



THE CORPORATION OF THE TOWNSHIP OF ALNWICK/HALDIMAND

REQUEST FOR PROPOSAL FOR EXTERNAL AUDIT SERVICES

FIN001-2018

Please submit the complete proposal including the attached forms, in sealed envelopes with the submission labels provided by the Township, firmly attached to the outside of the envelopes and quoting the above project number and closing date and forward before the closing date and time to:

Township of Alnwick/Haldimand
Clerk's Department
10836 County Rd #2, P.O. Box 70
Grafton, ON K0K 2G0

Closing Date: May 9, 2018 - 2:00 P.M. LOCAL TIME

Issued: April 5, 2018

REQUEST FOR PROPOSAL FOR EXTERNAL AUDIT SERVICES

FIN001-2018

INFORMATION FOR PROPONENTS

1. PROPOSAL DOCUMENTS, ADDENDA & APPENDIX

The Proponent shall verify that these Proposal documents are complete and assume responsibility to view/download/print the scope of work, addenda and any related information. Proponents are required to go to the Townships Website where under the description of this proposal there will be links to the specifications, addenda and any related information. Shortages shall be reported to the Treasurer immediately.

The Township will issue any changes/additions/deletions to scope of work and/or terms and conditions. Any and all addenda issued by the Township shall form an integral part of the document. The cost of complying with the addenda requirement (if any) shall be included in the price submitted by Proponents. The Township will assume no responsibility for oral instruction or suggestion.

The Township intends to release an addendum to all Proponents, following the question deadline, if deemed necessary. Any and all addenda issued prior to the closing date will be posted on the Township website for downloading by Proponents. It is the Proponent's sole responsibility to download and include all addenda issued with the Proposal submission. Addenda will not be sent to Proponents via facsimile or e-mail.

Each Proponent must satisfy himself, by his own study of all the Proposal Documents, by calculation and by personal inspection of the site respecting the conditions existing or likely to exist in connection with the execution of the Work, as to the practicality of completing the Work successfully within the stipulated time. There will be no consideration of any claim after submission of Proposals that there is a misunderstanding with respect to the conditions imposed in the Contract.

2. COMMUNICATIONS

Questions related to this Proposal or the intent of the proposed work and requirements are to be directed to the individual listed below by **4:30 pm, Thursday, April 26, 2018**.

All communications must reference "**FIN001-2018**" in the subject line.

Arryn McNichol, Treasurer
10836 County Road #2
Grafton, ON K0K 2G0
amcnichol@ahtwp.ca
Fax: 905-349-2982

Where a Proponent finds discrepancies or omissions in the proposal requirements, or other Proposal Documents or instructions, or otherwise requires any clarification, the Proponent should contact the Township in writing by fax or e-mail as noted above.

Note that no oral explanation or interpretation shall modify any of the requirements or provisions of the Proposal Documents.

Where the Township deems that an explanation or interpretation is necessary or desirable, an addendum may be issued, in writing, on the Townships website for downloading by all Proponents. It is the Proponent's sole responsibility to check for addenda issued and download same. Acknowledgement of Addenda on the Form of Proposal is a mandatory requirement. Failure to acknowledge addenda will result in your Proposal being deemed non-compliant and not eligible for award.

3. RETRIEVAL OF OFFICIAL DOCUMENTATION

Only documents provided to Proponents by the Township or found on the Townships website are to be considered the "official" documents. The Township accepts no responsibility for the accuracy of information found on other websites. The onus is on the Proponent to check the Townships website to verify they have received all relevant information. The Township reserves the right to not accept a bid submission if determined that the documents have been altered from the Townships own official documents.

4. DELIVERY AND OFFICIAL CLOSING TIME OF PROPOSALS

Proposals, sealed in an envelope or package bearing the Proposal Submission Label provided in the Proposal Package and name of the firm bidding, will be received by the Township until the **Time and Date Specified on the Cover Page of this Document** which time and date shall be considered the Official Closing Time. Proposals received after the Official Closing Time shall not be considered by the Township.

