JOINT REQUEST FOR PROPOSALS:
AUDIT SERVICES

For the following Municipalities:

Township of McNab/Braeside

Town of Renfrew

Township of Whitewater Region

Request for Proposal No:	ADM-2026-01
Date Issued:	Tuesday, October 27, 2026
RFP Closing Date and Time	Wednesday, November 25, 2026 @ 2:00pm EST
Contact Person	Lisa Godin, Finance Director/Treasurer Township of McNab/Braeside 2473 Russett Drive Arnprior, ON K7S 3G8 Phone: 613-623-5756 ext. 224 Email: lgodin@mcnabbraeside.com

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1 INTRODUCTION

The Township of McNab/Braeside, the Town of Renfrew, and the Township of Whitewater Region (hereinafter referred to as the "Municipalities") are seeking proposals for external Audit Services for the Municipalities in accordance with the Sections 296 and 297 of the *Municipal Act, 2001*.

The information contained herein is provided to facilitate the preparation of your proposal submission. Through submission of a proposal, successful Proponents will identify their experience and their area of expertise that the Municipalities may use for future assignments as deemed appropriate. The Proponents are free to add any additional information which they believe will be relevant to their proposal. The onus is on the proponent to demonstrate its knowledge, understanding and capacity to conduct the work outlined in the Request for Proposals.

1.1 Scope of Work

The Municipalities are seeking the services of a qualified firm of Chartered Professional Accountants to audit their financial statements in accordance with the Generally Accepted Accounting Principles (GAAP), the Public Sector Accounting Board (PSAB) and the *Municipal Act, 2001*. The Auditors' report shall be suitable for printing in a manner that will meet the Accessibility for Ontarians with Disability Act (AODA). The audit is to address the Municipalities and their local Boards as per statutory requirements of the Municipal Act. The required statements for each Municipality are described in the Appendices. The format of the financial information being disclosed to the various ministries requiring an audit opinion may differ from Ministry to Ministry and from year to year.

Procedures for each Municipality's audit will include a preliminary visit in the fall to perform the audit of internal control procedures and some pre-audit work for year end.

Along with completion of the draft annual statements, the Proponent(s) will prepare and deliver to the Treasurer a draft Management Letter conveying their concerns relative to the internal accounting, operating controls and/or other matters of material importance with respect to the Municipalities' operations which may have been discovered in the course of the audit. The Proponent(s) will also provide recommendations as to such corrective actions that may be required and be prepared to provide advice and assistance regarding the implementation, if required. The Proponent(s) will meet with the Treasurer to discuss the comments. Once the content of the draft Management Letter is agreed upon, revised copies (if necessary) will then be provided by the Proponent(s) and presented to the Treasurer.

The Proponent(s) will be required to attend Finance Committee and/or Council meetings to present and explain as necessary the audit reports and address any other questions or concerns as requested by each Municipalities' Council.

1.1.1 New Reporting Model (PS 1202)

The updated Conceptual Framework and PS 1202 take effect for Ontario municipalities for fiscal years beginning on or after April 1, 2026 (calendar year 2027). This will require restatement of prior period comparative numbers.

1.1.2 Reporting Timelines

Municipalities must submit Financial Information Returns (FIRs) annually to the Ministry of Municipal Affairs and Housing (MMAH) by May 31. It is expected that this deadline will be met.

1.2 General Conditions

1.2.1 Collusion

The Proponents shall not engage in collusion of any sort and, in particular, shall prepare its proposal without any knowledge of, comparison of figures with or

arrangement with any other person or firm submitting a tender for the same requirement.

1.2.2 Amendment or Withdrawal of Proposal

The Proponents may amend or withdraw their proposal prior to the closing date and time by submitting a clear and detailed written notice to the RFP contact. All proposals become irrevocable after the closing date and time.

