



TOWN OF REDCLIFF

REQUEST FOR PROPOSAL AUDIT SERVICES

RFP Issue Date: September 9, 2026

RFP Closing Date and Time: October 2, 2026, at 12:00pm

RFP Contact: Mike Davies

Telephone: (403) 548-9244

Email: miked@redcliff.ca

REQUEST FOR PROPOSAL

INTRODUCTION

The Town of Redcliff is requesting proposals for the supply and delivery of audit services as required by the Municipal Government Act in accordance with Canadian Generally Accepted Accounting Principles for Municipal Government established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants to the specifications and conditions set out in this proposal.

An annual financial audit of the Financial Statements and the Financial Information Return is required by Municipal Affairs. The Town of Redcliff is seeking audit services to satisfy these legislative requirements. Assurance and advisory services, in addition to the annual audit, may be required on as needed basis.

- Audit services are required for:
 - The Town of Redcliff
 - The Redcliff Family and Community Support Services (FCSS)
 - The Redcliff/Cypress Regional Waste Management Authority
 - Local Authorities Pension Plan (triennial)

The Town wishes to make it clear that this RFP is not motivated by concerns about our current accounting firm who has provided excellent service to the municipality.

TOWN INFORMATION

The Town of Redcliff is a municipality located just west of Medicine Hat and is home to approximately 5,600 residents and employs approximately 75 full-time, part time, and seasonal employees. Employees are paid bi-weekly, elected officials are paid monthly, and firefighters are paid quarterly. The Town's 2026 budget is \$31.3 million consisting of \$22.5 million for operating and \$8.8 million for capital. The Town's year end is December 31 with most reporting due to the Alberta Government (Municipal Affairs) by May 1st of the following year.

The Town utilizes Microsoft Dynamics Great Plains software with Diamond software extensions with approximately 1,400 active GL accounts. In 2025 approximately 237 cheques and 1389 eft payments were issued to 428 vendors to pay 2,836 invoices.

The Town invoices for water, sewer, and garbage utilities on a bi-monthly basis. Gas and electric utilities are billed by the City of Medicine Hat. There are approximately 2,790 property tax accounts.

Policing services are provided by The Royal Canadian Mounted Police.

Previous financial reporting information can be found here: <https://redcliff.ca/corporate-services/financial-reports/>

PROPOSAL REQUIREMENTS

Responsibilities/Deliverables

The Town of Redcliff will prepare all year-end account balances as necessary for the review and verification by the auditor. This will include supporting documents for all accounts and any required reconciliations. The Town will perform all year-end journal entries.

- The Respondent will perform the annual financial audit for the Town of Redcliff, the Redcliff Family and Community Support Services (FCSS), and the Redcliff/Cypress Regional Waste Management Authority and will perform the triennial financial audit for the Town's Local Authorities Pension Plan.
- The Respondent will prepare the annual Financial Statements for the Town of Redcliff and the Redcliff/Cypress Regional Waste Management Authority.
- The Respondent will produce the annual Management Letter and Auditor's Report.
- The Respondent will present the Auditor's Report and the final Financial Statements for the Town of Redcliff to Town Council prior to April 30th.
- The Respondent will present the Auditor's Report and the final Financial Statements for the Redcliff/Cypress Regional Waste Management Authority to the Landfill Authority prior to April 30th.
- The Respondent will prepare the annual Financial Information Return for the Town of Redcliff.
- The Respondent will submit all Financial Statements, Financial Information Return, and any other submission prior to their legislated deadline.
- The Respondent will prepare all statements in accordance with the most current Canadian public sector accounting standards.

Qualifications

- All Respondent's audit personnel must meet the qualifications as prescribed by the Chartered Professional Accountants of Alberta.
- The Respondent must provide the name of the individual to be appointed by the municipality as the designated auditor in accordance with the Municipal Government Act.

