peoples.

1.2. Purpose

The purpose of this RFP is to invite Proposals from qualified firms for the provision of **External Audit Services**.

1.3. Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.4. Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a Proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

1.5. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the term of the Contract.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

1.6. Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically

consents in writing to any of them. The City may not consider any departures not stated in the Proponent’s Proposal Submission.

1.7. Evaluation Criteria

The City uses Microsoft Word to aid the transfer of Proponents information to an evaluation document. Proposal Submission Form responses should provide direct answers or a concise summary of attachments. If attachments are required, ensure to provide a summary for each question then direct the City to the appropriate section within the attachments.

Lower scores may be recorded if Proposal Submission Forms are:

- Not in Microsoft Word
- Only answering questions with "see section x in attached document".

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate Experience, Capacity and Resources	30
Sustainable Benefits and Social Responsibility	10
Technical	30
Financial	30
Total	100

The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- References
- Key Personnel on project team, qualifications and experience

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Approach and Methodology
- Understanding of City’s Requirements and Objectives

Financial

- Price

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

1.8. Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Professional Errors and Omissions Liability and Commercial General Liability as outline on the [City's Certificate of Insurance - Consultant Form](#)
- b) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Consulting and Professional Services](#)
- c) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

These items are not required as part of this Proposal Submission but will be required prior to entering into an agreement with the City for Services.

1.9. Term

The initial term of the Contract is two (2) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

1.10. Project Timelines

The following are guidelines of key annual audit dates:

Dates	Tasks
October	Audit planning. Detailed listing of working papers required for the interim audit to be provided by the Proponent to the City
November	Interim audit including process and control testing and documentation
December	Listing of required audit documentation for the year end work and audit confirmations to be provided by the Proponent to the City
February and March	Year end audit work including substantive testing and financial statement finalization
April	Proponent to present audited financial statements to the City

2. **GENERAL CONDITIONS OF CONTRACT**

2.1. Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Consulting and Professional Services](#), as published on the City's website, the Conditions listed in this RFP, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

3. **SCOPE OF SERVICES**

3.1. Background

The City currently uses the following software environment:

City Service Segment	Software
Financial Records, AR and AP modules	Oracle Financials and Cognos
Payroll	PeopleSoft
Budgeting	In house application
Fixed Assets and Purchase Orders	Maximo
Property Tax and Utilities	Tempest
Development related Permits	AMANDA 7
Recreation	PerfectMind
Expense invoice workflow	MarkView
Purchase card processing	BMO Spend Dynamics

3.2. Scope of Work

The Work includes, but is not limited:

- a) Locations:
 - City Hall
 - City Hall Annex

- Library
 - Recreation Facilities
 - Public Works Facilities
 - Fire Facilities
 - Public Safety Building
- b) Audit Services:
- The audit must be performed in accordance with the Canadian generally accepted auditing standards with the objective of expressing an opinion in accordance with Canadian public sector accounting standards and provisions of the Community Charter of British Columbia and any other legislated requirements for municipalities.
 - The audit program must be in accordance with generally accepted auditing standards in order to express an opinion on the fair presentation of City consolidated financial statements and supplementary information, in conformity with generally accepted accounting principles.
 - The City is to be advised of any weaknesses in internal control noted during the audit.
 - The successful Proponent must be responsive and provide accounting, auditing and tax advice as issues arise during the year.
- c) Reports:
- The auditor will issue a written opinion on the fair presentation of the City's consolidated financial statements or financial statements in conformity with generally accepted accounting principles, suitable for printing within the financial statements.
 - If required, the auditor will issue a separate written opinion on the supplementary information accompanying the consolidated financial statements or financial statements, suitable for printing within the financial statements.
 - The auditor will communicate in a letter to the City's any reportable conditions, as determined by the auditor, found during the audit. The auditor will also provide appropriate beneficial suggestions to correct any areas of concerns and weaknesses arising as a result of the audit process.
- d) Meetings And Other Services
- The auditor will attend meetings with municipal officials as required, including the planning and reviewing of the audit and financial statements and presentations of the final audit report to those charged with governance
- e) Work to be provided by City staff:
- Preparation of interim and year-end working papers including:
 - Supporting working papers for all asset and liability accounts

- Financial statement leadsheets for all statement of financial position captions
 - Comparative analysis of current actual and prior actual statement of operations results
 - Comparative analysis of current actual to current budget statement of operations results
 - The completion of audit confirmations for banks, lawyers and other entities as required upon receipt of forms from auditors
 - Preparation of annual financial statements including related schedules and notes.
- f) Proponent Staff Qualifications And Experience
- Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office.
 - Other audit personnel may be changed at the discretion of the Proponents, provided that replacements have substantially the same or better qualifications or experience.
 - Any staff changes require sufficient notification to be provided to the City in advance.

