



**Beaver Emergency Services Commission (BESC)
Request for Proposal – Auditing Services
July 14, 2021**

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1.0 INTRODUCTION, OVERVIEW, AND PURPOSE

Proposals may be submitted by completing this document and placing it in a sealed envelope, clearly marked on the outside, “Professional Auditing Services: BESC”. The package must be received by the BESC office by 4:30 PM on August 13, 2021. The bidder is responsible to deliver the sealed proposal to BESC before the time indicated. Late proposals will not be accepted and will be returned to the proponent.

Email or electronic documents (PDF or Word document) will also be accepted. It is the proponent’s responsibility to ensure their submission is received prior to the deadline noted above. There will be no public opening of proposals received. The awarding of a contract, if any, resulting from this Request for Proposal, shall be done, upon approval by BESC Board of Directors, as soon as practical after proposal evaluations have been completed. All proponents will be advised of the results.

This Request for Proposal creates no obligation on the part of BESC to award a contract or to reimburse proponents for proposal preparation or submission expenses. BESC reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this request and to negotiate in any manner necessary to best serve the interests of BESC. The decision as to which proposal best satisfies the needs of BESC rests solely with BESC and any decision is not open to appeal. Submissions will not be evaluated if the proponent’s current or past corporate or other interests may, in the BESC opinion, give rise to a conflict in connection with this project.

BESC’s evaluation may include information provided by the proponent’s references and may consider the proponent’s past performance on previous contracts with other institutions.

The successful proponent will be required to provide the necessary information for registration on BESC’s payment system.

Any questions in respect of this Request for Proposal shall be directed, in writing, by email to Allan Weiss at info@besc.ca . Questions must be received no less than two (2) business days before the closing date of this Request for Proposals.

1.1 OVERVIEW

The Beaver Emergency Services Commission provides all-risk emergency and non-emergency services to the County of Beaver, Towns of Tofield, Viking, villages of Ryley and Holden.



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The Fire Department provides a wide variety of services to an ever expanding and diverse population. These services include:

- Fire Suppression
- Vehicle Extrication
- Hazardous Materials Response
- Ice Rescue
- Medical First Response
- Fire Prevention
- Emergency Management Preparedness

The Commission is comprised of elected officials from Beaver County, Towns of Tofield, Viking, Villages of Ryley and Holden. The Beaver Emergency Services Commission started in 2010.

The 6 Departments, at full complement, are comprised of approximately 100 members, including one full-time paid Regional Emergency Manager and one full-time administrative assistant operating out of BESC Headquarters in Viking. The BESC office is located at 4924-53 Avenue Viking AB.

The BESC Board of Directors is comprised of seven members.

BESC currently uses SAGE for accounting software. Payroll is done through a third-party payroll service known as Claystone Waste Ltd.

1.2 PURPOSE

The purpose of this request for proposal (RFP) is to engage the services of a highly experienced, professional auditing firm in accordance with good Accounting Standards and Practices.

The professional audit services will encompass working with the Regional Emergency Manager, the Chair and Vice Chair of the Board of Directors

2.0 REQUEST FOR PROPOSAL TERMS

BESC has formulated the terms and procedures set out in this Request for Proposal to ensure that it received proposals through an open, competitive process, and the Proponents receive fair and equitable treatment in the solicitation, receipt, and evaluation of their proposals.

The following terms will apply to this Request for Proposal and to any contract resulting therefrom. Submission of a proposal in response to this Request for Proposal indicated acceptance of all the following terms.



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2.1 DEFINITIONS

Throughout this Request for Proposal, terminology is defined as follows:

- a) “BESC” refers to Beaver Emergency Services Commission.
- b) “Contract” means the written agreement resulting from this Request for Proposal, in accordance with this Request for Proposal.
- c) “Contractor” means a successful Proponent to this Request for Proposal who enters into a written contract with BESC.
- d) “Must,” “mandatory,” or “required” means a requirement that has to be met, without exception, in order for a proposal to receive consideration.
- e) “Proponent” means an individual or a company that submits, or intends to submit, a Proposal in response to this “Request for Proposal”
- f) “Proposal” means the Proponent’s response to this “Request for Proposal”.
- g) “Should”, “shall,” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

2.2 NO OBLIGATION TO PROCEED

Though BESC fully intends at this time to proceed through the procurement process, BESC is under no obligation to proceed to the purchase, or any other stage. The receipt by BESC of any information shall not impose any obligations on BESC. There is no guarantee by BESC, its directors, employees, that the process initiated by the issuance of this Request for Proposal will continue, or that this Request for Proposal process or any Request for Proposal process will result in a contract with BESC.

2.3 CANCELLATION

The RFP may be cancelled in whole or in part without penalty, when, in the opinion of BESC:

- a) There has been a substantial change in the requirements after this RFP has been issued;
- b) Information has been received by BESC, after issuance of this RFP, that BESC feels substantially alters the specified procurement;
- c) The was insufficient completion in order to provide the level of service, quality of goods, or pricing required, or;
- d) BESC, in its sole discretion, decides that there is any other sufficient justification to cancel this RFP.

