
REQUEST FOR PROPOSAL

NUMBER AUDIT2025-001

Town of Maple Creek

Municipal Audit Services

P.O. Box 428

205 Jasper Street

Maple Creek, SK S0N 1N0





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Municipal Audit Services

P.O. Box 428, 205 Jasper Street
Maple Creek, SK S0N 1N0

REQUEST FOR PROPOSAL
RFP # AUDIT2025-01

[Issue Date: July 28, 2025](#)

Closing Time: 4:00pm

RFP Closing Date: August 25, 2025

Project Award Date: September 10, 2025

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Introduction

The Town of Maple Creek is seeking proposals from qualified Chartered Professional Accounting firms to submit proposals to perform annual municipal financial audits for the Town for a three-year term beginning with the annual audit for the fiscal year ending December 31, 2025 to the fiscal year ending December 31, 2027 inclusive. Subject to satisfactory performance of the services by the successful proponent, the term may be extended, if mutually agreeable, for an additional two (2) year period.

The Auditor should have experience and expertise in performing municipal audits; be free of any obligations or interests that may conflict with or affect their ability to perform the necessary tasks; act as the Auditor of the Town of Maple Creek and have the capacity to provide these services in a timely manner.

Questions/inquiries regarding the Request for Proposal may be submitted via email or phone to:

Barry Elliott

CAO

Phone: 1-306-662-2244

Email: cao@maplecreek.ca

1.0 Community Information

The Town of Maple Creek is located in Southwest Saskatchewan, approximately 150 km west of Swift Current and 110 km east of Medicine Hat. According to the 2021 Federal Census, Maple Creek has a population of 2,176.

The Town is governed by a Mayor and six Councillors, all of whom are elected to serve a four-year term. The organization is led by the Chief Administrative Officer (CAO) who oversees the overall administration of the corporate body (business units/operations) of the Town, its officers and employees. The organization is comprised of four departments and each department is headed by a Department Head. The departments that currently exist are:

- Administration (which includes general administrative oversight to the entire organization)
- Finance (which includes oversight finances, taxation, insurance and other related services)
- Public Works and Utilities (which includes oversight over the airport, landfill, and parks)
- Economic Development (which includes oversight over property development and tourism)
- Marketing and Communications (which includes oversight over property development)

The organization typically employs a total of 6 full-time out-of-scope staff and an in-scope complement of 11 full-time staff which is further augmented with 13 part-time/seasonal staff.

2.0 Project Scope

2.1 Scope of the Work

1. To plan and perform the annual municipal audit in a timely manner and in accordance with required PSAB standards, Generally Accepted Auditing Principles, *The Municipalities Act* and *The Municipalities Regulations*. Audits will result in an opinion to the Town's Council as to the fairness of the annual consolidated financial statements and related schedules. It is agreed by both parties that the annual audit for the preceding year is to be fully completed prior to the end of May in the current year.
2. To perform all necessary tests of documentary evidence.
3. To evaluate internal controls of the Town.
4. To prepare and review the annual Management Letter.
5. To review and finalize adjusting journal entries.
6. To review and finalize the year-end financial statements.
7. To submit the finalized financial statements of the Town.
8. To submit the approved financial statements to the Provincial Government.
9. To provide technical accounting assistance as required by the Town staff through the fiscal year.
10. The Auditor shall maintain professional liability with respect to professional liability as required and specifically named for the Services, including errors and omissions, with a limit of not less than \$1,000,000 per occurrence with respect to the Services alone. The Auditor shall, without limiting its obligations or liabilities and at its own expense, provide and maintain insurance for its own equipment and continuously carry insurance with insurers licensed in Saskatchewan. The Proponent is responsible for all insurance costs (as required by law). The Proponent will provide verified copies of required insurance policies when requested.
11. The Auditor will be registered with Worksafe SK and maintain Worksafe SK coverage for the duration of the engagement. The Auditor will abide by all provisions of the Workers Compensation Act of Saskatchewan and provide proof to the Town that all assessments have been paid and that they are in good standing. It is a condition of contract that the Auditor must remain in good standing throughout the term of any contract between the Town and the Auditor.

3.0 Deliverables

The successful consultant shall be required to:

1. Meet initially with the Town of Maple Creek Municipal Council ("Council") to clarify the expectations of Council with respect to the desired outcomes. The Auditor shall also meet with Council to review the preliminary findings prior to submitting the final audit report and submit 2 copies of the final report before the end of May in the current year.