Table 1:

2023 Volume and Statistics

	Description	Volume
1	Estimated Population	148,625
2	No. of Property Folios	54,343
3	Full time equivalent employees including RCMP members	1,359
4	No. of Invoices Processed	19,874
5	No. of Purchase Orders issued	9,530
6	No. of Purchasing Cards	256
7	Capital spend in a year	\$151,710,000
8	Key Revenues in 2023:	
	Taxation	\$185,119,000
	Fees, rates and charges	\$184,553,000
	Contributed Tangible Capital Assets	\$71,204,000
	Grants and grants in lieu	\$41,389,000
	Investment income	\$38,840,000
	Municipal land sales	\$7,257,000



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 24-055

External Audit Services

Proposals will be received as per date and time in [Key Dates Section](#)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the “Subject Field” enter: RFP Number and Name
2. Add files and “Send”

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Consulting and Professional Services](#), and would be prepared to enter into in an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) SERVICES - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services.

Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.

i. Insurance – Professional Errors and Omissions Liability and Commercial General Liability as outline on the City's Certificate of Insurance - Consultant Form	
ii. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application	
iii. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

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2. CORPORATE EXPERIENCE, CAPACITY AND RESOURCES

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

i. Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):

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ii. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:

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iii. Describe your company's level of knowledge of legislative requirements governing City operations as well as your understand of the requirements and resources needed for local government audits.

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b) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary):

Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

c) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City’s written approval. (use the spaces provided and/or attach additional pages, if necessary)

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				
iv.				
v.				
vi.				

3. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

I. Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City

II. What policies does your organization have for hiring indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:

III. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:

IV. What policies does your organization have to support reconciliation with indigenous peoples:

4. TECHNICAL

a) APPROACH and METHODOLOGY Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the Work.
I. Provide a description of the general approach and methodology that the Proponent would take in performing and managing the City's requirements for providing the Services.
II. Briefly describe special issues, challenges, opportunities, or considerations foreseen by the Proponent which may have a significant bearing on the Services.
III. Describe how the Proponent would manage this project. Include a description of the project structure and describe the communication mechanisms that will be used with City staff.
IV. Describe your process regarding handling staff changes and how you will communicate that to the City.
V. Provide a description of the general strategy and approach for communicating and presenting to a public sector audience.

5. FINANCIAL

a) SCHEDULE OF FEES AND EFFORT - The fee schedule shall show an appropriate level of hours/effort for each of the project components, broken down by the Proponent’s team member(s) assigned to each component. The fee schedule shall show the maximum limits that the ‘Consulting Team’ will not exceed unless the City Project Manager requests additional services which are beyond the Scope of Services as outlined in this RFP. Proponent is to include any additional “Optional Services” or costs not accounted for in the fee schedule as part of the Proposal submission. The successful Proponent will not be able to claim any additional cost as a result of changes to the schedule or order of works or for project delays.

ITEM NO.	TASK/DELIVERABLE	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL PRICE (LUMP SUM) (exclude GST)
TECHNICAL					
1.				\$	\$
2.				\$	\$
3.				\$	\$
4.				\$	\$
5.				\$	\$
6.					\$
Total					\$

b) Upon satisfactory completion of the first twenty four month service period, as reviewed by the City, and in the event the City elects to renew the service period(s) for further one-year periods, the above Task/Deliverables will be adjusted at the following percentages.

i.	3rd Term: 2026 – 2027	Add / Deduct:	%
ii.	4th Term: 2027 – 2028	Add / Deduct:	%
iii.	5th Term: 2028 – 2029	Add / Deduct:	%

Attention Procurement Manager:

6. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
7. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Consulting and Professional Services](#), and will accept the City’s Contract as defined within this RFP document.
8. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

This Proposal is submitted this ___day of _____, 20_____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Name of Proponent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.