



REQUEST FOR PROPOSALS

Financial Audit Services

Request for Proposal No:	CORP-2025-002
Date Issued:	Tuesday September 16, 2025
RFP Closing Date and Time	Friday, October 03, 2025 @ 4 PM
Contact Person	Paul Dowber – Director of Corporate Services/Treasurer Town of Smiths Falls 77 Beckwith Street North Smiths Falls, ON K7A 2B8 Telephone (613) 283-4124 ext.1117 Email: pdowber@smithsfalls.ca

Lowest or any proposal not necessarily accepted

Late proposals will not be accepted

CONTENTS

1	Information for Proponent.....	3
1.1	Purpose.....	3
1.2	Background Information.....	3
1.3	Closing Date and Time.....	4
1.4	Municipal Contact.....	4
1.5	Acceptance	4
1.6	Proponent’s Minimum Qualifications	4
1.7	Municipal Information Waiver	4
1.8	Expense Incurred	5
1.9	Conflict of Interest.....	5
1.10	Legal Proceedings with the Municipality.....	5
1.11	Rights Reserved	5
2	Evaluation Process	5
2.1	Evaluation Committee	5
2.2	Presentation	6
2.3	Evaluation Criteria	6
3	Submission Instructions	6
3.1	Proposal Submission Format	6
3.2	Questions/Clarifications	7
3.3	Key Dates	7
3.4	Freedom of Information and Protection of Privacy Act	7
3.5	Request to Withdraw a Proposal Submission	8
3.6	Adjustment to a Proposal.....	8
3.7	Proposal Returned Unopened	8
3.8	Submission of More Than One Proposal Package	8
3.9	Receiving.....	8
4	Content Requirements	8
4.1	General Requirements.....	8
4.2	Proposal Clarity/Presentation	9
4.3	Program Costs.....	9
4.4	Corporate Profile	9

4.5	Qualifications and Experience	9
4.6	Audit Staffing	10
4.7	References	10
4.8	Audit Implementation	10
4.9	Other Services.....	10
5	Service Requirements	10
5.1	Audit	10
5.2	Financial Statements	10
5.3	Consolidated Entities.....	11
5.4	Annual Schedule	12
5.5	Qualified Statements.....	12
5.6	Meetings and Subsequent Assistance	12
5.7	Audit Management Letter	12
5.8	Alternative Requirements	13
6	Contract with Successful Proponent	13
6.1	Contract Terms and Conditions	13
6.2	Contract Term.....	13
6.3	Procedures.....	13
6.4	WSIB Clearance.....	13
6.5	insurance/Indemnification	14
6.6	Accessibility for Ontarians with Disabilities Act (AODA) *	15
6.7	Assignment of Contract *	15
6.8	Termination *	15
6.9	Contractual Disputes *	15
6.10	Severability*	15
6.11	Non-Exclusive	15
6.12	Cancellation	15
6.13	Governing Law	15
7	DECLARATION PAGE (Appendix A)	16
8	(APPENDIX B) - SUBMISSION SHEET	17
8	Submission Sheet (Appendix B).....	18-20

1 INFORMATION FOR PROPONENT

1.1 PURPOSE

The Town of Smiths Falls wishes to acquire the services of an Auditing Firm with expertise to facilitate annual financial audits. Through submission of a proposal, successful firms will identify their experience and their area of expertise that the Town may use for future assignments as deemed appropriate.

The Town intends to select a Firm to carry out the scope of work, based on the proposals submitted and the evaluation indicated in this document. It shall be the responsibility of the Firm to schedule regular meetings with the Town during the various stages of this project.

1.2 BACKGROUND INFORMATION

Smiths Falls boasts a highly desirable location along the banks of the beautiful and historic Rideau Canal, Ontario's only UNESCO World Heritage Site. At the midpoint of the canal, the Smiths Falls community is an hour from Ottawa, our nation's capital to the North, and Kingston to the South. The Town's proximity within Eastern Ontario provides many advantages for residents. From the well-established network of highways linking major cities, to the upgraded VIA Rail station offering frequent departures. With a healthy housing stock at affordable rates, newcomers are choosing to locate in Smiths Falls to access a higher quality of life.