In the event of a discrepancy, the Township time stamp device shall be the standard of measurement. Proposal Deadline Time is defined below:

Proposals received after 2:00:59 pm shall be deemed late and not be accepted.

The Township is not responsible for Proposal submissions which arrive late, are not properly marked, or are delivered to any location within the Municipal Building other than the Clerk's Department. Proposals not received and time-stamped by the aforementioned deadline in the aforementioned office will be rejected and returned unopened.

This is a sealed Proposal. All Proposals shall be submitted in a sealed envelope or package with the submission label as provided from the Township firmly affixed to the outside of the envelope or package. All envelopes or packages must have Proponent's name and address where indicated and envelopes must be sealed.

Proposals must be delivered to the Clerk's Department as specified on the Cover Sheet of this document.

Each Proposal shall be marked by the Township with the time and date it is received. The Township will open the Proposals publicly at the Municipal office, following the Official Closing Time.

5. PROPOSAL SUBMISSION CRITERIA

PROPOSAL SUBMISSIONS

All proposals are to be submitted in sealed envelopes with the address label sheet(s) as provided by the Township affixed firmly to the front of the envelopes with all details completed as required on the envelopes.

The Proposal must be submitted in two envelopes, as follows:

Envelope 1 – Proposal Requirements

The first address label entitled "Proposal Requirements" shall be firmly affixed to outside of envelope one. This envelope shall contain **five (5) copies of the Proposal, with one (1) copy being an original document with original signatures(s).**

Proposal Structure and Content Requirements

The Proposal should not exceed 40 pages (not including the Form of Proposal and Schedules) in length and should be numbered and tabbed accordingly as per the sections below. Proposals to be submitted must include, at minimum the following information as described in "Proposal Requirements":

- Form of Proposal – Completed (including all schedules) SIGNED as an original document by a signing officer authorized to sign on behalf of the Proponent and bind the Proponent to statements made in the response to this Request for Proposal. All proposals must be legible and written in ink or typewritten. Corporate seals are requested, but are not mandatory. Faxed, emailed or reproductions of the Form of Proposal are not acceptable;
- Section 1 – Company Profile
- Section 2 – Experience
- Section 3 – Audit Approach

- Section 4 – Audit Schedule
- Section 5 – Value Added – Advisory Services

Failure to include the response requirements listed above may result in your Proposal being disqualified.

Any submissions which contain pricing information in Envelope 1 will be rendered informal and will be disqualified. All information related to fees and expenses must be submitted in Envelope 2 only.

Envelope 2 – Fees & Expenses

The second address label entitled “Fees & Expenses” shall be firmly affixed to the outside of envelope two. This envelope shall contain **two (2) completed and executed copies of the Fees and Expenses Form. The Form shall be submitted in a sealed envelope separate from the Proposal Requirements for envelope 1.** Fees & Expenses shall not include contingencies or HST.

A listing of proposed fees for each of the three years as provided in the Proposal Requirements must be included. A schedule of the estimated hours of involvement of each member of the Financial Audit team is to be included. The total fee to complete the Proposal Requirements as detailed must include all disbursements and related costs.

The audit shall be considered a "local" audit and the agencies shall not be responsible for any disbursements incurred by the firm, which are caused by sending staff from outside the area.

Agencies shall not charge for local or long distance calls, clerical, secretarial, word processing and overtime services, photocopies, faxes or travel costs.

The fees should include all auditing assignments. An indication should be given as to how fees for special audit work would be costed.

6. PROPOSAL/PROJECT SCHEDULE

The tentative schedule for this Proposal is as follows:

Issue Date:	April 5, 2018
Question Deadline:	April 26, 2018
Addendum Issued by (if required):	April 30, 2018
Closing Date:	May 9, 2018
Evaluations:	Week of May 14, 2018
Expected Award Date:	June 7, 2018
Contract Commences:	June 21, 2018

The Township reserves the right to amend this tentative schedule.

