REQUEST FOR PROPOSAL

RFP No. ADMIN-2026-01

EXTERNAL FINANCIAL AUDIT SERVICES

Fiscal Years Ending December 31, 2026, 2027 and 2028

with an Option to Extend for 2029 and 2030

RFP No.	ADMIN-2026-01
Date of Issue	September 18, 2026
Closing Date and Time	4:00 PM Pacific Time, Thursday, October 15, 2026
Submission Method	Electronic PDF by email (sealed hard copy optional)
Contact	Mike Olson, Director of Finance molson@hope.ca

District of Hope
325 Wallace Street, PO Box 609
Hope, BC V0X 1L0
www.hope.ca

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1.0 Introduction and Purpose

1.1 General Information

The District of Hope (the “District”) invites interested and qualified public accounting firms to submit proposals for the provision of annual external financial audit services. This Request for Proposal (“RFP”) outlines the basic requirements of the District for the services to be provided by the audit firm.

The District intends to award a three (3) year engagement covering the fiscal years ending December 31, 2026, 2027 and 2028, with an option, exercisable at the District’s discretion and subject to satisfactory performance and mutual agreement, to extend for the fiscal years ending December 31, 2029 and 2030.

The current population of the District of Hope is approximately 7,100. The District is governed by a seven (7) member Council. The District’s elected officials may also sit on various committees and boards of the Fraser Valley Regional District and the Province of British Columbia.

The engagement is intended to satisfy the District’s statutory obligations under Division 2 – Audit of Part 6 of the Community Charter. The successful Proponent will be expected to provide a high-quality, efficient and independent audit; communicate clearly with Management and Council; identify significant accounting, internal control and financial reporting matters; and complete the engagement within the timelines required to permit the District to meet its statutory financial reporting obligations.

The successful Proponent must be independent of the District and free from any actual, potential or perceived conflict of interest that could impair the Proponent’s ability to act as municipal auditor.

1.2 Statutory and Professional Requirements

The audit shall be planned and performed in accordance with:

- ***Community Charter***, Division 2 – Audit, sections 169 to 172;
- ***Community Charter*** requirements respecting preparation and submission of annual financial statements, including section 167;
- the ***Local Government Act***, as applicable;
- *Canadian Auditing Standards (CAS)* and other applicable standards issued by the Chartered Professional Accountants of Canada;
- *Public Sector Accounting Standards (PSAS)* applicable to local governments in British Columbia; and
- all other applicable Federal and Provincial legislation, professional standards and regulatory requirements.

1.3 District Background and Financial Statistics

The District of Hope's 2026 annual operating budget is approximately $20.8 million, including a capital budget of approximately $7.68 million. The District's revenues consist largely of property taxes, user fees, fees for services, grant funding and government transfers. The District's financial activities are accounted for through an Operating Fund, Water Operating and Capital Funds, Sewer Operating and Capital Fund, General Capital Fund, Cemetery Care Fund, and Reserve Funds.

Major services provided to residents include general government, protective services (including fire protection and bylaw enforcement), transportation, water, sewer and drainage utilities, solid waste, parks and recreation, and other community services.

The following statistics are provided to assist Proponents in scoping the engagement:

Item	Approximate Volume / Value
Total 2026 budget (operating and capital)	$20.8 million
Taxation collected (2025)	$11.9 million
Active general ledger accounts	970
Accounts payable cheques, direct deposits and EFTs issued (2025)	4,290
Permanent employees (plus part-time and seasonal staff as required)	61
Net bi-weekly payroll (employees and Council paid by direct deposit)	$136,000
Surplus and reserves held at December 31, 2025	$28.6 million

Audit firms considering a proposal pursuant to this request are encouraged to visit the District of Hope's website at www.hope.ca for a detailed overview of the District. Documents pertinent to this proposal are available online, including the District's most recent Annual Report, the most recent Audited Financial Statements, the Statement of Financial Information, and the 2026–2030 Five-Year Financial Plan.

