



City of Coquitlam

Request for Proposals
RFP No. 16-01-19

External Audit Services

Issue Date: May 16, 2016

TABLE OF CONTENTS

	Page
1.0 INTRODUCTION	3
2.0 DEFINITIONS	3
3.0 OBTAINING RFP DOCUMENTS	4
4.0 TERM OF CONTRACT.....	4
5.0 INSTRUCTIONS TO PROPONENTS	4
5.1 Cost of Proposal.....	4
5.2 No Claim	4
5.3 All Proposals Public.....	5
5.4 Closing Date.....	5
5.5 Instructions for Proposal Submission	5
5.6 Acceptance Period for Proposals.....	6
5.7 No Binding Contract	6
5.8 Enquiries.....	6
5.9 Addenda	6
6.0 GENERAL CONDITIONS.....	7
6.1 Notification of Award	7
6.2 Terms and Conditions of Purchase	7
6.3 Liability Insurance.....	7
6.4 Business License	7
6.5 Intellectual Property Rights	7
6.6 Cancellation.....	8
6.7 Price	8
7.0 EVALUATION CRITERIA.....	8
8.0 SELECTION PROCESS.....	9

APPENDICES:

- [Appendix A – Scope of Services](#)
- [Appendix B – 2015 Volume and Statistics](#)
- [Appendix C – Cash/Cheque Handling Volumes](#)

[PROPOSAL SUBMISSION FORM](#)

1.0 INTRODUCTION

The City of Coquitlam (the ‘City’) requests proposals from qualified accounting firms to provide **External Audit Services** (the ‘Services’) for the City of Coquitlam, the Coquitlam Public Library and Qnet, the City’s wholly owned municipal corporation. The Auditor will be responsible for the following services:

- Perform the annual audit of the consolidated and individual financial statements of the City of Coquitlam, the Coquitlam Public Library and QNet in accordance with generally accepted accounting principles for Local Governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.
- Annually attend meetings with the City’s Finance Committee of Council and the Coquitlam Public Library Board to present the Financial Statements and audit findings.
- Issue special reports related to the statutory reporting requirements for Local Governments to the Province.
- Providing ongoing advice to City staff on accounting, auditing and tax issues that may arise during the year.

The period of service is a five year term beginning with the year ended December 31st 2016. The appointment of the external auditor is subject to the approval of City Council.

For further details refer to:

[Appendix A – Scope of Services](#)

[Appendix B – 2015 Volume and Statistics](#)

[Appendix C – Cash/Cheque Handling Volumes](#)

2.0 DEFINITIONS

“**City**” “**Owner**” means City of Coquitlam.

“**Agreement**” “**Contract**” means the contract for services, Purchase Order (PO), or Purchase Contract (PC) issued to the Auditor to formalize the accepted Proposal.

“**Auditor**” 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 the submission of a Proposal. Both “Auditor” and “Proponent” are complementary in terms of duties, obligations and responsibilities at the Request for Proposal stage, through evaluation process, execution and delivery of the services.

“Contract Manager” means City staff member responsible for coordination of the Services on behalf of the City being provided by the Auditor.

“Coquitlam Optical Network” “QNet” means the City’s wholly owned Corporation that provides access to broadband services in the City.

“Proponent” means responder to this Request for Proposal.

“Proposal” means the submission by the Proponent.

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

“Services” means and includes the provision by the successful Proponent of all services, work, 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 completed and furnished by the Auditor.

3.0 OBTAINING RFP DOCUMENTS

RFP documents are available for downloading from the City of Coquitlam website:
www.coquitlam.ca/BidOpportunities

4.0 TERM OF CONTRACT

The contract for services will commence with the year ending December 31, 2016 and be in effect for a five (5) year term. The contract may be renewed for an additional five (5) year term upon mutual agreement of price of service.

5.0 INSTRUCTIONS TO PROPONENTS

5.1 Cost of Proposal

The City will not assume any responsibility or liability for any costs incurred by the Proponent in the preparation of a Proposal.

5.2 No Claim

Except as expressly and specifically permitted in this RFP, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP including accepting a non-compliant bid, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

No contractual, tort, or other legal obligations are created or imposed on the City, or any other individual, officer, or employee of the City with respect to the RFP documentation or by submission or consideration by the City of any Proposal.

5.3 All Proposals Public

All Proposals submitted to the City will be received and held in confidence and will become the property of the City.

The City is bound by the provisions of the Freedom of Information and Protection of Privacy Act. Proponents submitting proposals are advised that such proposals may be treated as public documents, and the contents of the same may be disclosed upon written request, if required to do so pursuant to the Act.