Historically, the Town of Smiths Falls has been a center for industry but today the town is a full-service community with highly ranked educational, medical and recreational facilities. In the past few years, significant investments have been made to upgrade the town's infrastructure including the construction of a new Water Treatment Facility and Recreation Facility. Over the past few years Smiths Falls has also seen the emergence and re-invigoration of amazing cultural venues such as community theaters, art galleries, boutiques, and museums.

Although Smiths Falls offers everything you could want in an urban center, we haven't lost our small town feel or our unhurried way of life. Smiths Falls has a culture of warm, welcoming people, which includes the over 9,500 people who call it home and the almost 57,000 within the surrounding County of Lanark. We offer a lifestyle like no other, with over 100 acres of parkland and sports fields, six kilometers of waterfront trails, access to more than 400km of regional trails, two indoor and one outdoor ice surface(s), an indoor walking track and a short drive to more than 20 lakes; the community is never idle.

As the town continues to evolve through revitalization projects, tourism, business development and planning for the future, it's easy to see the allure of Smiths Falls as the place to be.

Council's Strategic Objectives include Transportation Network, Housing, Infrastructure Renewal, Waterfront and Downtown, New Business Attraction, Parks Trails and Recreation.

The Municipality maintains a primary General Bank Account with multiple other bank and investment accounts including accounts for reserve and trust funds. The average operating budget for the past 5 reporting years is around \$27M while the average capital budget in the same period is just over \$15M.

Regarding financial software, the Municipality uses Asyst. The Town has implemented CityWide software for capital asset planning and asset management, although financial reporting is maintained in the Asyst system.

1.3 CLOSING DATE AND TIME

Proposals shall be submitted prior to or by **Friday, October 3rd, 2025@ 4 PM local time**. All proposals received after the specified closing date and time will not be considered. There will be no public opening for this RFP.

1.4 MUNICIPAL CONTACT

Prior to submitting a Proposal, read the entire solicitation, including the Terms and Conditions (Section 2), all addenda, any other documentation supplied by the Municipality for information purposes.

Each bidder is asked to submit via email to pdowber@smithsfalls.ca two (2) email attachments: One (1) attachment containing the proposal with no pricing information and the other containing only pricing. Please ensure your attachments are labeled clearly.

Any questions or concerns arising out of this RFP should be addressed to:

Paul Dowber, Director of Corporate Services/Treasurer
Email: pdowber@smithsfalls.ca

1.5 ACCEPTANCE

The submission of a Proposal(s) indicates acceptance by the Proponent of the instructions, terms, conditions and requirements or other information as set out in this RFP. Any variations from this information must be submitted in writing with the completed Proposal.

1.6 PROPONENT'S MINIMUM QUALIFICATIONS

Proponents shall demonstrate that they have the resources and capability to provide the materials and services as described herein:

- Assigned staff must hold a valid accounting designation and have previous experience in performing a municipal audit engagement.
- Completed a municipal audit of similar size and scope within the last three years.
- Demonstrate an understanding of legislation relevant to the local government environment.
- Have sufficient staffing, facilities, financial resources and expertise to address the scope of the audit services in a timely manner.
- Demonstrate a commitment to providing reasonable annual continuity of experienced and qualified personnel.

1.7 MUNICIPAL INFORMATION WAIVER

All information contained in this document and any potential subsequent addenda, with respect to operations, qualities, values, description of properties, losses etc., are reasonably and realistically

accurate to the best of the Municipality's knowledge however, accuracy is not guaranteed by the Municipality.

1.8 EXPENSE INCURRED

Submissions are made at the sole expense of the Proponent, and the Municipality takes no responsibility for any expense incurred by a Proponent in preparing or submitting its proposal.

1.9 CONFLICT OF INTEREST

Proponents must ensure that they are not in a position that may be perceived as a conflict of interest.

1.10 LEGAL PROCEEDINGS WITH THE MUNICIPALITY

No Proposal will be accepted from any Proponent which has a claim or has instituted a legal proceeding against the Municipality or against whom the Municipality has a claim or instituted a legal proceeding with respect to any previous contract, bid submission or business transactions.