1.4 Financial Systems

The District currently uses MAIS for general ledger and financial reporting, accounts receivable, accounts payable, property tax, utilities, business licences, animal licences and cash receipting. Payroll is processed in-house. Tangible capital asset inventory and valuation are maintained in spreadsheets, and financial statements are prepared using Caseware.

1.5 Definitions

Throughout this RFP, the following definitions apply:

- "Auditor" means the successful Proponent to this Request for Proposal.
- "Audit Services" means the financial audit of, and resulting opinion on, the annual consolidated financial statements of the District of Hope.
- "CAS" means Canadian Auditing Standards.
- "CPA Canada" means Chartered Professional Accountants of Canada.

- “District” means the District of Hope.
- “Proponent” means an accounting firm that submits a proposal in response to this RFP.
- “Proposal” means a submission in response to this RFP.
- “PSAS” means Public Sector Accounting Standards, as issued by the Public Sector Accounting Board (PSAB).
- “RFP” means this Request for Proposal.
- “Services” means the works requested to be performed as per this RFP.

2.0 Terms and Conditions of Engagement

2.1 Term of Engagement

It is the intention of the District to enter into a three (3) year agreement with the successful firm to provide external audit services beginning with the annual audit for the fiscal year ending December 31, 2026 through to the fiscal year ending December 31, 2028 inclusive. Subject to satisfactory performance of the Services by the successful Proponent, the term may be extended, if mutually agreeable, for an additional two (2) year period covering the fiscal years ending December 31, 2029 and 2030.

2.2 Not a Tender Call

This RFP is not a tender call and does not constitute an offer or an invitation for an offer to contract. No legal relations are intended to arise from the RFP process. The District is not contractually bound to any matters until such time as the District has negotiated a separate contract that is totally independent of the RFP process. The District is free to negotiate with any of the Proponents and, as a result of the negotiation process, is not required to treat all Proponents equally.

2.3 Acceptance of Proposals

The District reserves the right to reject any and all proposals for any reason, to shortlist Proponents, to negotiate with a preferred Proponent, or to accept any proposal which the District, in its sole unrestricted discretion, deems most advantageous to itself. The lowest fee proposal will not necessarily be accepted. The District may consider overall value, quality, experience, risk, service capacity and any other factors it considers relevant to its interests.

The Proponent acknowledges the District's rights under this clause and waives any right of action against the District arising from its failure to accept the Proponent's proposal, whether such right of action arises in contract, negligence, bad faith or any other cause of action. The acceptance of any proposal is subject to funds being legally available and to approval by the District's Council.

The District reserves the right to cancel this RFP at any time for any reason without liability to any Proponent, and to waive irregularities at its own discretion.

2.4 Awarding of Contract

Notice in writing to the successful Proponent of the approval of its proposal, the appointment of the auditor by the District's Council, and the subsequent execution of an engagement letter and contract shall constitute the making of the Contract for Services. If an agreement cannot be negotiated with the preferred Proponent within a reasonable period, the District may terminate negotiations and negotiate with another qualified

Proponent or cancel the RFP. The Proponent will not, without the written consent of the District, assign or transfer this contract or any part thereof.

2.5 Subcontracting

The Auditor shall not subcontract any portions of the engagement without the District's prior written consent.

2.6 Insurance

The Auditor shall maintain professional liability insurance, including errors and omissions, as required and specifically named for the Services, with a limit of not less than $1,000,000 per occurrence with respect to the Services alone. The Auditor shall, without limiting its obligations or liabilities and at its own expense, provide and maintain insurance for its own equipment and continuously carry insurance with insurers licensed in British Columbia. The Proponent is responsible for all insurance costs as required by law and will provide verified copies of required insurance policies when requested. If Commercial General Liability (CGL) insurance is required during onsite work, the District may request to be added as an additional insured on the CGL policy.

