

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2019-033

Date: September 24, 2019

Time: 1:00 p.m.

Place: Council Chambers

Ward Community Identifier: All

Title: Request for Proposal 2019-72-OP Financial Audit Services

Author and Title: Krystina Cunningham, Buyer

Co-Author and Title: Carolyn Daynes, Treasurer

Recommendation(s):

That Report PUR2019-033, Request for Proposal 2019-72-OP Financial Audit Services, be received;

That the highest scoring Proponent, Deloitte, be selected for the award of Request for Proposal 2019-72-OP for Financial Audit Services for a 5-year period ending December 31, 2023;

That upon successful completion of initial term that the City enter into an optional 1 – 3-year term to December 31, 2026;

That subject to receipt of the required documents, that Mayor and City Clerk be authorized to execute the agreement to award Proposal 2019-72-OP for Financial Audit Services.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The City of Kawartha Lakes requires Auditing Services annually and it is beneficial for the City to have a service provider on contract. The Request for Proposal 2019-72-OP Financial Audit Services was released and advertised in accordance with the Purchasing Policy. The RFP requested services for a period of five (5) years ending with the December 31, 2023 financial statement audit to be performed in the spring of 2024. The proposal closed on August 1, 2019 and was opened August 1, 2019 by Krystina Cunningham, Buyer. Proposals were received from the following:

Name of Company
Baker Tilly KDN LLP
BDO Canada LLP
Deloitte
MNP LLP

The Evaluation Committee carefully evaluated and scored each Proposal by consensus based on the criteria described in the Request for Proposal. Deloitte was found to be the highest compliant proposal. References were checked and found to be favorable.

Rationale:

Staff recommended that the highest scoring Proponent, Deloitte, be selected for the award of the Request for Proposal for the 5-year period ending December 31, 2023.

Other Alternatives Considered:

No other alternative is being considered as a competitive procurement process was conducted and the highest scoring proponent is being recommended.

Financial/Operation Impacts:

Funds for Proposal 2019-72-OP Financial Audit Services will be expensed to 12600.74105 "Financial Services - Audit Fees" and, 81000.74105 "KLHHC Housing Administration – Audit Fees".

The Financial Audit is an initiative that is completed and budgeted for annually and there is sufficient budget to support the award of the contract.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

The City of Kawartha Lakes 2016-2020 Strategic Plan identifies its enablers as:

- Enabler 1 – Fiscal Resource Management
- Enabler 2 – Human Resource Management
- Enabler 3 – Municipal Service Excellence
- Enabler 4 – Asset Management

The proposed Financial Audit Services implements the City's vision as outlined in the City of Kawartha Lakes Strategic Plan by supporting the Fiscal Resource Management enabler which contributes to the betterment of services provided by the City.

Consultations:

Director of Corporate Services
Treasurer
Supervisor Treasury

Attachments:

N/A

Department Head E-Mail: jstover@kawarthalakes.ca

Department Head: Jennifer Stover, Director of Corporate Services