1.11 RIGHTS RESERVED

The following are rights reserved by the Municipality:

- This request does not commit the Municipality to award a contract for Financial Audit Services. The Municipality shall not be liable for any expense, loss or damage incurred or suffered by any proponent because of a non-award of this Proposal call.
- The Municipality reserves the right to ultimately select, in its own best judgment, and at its sole discretion the firm it deems best qualified to carry out this agreement. The Municipality's determination will be final and not open to review or challenge, whether it is alleged that the selection is arbitrary or otherwise not in accordance with standard trade practice.
- The Municipality reserves the right to cancel, terminate or withdraw this Proposal call at any time or to accept or reject all or any part of any Proposal.
- The Municipality reserves the right to retain all Proposals submitted and to employ any concepts contained in a Proposal regardless of whether that Proposal is selected.
- The proposal with the lowest cost will not necessarily be accepted.
- The Municipality reserves the right to enter further discussions to obtain information that will allow the Municipality to reach a decision with a Proponent, and to waive irregularities and omissions if, in doing so, the best interest of the Municipality will be served.

2 EVALUATION PROCESS

2.1 EVALUATION COMMITTEE

An Evaluation Committee will evaluate each of the compliant Proposals received in accordance with the evaluation criteria as set out below and score the Proposals using a "consensus" approach, in relation to the criteria and points, which are identified herein.

2.2 PRESENTATION

An award may be made solely based on the offer received, without the Municipality seeking any clarification, meeting or presentation by the Proponent. Therefore, each Proposal should contain the Proponent's best terms/information, including all required documentation and information as listed in the RFP.

No other Proponent is entitled to be present or to receive any information regarding the presentation of any Proponent. Representatives of the Proponent(s) invited to make a presentation shall be fully versed on the contents of the RFP and the Proponent's Proposal.

2.3 EVALUATION CRITERIA

In recognition of the importance of the procedure by which a Proponent may be selected, the following criteria outlines the primary considerations to be used in the evaluation and consequent awarding of this contract (not in any order). Evaluation of Proposals will include but not be limited to the following:

- Understanding of engagement
- Municipal audit experience
- Audit firm personnel qualifications and experience
- Audit implementation
- Additional services
- References
- Audit fee

The weighting of criterion will be as follows:

Criterion	Weight Factor
Fee Proposal	35
Municipal Audit Experience	25
Comprehensive Approach to Municipal Requirements	15
Proposal Clarity/Presentation	10
Qualifications/Experience	10
Municipal References and Ease of Transition	5
Total	100

3 SUBMISSION INSTRUCTIONS

3.1 PROPOSAL SUBMISSION FORMAT

Proposals must be submitted by **October 03, 2025, 4 pm EST** to:

Paul Dowber, Director of Corporate Services/Treasurer
The Town of Smiths Falls
77 Beckwith Street North
Smiths Falls, ON, K7A 2B8
pdowber@smithsfalls.ca

3.2 QUESTIONS/CLARIFICATIONS

It will be the Bidder's responsibility to clarify with the Town any details in question not mentioned in the RFP before submitting their bid.

Questions related to this bid are to be submitted to the Town through the Bidding System only by clicking on the "Submit a Question" button for this specific bid opportunity. The Town will not accept questions or requests for information by any other means.

Any such questions shall be answered by the issue of an addendum and posted to the Bidding System. No oral explanation or interpretation shall modify any of the documents or provisions of this RFP.

Inquiries must be received no later than the Bidder's Deadline for Questions being **26 September 2025, 4pm EST.**

3.3 KEY DATES

The Municipality will conduct the RFP process according to the following dates. These dates are tentative and subject to change.

Task	Target Date
Issue RFP	Sept 15, 2025
Deadline for inquiries	Sep 26, 2025
Release of Final Addendums	Sep 29, 2025
RFP closed	Oct 03, 2025, 4pm
Evaluation of proposals	Week of Oct 6th
Proponent interviews (if required)	Mid October
Council approval and award of contract	Oct 27, 2025

3.4 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The Municipality is required by law to adhere to the requirements of the Freedom of Information and Protection of Privacy Act, as amended. Any Proponent who requires that the information in its Proposal be kept confidential shall explicitly advise the Municipality of that fact by stamping or boldly marking the

information as “CONFIDENTIAL”. Release of any information not marked as confidential will follow the Municipality’s policies and procedures. Proposal results may be reported to Council, and the reports are released for public information.