1.2.3 Rights to Information

Upon completion of this contract, the Municipalities will be the sole owner of all information provided to the Municipalities. The information provided to the Municipalities may be copied by the Municipalities without exception. The successful Proponent(s) will receive credit for all original material. Should the Proponent(s) wish to maintain intellectual property rights over any portion or aspect of the final submission, this must be clearly identified in the proposal submission.

1.2.4 Indemnification

The Proponent(s) shall defend, indemnify and save harmless the Municipalities and their elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the proponent, their directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Proponent(s) in accordance with this Contract and shall survive this Contract. The Proponent(s) agree(s) to defend, indemnify and save harmless the Municipalities from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the bidder's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Proponent(s) in accordance with this Contract and shall survive this Contract.

1.2.5 Municipal Freedom of Information and Protection of Privacy Act

The Municipalities are subject to the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56*, as amended with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the Municipalities in response to this RFP may be available to the public unless the party submitting the information requests that it be treated as confidential. All information is subject to Municipal Freedom of Information and Protection of Privacy Act and may be subject to release under the Act, notwithstanding the Proponents' request to keep the information confidential.

1.2.6 Proposal Validity

Proposals shall remain valid and open for acceptance by the Municipalities for a period of ninety (90) calendar days, following the due date for receipt of proposal.

1.2.7 Rejection of Proposals

Bids will be rejected for any of the following:

- bid received after the due date/time;
- incomplete bid;
- envelope not identifying Proposal for Auditors and/or Treasurer;

- proposal requirements not being met;
- informal proposal.

1.2.8 Right to Award

The Municipalities, each as separate entities, reserve the right to award this RFP to any, or none, of those firms that submit a proposal. Regardless of the decision to award, or not to award this RFP, the Proponents are responsible for all costs incurred in the preparation of its proposal. The lowest, or any bid, will not necessarily be accepted.

1.2.9 Statement of Confidentiality

Proponents may submit proposals containing a "Statement of Confidentiality". However, this statement **must** indicate that the proposal can be reviewed by any staff of the Municipalities, the Municipalities' Council members, representatives, or contractors employed by the Municipalities including an independent third-party Consultant contracted by the Municipalities solely for the purpose of reviewing the proposal. Any deviation may cause the proposal to be deemed ineligible.

1.2.10 Errors or Omissions

It is understood and acknowledged that while the scope of work within this RFP lists the specific types of services to be provided, it should not be considered a complete and comprehensive list. Minor items not herein specified but obviously required shall be provided as if specified. Any misinterpretation of requirements within this proposal bid shall not relieve the Proponent(s) of the responsibility of providing the services as aforesaid.

1.2.11 Conflict of Interest

It is understood and acknowledged that the selected Proponent(s) will be required to declare conflicts of interest on a per assignment basis prior to accepting the work and shall not take on other assignments that may pose a conflict of interest while working for the Municipalities on existing assignments.

1.2.12 Term of Engagement

It is expected that the successful firm will be the auditors for a period of **three years with an option to renew for a further two 1-year terms** as mutually agreed upon by both parties. The appointment of the auditor may be terminated immediately without penalty by the Municipalities if the Proponent(s) fail(s) to perform in accordance with the request for proposal and the Proponent's proposal submission, the fee charged or any other elements of the service provided.

During the term of the engagement, the Proponent's performance will be evaluated based on the following criteria:

- adherence to proposed fees;
- persons assigned to the audit;
- on-site participation of the audit senior;
- performance in the manner proposed; and
- completion of audit within established deadlines.

2 PROPOSAL SUBMISSION

2.1 General Requirements

Your Proposal must:

- Include a signed Proponent Declaration, as noted in Section 2.9;
- Include responses to all requirements; and
- Be emailed to lgodin@mcnabbraeside.com prior to the deadline noted in Section 3.2.

2.2 Proposal Clarity/Presentation

Proposals must be clear, well ordered, detailed and concise. The Proponents are therefore requested to provide detailed specifications and functional information.

The Proponents are 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.