7. PROPOSAL EVALUATION PROCESS AND CRITERIA

An evaluating team, comprised of the Treasurer, CAO, and external treasurer will evaluate all proposals received using a consensus approach. The following evaluation criteria outline the areas of importance that will be considered in project award. Proposal submissions should satisfy all criteria points wherever possible. Proposals will be evaluated based on the following weighted evaluation factors:

Rated Criteria	Maximum Points (Weight)
1st Phase of Scoring	
Company Profile	5
Experience	25
Audit Approach & Audit Schedule	25
Value Added – Advisory Services	20
References	5
2nd Phase of Scoring	
Fees and Expenses	20
Total Weighted Points	100

The evaluation team will score each proposal in the following manner.

1. All criteria outlined in Phase 1 will be scored **out of 10** for simplicity and consistency (irrespective of the actual score/weight of the particular criterion). Following the consensus session, the scores will be determined by multiplying the evaluated score (out of 10) x maximum score x .1 to get a final score.
2. For consistency, the following table describes the characteristics attributable to particular scores between 0-10.

0	Submission is unacceptable; demonstrates little understanding of requirements; criterion is absent from submission;
1-4	Submission is not adequate; misses key points;

- 5-6 Submission meets expectations; basic requirements;
- 7-8 Submission meets expectations; demonstrates an understanding of program requirements and how they will be met;
- 9-10 Submission exceeds expectations; clearly demonstrates an understanding of program requirements and how they will be met.

- 3. Phase 2 - The lowest fee proposed shall be awarded the full amount of points available for the fee portion of the evaluation (25). All higher fees proposed shall be awarded points, rounded to the closest full point for the fee portion of the evaluation by the following:

Lowest Fee ÷ Proposed Fee x maximum points for proposed Fee = points for Proposed Bid.

It should be emphasized that pricing is only one of the factors being considered in determining the most suitable Vendor.

In submitting a Proposal, the Proponent acknowledges the Townships right to accept other than the lowest priced Proposal and expressly waives all rights for damages or redress as may exist in common law stemming from the Townships decision to accept a Proposal which is not the lowest price Proposal, if it is deemed to be in the Townships best interest to do so.

All qualified proposal submissions will be reviewed and evaluated. Additional information may be requested if necessary.

8. BUDGET

The award of this proposal for the term of the initial agreement and subsequent renewals is subject to Township Council's approval of the annual budget for this work.

9. PROPOSAL WITHDRAWAL / ADJUSTMENTS

All proposals shall be and remain irrevocable unless a written request for withdrawal is provided prior to the designated closing time.

Adjustments to submitted proposals by telephone, fax, or email shall not be considered. A bidder wishing to make adjustments to a submitted proposal must supersede it with a later proposal or letter enclosed in a proposal envelope, and received on or before the closing time.

10. TOWNSHIP RIGHTS RESERVED

By submitting a Proposal in response to this RFP, the Proponent agrees:

- a) Should the Township receive only one (1) qualified and duly executed proposal submission on commodities/services that have known multiple source potential, the right is reserved to recall the competition.
- b) The Township reserves the right not to open a proposal call should the Township deem, in its opinion, to have received an inadequate number of responses to the proposal call and further the right is reserved to cancel and recall the competition. Unopened proposals will be returned to all proponents who responded.
- c) The Township reserves the right, in its absolute discretion to accept Proposals which are deemed to be most advantageous to itself and the right to reject any or all Proposals in each case without giving any notice.
- d) All Proposals received will not necessarily be accepted. In no event will the Township be responsible for the costs of the preparation or the submission of a Proposal from any Proponent.
- e) Proposals which contain conditions or otherwise fail to conform to the terms and conditions of this RFP may be disqualified or rejected. The Township may, however, in its sole discretion, reject or retain for its consideration Proposals, which are non-conforming because they do not contain the content or form required by the Information to Proponents or for failure to comply with the process for submission set out in the Instructions to Proponents.
- f) Except as expressly and specifically permitted as set in the terms and conditions of this RFP, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.
- g) The Township reserves the right to decline to contract with any Proponent regardless of any other factor, including without limiting the generality of the foregoing, on the basis that the Proponent has an unsatisfactory record of compliancy with the regulations of The Occupational Health and Safety Act R.S.O. 1990, c. O.1 as amended.
- h) The Township reserves the right to exercise complete and unfettered discretion in all aspects of the conduct of this RFP and any subsequent procurement process, the assessment and evaluation of Proposal submissions, including the choice of the Selected Proponent, without incurring any liability whatsoever to any Proponent, including any liability for costs, expenses, losses or damages, and without giving any reason therefore.

