



Request for Proposal (RFP)  
Municipal Audit Services  
May 20, 2026

District of Tobique Valley  
159 Main Street  
Plaster Rock NB  
E7G 2H2

## 1) Background and Intent of the RFP

The District of Tobique Valley is requesting proposals from qualified and experienced Professional Auditing firms to perform the annual audit of the Consolidated Financial Statements for the Municipality commencing with the year ending December 31, 2026. Through this Request for Proposal (RFP), the district is seeking proposals from firms who can enter into an agreement up to a five-year term to provide Municipal Audit Services.

Audit firms who are considering a proposal pursuant to this request are encouraged to visit the District of Tobique Valley website ([www.tobiquevalley.ca](http://www.tobiquevalley.ca)) for previous audited financial statements.

The Municipality currently utilizes one accounting system Quick Books for its financial and operational reports.

The Municipality utilizes Quick Books for the following functions:

- General Ledger
- Budgeting
- Accounts Payable
- Accounts Receivable
- Utility billing
- Payroll
- Cash Receipts

The Municipality reserves the right to change or add systems as required during the life of the service time provided by this request for proposal.

District of Tobique Valley is responsible for providing the following services:

- Administration
- Protective Services
- Transportation
- Environmental Health Services
- Environmental Development Services
- Recreation and Cultural Services
- Wastewater collection and treatment
- Water collection and distribution

## **2. Nature of Service Requested**

The Municipality is seeking proposals from firms qualified, according to The Local Governance Act Section 79, to perform the audit for the District of Tobique Valley consolidated financial statements.

The Municipality requires the auditor to complete the requirements of Section 79 of the Local Governance Act and to express an opinion as to whether the financial statements present fairly the financial position of the organization, and whether they were in accordance with stated Public Sector Accounting Board (PSAB) accounting standards. Successful applicants will be required to conduct their engagement in accordance with generally accepted auditing standards (GAAS) as prescribed by the Chartered Professional Accountants of Canada.

The Municipality requires that the financial statements be prepared by the auditor from the trial balance, detailed general ledger, working papers, and any other information necessary.

It would be required that field work be done at the municipal office in Plaster Rock or should the accounting firm have a secure file transfer system so as the district may supply documentation through this type of secure network off site.

It is expected that the auditor will provide ongoing guidance to the Municipality, when required, and during the completion of year-end audit. The auditor will keep management informed of the audit progress. The auditor will provide the Municipality with comments relating to any needed improvements in internal accounting controls or systems.

The Municipality shall require that the firm attend and present the financial statements to Municipal Council. The members attending must be fully apprised of the resulting audited financial statements from an auditor's point of view with respect to financial statement interpretation, audit outcomes, or as required by auditing standards.

The auditor may also be asked to provide additional services as and when required. These services will be provided in addition to the regular audit. The Municipality is requesting a per hour quote as an option the Municipality may exercise in the future as the need arises.

## **3) MANDATORY REQUIREMENTS OF THIS RFP**

### **a) Mandatory Requirements**

The firm must:

- 1) be an auditor licensed under the Chartered Professional Accountants Act
- 2) have proven experience in auditing a municipality of similar size and scope within the last three years,
- 3) have well-developed professional auditing techniques as well as systems of control and review for audit work performed,

- 4) have substantial expertise, resources, and support service available to perform the audits consistently from one year to the next, in an expeditious manner and within the requirement timelines,
- 5) Demonstrate an understanding of legislation relevant to the local government environment,
- 6) Have sufficient staffing, facilities, financial resources, and expertise to address the scope of the audit services,
- 7) Lead staff assigned to the audit must hold a valid accounting designation and have previous experience in performing a municipal audit engagement.

**b) Audit Scope and Requirements**

- 1) The audits shall include the examination of the financial records and preparation of the final financial statements of the district to the degree necessary to express a consolidated audit opinion.
- 2) The firm must prepare the final Consolidated Financial Report.
- 3) Also included will be related examinations required in order to produce any necessary reports for the Province of New Brunswick.

