



**REQUEST FOR PROPOSALS  
EXTERNAL AUDITING SERVICES**

ANTIGONISH ARENA CORPORATION

30 James Street, Antigonish, NS, B2G 2W3  
902-863-1469 | [www.antigonisharena.com](http://www.antigonisharena.com)

**10 July 2018**

ANTIGONISH ARENA CORPORATION  
REQUEST FOR PROPOSALS  
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**INTRODUCTION**

The Antigonish Arena Corporation invites proposals from qualified accounting firms to provide external auditing services for the next five (5) fiscal years ending March 31, 2018, 2019, 2020, 2021 and 2022.

This Request for Proposal (RFP) and supporting documents supplied with it define both the form and content required of your proposal. We urge you to structure your response in accordance with the terms of this RFP. It will be by these criteria that we will determine whether a Proposal is complete, appropriate and competitive. **Proposals that do not conform to these terms and conditions may be given lesser weight than others, or may be rejected.**

Please ensure that all information supplied in response to the RFP contain sufficient details to support the services being proposed.

This document is not intended to limit the content of your Proposal, but to provide a common framework for the Antigonish Arena Corporation to assess each Proposal in a professional manner in a demonstrably fair process. You may provide unsolicited information if you consider it to be relevant.

Any questions with regard to this RFP should be directed to:

Allison Duggan CPA, CA  
Director of Finance  
Municipality of the County of Antigonish  
285 Beech Hill Road  
Beech Hill, NS B2G 0B4

Telephone: 902-863-1117  
Email: [allison.duggan@antigonishcounty.ns.ca](mailto:allison.duggan@antigonishcounty.ns.ca)

## **CONFIDENTIALITY NOTICE**

The RFP contains confidential information, which is proprietary to the Antigonish Arena Corporation. The sole purpose of providing this information is to enable the recipient to evaluate the Corporation's external audit services requirements and to prepare and submit a Proposal that satisfies these requirements. The recipient agrees to keep the information in this RFP in confidence and agrees not to reproduce or disclose information to any person or source not providing an audit proposal. The Antigonish Arena Corporation reserves the right to have this information returned upon conclusion of the evaluation process. Should the recipient of these materials not wish to submit a proposal, all information shall be returned to the Antigonish Arena Corporation. Proponents must ensure that such information is not released to any third parties or unauthorized individuals, failure to comply may result in criminal or civil charges and/or the Proponent's disqualification from any further invitations issued by the Corporation.

Proposal packages may be subject to disclosure under the Province's "Freedom of Information" legislation. By submitting a Proposal, the Proponent agrees to the appropriate disclosure of the information supplied, subject to the provisions of the governing law. The Corporation cannot guarantee the confidentiality of the complete content of any Proposal after the procurement has been awarded to the successful Proponent.

## **SECTION 1 – TERMS AND CONDITIONS**

### **SUBMISSION OF PROPOSALS**

The following is to be used in the preparation of a proposal for external audit services to the Antigonish Arena Corporation. If you wish to include an alternate method of servicing a specific requirement please provide full details and indicate the related charges separately.

1. Completed vendor proposals and other correspondence should be submitted to:  
Bud MacInnis  
Manager, Antigonish Arena  
30 James St, Antigonish, NS  
B2G 2W3
2. Proposals must be submitted in a sealed envelope clearly marked “**External Audit Services Proposal**”.
3. Please provide **four (4)** copies of your proposal.
4. **Closing Time and Date:**  
Proposals are due and will not be accepted any later than **August 14, 2018, 3:30 pm.**
5. Late proposals will not be accepted and may be returned unopened.
6. Proposals must be submitted on firm letterhead duly signed by an authorized person.
7. Proposals will be opened in the Board Room at the Antigonish Arena, 30 James St, Antigonish, NS commencing at **3:45 pm August 14, 2018.** The opening of proposals at that time is to publicly record receipt of them. Details of the submissions will not be publicly disclosed at that time.
8. **Terms and Conditions**  
The terms and conditions of the audit services proposal submitted by you are to remain firm and irrevocable from the proposed closing date of **August 14, 2018** and, if you receive our letter of acceptance, become part of the contract with the Corporation, expiring at the completion of the audit for the year ended March 31, 2022.
9. **Timing for Selection**  
It is anticipated that the successful Proposal will be selected and the submitted notified no later than August 20, 2018. On the same day, notice shall be sent to all other submitters notifying them that their Proposals have not been selected.