5.4 Closing Date

Proposals will be received by the City on or before 2:00 pm local time

Tuesday, June 7, 2016
(Closing date and time)

5.5 Instructions for Proposal Submission

Proposal submissions are to be consolidated into one (1) .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 in .pdf format and Send
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete)

Proponents are to allow ample time to complete the submission process. For assistance Ph: 604-927-3060 or Fax: 604-927-3035.

Proposals submitted shall be deemed to be successfully received when displayed as new email in the in-box of the City email address. The City will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program, and the City will not be liable for any damages associated with Proposals not received.

The City reserves the right to accept Proposals received after the closing date and time but is under no obligation to evaluate.

Proposals will not be opened in public.

Proposals may be withdrawn upon request sent to email: bid@coquitlam.ca prior to time set as closing time for receiving Proposals.

5.6 Acceptance Period for Proposals

The City requests that Proposals received as a result of the RFP be open for acceptance for a period of 60 days from the Closing Date. Proponents are requested to confirm the period for acceptance.

5.7 No Binding Contract

The City may, after reviewing the Proposals received, enter into discussions with one or more of the Proponents, without any such discussions in any way creating a binding contract between the City and any Proponent. There will be no binding agreement with the City until a formal, written agreement has been negotiated with a Proponent and/or a City purchase order has been issued.

5.8 Enquiries

Questions are to be submitted 5 business days prior to the closing date quoting the RFP name and number sent to email: bid@coquitlam.ca

If a change or additional information is warranted, the City's response will be communicated to all Proponents by means of written Addenda issued prior to the closing date and will be issued by posting on the City's website.

5.9 Addenda

Proponents are required to check the City's website before the closing date for addenda and updated information at www.coquitlam.ca/BidOpportunities

Upon submitting a Proposal, Proponents are deemed to have received all Addenda and deemed to have considered the information for inclusion in the Proposal submitted.

Should there be any discrepancy in the information provided, the City's original file copy shall prevail.

6.0 GENERAL CONDITIONS

The following general conditions will apply to this contract.

6.1 Notification of Award

The City will notify the successful Proponent (the 'Auditor') in writing of its decision to award the services by issue of a City Purchase Order (PO) or Purchase Contract (PC) that will incorporate this RFP documentation including all addenda issued, and the accepted Proposal.

The PC will form the contract and the following general conditions will apply to this contract.

Proponents are to include with their proposal submission a full description of any deviations if they are unable to comply with any of these general conditions.

6.2 Terms and Conditions of Purchase

The [City's Terms and Conditions](#) of Purchase would apply to this contract.

6.3 Liability Insurance

The Auditor will maintain Professional Liability Insurance and Commercial General Liability insurance on the City's [Certificate of Insurance Form](#) naming the City as 'additional insured' in the amounts specified.

6.4 Business License

The Auditor will maintain a City of Coquiltam or Tri Cities Intermunicipal Business License. For more information phone 604-927-3085 or refer to the City's website: [Business Licenses](#)

6.5 Intellectual Property Rights

The City will become the owner of the audit report and financial statements and any other deliverables requested and provided by the Auditor.

6.6 Cancellation

The contract for services may be cancelled by either party for any reason without cause or penalty upon 30 days written notice and the Auditor would be compensated for services and deliverables provided at the date of notice.

6.7 Price

Prices are to be firm and include all of the audit services outlined in Appendix A for the five (5) year term.

7.0 EVALUATION CRITERIA

The Proponent is required to propose a team with the appropriate skill sets and expertise to carry out the services outlined in this RFP.

Proposals will be evaluated by City staff according to the following criteria. This list is not intended to be exhaustive and is not ranked in order of preference or priority.

Corporate – Qualifications, Experience and References

- a) Experience and Success - successful contracts with similar municipal clients;
- b) Established reputable local and regularly staffed business office in metro Vancouver area;
- c) Personnel – Experience and qualifications; description and role of Auditor team members;
- d) Capacity – sufficient capacity and resources to serve the City of Coquitlam.

Technical - Methodology, Schedule and Understanding of Services Required

- a) Work plan and methodology - confirm all tasks would be provided that are necessary to complete the Scope of Services described in this RFP;
- b) Schedule and Timelines.

Financial and Value Added Benefits

- a) Rates and Fees – Fee matrix with hourly rates and charges by level of effort (hours/days) associated to specific tasks required to complete the audits for the five (5) year term;
- b) Fees - for additional services;
- c) Value Added Benefits – Describe your competitive advantage, value added services and benefits that would be provided to the City.

8.0 SELECTION PROCESS

The criteria above will be scored and based on the results, one or more of the highest ranked Proponents may be invited for an interview to confirm expectations of the City will be met; and:

- a) Interview(s) will be scored if meeting with more than one proponent;
- b) References may be verified.