4.0 Submission Requirements

4.1 Proposals submitted shall include:

- General qualifications and experience of the firm
- Detailed qualifications, relevant experience and assigned tasks of the team members who will carry out the work
- Proposed methodology and schedule
- Fixed fee and projected expenses to carry out the review
- Any other information that would help the Town better understand your proposal

5.0 Terms and Conditions

5.1 The Town:

- Shall not pay for proposals submitted;
- Reserves the right to reject any or all proposals;
- Reserves the right to cancel the appointment at any time if, in the opinion of the Town of Maple Creek, the work of the Auditor does not meet Canadian Generally Accepted Auditing Standards or legislated timelines;
- Shall require a contract prior to awarding the RFP;
- **Shall require the successful proponent to obtain a Business License for the Town of Maple Creek.**

6.0 Submissions

6.1 Selection Process

- The Town of Maple Creek shall evaluate all proposals to ensure they meet the requirements of this Request for Proposals.
- Personal interviews may be conducted by the Town of Maple Creek with the potential auditing firm.
- All unsuccessful respondents shall be notified by mail.
- Proposals are **NOT** to include GST in their bid pricing.

6.2 Submission and Closing Date

Proposals, with attached Signing Page (Schedule "A"), must be received no later than 4:00 pm local time on August 25, 2025. Two (2) hard copies of RFP submittals must be submitted if proposals are sent via mail or delivered in person. Electronic copies will also be accepted, if you choose to submit electronic copies they must be signed. The submission of hard copies will not be required in addition to electronic copies. Any submissions received after the aforementioned date and time will not be accepted. Proposals may be emailed or mailed to the undersigned.

Barry Elliott
CAO

Phone: 1-306-662-2244
Email: cao@maplecreek.ca

6.3 Submission of Proposals

Submitted Proposals are to be clearly marked as follows. Please include the following information:

*Town of Maple Creek
Municipal Audit Services RFP # AUDIT2025-01
P.O. Box 428
205 Jasper Street
Maple Creek, SK S0N 1N0*

COMPANY NAME:		
STREET ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
REPRESENTATIVE:	PHONE NUMBER:	
E-MAIL:	FAX NUMBER:	
GST REGISTRATION NUMBER:		
AUTHORIZED SIGNATURE:		DATE:
PRINT SIGNATURE AND TITLE:		

7.0 Working Agreement

A suitable Letter of Engagement will be required for each year of the auditing term.

8.0 Evaluation of Proposals

Evaluation Criteria

Submitted proposals will be evaluated against the following criteria:

- Understanding of the project objectives/outcomes and vision (5%)
- Team Composition (25%)
- Work Plan, Methodology and Schedule (40%)
- Project Deliverables (10%)
- The proposed fee schedule (20%)

Evaluation Team

An evaluation Team comprised of representatives from the Town will assess the Proposals. The Evaluation Team may, in addition to Town representatives, include external consultants and technical advisors.

Clarification

The Town reserves the right to contact any Proponent to seek clarification of the contents of the Proposal submission. The Town may investigate, as it deems necessary, the ability of the Proponent to perform the Work and the Proponent shall furnish the Town all such information and data for this purpose as the Town may request.

References

Some scores assigned to various categories may be determined through reference checks.

Interviews

The Evaluation Team may elect to interview some or all of the Proponents and their key staff at its sole discretion.

Proposal Evaluation Process

The evaluation stage will consist of a scoring by the Evaluation Team of each qualified Proposal on the basis of the identified criteria of the written Proposals. The highest scored Proposal, representing best overall value to the Town, will be recommended for selection by the Evaluation Team.

Recommendation / Award

Recommendation for award of this Proposal will be based on the Proponent's overall total score. **By responding to this RFP, the Proponent agrees to accept the recommendation of the Evaluation Team as final and binding.** Award of the Proposal will require the approval of Town Council.

9.0 Terms and Conditions of the RFP Process

Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of the RFP where that request is made.

Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising this RFP and:

1. Shall report any errors, omissions or ambiguities; and
2. May direct questions or seek additional information by fax or email, on or before the Proponent's deadline for questions to the Town Contact or designate. No such communications are to be directed to anyone other than the Town Contact or designate. The Town is under no obligation to provide additional information but may do so at its sole discretion.

The Town Contact for this RFP is:

Barry Elliott, RMA, CLGM, CMMA
Chief Administrative Officer
Town of Maple Creek
P.O. Box 428
205 Jasper Street

Maple Creek, SK S0N 1N0
Phone: (306) 662-2244
Email: cao@maplecreek.ca

The Town and its agents do not make any representations, warranty or guarantee as to the accuracy of the information contained in the RFP or issued by way of addenda. It is the Proponent's responsibility to avail itself of all the necessary information to prepare a proposal in response to this RFP.