3.5 REQUEST TO WITHDRAW A PROPOSAL SUBMISSION

Requests for withdrawal of a Proposal shall be allowed if the request is made prior to the closing date and time. Requests shall be directed to the Municipal Contact (Section 1.4) by letter, email or in person, by an Authorized Agent of the company, with a signed withdrawal request confirming the details. Telephone requests will not be considered. The withdrawal of a Proposal does not disqualify a Proponent from submitting another Proposal on the same Contract.

3.6 ADJUSTMENT TO A PROPOSAL

Adjustments by telephone, fax, email or letter to a submitted Proposal will not be considered. A Proponent desiring to adjust a Proposal shall withdraw the Proposal and/or supersede it with a later Proposal submission prior to the specified Proposal closing date and time.

3.7 PROPOSAL RETURNED UNOPENED

A Proposal received after the closing time shall be noted and returned unopened to the Proponent, as soon as possible. If a late Proposal is received without a return address on the envelope, it shall be opened to obtain the address and then returned. The covering letter will advise why the submission was not returned unopened.

3.8 SUBMISSION OF MORE THAN ONE PROPOSAL PACKAGE

a) If more than one (1) Proposal for the same RFP is received in the same envelope, the Proposals shall be contained in separate envelopes within the exterior envelope and shall be marked as Proposal A, Proposal B and so forth.

b) If two (2) or more Proposals are received for the same RFP in different envelopes, the envelope with the latest time and date received shall be considered the intended Proposal.

3.9 RECEIVING

Once received, all Proposals will become the property of the Municipality.

4 CONTENT REQUIREMENTS

4.1 GENERAL REQUIREMENTS

Your Proposal must:

- Contain signed copies of all addenda that have been issued
- Include a signed Declaration Page, attached as Appendix A
- Include responses to all requirements noted in Sections 5 and 6

- A completed and signed Submission Sheet, attached as Appendix B
- Emailed to pdowber@smithsfalls.ca

4.2 PROPOSAL CLARITY/PRESENTATION

For the Evaluation Committee to conduct a careful evaluation of all Proposals received, Proposals must be clear, well ordered, detailed and concise. The Proponent is therefore requested to provide detailed specifications and functional information.

The Proponent is requested to respond to each aspect of the RFP's objectives, expectations, specifications, schedules and requirements to allow for fair evaluation of the Proposal submissions.

4.3 PROGRAM COSTS

The Proponent shall provide a firm quotation for the fees to be charged for the fiscal years 2025 to 2029. All fees should be quoted including Harmonized Sales Tax (HST). Include a proposed schedule of billing dates.

Fee schedules should show the estimate of hours broken down by category of staff assigned to the audit. One-time fees should be identified separately. Out of pocket expenses should be clearly stated to be part of the estimated fee or should be estimated separately.

Additionally, an indication of how fees for special services would be determined should be provided.

4.4 CORPORATE PROFILE

Please include a brief profile of your firm indicating the scope of its practice, the range of activities performed by the firm such as auditing, tax service, accounting or management services. Clearly identify the Proponent's contact person for this RFP, with phone number and email address. State the home office address as well as the address and phone number of any local office that will manage or assist in managing audit services.

4.5 QUALIFICATIONS AND EXPERIENCE

All Proponents are advised to ensure that their firm can meet the following minimum criteria prior to preparing a proposal of audit services. The firm must:

- Be licensed under the Public Accounting Act 2004.
- Know the duties of the Auditor as prescribed by the Ministry of Municipal Affairs and Housing in the Municipal Affairs Act, R.S.O. 1990.
- Have recent municipal audit experience with similar-sized or larger municipalities in Ontario and demonstrate comprehensive knowledge or provincial, municipal financial reporting and legislation governing municipal operations.
- Have established well developed professional auditing techniques and a sound system of control and review of audit work performed.
- Audit its financial statements in accordance with the Generally Accepted Accounting Principles (GAAP), Public Sector Account Board (PSAB) and the *Ontario Municipal Act*.
- Have expert staff to provide Income Tax, HST and Sales tax advice.

Please list current and past public sector audit clients and indicate the number of years your firm has been the auditor for each client. Describe your familiarity and experience with PSAB accounting auditing standards.

4.6 AUDIT STAFFING

Provide the names and brief resumes of the partner(s), manager(s) and other key staff who would be assigned to this audit.