## **PROPOSAL REGULATIONS**

1. Submission of a Proposal indicates acceptance by the submitter of all of the conditions contained in this RFP unless otherwise clearly and specifically noted in the Proposal submitted.

### **2. Corporation's Right to Reject**

The Antigonish Arena Corporation reserves the right, without prejudice,

- To accept any Proposal
- To reject any or all Proposals
- To not be obligated to accept the lowest Proposal
- To accept any Proposal that it considers to be in its best interests.
- To waive formality, informality or technicality in any Proposal.
- To reject any proposal that it feels incapable of providing the necessary resources to perform the work in a satisfactory manner.

Proponents may be required to demonstrate financial stability, authorization to provide the services being acquired, and/or regulatory agency approval or registration as needed or otherwise clarify the Proponent's capability to satisfy the invitation requirements.

Acceptance is subject to the approval of the Antigonish Arena Corporation.

3. No adjustments will be allowed to any submitted Proposals. Proposals, however, may be withdrawn by written request prior to the closing date and time for the submission of proposals.

4. Late proposals will be rejected.

5. The submitter must be prepared to include in the contract for services any oral or written representations, undertakings or guarantees that are made prior to the final agreement, including the entire response to this RFP, or parts thereof.

6. The accepted Proposal may be impacted in the event that the structure of the Antigonish Arena Corporation and/or its related funds changes during the period identified in the ***Introduction***. Any such event may require the alteration and renegotiation of the accepted Proposal to accommodate such change.

7. The Antigonish Arena Corporation shall not pay a fee to any audit firm for the preparation and delivery of its Proposal in response to the Corporation's RFP. The Corporation will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent

as a result of, or arising out of, the submission of any proposal, or due to the Corporation not accepting or rejecting any proposal. The Corporation reserves the right to retain all Proposals submitted and to use any ideas contained in any Proposal regardless of whether that Proposal is selected.

8. In case of any disputes over completeness, accuracy and/or interpretation of this RFP, the versions of such documents held by the Corporation will be considered correct. Information, offers, commitments or instruction obtained by any source other than the Antigonish Arena Corporation will not be binding on the Corporation. Inquiries regarding the request for audit services can be directed to:

Allison Duggan CPA, CA,  
Director of Finance, Municipality of the County of Antigonish  
(902) 863-1117  
Email: [allison.duggan@antigonishcounty.ns.ca](mailto:allison.duggan@antigonishcounty.ns.ca)

Enquiries and responses given may be recorded and may be distributed to all other Proponents as Addenda. No responses shall be binding on the Corporation unless made in writing. All enquiries regarding the interpretation of these Terms and Conditions, general procurement policy or procedures must be made to the Antigonish Arena Corporation.

9. It is mandatory to complete **Section 3 – EXTERNAL AUDIT PROPOSAL REQUIREMENTS**.

## **SECTION 2 – GENERAL INFORMATION**

The Antigonish Arena is a Section 60 Municipal Corporation under the Nova Scotia Municipal Government Act. It is jointly owned by the Town and the County of Antigonish and governed by the *“Inter-Municipal Agreement between the Town and County of Antigonish creating the Antigonish Arena Corporation.”*

Serving the community since 1969, the Antigonish Arena is used extensively by our 20,000 area residents, StFX University as well as visitors. We are the home of the Junior "B" Bulldogs, the Antigonish Bulldogs Minor Hockey, gentlemen's and senior hockey, Can Skate, and the Eastern Nova Scotia Exhibition, in addition to many other schools, camps and programs.

Oversight of the Arena is provided by the Antigonish Arena Corporation, an eight-person board comprised of representatives from the Town of Antigonish, Municipality of the County of Antigonish and the community. The primary revenue streams for the Arena are ice rentals and grants provided by the municipal governments.

The Corporation employs one (1) full-time staff, the Arena Manager, along with six (6) seasonal employees.

1. Subject to Section 2 below, it is expected that the term of the contract of the successful proponent will be from August 10, 2018 to midnight December 31, 2022 (or whenever the finalized March 31, 2022 statements are accepted by the Corporation).
2. Despite the five-year appointment, the successful proponent is subject to reappointment in years two, three, four and five, provided the Corporation is satisfied with performance and fees (among other things).
3. The Corporation's 2015/16 and 2016/17 Audited Financial statements are included in this package.
4. The Corporation does not have a data processing information system.
5. The East Coast Credit Union is currently providing the Corporation's banking services.
6. The Corporation issue approximately 700 cheques annually.
7. Payroll is completed manually.