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

If the City selects a preferred Proponent, then it will enter into discussions with the preferred Proponent to clarify any outstanding issues and attempt to finalize the terms of a Contract, including negotiation of scope of services and financial terms to meet with budget.

The City reserves the right to accept or reject any or all proposals, cancel this RFP, or accept the proposal deemed most favourable in the interests of the City.

Proponents agree that by submission of their proposal, they agree the City may disclose the name of their company. However, no totals, weights, prices or scores will be provided to any Proponent.

The appointment of the external auditor is subject to the approval of City Council.

Appendix A

Scope of Services

1. External Audit Services

The City's fiscal year is January 1 to December 31.

The Auditor will provide audit services for:

- City of Coquitlam
- Coquitlam Public Library
- Coquitlam Optical Network (QNet)

The services include but are not limited to:

1. Perform an annual audit of Consolidated and Individual Financial Statements of the City, the Coquitlam Public Library and QNet in accordance with generally accepted accounting principles for Local Governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada and the Provincial Ministry of Community, Sport and Cultural Development.
2. Complete the investigation and compile the investigation outcomes in an audit report on or before March 31st in each calendar year. The audit report shall be provided in both "word" and .pdf format or other digital format acceptable to the City.
3. Provide recommendations on internal control and procedures.
4. Attend meetings with both City and Library finance staff as required for the planning and review of both the audit process and the financial statements.
5. Attend the annual Finance Committee of Council meeting (1) and Finance Committee of the Library Board (1) meeting to present the annual financial statements.
6. Be responsive and provide accounting, auditing and tax advice as issues arise during the year.
7. Issuing special reports in connection with statutory financial reporting to the Province of British Columbia and other established special agreements.

2. Optional Services

The City has 14 separate cash handling locations. Annually, the Auditor will perform at the City's discretion, cash handling reviews on two to three sites on a cyclical basis each year.

3. Annual Timelines

	Timeline	Description of Service
1	March	Year End Audit
2.	March 31	Final Financial Statements including Audit Opinion
2	October/November	Interim Audit

4. City and QNet Responsibilities

City and QNet staff will provide the following for the annual audit:

1. Prepare the year end working papers including analytical reviews between current and prior actual and current actual to current budget.
2. Prepare individual financial statements including all related schedules and notes.
3. Prepare the Provincial Financial reporting forms.
4. Provide work area with access to phones, copiers and fax machines.
5. Provide access to copier.

5. Library Responsibilities

Library staff will provide the following for the annual audit:

1. Prepare the year end working papers including analytical reviews between current and prior actual and current actual to current budget.
2. Prepare individual financial statements including all related schedules and notes.
3. Prepare the Provincial Financial reporting forms.
4. Provide work area with access to phones, copiers and fax machines.

Appendix B 2015 Volume and Statistics

		City	QNet	Library
1	Estimated Population	145,000	n/a	n/a
2	No. of Property Rolls	46,000	n/a	n/a
3	No. of Business Licenses	6,300	n/a	n/a
4	No. of Permits Issued	2,100	n/a	n/a
5	No. of Bylaw & Parking Tickets Issued	17,000	n/a	n/a
6	No. of GL Accounts	21,500	320	215
7	No. of T4's Issued	1,900	n/a	90
8	No. of General Cheques Issued	7,350	30	1,100
9	No. of EFT Payments	1,700	n/a	355
10	No. of Invoices Issued	500	60	n/a
11	No. of Vendor Invoices Received	15,800	250	2,580
12	No. of Inventory Issues	30,000	n/a	n/a
13	No. of Purchase Orders issued	7,500	30	20
14	No. of Purchasing Cards	230	n/a	10
15	No. of Bank Accounts	7	1	2

Appendix C Cash/Cheque Handling Volumes

	Locations	Annual Cash/Cheque Value	No. of Transactions	
1	City Hall, 3000 Guildford Way	\$126,986,000	22,200	
2	Poirier Sports & Leisure Complex, 633 Poirier Street	\$777,000	76,400	
3	City Centre Aquatic Complex, 1210 Pinetree Way	\$411,000	74,200	
4	Centennial Activity Centre, 570 Poirier Street	\$13,000	3,700	
5	Dogwood Pavilion, 1655 Winslow Avenue	\$169,000	58,500	
6	Eagle Ridge Outdoor Pool, 1200 Lansdowne Drive	\$310,000	10,500	
7	Glen Pine Pavilion, 1200 Glen Pine Court	\$94,000	30,200	
8	Pinetree Community Centre, 1260 Pinetree Way	\$88,000	13,100	
9	Spani Outdoor Pool, 655 Hillcrest Street	\$23,000	7,300	
10	Summit Community Centre, 1450 Parkway Boulevard	\$1,600	300	
11	Victoria Hall, 3435 Victoria Drive	\$200	15	Newer facility
12	Robinson Cemetery, 621 Robinson Street	\$158,000	80	
13	Animal Shelter, 500 Mariner Way	\$217,000	2,200	
14	Public Safety Building, 2986 Guildford Way	\$115,500	850	
15	Innovation Centre	\$1,131,000	820	



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 16-01-19

External Audit Services

Proposals will be received on or before 2:00 pm local time on:

Tuesday, June 7, 2016
(Closing date and time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be consolidated into one (1) .pdf file and uploaded electronically 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 in .pdf format and Send**
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete)

Proponents are to allow ample time to complete the Proposal Submission process.
If assistance is required phone 604-927-3060.