4.7 REFERENCES

The Proponent is to provide a minimum of three (3) municipal references that can be contacted, where programs of a similar scope/magnitude are in progress or have been completed within the last five years.

4.8 AUDIT IMPLEMENTATION

Proposals must clearly show the firm's understanding of the work to be performed, audit approach and commitment to perform the work within the period specified in the annual schedule (Section 6.3). This would include the approach to be used to gain an understanding of the Municipality's structure and systems as well as a proposed schedule and any specific techniques or processes to be used for the interim audit and year-end audit.

4.9 OTHER SERVICES

Provide a description of the methodology to be used for keeping the Municipality abreast of any changes in accounting principles or legislation that would impact the annual financial statements. Also, describe any non-auditing professional services provided to other local government clients and innovative products offered by your firm as well as any specific pricing structure for such services.

5 SERVICE REQUIREMENTS

5.1 AUDIT

The Audit shall include the examination of the records and financial statements of the Municipality to the degree necessary to express an audit opinion on such statements.

5.2 FINANCIAL STATEMENTS

The Town will be responsible for preparing the initial draft of the Financial Statements and Financial Information Return (FIR). As part of the year-end audit, the Auditor will be expected to present the final Audited Consolidated Financial Statements to Council and review the completed FIR.

5.3 CONSOLIDATED ENTITIES

The consolidated financial statements are comprised of:

Managements Responsibility

Independent Auditors Report:

- Consolidated Statement of Financial Position / Operations / Changes in Net Debt / Cash Flows
- Notes to the Consolidated Financial Statements
 - o Status of the Town of Smiths Falls
 - o Significant Accounting Policies
 - o Operations of the School Boards
 - o Bank Indebtedness
 - o Investment in Smiths Falls Hydro-Electric Generation Co. Ltd.
 - o Employee Future Benefits Obligations
 - o Deferred Revenues
 - o Asset Retirement Obligations
 - o Long Term Liabilities
 - o Municipal Equity
 - o Pension Contributions
 - o Trust Funds
 - o Provincial Offences Administration (POA)
 - o Contingent Liability (Contaminated Sites)
 - o Contingent Liabilities
 - o Commitments
 - o Risk Management
 - o Tangible Capital Assets
 - o Segmented Information
 - o Budget Figures
 - o PS3400 Revenue

SCHEDULES:

Continuity of Reserves and Reserve Funds
Tangible Capital Assets

Independent Auditors Report – Trust Funds

- Statement of Financial Position / Financial Activities
- Notes to the Financial Statements
 - o Significant Accounting Policies
 - o Esther Lewis Trust Fund
 - o Hillcrest Cemetery Trust Fund
 - o Pardy Flag Trust

Independent Auditors Report-Public Library

- Consolidated Statement of Financial Position / Operations / Changes in Net Financial Assets / Cash Flows
- Notes to the Consolidated Financial Statements
 - o Status of Board
 - o Significant Accounting Policies
 - o Accumulated Surplus
 - o Tangible Capital Assets
 - o Budget Figures

SCHEDULES:

Continuity of Reserves and Reserve Funds
Tangible Capital Assets

Independent Auditors Report-Business Improvement Area

- Consolidated Statement of Financial Position / Operations / Changes in Net Financial Assets / Cash Flows
- Notes to the Consolidated Financial Statements
 - o Status of Board
 - o Significant Accounting Policies
 - o Accumulated Surplus
 - o Budget Figures

Schedules of Operations

- Memorial Community Centre and Youth Centre

Independent Auditors Report-Smiths Falls Hydro Electric Generation Co. Ltd.

- Preparation of a nil tax return

5.4 ANNUAL SCHEDULE

In each year, and prior to the commencement of any audit work, the Auditor shall meet with the Deputy Treasurer and/or Treasurer to discuss and agree upon:

- The schedule for the completion of the audit; and
- A list of the necessary schedules, working papers, analysis and other information provided by the Municipality.

The Auditor shall keep account of actual time spent on each major audit task and submit to the designated staff, if requested, upon completion of the audit, a schedule comparing the actual audit time spent with the time budgeted. The Auditor will also provide reasons for all significant variances. The cost of the accounting of audit time shall be included in the fees quoted under this RFP.