## **SECTION 3 – EXTERNAL AUDIT PROPOSAL REQUIREMENTS**

Please provide the information requested below:

### **1. Audit Firm**

- Provide a general description of your firm, including the structure and size.
- Discuss your audit philosophy and methods.
- List your municipal and recreation facility clients and describe your experience.
- Include municipal and recreation facility references.

### **2. Audit Staff**

- Indicate the number and make-up of personnel to be assigned to the audits.
- Detail the extent of their municipal and recreational facility auditing experience.
- Estimate the number of hours that are anticipated to be required for the annual audit, including details of initial start-up and any changes in reporting.
- Indicate the firm's quality control procedures and supervisory and review procedures intended to be employed in the conduct of the corporation's audit.
- It is expected that the audit senior will be present throughout most of the audit fieldwork and provide regular updates to the Arena Manager as to the status of the audit and issues that may have arisen.

### **3. Audit Approach**

- Indicate how your firm will determine an audit strategy and undertake audit planning.
- Indicate how your firm will address matters of audit scope and materiality. For example, will you select small numbers of transactions for investigation in depth or will you do broader test of accuracy?
- Indicate what you consider critical levels of errors warranting changes to the accounts.
- Indicate how your firm will control and co-ordinate the audit process.
- Detail how your firm will identify and respond to critical audit issues.

### **4. Public Sector Accounting (PSAB)**

- Offer your firm's knowledge and experience in municipal government PSAB standards.
- Indicate any special audit planning required related to PSAB standards.

### **5. Ancillary Services**

- Will your firm provide an Internal Control Letter? Indicate any extra charge for this service.
- In keeping with municipal practice, we require the auditor to appear before the Arena Corporation Board to discuss matters pertaining to the audit. Detail any extra charge for this service.

## 6. Special Audit Work

- Based on your experience with recreational client, is there any special audit work that you might propose? Please include the associated costs.

## 7. Annual Audit Schedule

- **Before January 31<sup>st</sup>** of each year (with the exception of the current year), the Corporation's auditors shall meet with the Arena Manager and the Arena Corporation Board to discuss the planning of the annual audit. A detailed "prepared by client letter" will be provided from the Corporation's auditors to the Arena Manager at least one month before the field work commences.
- A list of necessary schedules, working papers, analysis and other information to be prepared by the Arena Manager will be finalized at this time.

### **Milestones are:**

- Audit begins in the **2<sup>nd</sup> week of May** each year.
- Final draft financial statements, Auditor's Reports and Draft Internal Controls letter shall be available to the Arena Manager and Chair of the Corporation prior to June 30<sup>th</sup> each year. The contents of the Draft Internal Controls letter will be discussed with management prior to the presentation of final Internal Controls Letter.
- The Corporation Board shall meet each year with the Auditor during or before the 2<sup>nd</sup> week of July. The Auditor(s) shall attend such meetings as are called to discuss their work and reports and shall provide such information as requested which will enhance the understanding of the Board concerning matters pertaining to the annual financial statements.

## 8. Audit Fees

The proposal should include a firm quotation for the fees to be charged for each audit year ending March 31, 2018-2022. The fees must include all auditing assignments.

### **Proposed fees for the next five years should include:**

- Fee for the Antigonish Arena Corporation Financial Statements, including Auditors' Report.
- Internal Controls Letter.
- Fee for any additional work, as related to the audit.
- Fee for consolidated statement preparation.

### **Other Fees:**

- Out-of-pocket expenses must be included in the audit fees set out in your proposal.
- The audit should be considered as a "local" audit and the Corporation shall not be responsible for any disbursement incurred by the firm, caused by using staff from other locations.
- Any additional service outside the audit assignment is to be approved by the Arena Corporation.

**The fee proposal should include:**

- An analysis of hours by grade of staff who will be involved in the audit together with details of hourly charge out rates.
- Indicate the basis of charging expenses.
- Indicate the proposed billing schedule.
- Can your firm provide detailed itemized invoices?
- Please note: The Corporation will not incur any start-up costs.

**9. Termination**

In the event that the successful proponent fails to comply with any of the terms and conditions set forth in this document, the successful proponent will be notified in writing and will be given fifteen days to comply. At the expiration of the state period of time, if the successful proponent has not complied to same, to the satisfactory of the Corporation, the Contract will be terminated. Any termination of the contract by the Corporation as aforesaid shall be without prejudice to any other rights or remedies the Corporation may have.

**10. General**

Provide any other information and/or comments which you feel are appropriate for the Corporation to consider in its decision.

**Supporting Documents**

Audited Financial Statements 2015/16, 2016/17