BESC may cancel this RFP, reject all proposals, or seek to acquire the services through a new RFP or by other means.



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2.4 BESC’s DECISION-MAKING

BESC has the power to make any decision, or to exercise any contractual right or remedy, contemplated in this Request for Proposal at its own absolute and unfettered discretion.

2.5 ENQUIRIES

All enquiries related to the Request for Proposal are to be directed, in writing, to Allan Weiss (info@besc.ca). Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at BESC’s option. Any enquiries regarding this Request for Proposal must be submitted at least two (2) working days prior to the closing date. Any enquiries submitted after this date may be left unanswered.

2.6 ERRORS AND OMISSIONS

Any ambiguities, inconsistencies, uncertainties, or other errors related to this document of which any proponent may become aware should be directed, in writing, to Allan Weiss (info@besc.ca).

2.7 ADDENDA, CORRECTIONS, OR EXTENSIONS

BESC reserves the rights to modify the terms of this Request for Proposal at any time prior to closing, at its sole discretion.

2.8 ELIGIBILITY

Proposals will not be evaluated if the Proponent’s current or past corporate or other interests may, in BESC’s opinion, give rise to a conflict in connection with this project.

2.9 EVALUATION COMMITTEE

Evaluation of proposals will be reviewed by a committee formed by BESC.

By responding to this Request for Proposal, Proponents will be deemed to have accepted all the terms, conditions, and/or specifications herein and agreed that the decision of the Evaluation Team will be final and binding.

BESC reserves the right to clarify any proposal after closing by seeking further information from that proponent, without becoming obligated to clarify or seek further information from any or all other proponents.



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2.10 SIGNED PROPOSALS

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and will bind the Proponent to statements made in response to this Request for Proposal. All proponents who operate through an incorporated company should affix their corporate seal to the submission documents in addition to the authorized signature.

2.11 CHANGES TO PROPOSAL WORDING

The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by BESC for purposes of clarification.

2.12 IRREVOCABILITY OF PROPOSALS

A proponent who has already submitted a proposal may submit a further proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that proponent for this Request for Proposal. Any proponent may withdraw or qualify his/her proposal at any time up to the official closing time by re-submitting a new proposal to BESC. The time and date of receipt will be marked thereon and the new proposal will be placed in the tender box. The new proposal shall be marked on the sealed envelope by the Proponent as "Resubmission #" along with the name of the Request for Proposal and to the attention of BESC, as noted above in the Request for Proposal and to the attention of BESC, as noted above in the Request for Proposal. Proposals may be withdrawn at any time prior to opening upon written request from the proponent addressed to Allan Weiss (info@besc.ca). Negligence on the part of the proponent in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the tender opening.

Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful and BESC should decide to proceed, the Proponent will enter into a contract with BESC by either signing a contract document or accepting a Purchase Order issued by BESC.

2.13 COMPLETENESS OF PROPOSAL

By submission of a proposal the Proponent warrants that, if this Request for Proposal is to design, create, or provide a system or manage a program, all components required to run the system or manage a program, all components required to run the system or manage the program have been identified and costed in the proposal or will be provided by the Contractor at no additional charge.



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2.14 ASSIGNMENT

This Request for Proposal and any resulting contract may not be assigned by either party without prior written consent and approval of the other party, which consent may not be unreasonably withheld; provided however, either party, without such consent, may assign or sell the same in connection with the transfer of sale of substantially its entire business to which this contract pertains or in the event of its merger or consolidation with another company. Any permitted assignee shall assume all obligations of its assignor under this contract. No assignment shall relieve any party of responsibility for the performance of any accrued obligation that such party then has hereunder.

2.15 CONFIDENTIALITY

The successful proponent agrees not to release or, in any way, cause to release any confidential information of BESC unless an appropriate official of BESC has specifically approved them to do so in writing.

2.16 CONFLICT OF INTEREST

Any potential conflict of interest must be disclosed to BESC in writing. Any conflict of interest identified will be considered and evaluated by BESC. BESC has the sole discretion to take the steps they deem necessary to resolve the conflict. If, during the term of the Contract, a conflict or risk of conflict of interest arises, the Contractor will notify BESC immediately in writing of that conflict or risk and take any steps that BESC reasonably requires to resolve the conflict or deal with the risk.

2.17 LAWS OF ALBERTA

This Request for Proposal will be governed by and will be construed and interpreted in accordance with the laws of the Province of Alberta.

2.18 FINAL AGREEMENT

This solicitation does not necessarily contain all terms and conditions necessary for conduction business with BESC.

2.19 GRATUITIES

BESC may, by written notice to a proponent, cancel any contract if it is found by BESC that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the proponent, or the agent or representative of the proponent, to any employee or agent of the project with a view toward securing



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favorable treatment with respect to the awarding or amending, or making any determinations with respect to performing of such contract.

2.20 PERFORMANCE

BESC has the right to cancel any agreements resulting from this Request for Proposal based on performance, with BESC as the sole judge of that performance.

2.21 VALIDITY OF PROPOSALS

All Proposals must remain valid and open for acceptance by BESC for a period of sixty (60) days after the closing date. This period may be extended if requested by BESC and agreed to by the Proponent in writing.