**c) Schedule**

The auditors shall meet with the CAO/Clerk for the district to discuss and agree upon;

- a) a schedule, which includes all aspects of the completion and audit of the various financial statements of the district for the current year,
- b) a list of the necessary schedules, working papers, analyses, and other information to be prepared by the staff of the district.

**d) Audit Approach**

The firm must describe its approach to completing a municipal audit. This should include at least the following:

- 1) Type of audit program used,
- 2) Use of statistical sampling (techniques and automated tools),
- 3) Use of computer audit specialists,
- 4) Organization of the audit team and approximate percentage of time spent on the audit by each team member.

**e) Other**

- 1) From time to time the auditors may be called on to give professional advice and provide additional services. The auditor will be expected to provide ongoing advice and assistance to the CAO/Clerk, recognizing the needs and capabilities of staff. The auditor will be expected to provide suggestions to reduce the annual/accounting costs.
- 2) Please provide a list of any additional services or products that the proponent may provide as they relate to Municipal Audit Services.

**f) Proposed Pricing Model**

The Proposed Pricing Model in each Proposal submitted must:

1. Include an hourly cost model that may be incorporated into a contract based on the mandatory requirements in section 3(a) and the additional services in section 3(c) of the RFP.
2. Include a proposed overall five (5) year cost model that may be incorporated into a potential contract.

**g) Experience and Qualifications**

Respondents must provide three (3) references that we may contact.

Respondents shall provide a short description of their current and experience in providing Municipal Audit Services for other clients similar in nature to District of Tobique Valley.

Describe the experience in municipal audits of the partner, manager/supervisory and senior assigned to the audit including years on each job and their position on each audit. Also, specify the local office(s) in which the staff is located.

**e) Other**

- 1) From time to time the auditors may be called on to give professional advice and provide additional services. The auditor will be expected to provide ongoing advice and assistance to the CAO/Clerk, recognizing the needs and capabilities of staff. The auditor will be expected to provide suggestions to reduce the annual/accounting costs.
- 2) Please provide a list of any additional services or products that the proponent may provide as they relate to Municipal Audit Services.

**4. Minimum Additional Requirements**

**Insurance**

**General Liability Insurance**

The auditing firm shall provide evidence of insurance to the Municipality against loss for claims arising from the work under this contract where bodily injury, death, or property damage may occur; specifically, the auditing firm shall maintain Commercial General Liability Insurance having a limit not less than five million dollars (\$5,000,000) per occurrence.

**Professional Liability Insurance**

The auditing firm shall provide, maintain, and pay for an insurance policy insurance against errors, omissions, negligent acts of the auditor or the auditing firm, commonly known as Professional Liability, in the amount of not less than five hundred thousand dollars (\$500,000) for a single claim and one million dollars (\$1,000,000) aggregate.

## **New Brunswick Worker's Compensation**

Prior to commencing the work on this contract and prior to receiving final payments, the auditing firm shall provide evidence of compliance with the requirements of The Worker's Compensation Act.

## **Conflicts of Interest**

Firms submitting a proposal in response to this request for proposal must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under this contract for services to be awarded pursuant to this request for proposal. If a firm has no conflicts of interest, a statement of that effect shall be included in the proposal.

## **5. Preparation of Proposals**

- Each proponent shall specify, on the forms provided by the Municipality, the price at which the proponent is offering to supply the items/service indicated.
- Prices listed for the projects shown should be net of tax and should not include Harmonized Sales Tax
- All products and services must meet the current Provincial, Federal, Municipal, etc. standards and if any defects are found, all costs involved to correct the problems will be borne by the quoting firm.