- i) The Township reserves the right to: modify specific details and deadlines, cancel this RFP at any time prior to or following the stated RFP closing time, and to consider Proponents who have not responded to this RFP, and to request additional information if deemed necessary by the Township and to take any steps whatsoever the Township deems necessary to choose a Selected Proponent.
- j) The Township reserves the right to negotiate price, terms, conditions or any matter whatsoever with the Selected Proponent. Should negotiations with the said Proponent not be successful, the Town reserves the right to enter into negotiations with the next lowest priced or any other Proponent regardless of ranking or to cancel the RFP completely or to cancel and re-issue the RFP.
- k) The Proponent agrees by submitting a Proposal in response to this RFP that the Township has no obligation to reveal the results of or reasons for its decision in selecting a Consultant.
- l) The Proponent agrees that by submitting a Proposal in response to this RFP that the Township will not provide any debriefing or provide any information regarding any Proposal submitted to any Proponent or discuss reasons why any Proposal submission was unsuccessful with any Proponent.
- m) The Township reserves the right to waive informalities and minor inconsistencies at its sole discretion.

The Township reserves the right not to accept a proposal response from any person or corporation which includes any related corporation who, or which, has a claim or has instituted a legal proceeding against the Township, or against whom the Township has a claim or instituted a legal proceeding with respect to any previous contracts, bid submissions or business transactions who is listed as either the proposed general contractor or sub-contractor or vendor within the submitted responses.

The Township assumes no responsibility or liability for costs incurred by the vendors/consultants prior to the entering into of a written contract.

11. INDEMNIFICATION

The successful Proponent shall indemnify and save harmless the Township and their employees from all actions, suits, claims and demands whatsoever which may arise directly or indirectly by reason of a requirement of this Agreement, save and except for damage caused by the negligence of the Township or their employees.

12. TOWNSHIP PURCHASING POLICY

The Township Purchasing Policy form an integral part of this proposal document. The Policy and Procedures apply to this proposal process. The Policy and Procedures can be provided upon request.

13. INSURANCE

The successful bidder shall, at its expense, obtain and keep in force during the term of this Agreement, **Commercial General Liability Insurance** satisfactory to the Township of Alnwick/Haldimand, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- a. A limit of liability of not less than \$2,000,000/occurrence.
- b. The Township shall be named as an additional insured with respect to the operations of the Named Insured.
- c. The policy shall contain a provision for cross liability and Severability of Interest in respect of the insured.
- d. The successful respondent shall be required to provide Professional Liability Insurance coverage in the amount of not less than \$1,000,000 per occurrence.

14. HEALTH AND SAFETY AND WSIB

The successful Proponent is required to conform to the *Occupational Health and Safety Act* related to the performance of the contract. In addition, the successful Proponent will be required to supply to the Township a valid Clearance Certificate issued by WSIB, or if applicable, a letter from WSIB verifying Independent Operator's Status. A new clearance certificate is required every ninety (90) days.

15. ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005 (AODA)

New requirements of the AODA passed by the Ontario Legislature with the goal of creating standards to improve accessibility across the Province are now in effect. All private sector organizations in Ontario were required to comply with the customer Service Standards by January 1, 2012.

Businesses and individuals that the Township has contracted to provide goods or services to customers must ensure that their employees, agents and sub-contractors are trained on providing accessible customer service.