Town May Seek Clarification and Incorporate Response into Proposal

The Town reserves the right to seek clarification and supplementary information from Proponents after the Proposal Submission Deadline. Any response received by the Town from a Proponent shall, if accepted by the Town, form an integral part of that Proponent's proposal.

Addenda

Addenda may be issued during the Proposal period in response to inquiries received. Addenda will be posted in all places the RFP is posted. All addenda must be considered and acknowledged when responding to this RFP. Verbal answers are binding only when confirmed by written addenda.

RFP Incorporated into Proposal

All of the provisions of this RFP are deemed to be accepted by each Proponent and incorporated into each Proponent's proposal.

Proposal Property of the Town

Except where expressly set out to the contrary in this RFP, the proposal and any accompanying documentation submitted by a Proponent shall become the property of the Town and shall not be returned.

10.0 General Clauses

Confidential Information of the Town

All information provided by or obtained from the Town in any form in connection with this RFP either before or after the issuance of this RFP:

- a) Is the sole property of the Town and must be treated as confidential;
- b) Is not to be used for any purpose other than replying to this RFP;
- c) Must not be disclosed without prior written authorization from the Town; and
- d) Shall be returned by the Proponents to the Town immediately upon the request of the Town.

Subject to *Local Authority Freedom of Information and Protection of Privacy Act*

Information provided by a Proponent may be released in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*. A Proponent shall identify any information in its proposal or any accompanying documentation for which confidentiality is to be maintained by the Town. The confidentiality of such information will be maintained by the Town, except where an order by the Information and Privacy Commissioner or a court requires the Town to do otherwise.

Rights of the Town

In addition to any other expressed rights or any other rights which may be implied in the circumstances, the Town reserves the rights to:

- a) Make public the names of any or all Proponents;
- b) Request written clarification or the submission of supplementary written information from any Proponent;
- c) Waive formalities and accept proposals which substantially comply with the requirements of the RFP;
- d) Verify with any Proponent or with a third party any information set out in a proposal;
- e) Check references other than those provided by any Proponent;
- f) Disqualify any Proponent whose proposal contains misrepresentations or any other inaccurate or misleading information;
- g) Disqualify any Proponent or the proposal of any Proponent who has engaged in conduct prohibited by this RFP;
- h) Accept or reject a proposal if only one proposal is submitted;
- i) Select any Proponent other than the Proponent whose proposal reflects the lowest cost to the Town;
- j) Cancel this RFP process at any stage;
- k) Cancel this RFP process at any stage and issue a new RFP for the same or similar services;
- l) Accept any proposal in whole or in part, provided that doing so complies with the Town Procurement Policy and other applicable laws;
- m) Discuss with any Proponent different or additional terms to those contemplated in this RFP or in any Proponent's proposal;
- n) Reject any or all proposals in its absolute discretion;

and the Town shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Proponent or any third party resulting from the Town exercising any of its express rights under this RFP or exercising any rights which may be implied in the circumstances. By submitting a proposal, the Proponent authorizes the collection by the Town of the information set out above in the manner contemplated in those subparagraphs.

Privilege

The Town of Maple Creek reserves the right to reject any and all RFP submissions, not necessarily accept the lowest cost submission, or to accept any submission that it deems, at its sole discretion, to be in the best interest of the Town.

Agreement Refusal

"The Town reserves the right to refuse to contract with a vendor, supplier, contractor, person, or entity which has threatened or commenced litigation against the Town, breached any material terms of prior contracts, failed to perform as required pursuant to prior contracts, or has performed a wrong-doing against the Town which could be punishable in the courts."

Governing Law of RFP Process

This RFP process shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

Signing Page (Schedule A)

All responses must be signed:

Municipal Auditor Services RFP # AUDIT2025-01

I/We certify that the information provided in this RFP Response Document is true and complete.

I/We declare that no employee of the Town of Maple Creek is or will become interested, directly or indirectly, as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies derived there from.

I/We further declare that the undersigned is empowered by the Proponent to negotiate all matters with the partnering municipality's representatives, relative to this proposal.

I/We further declare that the agent listed below is hereby authorized by the Proponent to submit this proposal and is authorized to negotiate on behalf of the Proponent.

Company Name: _____

Respondent's Signature: _____

Respondent's Printed Name: _____

Respondent's Title: _____

Email: _____

Business Phone: _____

Business Fax: _____