

## **LAC LA BICHE COUNTY**

### **IS REQUESTING PROPOSALS FOR AUDIT SERVICES**

#### **RFP No. AD-12-2017-01**

Lac La Biche County is requesting proposals to provide audit services in accordance with the requirements of the *Municipal Government Act*.

Lac La Biche County's corporate offices are located in Lac La Biche, approximately 225 km northeast of Edmonton. The County was established in 2007 from a voluntary amalgamation of an urban municipality, the Town of Lac La Biche, and a rural municipality, Lakeland County. The County's population according to its 2016 municipal census including shadow population is 9,531. The County has 167 full – time employees (December 31, 2016) and its 2017 combined operating and capital budget is approximately \$80 million. More details about Lac La Biche County can be found on its website, [www.laclabichecounty.com](http://www.laclabichecounty.com). A webpage with links to the County's previous financial statements and budgets can be found at [www.laclabichecounty.com/finance](http://www.laclabichecounty.com/finance).

Specific services requested are associated with the following:

1. Expressing an auditor's opinion on the annual financial statements of Lac La Biche County,
2. Expressing an auditor's opinion on the annual financial information return of Lac La Biche County,
3. Expressing an auditor's opinion on the County's annual contribution statement for the Local Authorities Pension Plan,
4. Expressing an separate opinion (review engagement) on the annual financial statements for the County's family and community support services (FCSS) program,
5. Expressing an separate opinion (review engagement) on the annual financial statements for the Lac La Biche County Library Board (a deletable item),
6. Annual attendance at a meeting of County Council to discuss audit findings.
7. Attendance at an orientation session of County Council following general municipal elections of 2017 and 2021.
8. Mapping of accounts required for the above work.
9. Other work as requested by Lac La Biche County (billed on an hourly basis).

The firm must be a member of the Chartered Professional Accountants of Alberta (CPA Alberta). The firm must be currently responsible for financial statement audits of Alberta municipalities similar in size to the County.

The term of the appointment will be for five years, subject to an annual review and establishment of a satisfactory audit fee each year. The first year of the appointment will be for the fiscal year ending December 31, 2017.

The provisions of the *Freedom of Information and Protection of Privacy Act* shall apply to all submissions.

The proposal shall:

- 1) Provide the firm name and address, and contact person.
- 2) Provide a list of current municipal clients.
- 3) Indicate the audit approach to be used.
- 4) Provide a schedule of planned staffing levels, indicating training and experience, based on:
  - a) Internal control testing and internal audit in the fall at Lac La Biche
  - b) Field work at Lac La Biche occurring in mid – March annually.
  - c) Presentation of audit findings to Council during the last week of April annually.
- 5) Provide a profile of the senior staff to be assigned, and indicate the anticipated time of the firm's partner involvement.
- 6) Propose audit fees by year for five years (2017 – 2021).

Proposals will be ranked based on the following categories:

Prior Municipal Experience	50%
Resources available for the work	25%
Professional Fees	25%

Please submit proposals in an electronic .pdf format on or before July 4, 2017 to:

Mr. Zeeshan Hasan, Manager, Finance  
Lac La Biche County  
P.O. Box 1679  
13422 Highway 881  
Lac La Biche, Alberta, T0A 2C0  
[zeeshan.hasan@laclabichedcounty.com](mailto:zeeshan.hasan@laclabichedcounty.com)

Enquiries can be made by contacting the above at:

(780) 623-6814 or  
[zeeshan.hasan@laclabichedcounty.com](mailto:zeeshan.hasan@laclabichedcounty.com)