2.3 Applicable Expertise and Resources

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

a) Satisfactory evidence that the partners are licensed under the *Public Accounting Act, 2004*;

b) Indicate compliance with Section 296 of the *Municipal Act, 2001*.

2.4 Technical Requirements and Related Experience

Proponents shall demonstrate that they have the applicable technical requirements and related experience resources to provide the services as described herein:

a) Profile of the firm, including other audit assignments and clients, resource and support services available (i.e. income tax advice, HST, taxation, pension reform, internal audit, cash management, computer systems, federal/provincial budgets, etc.), and particular strengths of the audit;

b) Information as to the location of the office which would be responsible for the audit, the names of the partner, manager/supervisor, and senior staff who will be assigned to the audit if the firm is selected. Continuity of staff will be given a high priority and this must be so indicated;

c) Experience in municipal audits of the partner, manager/supervisor, and senior staff assigned to the audit, including years on each job and their position on each audit;

d) Describe the role of each member of the audit team assigned to the audit including staff in specialized areas such as computer auditing, tangible capital assets or commodity tax specialists;

e) Provide a list of the firm's current and former municipal clients indicating the types of services provided and the number of years served for each client. Please provide the names and contact information of senior staff of these municipalities that may be contacted as references;

f) Provide evidence that the firm has experience in auditing comparable municipalities, in terms of both population and breadth of services;

g) An outline of the audit techniques to be utilized and procedures for reviewing the audit work and the financial statements;

h) Firms must demonstrate that they have sufficient expertise, resources and support services available to perform the audits consistently from one year to the next, in an expeditious manner and within the required time frames;

i) A satisfactory clearance certificate from the Workplace Safety and Insurance Board (WSIB) stating that all assessments or compensation payable to the WSIB have been paid;

j) Verification of Professional Liability Insurance in an amount not less than $2,000,000 on a per occurrence basis and General Liability Insurance in an amount not less than $5,000,000 on a per occurrence basis. The successful proponent must ensure the municipality is an additional named insured on the General Liability Insurance;

k) Demonstrate understanding of and compliance with Ontario Regulation 191/11, Integrated Accessibility Standards, made under the Accessibility for Ontarians with Disabilities Act, 2005. Proponents shall describe the policies, procedures, and practices implemented to ensure accessibility in the delivery of professional auditing and financial consulting services.

l) Demonstrate understanding of and compliance with Bill 168, Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace), 2009, and all applicable provisions of the Occupational Health and Safety Act. The Proponent shall provide details regarding workplace violence and harassment policies, employee training, reporting procedures, investigation processes, and other measures implemented to ensure a safe and respectful workplace.

2.5 References

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

2.6 Proposed Fees

A listing of the proposed fees for each Municipality for each of the three (3) years must be included with your proposal. The years to be included are:

- Year end December 31, 2026
- Year end December 31, 2027
- Year end December 31, 2028

Estimated fees for year four (2029) and year five (2030) should also be included should a Municipality wish to consider the possibility of an extension for an additional two (2) 1-year periods, subject to satisfactory performance.

All fees should be quoted excluding Harmonized Sales Tax (HST). Fees should include all out-of-pocket expenses.

An indication as to how fees for special audit work would be billed, if any deemed required, should also be included.

A sample fee submission table is attached as Schedule 1 to this RFP.

2.7 Volume Discount

All three (3) Municipalities and/or several of the Municipalities may choose to award to a single Proponent if a volume discount is offered, and when the volume discount is applied to the evaluation matrix, results in the highest scoring. To clarify, a Municipality may not necessarily choose the lowest bid. Proponents may choose to enter a volume discount, but this discount is not mandatory. A volume discount is to be completed to identify any cost savings to each Municipality should the same Proponent be chosen for each of the Municipalities. If the bidder chooses not to offer a volume discount, “N/A” should be entered in the pricing table. Awarding of all bids is contingent upon Council approval.