3.0 TERMS OF REFERENCE

3.1 GENERAL TERMS

BESC invites proposals to provide professional audit services for the fiscal year beginning January 1, 2021 ending December 31, 2021.

Proposals will be accepted from audit firms that are members in good standing of the Chartered Professional Accountants of Alberta, and employ audit partner(s) who retain a current and valid license as a Chartered Professional Accountant and is/are licensed to practice public accounting in the province of Alberta.

The successful proponent will commence duties for BESC October 1, 2021. The successful proponent will be appointed for an initial term of two (2) years. Based on the performance and the fee for that period, the incumbent may be reappointed for an additional two (2) year term.

This Request for Proposal defines the content with the requirements contained in this document. You are urged to structure your response in accordance with the requirements contained in this document. It will be by these requirements that we will determine whether a proposal is complete, appropriate and competitive. Proposals that do not conform to these requirements may not be considered.

All information supplied in the proposal to the RFP must contain sufficient detail to support the services being offered.



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This document is not intended to limit a firm’s submission, but rather to provide a common framework for BESC to assess each proposal in a professional manner in a demonstrably fair process. Firms are encouraged to provide any unsolicited information or material that may complement their proposal.

3.2 PROPOSAL SUBMISSION GUIDELINES

Each Proposal submission shall include, but not limited to, the following information:

3.2.1 FIRM AND TEAM QUALIFICATIONS

- a) Proponents shall provide, in detail, their firm’s qualifications equivalent to the requirements of this RFP.

Proponents shall also provide a description of their firm’s business history, number of years in operation, experience, third –party quality assurance certifications (if any), financial stability, number of personnel employed, and any notable awards or recognition achieved by the firm.

It is essential for Proponents to demonstrate their firm’s capability and capabilities in terms of expertise, technical qualifications, and professional support services, as it relates to financial auditing services conducted.

Proponents must also demonstrate that their firm is a member in good standing of the Chartered Professional Accountants of Alberta, and that the audit partner assigned to this project retains a current and valid license as a Chartered Professional Accountant, licensed for public practice in the Province of Alberta.

- a) Provide background information concerning the team member who will manage the services under the scope of this Proposal. Include the individual’s resume, showing their experience, qualification and responsibilities on similar projects.
- b) Professional experience and knowledge related to like entities and local government business entities must be highlighted clearly.
- c) Identify and other resources your firm can draw upon.

The Proponent must clearly demonstrate that the composition and professional capabilities of the proposed consulting team is suited to the scope of the project and that there will be no provision of other professional services by audit staff in order to preserve their independence with respect to the audit.



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3.2.2 CLIENT REFERENCES/PAST EXPERIENCE

Proponents shall provide a minimum of three (3) client references which are considered relevant or comparable to the scope of work specified herein for which your firm has provided audit services within the past five (5) years.

Proponents shall provide, at minimum, the following information with respect to each client reference and authorization to contact these references independently:

- a) Client name and address;
- b) Name of Contracting Officer and a contact telephone number.

3.2.3 UNDERSTANDING REQUIREMENTS, OBJECTIVES, AND DELIVERABLES

Proponents shall provide a response that clearly demonstrates their understanding and knowledge of the subject matter, the technical requirements, the significant issues/challenges/constraints and deliverables of such a project.

Please provide a brief outline of the key issues, as you understand, and proposed methodologies and resources to be utilized on this engagement. Proponent is to outline high-level procedures used to achieve each of the key deliverables as stated in section 3.1.4 of this document.

BESC will be considering and evaluating any proposed innovative suggestions provided by the Proponent in their Proposal. Such suggestions may be evaluated based on an increase in the level of service provided by the Proponent, an improvement in communications, alternate methods to deliver the product or improve response levels, technological advancements, methods to improve quality control and quality assurance, etc.

Proponents shall also provide any additional information that they feel would aid BESC in evaluating their proposal submission that describes which methods, experience, expertise, or other qualification that are unique to your firm, or that differentiate your firm from possible competitors.

3.2.4 PROFESSIONAL FEES

The Proponent shall provide a fee schedule showing the following, at minimum:

- Total cost of professional auditing services including any disbursements, travel costs, administrative costs, sub-consultants and GST and for the period of the agreement.



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- Describe how pricing for special services, such as management consulting, or the provision of advisory services, would be prepared for BESC’s consideration, if requested.
- Pricing shall be in Canadian funds and include disbursements, any other charges and all taxes which are applicable at the time of submission. It is the responsibility of the Proponent to find out from the appropriate authorities what taxes, rates and charges are applicable to this RFP.

3.3 ANTICIPATED TIMELINE

The following outlines the anticipated schedule for the Request for Proposal and contract process. The timing and sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by BESC.

Event Anticipated Dates

- Request for Proposal issued July 20, 2021
- Request for Proposal closes August 13, 2021
- Review of Proposals August 16, 2021

Contract Awarded upon approval by the BESC Board of Directors on September 8, 2021 or as soon as practical after proposal evaluations.