## **6. Submission of Proposal**

Each proposal must be clearly marked "**Request for Proposals – Municipal Audit Services**" and submitted no later than **3:00 PM, Friday, July 10, 2026**, by mail, email (PDF format), or in person to:

### **District of Tobique Valley**

Attention: CAO/Clerk

159 Main Street

Plaster Rock, NB E7G 2H2

Email submissions (PDF format only) may be sent to: [cao@tobiquevalley.ca](mailto:cao@tobiquevalley.ca)

Incomplete proposals will not be considered and will be rejected.

Late submissions and proposals submitted electronically, other than in PDF format to the designated email address, will not be accepted.

The Municipality reserves the right to reject any or all bids. The lowest bid shall not necessarily be awarded.

A proponent may withdraw their proposal by providing a written withdrawal, signed by a person authorized to sign proposals, delivered by mail or in person to the address stated above before the closing date of the request for proposal.

All proposals will be read publicly at the Regular Council Meeting on Monday, July 20<sup>th</sup>, 2026 @7:00 p.m.

## **7. AWARD, POTENTIAL CONTRACT, and TERM OF POTENTIAL CONTRACT**

District of Tobique Valley reserves the right to accept or reject any and or all proposals should such be determined by district council to be in District of Tobique Valley best interest.

Should only one proposal be received, District of Tobique Valley reserves the right to reject it.

District of Tobique Valley does not guarantee that any proposal will produce a recommendation by the municipal council.

In the event there is a successful Proponent to this RFP, the Award to a successful Proponent will be on the recommendation of the Municipal Council of the District of Tobique Valley.

District of Tobique Valley reserves the right to change its direction with respect to the term of any potential contract at any prior to endorsement.

Proposals will first be examined for compliance with the mandatory requirements of this RFP. If a mandatory requirement is not provided in a proposal, that proposal will be considered non-complaint with this RFP and will be unable to be evaluated.

By submitting a proposal, the proponent agrees that the price shall be open for acceptance by the Municipality for a period of 60 days from the date of closing of request for proposals

The lowest cost, or any proposal at all, will not necessarily be accepted by the District of Tobique Valley. The basis for selection of a proposal will be the proposal that provides the best overall value as determined by municipal council.

**District of Tobique Valley  
Request for Proposals – Municipal Audit Services  
Proposal Form**

Name of Proponent: \_\_\_\_\_

Address of Proponent: \_\_\_\_\_

\_\_\_\_\_

**Proposal**

Having fully examined all documents relevant to this proposal, the undersigned hereby offers to enter into a contract to perform all work, take such measures and provide such labor, equipment, and materials and to do all things required or necessarily incidental to completing the Contract and to do so in accordance with the specifications, terms, and conditions set forth in the Request for Proposal documents for maximum price/fees of:

All aspects of the annual audit for Municipality of the District of Tobique Valley and all consolidations:

District of Tobique Valley

_____ Dollars (\$	) For year ending December 31, 2026
_____ Dollars (\$	) For year ending December 31, 2027
_____ Dollars (\$	) For year ending December 31, 2028
_____ Dollars (\$	) For year ending December 31, 2029
_____ Dollars (\$	) For year ending December 31, 2030

In Canadian Funds, which price does not include HST.

No additional funds will be provided for travel, meals, or accommodations as the need may be or any other costs which may be incurred to perform the services required as indicated in this request for proposal.

Additional Services Upon Request

Additional services in respect to auditing services or professional services:

Municipality of Tobique Valley

_____	Dollars per hour (\$	) for year ending December 31, 2026
_____	Dollars per hour (\$	) for year ending December 31, 2027
_____	Dollars per hour (\$	) for year ending December 31, 2028
_____	Dollars per hour (\$	) for year ending December 31, 2029
_____	Dollars per hour (\$	)for year ending December 31, 2030

in Canadian Funds, which price does not include HST.

No additional funds will be provided for travel, meals, or accommodations as the need may be or any other costs which may be incurred to perform the services required as indicated in this request for proposal.

# Supporting Documents

The following documents are submitted together with, and form part of, the undersigned's proposal:

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