DRYDEN

BLAZE YOUR TRAIL | MII-KIN-AA-KAN

The Corporation of the City of Dryden

Professional Audit Services
Request for Proposal

To be delivered to:

The Corporation of the City of Dryden

Attention: Laina Smith, Deputy Clerk

30 Van Horne Avenue

Dryden, ON   P8N 2A7

EMAIL: lsmith@dryden.ca

November 27, 2025

By: 3:00 p.m. local CST time

Issued: October 23, 2025
R-2025-12

1. Introduction

This Request for Proposal – Professional Audit Services ("RFP") is issued by the Corporation of the City of Dryden ("City").

The City is requesting responses to this RFP for the provision of professional audit services.

Inquiries regarding this RFP are to be directed in writing by email to:

Kim Junko, CPA, CGA
Director of Finance and Treasurer
Email: kjunko@dryden.ca

Inquiries must not be directed at other municipal employees or elected officials. All clarification requests are to be sent in writing to the individual mentioned above. No clarification requests will be accepted by telephone. Responses to clarification requests will be provided to all proponents in writing.

2. Requirements & Scope of Services

2.1 Basic Requirements

2.1.1 Eligibility

Before preparing a proposal for external audit and accounting services, proponents are advised to ensure that they can meet the following mandatory eligibility criteria:

- The firm is licensed to perform audits in Ontario under the Ontario Public Accountancy Act;
- Have significant experience in providing audit and accounting services to other municipalities in Ontario;
- Demonstrate comprehensive knowledge of provincial municipal financial reporting and legislation governing municipal operations; and
- Have sufficient resources/support services available to address the scope of audit and accounting services required in a timely and efficient manner.

2.1.2 Term of Agreement

The term applicable shall be for a five-year period (fiscal years 2025, 2026, 2027, 2028 & 2029), the maximum number of years permitted under the Municipal Act, Section 296.

2.2 Scope of Services

2.2.1 Background

The City of Dryden is a single tier municipal entity with a population of approximately 7,750, providing a wide range of services to its ratepayers. The City is located on Highway 17 (Trans Canada) approximately 350 km east of Winnipeg, MB and 350 km west of Thunder Bay and has a mix of urban and rural properties. The City operates under the authority of the Municipal Act of Ontario, as well as other legislation as appropriate.

Full audited financial statements are required for the following:

- City of Dryden Consolidated Financial Statements, including schedules as required. As a reference, 2021, 2022 and 2023 Audited Consolidated Financial Statements are available on the City website (www.dryden.ca)
- City of Dryden Trust Fund - Cemetery Perpetual Care Fund
- Dryden Cemetery Board

Audited Statements of Revenues and Expenditures are required for the following:

- Dryden Provincial Offences – Dryden Court Services Area

2.2.2 Audit

The responsibility of the auditors will be to carry out an audit of the records and financial statements of the City and all its associated entities in accordance with generally accepted auditing standards to the degree necessary to express an audit opinion. The reporting must also meet the requirements of the appropriate legislation and regulations which apply to each entity.

This would include:

- A reasonable allowance for consultation connected with regular audit procedures.
- Proposing journal entries deemed necessary because of the audit process.
- Reviewing and testing internal controls and reporting on any areas of concern.
- Reporting any significant negligence, irregularity or deviation from prescribed accounting principles observed during the audit.

2.2.3 Financial Statements

The audit firm is responsible for preparation of financial statements for the City and local boards.

The audit firm is responsible for preparing and submitting the Financial Information Report (FIR) on or before May 31st in each calendar year.

The audit firm is responsible for presenting the Audited Financial Statements to Council.

2.2.4 Auxiliary Services

Occasionally, the auditor may be called upon to give professional advice and provide additional assistance as requested by the Treasurer on non-routine accounting matters.

2.2.5 Qualified Statement

The Auditors shall immediately upon discovery of information or conditions, which would otherwise lead to the inclusion of a qualified opinion with respect to the financial statements, inform and fully discuss such matters with the Treasurer. In addition, the Auditors shall, as far as possible, allow a reasonable time for Municipal staff to make an investigation, analyze, report and take such corrective action as to avoid the inclusion of such qualification.

2.2.6 Annual Schedule

Before November 30 of each year (after the first year), the Auditors shall meet with the Treasurer to discuss and agree upon a schedule of activities which will lead to the completion of the annual audit. The schedule of activities shall set out the key dates by which necessary information is to be assembled by both parties, a list of all the necessary schedules, working papers, analysis and other information relevant to statement preparation.

Work to be provided by Municipal Staff:

- Supporting working papers (trial balance, reconciliations, etc.)
- Audit confirmations to banks, lawyers, and other entities as required upon receipt of forms from Auditors

The Auditor shall accomplish the audit in a timely manner and provide the Auditor's Report and other requirements in accordance with a pre-arranged schedule satisfactory to the Treasurer. The Ministry of Municipal Affairs and Housing requires the Financial Information Return to be submitted by May 31.

2.2.7 Management Letter

No later than thirty (30) days following the completion of the audit, the auditors shall prepare and deliver to the Treasurer a draft letter conveying their audit findings. The auditors shall also provide recommendations associated with corrective measures as may be required and be prepared to assist in implementation if required to do so. The auditors shall meet with the Treasurer to discuss comments, revise as necessary and issue comments in final form in a timely manner to facilitate rectification. The observations and recommendations will be formally presented to Council through the Treasurer.