Legislated Requirements

- Prepare audit in accordance with Generally Accepted Auditing Standards.
- Provide completed audit to the municipality in compliance with the statutory timelines prescribed in the Municipal Government Act and its attendant regulations.

Insurance

- Provide general comprehensive liability insurance in the amount of a minimum of \$5,000,000 with the municipality as an additional named insured.

- Provide a valid Workers Compensation Board account number and be responsible for WCB coverage.

Ownership of Records

- All records pertaining to the municipality in the possession of the Respondent remain the property of the municipality.

Training

- Any training of Respondent's staff is the sole responsibility of the Respondent.

Vehicle & Equipment

- Provide own transportation to and from the municipality. Also provide own transportation and audit related equipment while conducting audit related services within the municipality.

CONTENTS OF WRITTEN PROPOSAL

The following information must be included in the proposal:

- A brief introduction of the Respondent including full legal name and location of the Respondent's head office and service centres
- A Respondent contact for all questions and clarifications arising from the Proposal. The contact information should include the person's title, address including email, telephone and facsimile number.
- A Respondent contact authorized to participate in contract negotiations. The contact information should include the person's title, address including email, telephone and facsimile number.
- Response to each of the Responsibilities/Deliverables identified in this RFP.
- Overview of the audit services the auditor will provide the Town, and confirmation of the ability to deliver such services.
- Overview of the value-added services the auditor will provide the Town, such as any tax compliance or advisory services. These services could include, but are not limited to matters such as GST, internal audit, financial systems, computer systems and programs, human resources, or legislation.
- Estimated beginning and end dates for the audit, and any important dates throughout the audit.
- Identification of the audit team, their qualifications and experience.
- Total annual fees for five years of service quoted in Canadian Dollars including GST, clearly indicating any significant or important charges, and payment terms.

- The Proposal must include corporate references from at least two (2) organizations utilizing fund accounting in which the auditor has provided services that are similar in scope and complexity to the services described in this RFP. References must include the name of the organization and official contact person and should include a street address, email address, and telephone number. Municipal references would be preferred.
- If the Respondent wishes to include any other material not specifically requested by this RFP, it may do so by including additional appendices to the Proposal.

In order to properly facilitate evaluations, proposals must provide complete, accurate, and comprehensive responses with sufficient detail to enable the Town to fully evaluate the proposal.

INFORMATION TO RESPONDENTS

RFP Clarifications - Respondents shall carefully examine the Request for Proposal documents and report any errors, omissions, discrepancies, clauses requiring clarification or any qualifications.

Oral Representations - Respondents shall not rely upon any oral information provided to it by the Town or its representatives. Only mailed or emailed responses are considered valid.

Period of Commitment - Proposals shall be final and binding on the Respondent for 90 days from this RFP's closing date and time and may not be altered by subsequent offerings, discussions, or commitments unless the Respondent is requested to do so by the Evaluation Committee.

Irrevocability of Proposals - Respondents may amend or withdraw their Proposal prior to this RFP's closing date and time by submitting a clear and detailed written notice to the RFP Contact. All Proposals become irrevocable after this RFP's closing date and time.

Proposal Evaluation - During the evaluation process, Respondents may be required to provide additional information to clarify statements made in their Proposals. Each Proposal shall be evaluated separately. While no one criteria will be a principle determining factor, proposals will be evaluated based upon a combination of the following criteria:

- Price
- Experience
- Methodology
- References
- Value-Added Services

The Town of Redcliff reserves the right to accept or reject any or all competition submissions. The Town of Redcliff reserves the right to award the competition to a submission other than the lowest bid. The Town may, at the Evaluation Committee's sole discretion, invite a Respondent for an interview to address any questions or clarifications requested by the Town, without becoming obligated to seek information or clarifications from any or all other Respondents.

Respondent Expenses - The Respondent is responsible for all costs of preparing and presenting its Proposal and for subsequent negotiations, if any, with the municipality. Respondents will be responsible for any costs associated with the preparation for, and attendance of the interview to take place at a Town location.