5.5 QUALIFIED STATEMENTS

The Auditor shall immediately upon the discovery of information or conditions which would otherwise lead to the inclusion of a qualified opinion with respect to any of the Municipality's audited financial statements, inform and fully discuss such matters with the Deputy Treasurer and/or Treasurer. Furthermore, the Auditor shall as far as possible, allow a reasonable period for the Deputy Treasurer or Treasurer to investigate, analyze, report and take corrective action to avoid the inclusion of such qualification.

5.6 MEETINGS AND SUBSEQUENT ASSISTANCE

The Auditor shall attend a meeting with Council, where they will discuss their work and present the draft audited financial statements. The cost of said meeting time shall be included in the fees quoted under this RFP.

5.7 AUDIT MANAGEMENT LETTER

The Auditor shall prepare a draft Audit Management Letter conveying any concerns relative to the internal accounting, operating controls and/or other matters of material importance with respect to the operations of the Municipality. The Auditor shall also provide recommendations as to such corrective measures as may be required and be prepared to provide assistance regarding implementation if

required to do so. The Auditor will meet with the Deputy Treasurer and/or Treasurer to discuss the concerns before a final Audit Management Letter is prepared for Council.

5.8 ALTERNATIVE REQUIREMENTS

The above describes the current requirements of the Municipality, however, it should be noted that alternative Proposals, are welcomed and encouraged.

6 CONTRACT WITH SUCCESSFUL PROPONENT

6.1 CONTRACT TERMS AND CONDITIONS

The Contract with the Successful Proponent will contain the following Contract Terms and Conditions. Proponents taking exception to these terms and conditions or intending to propose additional or alternative language must:

- Identify the specific terms and conditions to which they take exception or seek to amend or replace; and
- Include any additional or different language with their Proposal.

Failure to both identify with specificity those terms and conditions the Proponent takes exception to or seeks to amend or replace as well as to provide Proponent's additional or alternate Contract terms may result in rejection of the Proposal. While the Municipality may accept additional or alternate language if so, provided with the Proposal, the Terms and Conditions marked with an asterisk (*) are mandatory and non-negotiable.

6.2 CONTRACT TERM

It is expected that the term of the Contract shall be for a period of five (5) years, covering the fiscal years 2025 - 2029.

Should the Municipality exercise the right to extend this Contract, the Successful Proponent and the Municipality shall enter negotiations to determine the new rates for services listed in this RFP. Only upon satisfactory negotiations of both parties shall the Contract be extended. All rates negotiated for each Contract extension shall remain firm for the entire extension year.

6.3 PROCEDURES

The Successful Proponent shall not comply with requests and/or orders issued by any individual other than the Deputy Treasurer and/or Treasurer. Any change to the Contract must be approved in writing by the Deputy Treasurer and/or Treasurer and the Successful Proponent.

6.4 WSIB CLEARANCE

The Proponent certifies that it is in full compliance with the Workplace Safety and Insurance Act and shall provide evidence of WSIB or its equivalent.

6.5 INSURANCE/INDEMNIFICATION

The Successful Proponent shall at their own cost, for the duration of the contract or as otherwise stated maintain the following coverage:

- Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5 million per occurrence/\$5 million annual aggregate for any negligent acts or omissions relating to the obligations under agreement. Such insurance shall include, but is not limited to, bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad-form property damage; owners & contractors protective; occurrence property damage; products; broad form completed operations; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause.
- Such insurance shall add the Corporation of the Town of Smiths Falls as an additional insured. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Town.
- Automobile Liability Insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death, and damage to property, with a limit of not less than \$2 million inclusive for every loss.
- Professional liability (errors and omissions) insurance coverage shall be obtained to a limit of not less than \$2,000,000. If such insurance is issued on a Claims Made basis, coverage shall include a 24-month extended reporting period or be maintained for a period of two years after conclusion of services provided under this Agreement.
- All deductibles applicable to the above-noted insurance policies shall be the sole responsibility of the Named Insured, and the Town shall bear no cost towards such deductibles.
- The Successful Proponent is responsible to effect physical damage on their assets/equipment—failure to do so will not impose any liability on the Town.
- The Successful Proponent shall provide the Town with a certificate of insurance evidencing coverage as noted above. Such policies shall not be cancelled, changed or lapsed unless the Insurer notifies the Town in writing at least thirty (30) days prior to the effective date of such cancellation, material change or lapse. The insurance policy will be in a form and with a company licensed to write business in the Province of Ontario and which are, in all respects, acceptable to the Town.
- The Town reserves the right to assess exposures and add additional insurance requirements were deemed necessary.