2.8 Other Considerations

Please include any other items, not covered in the previous sections, which will identify why your firm should be selected. Information should be included in the

proposal regarding any advisory services which may be available to the Municipality free of charge on routine matters.

Email and online file transfer sites will be used extensively for the review of documents and for transmitting information. It is expected that the successful Proponent(s) for each practice area will have the appropriate technology in place and be fully conversant with electronic document editing/tracking and e-mail capabilities.

2.9 Proponent Declaration

a) The Proponent has carefully examined the RFP Document and understands and accepts the conditions set out therein.

b) The Proponent acknowledges all addenda and that the pricing quoted includes the provision set out in such addenda.

c) The Proponent declares that no person, partnership or corporation other than the Proponent has any interest in this request for services or in the proposed contract for which this submission is made.

d) The Proponent further declares that this submission is made without any connection, comparison of figures or arrangement with or knowledge of any other person, partnership or corporation making a submission for the same work and is in all respects made without collusion or fraud.

e) The Proponent offers to provide all services as outlined in the Statement of Work for the prices set forth in the submission documents.

f) This proposal shall be irrevocable for a period of ninety days following the date of the RFP Closing.

The undersigned affirms that he/she is duly authorized to submit this proposal.

I have authority to bind the Company:

PROPONENT'S SIGNATURE AND SEAL: _____

POSITION: _____

WITNESS: _____
(If not under seal)

POSITION: _____
(If Corporate Seal is not available, documentation should be witnessed)

DATED AT THE _____
(City/Town)

THIS _____ DAY OF _____ 2026.

3 INSTRUCTIONS FOR BIDDING AND PROPOSING

3.1 Submission Requirements

Submission packages shall include at least three (3) copies of the complete response, not to exceed 10 pages (8x10) single-spaced and single-sided, 12-point font size.

3.2 Deadline for Proposal Submission

All proposals must be received in sealed envelopes no later than **2:00 p.m. on Wednesday, November 25, 2026**, identifying the proponent's name, and clearly marked "**AUDIT SERVICES RFP**", with same forwarded to:

Lisa Godin, Finance Director/Treasurer
Township of McNab/Braeside
2473 Russett Drive
Arnprior, ON
K7S 3G8

Proposals shall be time and date-stamped on the exterior of the unopened envelope when received. Once received, the Proposals become the property of the Municipalities and shall be kept in safekeeping by the Treasurer. Proposals received after the closing time and date shall be returned unopened to the bidder. The number of bids received and the names of the bidders shall not be divulged prior to the Proposal opening.

Proponents are solely responsible for ensuring that their Proposal is received and time-stamped before the date and time stated above. The official time is solely determined by the Township of McNab/Braeside Clerk or designate. Late submissions will not be accepted. Proposals received after the stipulated tender closing date and time will be returned unopened.

3.3 Contact Information

Lisa Godin, Finance Director/Treasurer is the contact for questions regarding all the Municipalities during the submission process. Ms. Godin can be contacted as follows:

email: lgodin@mcnabbraeside.com
telephone: 613-623-5756 ext. 224

To ensure fairness to all Proponents, any and all questions that require detailed clarification or that may materially alter this RFP document shall be submitted in writing (email form is acceptable) no later than **2:00pm EST on Wednesday, November 18, 2026**.

In the event that questions/responses to this RFP require amendments or modifications to the original document, such amendments shall be provided to all proponents by way of email.

3.4 Instruction to Proponents

Except as expressly and specifically permitted in these Instructions, no Proponents shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

3.5 Payment

The total annual fee submitted by Proponents for the services specified in this Request for Proposal shall serve as the basis of payment for same in any resulting contract for the purchase thereof. The contract price may be invoiced at time of completion of each major area of work and shall be payable net 30 days on receipt of invoice, or the acceptance of the goods and services, whichever date is later.

4 PROPOSAL REVIEW AND EVALUATION

4.1 Review

Proposals will be reviewed in detail and scored by the Municipalities' staff on an individual basis. During the proposal review, the review team reserves the right to clarify any issues during the entire evaluation process.