Proposal Submission Form

Complete and return this section and attach pages as required.

Submitted by: _____
(company name)

PROPOSAL SUBMISSION

- **In addressing each criterion all proposals should be submitted using the numbering format below;**
 - **Attach pages as needed referencing the numbering format listed below.**
-

1.0 Mandatory Requirements

The City has identified key mandatory requirements which require compliance by the Proponent to meet the service requirements of this RFP. The Proponent is required to complete the information for the respective items listed within the following table. Non-compliance with these Mandatory Requirements may or may not result in the Proposal being set aside and given no further consideration.

	Mandatory Requirement	Complies (YES/NO) Comments
1	Duly licensed to do business in the Province of British Columbia.	
2	Current contracts with municipal clients; experience and demonstrated understanding of auditing requirements for major municipal government similar in size and scope.	
3	Established reputable local, regularly staffed, business office in lower mainland area.	
4	Brief CVs for key personnel; no more than 1 page.	

2.0 Annual Audit Fee

Provide an annual fee for Audit remuneration inclusive of all the services listed in [Appendix A – Scope of Services](#).

Prices are to be firm and include all of the audit services for the five (5) year term.

Disbursements and all overhead charges are to be included in the annual fee and are considered to be a cost of doing business.

The successful proponent’s price will become the City’s audit services budget and as a result, funding for extra billing will not be available.

- 1) Attach Fee Summary for Annual Audit** – Include with your proposal a Fee matrix with hourly rates and charges by level of effort (hours/days) associated to specific tasks required to complete the audits and total lump sum fee for the next **five (5) years** including disbursements, (exclude GST).

Total Price for Annual Audit (exclude GST)				
	Year	City of Coquitlam	Coquitlam Public Library	QNET including T2
1	2016	\$	\$	\$
2	2017			
3	2018			
4	2019			
5	2020			

- 2) Optional Services** – Proponents are to provide prices for additional optional services offered to the City.

Optional Services (exclude GST)				
	Year	City of Coquitlam Cyclical Cash Handling Reviews, per location	State Optional Service	State Optional Service
1	2016	\$	\$	\$
2	2017			
3	2018			
4	2019			
5	2020			

3.0 Personnel – Qualifications and Experience

- 3.1 Personnel assigned to the City shall have professional qualifications, demonstrated skills, experience and expertise in auditing BC Municipal clients similar in size, scope and complexity;
- 3.2 Identify key personnel and their roles that would be assigned to the City. Include with your proposal submission a brief CV for each key account representative including limited to 1 page maximum.

4.0 Methodology and Approach

- 4.1 A brief outline of the proponents understanding of the services.
- 4.2 Description of a detailed work plan and methodology to provide the services as outlined in [Appendix A – Scope of Services](#).
- 4.3 Describe how the proponent would measure and report on quality assurance and respond to queries in providing on-going service and support.
- 4.4 Demonstrate cost savings measures that the proponent has introduced for other Municipalities or clients.

5.0 Value Added Benefits

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

6.0 Recent Experience and References

Experience should include current and recent contracts with Municipal clients similar in size, scope and complexity.

By submitting a proposal, proponents authorize the City to verify information provided to confirm client satisfaction and demonstrated success. The City will not discuss reference information provided by these companies with any proponents.

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	
Proponent Team Members Involved on this Portfolio	

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	
Proponent Team Members Involved on this Portfolio	

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	
Proponent Team Members Involved on this Portfolio	

7.0 Conflict of Interest Declaration

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees.

--

8.0 Period for Acceptance of Proposal

The City of Coquitlam requests Proposals to remain open for acceptance for a minimum of 90 days.

Our Proposal will remain open for acceptance by the City for a period of _____ days from the Closing Date.

9.0 Addenda

We acknowledge the receipt of the following Addenda related to this Request for Proposal and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued

10.0 Authorization

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, applicable to this RFP:

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Project Contact: Name and Title of Individual <i>for communication related to this RFP (please print)</i>	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
	Signature:
Date:	

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP, electronic signatures will be accepted.