16. ACCESSIBLE FORMATS

Documents, provided by contracted suppliers, shall be developed and/or designed using software that enables the author to create an accessible format.

Microsoft Word or Adobe Acrobat is the preferred software for creating accessible documents. Accessible Word documents or PDF files shall:

- Include alternate text tags on all pictures, images, logos, and signatures
- Use contrasting color schemes (white text on a black background or vice versa)
- Avoid using clashing colour schemes such as red text on a green background or red text on a black background
- Avoid using all caps and italics
- Use a combination of upper and lower case lettering for titles and subtitles
- Comply with the corporate font style and size (Arial 12 pt.), left hand justified
- Use the style features, in Word, when inserting bullets, numbers, footers, and headers
- Spell out all acronyms
- Include a description of any link embedded within the text of the document
- Include accessible charts and tables

Note: Information on how to create accessible documents in Microsoft Word 2007 and 2010 can be found at <http://adod.idrc.ocad.ca/>.

Suppliers shall check for accessibility before submitting any document to the Township. Microsoft Word 2010 provides an internal accessibility checker.

Any document, provided by the Auditor that is posted to the Township website shall contain the elements outlined above.

17. AGREEMENT

Should the Proponent's Proposal be acceptable to the Township, then the Proponent shall enter into an agreement with the Township.

18. CONFLICT OF INTEREST

No person, firm or corporation other than the bidder has any interest in this proposal or in the proposed contract for which this proposal is made and to which it relates.

This proposal is made by the bidder without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a proposal for the same work, and is in all respects fair and without collusion or fraud.

No member of the Council and no officer or employee of the Township is, will be, or has become interested, directly or indirectly as a contracting party, partner, stockholder, surety or otherwise howsoever in or in the performance of the said contract, or in the supplies, work or business in connection with the said contract or in any portion of the profits thereof, or any supplies to be used herein, or in any of the monies to be derived there from.

Upon award, all trade secrets, copyright patents and other intellectual and proprietary rights are and remain the property of the Township.

19. BID IRREGULARITIES

The following list of irregularities should not be considered all inclusive. The Treasurer, as may be warranted, in consultation with any or a selection of the following, respective departmental staff, C.A.O. and/or the Township’s Solicitor (Council approval required), shall review irregularities not specifically listed and, acting in the best interests of the Township, have authority to waive such irregularities, permit correction to the irregularity or reject the submission.

Number	Irregularity	Response
1.	Late Submissions.	Rejection; not opened or read publicly. Submission to be returned to submitter.
2.	Insufficient Financial Security (No bid bond/deposit or agreement to bond or insufficient bid bond/deposit).	Automatic Rejection for no bid deposit. Automatic Rejection for no agreement to bond. 48 hours to correct shortfall in bid deposit if less than required by no more than 10%.
3.	Conditional Bids (Bids qualified or restricted by an attached statement).	Automatic rejection unless, in the opinion of Department Head and Purchasing, the qualification or restriction is insignificant.
4.	Illegible or obscure Bids, non-initialed erasures, non-initialed alterations.	Automatic rejection.
5.	Documents, in which all necessary Addenda which have significant financial or scope implications in the opinion of the Department Head, have not been acknowledged.	Automatic rejection.

Number	Irregularity	Response
6.	Documents in which all necessary Addenda which do not have significant financial or scope implications in the opinion of the Department Head and have not been acknowledged.	48 hours to submit.
7.	Bids received from bidders who did not attend mandatory site visit(s).	Automatic rejection.
8.	Bids received on documents other than those provided by the Township, when specified to do so.	Automatic rejection.
9.	Failure to insert the bidder's business name in the space(s) provided on Mandatory Submission Pages.	48 hours to submit.
10.	Failure to include signature of the person authorized to bind the bidder in the space provided on the Tender / Proposal Form.	48 hours to submit.
11.	More than one submission from the same submitter and not identified as an alternative or optional submission and no written withdrawal notice has been received.	The submission package bearing the most recent date/time stamp will be considered the intended submission and the previously date/time stamped submissions will be considered withdrawn and will be returned to sender, unopened.
12.	Bids Containing Mathematical Errors	<p>If the amount tendered for a unit price item does not agree with the extension of the estimated quantity and the tendered unit price, or if the extension has not been made, the unit price shall govern and the total price shall be corrected accordingly.</p> <p>If both the unit price and the total price are left blank, the Bid will be rejected as incomplete.</p> <p>If the unit price is left blank but a total price is shown for the item, the unit price shall be</p>