All Municipalities are not required to choose the same proponent. Each Municipality can evaluate and accept/award a proposal of their choice.

4.2 Evaluation

The proposal will be evaluated based on, but not be limited to, the following information:

Criteria	Points
Technical Requirements and Related Experience	40
Overall impression including the quality of the proposal and/or presentation	5
References	5
Proposed Fees	50
TOTAL	**100**

In order to allocate the score for the Proposed Fees, points shall be awarded for based on the following:

- The lowest fee proposed will be awarded the full amount of points available for the fee portion of the evaluation (50).
- All higher fees proposed will be awarded points, rounded to the closest full point for the Proposed Fees portion of the evaluation by the following:

  $$\frac{\text{Lowest Bid}}{\text{Proposed Bid}} \times (\text{maximum points available}) = \text{points awarded}$$

  For example:

  If the lowest bid is $40,000 and 2nd lowest bid is $50,000, their respective scoring would be as follows:

  - The proponent with the lowest bid of $40,000 would be awarded 50 points.
  - The proponent with the 2nd lowest bid of $50,000 would be awarded 40 points ($40,000 / $50,000) x 50.

Note that the points will first be calculated with the pre-volume discount price and recalculated should the volume discount become eligible.

SCHEDULE 1 – SAMPLE FEE SUBMISSION TABLE

TOWNSHIP OF MCNAB/BRAESIDE	TOTAL FEE (before applicable taxes)	VOLUME DISCOUNT based on _____[1] or more municipalities choosing same auditor	TOTAL FEE (before applicable taxes and after Volume Discount)
Year-end December 31, 2026	$	$	$
Year-end December 31, 2027	$	$	$
Year-end December 31, 2028	$	$	$
Year-end December 31, 2029 (subject to extension)	$	$	$
Year-end December 31, 2030 (subject to extension)	$	$	$

TOWN OF RENFREW	TOTAL FEE (before applicable taxes)	VOLUME DISCOUNT based on _____[1] or more municipalities choosing same auditor	TOTAL FEE (before applicable taxes and after Volume Discount)
Year-end December 31, 2026	$	$	$
Year-end December 31, 2027	$	$	$
Year-end December 31, 2028	$	$	$
Year-end December 31, 2029 (subject to extension)	$	$	$
Year-end December 31, 2030 (subject to extension)	$	$	$

TOWNSHIP OF WHITEWATER REGION	TOTAL FEE (before applicable taxes)	VOLUME DISCOUNT based on _____[1] or more municipalities choosing same auditor	TOTAL FEE (before applicable taxes and after Volume Discount)
Year-end December 31, 2026	$	$	$
Year-end December 31, 2027	$	$	$
Year-end December 31, 2028	$	$	$
Year-end December 31, 2029 (subject to extension)	$	$	$
Year-end December 31, 2030 (subject to extension)	$	$	$

[1] If applicable, note the number of municipalities required to participate for the volume discount to apply.

APPENDIX A: TOWNSHIP OF MCNAB/BRAESIDE

The Township of McNab/Braeside is located in the picturesque Ottawa Valley, less than an hour west of Canada's capital. It is geographically located between the Town of Renfrew and Town of Arnprior. The Township is a community of approximately 7,500 residents and serves a rural population base.

The Township has responsibility for the provision of services to ensure the safety and wellbeing of its residents and ratepayers. The responsibilities for these services are, for the most part, divided into departments with each department managing its expenditures within the approved annual budget allocations.

These departments consist of: General Government (including the Clerk's and Finance departments), Fire, Public Works (including Waste Management), Building, Planning and Development, and Recreation. Within this departmental structure there are additional responsibilities for other municipal services including council, tourism, by-law enforcement, animal control, etc.

The Townships budget for 2026 is approximately $16,350,000 (including upper tier and education tax levies).