Proposal Rejections - The Town shall not be obligated to accept any Proposals that are unsigned, incomplete, conditional, illegal, unbalanced, obscure, contain irregularities of any kind, or for any other reason.

Proposal Returns - Proposals and accompanying documentation submitted by Respondents are the property of the municipality and will not be returned.

Proposal Cancellations - The Town reserves the right to cancel this RFP, or parts of this RFP, at any time and acquire the contracting services through an alternative process.

SUBMISSION OF PROPOSALS

Please submit your electronic proposals in .pdf format with the subject heading "Request for Proposal – Audit Service" via email to:

miked@redcliff.ca

An electronic copy on an electronic storage device may also be mailed to the following address:

*Request for Proposal – Audit Service
Town of Redcliff
Attn: Mike Davies, Corporate Services Director
Box 40, #1 – 3rd St NE
Redcliff, AB
T0J 2P0*

Your submission must be received no later than 4:30pm on Wednesday, September 30, 2026.

Submissions received after this deadline or through a different means than above will not be accepted.

For further information, please contact:

Mike Davies, Corporate Services Director

Phone: (403) 548-9244
Email: miked@redcliff.ca

OTHER GENERAL INFORMATION

All documents submitted to the Town will be subject to the protection and disclosure provisions of the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA). POPA allows persons the right to access records in the Town's custody. It also prohibits the Town from disclosing personal or business information where disclosure would be harmful to business interests or would be an unreasonable invasion of personal privacy. Bidders are encouraged to identify what portions of their submission are confidential and what harm could reasonably be expected from its disclosure. Individual assessments of bidders are considered confidential.

The purpose of collecting the personal information that must be provided in this Request for Proposal is to enable the Town to ensure the accuracy and reliability of the proposal, to enable the Town, and to evaluate your response to this RFP.

All proposals and evaluations are the confidential property of the Town of Redcliff.

Confidentiality and Security of Information - The Respondent, the Respondent's employees, subcontractors, and agents shall:

- Keep strictly confidential all information concerning the municipality and/or third parties, or any of the business or activities of the municipality and/or third parties acquired because of participation in this RFP; and
- Only use, copy or disclose such information as necessary for the purpose of submitting a Proposal or upon written authorization of the municipality; and
- Maintain security standards, including control of access to data and other information, consistent with the highest standards of business practice in the industry.

Conflict of Interest - Respondents must fully disclose, in writing to the RFP Contact on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Respondent were to become a contracting party pursuant to this RFP. The Evaluation Committee shall review any submissions by Respondents under this provision and may reject any Proposals where, in the opinion of the Evaluation Committee, the Respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Respondent were to become a contracting party pursuant to this RFP.

Liability and Indemnity - By submitting a Proposal, a Proponent agrees:

- To be responsible for conducting its own due diligence on data and information upon which its Proposal is based;

- That it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;
- That it has gathered all information necessary to perform all its obligations under its Proposal;
- That it is solely responsible for ensuring that it has all information necessary to prepare its Proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its Proposal;
- To hold harmless the Town, its elected officials, officers, employees, insurers, agents or advisors and all of their respective successors and assigns, from all claims, liability and costs related to all aspects of the RFP process;
- That it shall not be entitled to claim against the municipality, their elected officials, officers, employees, insurers, agents or advisors on grounds that any information, whether obtained from the Town or otherwise (including information made available by its elected officials, officers, employees, agents or advisors, regardless of the manner or form in which the information is provided) is incorrect or insufficient;
- That the municipality will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent because of or arising out of submitting a Proposal or due to the municipality' acceptance or non-acceptance of its Proposal; and
- To waive any right to contest in any proceeding, case, action or application, the right of the municipality to negotiate with any Proponent for the contract whomever the municipality deems, in their sole and unfettered discretion, to have submitted the Proposal most beneficial to the municipality.