

SMOKY LAKE COUNTY



REQUEST FOR PROPOSAL (RFP)

RFP 202605: AUDIT SERVICES

PART 1:GENERAL

1.1 Invitation to Proponents

Proponents are invited to submit proposals for the provision of professional contracted audit services for a three (3) year period covering the fiscal years ending December 31, 2026 through December 31, 2028 as specified in this Request for Proposal (RFP).

1.2 RFP Amendments

Smoky Lake County reserves the right to amend the RFP documents and addenda up to 48 hours prior to the RFP closing date and time. Any changes to this document will be communicated to all involved proponents, in writing, as an addendum.

1.3 Proposal Submission

Proponents are requested to submit their proposal by July 30, 2026, at 2:00:00 pm to:

Smoky Lake County
Box 310
Smoky Lake, Alberta T0A 3C0
ATTENTION: Brenda Adamson, Finance Manager
Email: badamson@smokylakecounty.ab.ca

1.4 Withdrawal of Proposals

A proponent may withdraw a submitted proposal at any time up to the submission deadline by submitting a signed letter of withdrawal to the proposal submission address noted above.

1.5 Schedule of Events

RFP Issue Date:	May 31, 2026
RFP Closing Date:	July 30, 2026
Evaluation of Proposals	July 31 to August 14, 2026
Selection of Preferred Vendor:	August 27, 2026

2. INFORMATION

2.1 Organizational Information

Smoky Lake County is a rural Municipality North East of Edmonton.

Summary of Financial Information

- I. Smoky Lake County uses Great Plains/ Diamond Financial Software
- II. The 2026 operating budgeted expenses are \$18,553,704
- III. The 2026 capital budgeted expenses are \$6,491,482
- IV. 2025 audited financial statements are available at <https://www.smokylakecounty.ab.ca/financedocs>

2.2 Scope of Work

The auditor will be responsible for the following:

- I. Performing an annual audit in accordance with generally accepted accounting standards as defined in the Canadian Institute of Chartered Accountants handbook as well as Public Sector Accounting Board requirements.
- II. Providing the following annual audited financial statements:
 - I. Smoky Lake County Natural Gas Department
 - II. Smoky Lake County Consolidated Statements
- III. Providing an annual Auditor's Report on Compliance with the Local Authorities Pension Plan.
- IV. Providing Audited statements and/or accounting reviews for government grant programs as required.
- V. Providing recommendations on internal controls and related procedures.
- VI. Issuing financial reports in connection with statutory financial reporting to the province and other established special agreements by appropriate deadlines.
- VII. Presenting the audited financial statements at a Council meeting.
- VIII. Communicating immediately upon discovery of information or conditions that could lead to the inclusion of a qualified opinion with respect to the financial statements and allow reasonable time for staff to make an investigation, analyze, report, and take corrective action to avoid the inclusion of such qualification.

2.2 Insurance

The Proponent must maintain the following insurance policies:

- I. Commercial General Liability Insurance policy for bodily injury (including death) and property damage in an amount of not less than Two Million Dollars (\$2,000,000) inclusive limit for any one occurrence
- II. A Professional Liability insurance policy for damages arising out of errors, omissions, or negligent acts by or on behalf of the Contractor in providing professional services of not less than Two Million Dollars (\$2,000,000)

3. SUBMISSION REQUIREMENTS

3.1 Company Profile

Include a brief description of the company, purpose and history.

- I. State the size of the company including the number of partners and designated professionals

3.2 Approach

- I. Outline how you plan to approach the audit, including a timeline of events.

3.3 Fee Proposal and Audit Team

- I. Provide an overview of the key representatives who will be charged with this project.
- II. Outline the projected audit team makeup
- III. Provide corresponding hours allocated to complete the audit and present the financial report to the board.
- IV. Provide a fee schedule and a proposed schedule of billing dates for the three contract years.

3.4 Conflict of Interest Disclosure

- I. Proponents must describe any conflict of interest, or potential conflict of interest that may be present for the Proponent, agents, or subcontractors.

3.4 Mandatory requirements

- I. Submission form Appendix B completed and signed by an authorized representative.
- II. List of references

4. EVALUATION OF PROPOSALS

The Smoky Lake County reserves the right to accept or reject all proposals. The County reserves the right to accept a submission other than the lowest price submission without stating reasons. By the act of submitting a response to this RFP, the proponent waives any rights to contest in any legal proceeding or against the right of the Smoky Lake County to award the work to any proponent in its sole discretion.

4.1 Evaluation Criteria

The proposals will be evaluated below with minimum thresholds. If a proponent does not meet a minimum threshold, it will not proceed to the next stage of the evaluation process.

Category	Maximum Points	Minimum Threshold
Experience and Qualifications	40	25

Pricing	40	
References	20	10
	100	

The Smoky Lake County reserves the right to accept or reject all proposals.

APPENDIX B: SUBMISSION FORM

1. Proponent Information

- Full legal name
- Full address
- Phone number
- Company Website (if any)
- RFP contact person title
- Email address

2. Acknowledgement of Non-binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legal binding process, and that there will be no legal relationship or obligations created until the Smoky Lake County and the selected proponent have executed a contract.

3. Ability to provide deliverables

The proponent has carefully examined the RFP documents and has clear and comprehensive knowledge of the deliverables required under the RFP. The proponent represents and warrants its ability to provide the deliverables required under the RFP in accordance with the requirements of the RFP for the rates set out in the rate bid form and has provided a list of any subcontractors to be used to complete the proposed contract. The proponent encloses herewith as part of the proposal the mandatory forms:

Appendix B Submission Form
references with contact information

4. Proof of Insurance

5. Addenda

The proponent is deemed to have read and accepted all addenda issued by the Commission prior to the deadline for issuing the addenda. The onus remains on the proponents to make any necessary amendments to their proposal based on the addenda.

6. Conflict of Interest

The proponent declares that any conflict of interest has been disclosed.

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7. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Commission to the Commission's advisors for the purpose of evaluating or participating in the evaluation of this proposal.

Organization

I have the authority to bind the

Signature of Witness
Representative

Signature of Proponent

Name of Witness

Name and Title

Date