2.7 Registration with WorkSafeBC

The Auditor will be registered with WorkSafeBC and maintain WorkSafeBC coverage for the duration of the engagement. The Auditor will abide by all provisions of the Workers Compensation Act of British Columbia and provide proof to the District that all assessments have been paid and that the firm is in good standing. It is a condition of contract that the Auditor remain in good standing throughout the term of any contract between the District and the Auditor.

2.8 Business Licence and Permits

The successful Proponent shall be responsible for acquiring and maintaining a valid District of Hope business licence for the term of the contract if the successful Proponent is to conduct work on District property.

2.9 Payment Terms

The successful Proponent shall invoice the District in an acceptable format and will be paid as per the District's standard payment terms, net 30 days from date of invoice. The District shall not pre-pay for any goods or services for any period unless agreed to in writing by the District.

2.10 Indemnification and Ownership of Work Product

The final agreement will contain appropriate indemnification and limitation provisions acceptable to the District and the Auditor. Financial statements and other documents prepared by the District remain the District's records. Audit working papers remain the property of the Auditor, subject to applicable professional standards and legal requirements.

2.11 Default, Termination and Notice of Non-Renewal

The District may, by notice of default to the successful Proponent, terminate the whole or any part of the contract if the Proponent fails to deliver the Services within the time specified or to perform any other provision of the contract. In that event, the District may procure services similar to those terminated, and the Proponent shall be liable to the District for any excess costs for such similar services. At its sole discretion, the District may immediately terminate any contract awarded through this RFP process if there is a major violation of agreed conditions. The Proponent shall not be liable for excess costs where failure to perform arises by reason of Force Majeure or acts of the District.

If the Auditor does not intend to provide the Services for any fiscal year remaining in the term of the engagement, including any year of an extension exercised under Section 2.1, the Auditor shall notify the District in writing no later than December 31 of the immediately preceding fiscal year. By way of example, notice that the Auditor will not perform the audit for the fiscal year ending December 31, 2028 must be received by the District on or before December 31, 2027. This requirement does not apply where the Auditor is required to resign or withdraw in order to comply with the independence or professional conduct requirements of CPA British Columbia or applicable Canadian Auditing Standards, in which case the Auditor shall notify the District immediately upon becoming aware of the circumstances giving rise to the resignation or withdrawal. Failure to provide notice in accordance with this section does not relieve the Auditor of its obligations in respect of any audit then in progress, including delivery of the auditor's report and completion of all related communications to Council, and the Auditor shall cooperate with any successor auditor appointed by the District, including providing reasonable access to prior year working papers.

2.12 Applicable Laws and Agreements

This RFP is subject to the provisions of the Canadian Free Trade Agreement and the New West Partnership Trade Agreement. The laws of the Province of British Columbia shall govern this RFP and any subsequent contract resulting from it.

3.0 Mandatory Requirements and Qualifications

Proposals will first be reviewed to determine whether they satisfy the mandatory requirements set out below. Proposals that do not satisfy the mandatory requirements may be rejected without further evaluation.

- The Proponent must be authorized to perform the services of a municipal auditor under section 169 of the Community Charter.
- The engagement partner and assigned supervisory personnel must hold a valid professional accounting designation and have previous experience performing municipal audits.
- The Proponent must have completed a municipal audit of similar size and scope (or greater) within the last three (3) years.
- The Proponent must demonstrate municipal or public-sector audit experience, including experience with PSAS, and an understanding of legislation relevant to the local government environment.
- The Proponent must have sufficient staffing, facilities, financial resources and expertise to address the scope of the audit services and must demonstrate a commitment to providing reasonable annual continuity of experienced and qualified personnel.
- The Proponent must confirm independence from the District and disclose any actual, potential or perceived conflict of interest.
- The proposal must be signed by a person authorized to bind the Proponent.
- The proposal must be received by the closing date and time specified in this RFP.
- Appendix B – Proponent Information, Agreement and Certification must be completed and submitted.