Number	Irregularity	Response
		<p>corrected according to the total provided.</p> <p>If the Tender contains an error in addition and/or subtraction in the approved tender documentation format requested (i.e. not the additional supporting documentation supplied), the error shall be corrected and the corrected total Contract price shall govern.</p> <p>Tenders containing prices which appear to be so unbalanced as to likely affect the interests of the Township adversely will be clarified and may be rejected.</p>
13.	Other minor irregularities	The Treasurer, in conjunction with the CAO shall have authority to waive irregularities, which they jointly consider to be minor.
14.	Any irregularity	Despite all provisions herein contained, the Treasurer in conjunction with the CAO may waive any irregularity where it considers it to be in the best interest of the Township.

20. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Please note that the *Municipal Freedom of Information and Protection of Privacy Act*, as it relates to municipalities and local boards, came into force on January 1, 1991. It sets out certain rules regarding the disclosure to third parties of information held by municipalities and local boards.

If you wish any or all of the documents that you submit to the Township as part of this proposal to be protected from disclosure under the above legislation, please provide a written letter outlining the parts of the proposal to be protected is enclosed with the proposal submission. The letter must be signed by a responsible officer. This letter will not guarantee that there will never be disclosure, but it does lay the groundwork for handling an application for disclosure by a third party under this legislation.

REQUEST FOR PROPOSAL FOR EXTERNAL AUDIT SERVICES

FIN001-2018

FORM OF PROPOSAL

Note: Failure to provide the complete Form of Proposal, submitted as an original document, complete with original authorized signature(s), at time of proposal closing, will result in the proposal submission being disqualified and not considered for award.

BIDDERS must complete this form and include with the Proposal Submission. Please ensure all information is legible.

Company Name	
Proponent’s Contact Individual	
Address (inc Postal Code)	
Office Phone #	
Toll Free #	
Fax #	
E-mail address	
HST Account #	
WSIB Account #	

I/We hereby submit the attached Proposal documents to satisfy the requirements as described in this Proposal issued by the Township of Alnwick/Haldimand.

I/We agree that we have reviewed and understand the Proposal documents and I/We are capable and qualified to perform the requirements of the contract and enter into a legal agreement with the Township in regard thereto and where the Proposal is submitted by a Corporation, it shall be signed by a duly authorized officer of the company. Should the Proposal be submitted by a Partnership or Proprietor, it shall be signed by the partners or owner.

I/We agree that this offer shall be irrevocable from the time the Proposals are opened.

ACKNOWLEDGEMENT OF ADDENDA

This will acknowledge the following addenda were downloaded from the Township’s website, and, that the pricing quoted includes the provision set out in such addenda.

The following Addenda are acknowledged _____ for a total of _____
(e.g. 1, 2, 3, 4 or 1-4 for a total of 4 Addenda)

Check here if NO Addenda received.

PROPOSAL SUBMITTED BY: (Please type/print)

The undersigned affirms that he/she is duly authorized to execute this bid.

PROPONENT'S SIGNATURE AND SEAL:

NAME AND POSITION: _____

WITNESS SIGNATURE: _____

NAME AND POSITION: _____

(If Corporate Seal is not available, documentation should be witnessed)

DATED AT THE (City/Town)

THIS _____ DAY OF _____ 2017

Schedule 1 - References

Please provide at minimum, two (2) references of the Firm’s municipal clients with a population of over 5,000. The references must be, at minimum, equal in size, complexity and service requirements to this Proposal.