3. Request for Proposal Process

3.1 Contact & Closing Time

Hard Copy Proposals: Three (3) copies of the proposal must be submitted in a sealed envelope or package clearly marked “Request for Proposal (RFP) R-2025-12 – Professional Audit Services”.

Proposals submitted by email are allowed and are to be submitted to the contact and email address shown below.

Proposals submitted by fax or other electronic media besides email shall be rejected.

Proposals must be received by 3:00 PM (local time), Thursday November 27, 2025, (the “Closing Time”) at the office of:

Laina Smith
Deputy Clerk, City of Dryden
30 Van Horne Avenue
Dryden, ON P8N 2A7
Email: lsmith@dryden.ca

After which time such Proposals will be opened publicly and read aloud at the offices of the City, 30 Van Horne Avenue, Dryden, Ontario

Proposals received after the Closing Time will not be accepted and will be returned unopened. The City reserves the right, at its sole discretion, to extend the closing date and time.

Prior to the Closing Time, proponents must not establish contact with anyone inside the organization regarding this Proposal without the permission of the Treasurer.

3.2 Conditions

3.2.1 Proponents are cautioned to carefully read and follow the instructions stated herein as the City reserves the right to disqualify any Proposal that fails to meet any of the requirements of this RFP.

3.2.2 The City reserves the right to discuss all proposals, to request additional information from the proponents and to accept or reject any or all proposals.

3.2.3 The lowest bid proposal will not necessarily be accepted. Proposals will be evaluated, and the contract awarded based on an evaluation to determine which proposal best meets the needs of the City.

3.2.4 The City may waiver minor discrepancies that:

- Do not affect responsiveness;
- Are merely a matter of format;
- Do not change the relative standing or otherwise prejudice other proposals;
- Do not change the meaning or scope of the RFP;
- Are trivial, negligible, or immaterial in nature;
- Do not reflect a material change in the work; or

- Do not constitute a substantial reservation against a requirement or provision.

3.2.5 The City shall not be liable for any expenses, costs, or losses suffered by any respondent or any third party resulting from the City exercising any of its expressed or implied rights under this RFP.

3.2.6 Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the proposal and in any contract between the City and the firm selected.

4. Proposal Content

4.1 The proposals will be evaluated based on the information provided by the firm and experience/qualifications of audit personnel and the firm. The following information is required for this purpose:

4.1.1 General Firm Information

- Provide satisfactory evidence that the firm is licensed to perform audits in Ontario under the Ontario Public Accountancy Act.
- Provide information on the organizational structure of the office that will be directly involved in the audit work.

4.1.2 Audit Personnel

- Provide information on the personnel that would be assigned to the audit indicating who would be on site as well as the level and extent of involvement in the audit. Please include details on educational and professional qualifications and years of experience auditing public sector organizations with specific reference to any experience auditing municipalities. Identify any special qualifications or experience relevant to this audit.

4.1.3 Service Experience

- Provide information on the firm's experience in auditing computerized public-sector clients, in particular municipalities, including a list of current and former clients indicating the number of years services have been provided with each organization. Include the names, addresses and telephone numbers for any contacts in these organizations that may be used as references.

- Give information on the firm's experience in providing other services to public sector organizations indicating the types of services and the names of public sector clients for whom these services were performed.

- Indicate the firm's understanding and familiarity with the Municipal Act, other relevant Federal and Provincial legislation and related regulations as well as familiarity with the requirements of relevant regulatory bodies as they relate to the reporting requirements for Ontario municipalities.

4.1.4 Advisory Services

- It is the expectation of the City that occasional routine consultation on non-complex matters will be provided without charge. Provide information on the types of advisory services that would be provided on this basis.

4.1.5 Fees and Expenses

- The proposal must include a quotation for the fees to be charged for each year of the five (5) year period. Please quote fees exclusive of HST.
- Information should be included in your proposal regarding activities which are provided on a fee for service basis (not included in the above quote).
- Any out of pocket and travel or accommodation expenses are to be part of the quoted fee.
- The fee quotations should show an estimate of the number of hours involved and a breakdown showing any amounts included for disbursements and travel costs. Only the total quoted fees for each year will be included in the report submitted to Council/Boards.

4.1.6 Company Acceptance

- A statement, signed and dated by an authorized signing officer, agreeing to be bound by the proposal terms, conditions and description of services be provided as stated herein, upon acceptance of the proposal by the City.

- The proponent hereby acknowledges that offers contained within your proposal shall remain open for acceptance by the Municipality from the date of receipt until December 31st, 2025

5. Proposal Evaluation

5.1 Proposals will be evaluated based on information provided by the bidder at the time of submission as well as the previous experience of the bidder in this marketplace.

5.2 Proposals will be evaluated by an evaluation team comprised of appropriate staff members of the City. The City may ask firms to provide further information or clarification on the contents of their submissions.

5.3 The evaluation criteria may include but not be limited to the following:

1. Compliance with the proposal submission requirements
2. Eligibility - Licensed
3. Long-term strength & viability
4. Availability and cost of advisory services
5. Information obtained through the references provided in the submission
6. Firm's relevant experience, as well as the project team/staffs experience
7. Pricing
8. Past experience
9. Interview (if required)

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

6.1 In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information collected in response to the RFP is collected under the authority of the Corporation of the City of Dryden and the Municipal Act, S.O. 2001, c.25, as amended. The information collected will be used solely for evaluating the submissions for supplying professional auditing services. All proposals submitted become the property of the City and will not be returned. Because of MFIPPA, respondents are reminded to identify their proposal material for specific scientific, technical, commercial, proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete proposals are not to be identified as confidential.