The Successful Proponent shall indemnify and save harmless the Corporation of the Town of Smiths Falls, their elected officials, officers, employees, and agents from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest, or damages of every nature and kind whatsoever, including, but not limited to, bodily injury or damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the Bidder, their officers, employees, contractors, sub-contractors, or others to whom the Bidder is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Bidder in accordance with this agreement and shall survive this agreement.

6.6 ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA) *

The Proponent will provide the Municipality with documentation indicating that training in accordance with the requirements of Regulation 429/07 has been provided to all their staff who will be providing goods and services on behalf of the Municipality.

6.7 ASSIGNMENT OF CONTRACT *

This Contract may not be assigned in whole or in part without the written consent of the Treasurer.

6.8 TERMINATION *

The Municipality reserves the right, without prejudice, to cancel the remaining years of the Contract, by providing 30 days' notice in writing if dissatisfied in any way with performance, or any other elements of the service provided.

6.9 CONTRACTUAL DISPUTES *

In the event of a dispute between the Municipality and the Successful Proponent, both parties agree to appoint representatives, who in good faith, will use their best efforts to resolve the dispute.

Should the representatives be unable to promptly resolve the dispute, both parties shall agree to continue the work as required being understood that neither party will jeopardize any claim that they may have.

6.10 SEVERABILITY*

If any provision shall be judged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

6.11 NON-EXCLUSIVE

Any Contract awarded because of the RFP will be non-exclusive. The Municipality may, at its sole discretion, purchase the same or similar services from other sources during the term of the Contract.

6.12 CANCELLATION

Any contract termination by the Auditor will require sixty (90) days notice to the Municipality unless otherwise noted and agreed to by the Municipality.

6.13 GOVERNING LAW

Any Contract resulting from this RFP shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

7 DECLARATION PAGE (APPENDIX A)

All responses should be signed:

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 Smith Falls 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.

Legal Company Name:	
Respondent's Signature:	
Respondent's Printed Name:	
Respondent's Title:	
Email:	
Business Phone:	
Business Fax:	



CORPORATION OF THE TOWN OF SMITHS FALLS
REQUEST FOR PROPOSAL
RFP #: CORP-2025-002
FINANCIAL AUDIT SERVICES

8 (APPENDIX B) - SUBMISSION SHEET

SUBMITTED BY: _____

ADDRESS: _____

SIGNED BY: _____

(Authorized person must sign)

DATE: _____

PLEASE ENSURE COMPLETION OF THE PRICING BREAKDOWN ON NEXT PAGE.

Tenders will be received in sealed envelopes clearly marked as to contents. This Tender must be received by the Director of Corporate Services/Treasurer, by **4:00 P.M. LOCAL TIME Oct 03, 2025**

Address: Town of Smiths Falls
77 Beckwith Street North
Smiths Falls, ON K7A 2B8

Tel. (613)283-4124 ext.1117

The lowest or any quote will not necessarily be accepted.

Any Additional Comments:

Having informed ourselves fully of the conditions relating to the work to be performed and services provided, and having carefully examined the above-noted documentation submit the attached proposal and offer to perform the said work/services in strict accordance with the said documents and such further details, plans and instructions as may be supplied from time to time and to furnish to the Town of Smiths Falls, all professional services necessary to carry out properly to complete the said work for the following fee of lawful money of Canada.

Date

Signature
(I have the authority to bind the Corporation)

As per section 4.3 of the Request for Proposal document:

The Proponent shall provide a firm quotation for the fees to be charged for the fiscal years 2025, 2026, 2027, 2028 and 2029. All fees should be quoted including Harmonized Sales Tax (HST). Include a proposed schedule of billing dates.

Fee schedules should show the estimate of hours broken down by category of staff assigned to the audit. One-time fees should be identified separately. Out-of-pocket expenses should be clearly stated to be part of the estimated fee or should be estimated separately.

Additionally, an indication of how fees for special services would be determined should be provided.

	2025	2026	2027	2028	2029
SUBTOTAL					
HST					
TOTAL					

In the space below, please indicate your firm’s hourly rate and any other possible applicable fees.