The Townships consolidated financial statements for the last several years can be found on the Townships website: Audited Financial Statements - Township of McNab/Braeside. Upon request, the complete set of financial statements for the past three years will be made available to firms making a submission.

The Township utilizes iCity (Vadim) software for their financial functions, including general ledger, accounts payable, accounts receivable, cash receipts, payroll, and property tax billings.

The following financial statement audits are required:

- Consolidated Financial Statements

Assistance in the preparation of the annual Financial Information Return (FIR) and the Consolidated Financial Statements are additional services to be included in your proposal.

APPENDIX B: TOWN OF RENFREW

The Town of Renfrew is located in the picturesque Ottawa Valley, less than an hour west of Canada's capital. A community of approximately 8,200 residents, Renfrew is the commercial hub of the area, serving a rural and small-town population base of over 25,000.

The Town has responsibility for the provision of services to ensure the safety and wellbeing of its residents and ratepayers. The responsibilities for these services aredivided into departments with each department managing its expenditures within the approved annual budget allocations.

These departments consist of: Office of the CAO and Town Clerk; Community & Recreation Services; Infrastructure, Public Works & Engineering; Development & Environment; Finance & Client Services and Fire, Emergency & Protective Services. Within this departmental structure there are additional responsibilities for other municipal services including water, wastewater, environmental, planning, building inspection, tourism, by-law enforcement, animal control, etc.

The Renfrew Public Library operates within the municipal structure in accordance with specific provincial legislation.

The Town’s budget for 2026 is approximately $28,875,275 (excluding upper tier and education tax levies)

The Town’s consolidated financial statements for the last several years can be found on the Town’s website: https://www.renfrew.ca/en/town-hall/finances/financial-statements. Upon request, the complete set of financial statements for the past three years will be made available to firms making a submission.

The Town utilizes iCity (Vadim) software for their financial functions, including general ledger, accounts payable, accounts receivable, cash receipts, payroll, water/wastewater billings and property tax billings. The Town also uses PSD CityWide for asset management tracking and tangible capital asset (TCA) reporting.

The following financial statement audits are required:

- Consolidated Financial Statements
- Renfrew Public Library Board Financial Statements
- Renfrew Downtown Business Association Financial Statements
- Trust Funds Financial Statements

Assistance in the preparation of the annual Financial Information Return (FIR) and the Consolidated Financial Statements are additional services to be included in your proposal.

APPENDIX C: TOWNSHIP OF WHITEWATER REGION

The Township is situated within the scenic Ottawa Valley and bordered by the Ottawa River, encompassing 538 km^2 in Renfrew County. Highway 17 runs through the community for approximately 39 kilometres. Consisting of seven main residential areas and vast acres of farmland the Township has a population of approximately 7,200 and 3,470 dwellings.

The Township has responsibility for the provision of services to ensure the safety and wellbeing of its residents and ratepayers. The responsibilities for these services are, for the most part, divided into departments with each department managing its expenditures within the approved annual budget allocations. These departments consist of: Office of the CAO, Corporate Services, Community Services, Community Development, Fire Services, and Public Works.

The Township of Whitewater Region Public Library operates within the municipal structure in accordance with specific provincial legislation.

The Township's budget for 2026 is approximately $16,700,000 including General Operations, Waterworks and Capital.

The Township's consolidated financial statements for the last several years can be found on the Township's website: Financial Statements - Whitewater Region.

The Township utilizes iCity (Vadim) software for financial functions, including general ledger, accounts payable, accounts receivable, cash receipting, property tax administration, utility administration, budgeting, bank reconciliation, building permit administration, payroll and pet licensing. The Township utilizes Public Sector Digest as our Asset Management software.

The following financial statement audits are required:

- Consolidated Financial Statements (includes Water Works)
- Whitewater Region Public Library Board Financial Statements
- Whitewater Region Historical Society Financial Statements

Assistance in the preparation of the Financial Information Return (FIR) and the Consolidated Financial Statements are additional services to be included in your proposal.