References will be contacted at the discretion of the Township. The Township reserves the right to investigate other than listed references.

All references must be for clients serviced since January 1, 2013.

Reference 1	
Company Name	
Company Address	
Contact Name	
Contact Email & Telephone Number	
Date & Duration Work Performed	
Type of Work Performed	
Annual Value of Work	
Estimated Hours on Annual Audit	
Filing date of last management letter	
Reference 2	
Company Name	
Company Address	
Contact Name	
Contact Email & Telephone Number	
Date & Duration Work Performed	
Type of Work Performed	
Annual Value of Work	
Estimated Hours on Annual Audit	
Filing date of last management letter	

Failure to provide Schedule 1 will render the proposal informal. Informal proposals will not be considered for award.

I, _____ authorize The Corporation of the Township of Alnwick/Haldimand to contact the person or organization listed above for the purpose of obtaining reference information relating to the Contractor or Subcontractor. These persons are authorized to disclose such information.

Date: _____

Signature: _____

REQUEST FOR PROPOSAL FOR EXTERNAL AUDIT SERVICES

FIN001-2018

FEES & EXPENSES FORM

Proponents are requested to provide firm pricing for External Auditing Services that meets the requirements described in all documentation issued for this proposal request.

I/We, the undersigned, have carefully read and examined the entire Proposal document.

I/We, for the fees and expenses set forth in this Proposal, hereby offer to supply all services and other means to complete the work described and specified at the following fees described in this proposal submission.

Pricing submitted shall include all travel time expended between the proponent’s place of business and the Township’s office.

Anticipated Audit Hours and Hourly Rates for the first contract year (excluding HST):

Staff	Hours	Rate	Fee (Hrs x Rate)
Partner		\$	\$
Manager		\$	\$
Seniors		\$	\$
Staff Support		\$	\$
Total Anticipated Fee			\$

Annual Fees (excluding applicable taxes):

Total Annual Fees for 2018 must equal the total anticipated fee calculated above.

Annual Audit of the Consolidated Financial Statements for the:	2018 (Firm)	2019 (Firm)	2020 (Est.)			Grand Total
Township						
Library						
Trust Funds						
Total						

I agree that all costs are included in the Total Price.

I have read and understand the terms and conditions listed in this Proposal document.

PRICE FORM SUBMITTED BY (NAME OF SIGNING OFFICER(S)/OWNER(S)/PARTNER(S))

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

Signed by:

Signature

Date

In the Presence of:

Signature

Name

Date

Affix this address label sheet to the front of your envelope / submission.

SEALED PROPOSAL

From:	
Address:	
Contact:	
Phone:	

Deliver to:

**The Corporation of the Township of Alnwick/Haldimand
Clerk's Department
10836 County Road #2, P.O. Box 70
Grafton, ON K0K 2G0**

PROPOSAL NUMBER: FIN001-2018 CLOSING DATE AND TIME: May 9th, 2018 – 2:00 PM

DESCRIPTION: REQUEST FOR PROPOSAL FOR EXTERNAL AUDIT SERVICES

Envelope #1 – Proposal Requirements

(No fees are to be included in this envelope)

Note: The address label sheet must be affixed to the front of your envelope / submission. The Town will not be held responsible for submissions that are not labeled.

Affix this address label sheet to the front of your envelope / submission.

SEALED PROPOSAL

From:	
Address:	
Contact:	
Phone:	

Deliver to:

**The Corporation of the Township of Alnwick/Haldimand
Clerk's Department
10836 County Road #2, P.O. Box 70
Grafton, ON K0K 2G0**

PROPOSAL NUMBER: FIN001-2018 CLOSING DATE AND TIME: May 9th, 2018 – 2:00 PM

DESCRIPTION: REQUEST FOR PROPOSAL FOR EXTERNAL AUDIT SERVICES

Envelope #2 – Fees and Expenses

Note: The address label sheet must be affixed to the front of your envelope / submission. The Town will not be held responsible for submissions that are not labeled.