4.0 Scope of Services

4.1 Annual Financial Statement Audit

The Auditor will be required to examine the financial records, systems and controls of the District in accordance with ***Canadian Auditing Standards*** and the provisions of the ***Local Government Act*** and ***Community Charter***, and to then provide written audit reports with an audit opinion on the annual consolidated financial statements as prepared by management of the District. The Auditor's report shall be suitable for printing within the financial statements and be addressed to the Council of the District of Hope. Specifically, the Auditor shall:

- Plan and perform an audit of the District's annual financial statements and related schedules;
- Obtain an understanding of the District's operations, governance, accounting policies, financial reporting systems and relevant internal controls;
- Assess audit risks and design audit procedures responsive to identified risks;
- Perform substantive and control-based audit procedures as appropriate;
- Review significant estimates, accounting policies, unusual transactions and other matters requiring professional judgment;
- Complete procedures related to tangible capital assets, debt, reserves, deferred revenue, taxation, grants, payroll, investments, accounts receivable, accounts payable and other material balances and transactions as required by auditing standards;
- Review the financial statement presentation, notes and supplementary schedules for compliance with applicable ***PSAS*** requirements;
- Provide templates and/or suggestions on financial statement presentation when requested; and
- Provide the Independent Auditor's Report suitable for inclusion in the District's annual financial statements and addressed to Council.

In compliance with the ***Community Charter***, Council will appoint an Auditor (or audit firm) for audit services; however, other firms may be used for other financial services if it is deemed more advantageous or appropriate to do so. The District therefore expressly reserves the right, at its sole discretion, to use other financial services and financial firms.

4.2 Communication and Reporting

- Meet with the Director of Finance and other designated staff at the commencement of each audit cycle to confirm the audit plan, timing, information requirements including the method of transferring documents to and from auditors, and emerging issues.

- Provide timely communication of significant audit findings, control deficiencies, accounting issues and other matters requiring management attention.
- Advise the District of any weaknesses in internal control or other areas of concern noted during the audit prior to the issue of the Management Letter, together with appropriate suggestions to improve those areas.
- Communicate in a post-audit report, in the form of a Management Letter to Council, any reportable conditions determined by the Auditor during the audit.
- Attend a meeting of Council, at no additional cost unless specifically identified in the fee proposal, to present and explain the audited financial statements, the auditor's report and significant audit findings, and to address questions from Council.

4.3 Accounting and Reporting Advisory

- Communicate to the District in writing all new or amended ***PSAS***, *auditing standards* and relevant legislative requirements that may affect the District's financial reporting, so that financial statements and notes prepared by management comply with current requirements.
- Provide reasonable guidance to District staff regarding implementation of new accounting or auditing requirements as part of the annual engagement.
- Identify significant emerging accounting issues early enough to allow District staff reasonable time to assess and address them before completion of the financial statements.
- Respond to and discuss with the Director of Finance (or designate) any accounting, auditing, tax and other issues arising throughout the year. Such inquiries shall remain infrequent and specific in nature and may require written confirmation. It is expected that such inquiries would be included in the fee schedule provided and would not incur additional billing; otherwise, the Director of Finance (or designate) must be advised of any additional charges prior to the services being provided.

The Auditor is not expected to assume management responsibility or make management decisions on behalf of the District.

4.4 Qualified Opinion

The Auditor shall, immediately upon discovery of information or conditions that would otherwise lead to the inclusion of a qualified opinion with respect to the financial statements, inform and fully discuss such matters with the Director of Finance (or designate), together with the reasons and potential corrective actions. In addition, the Auditor shall, as far as possible, allow a reasonable period of time for District staff to investigate, analyze, report and take corrective action to avoid the inclusion of such qualification.

4.5 Continuity of Personnel

The District expects reasonable continuity in the audit team assigned to this engagement. Any proposed changes to key personnel must be communicated in advance and approved by the District.

5.0 Responsibilities and Annual Audit Schedule

5.1 District Responsibilities

- Prepare the annual financial statements and supporting schedules in accordance with ***PSAS***.
- Maintain accounting records and internal controls and make reasonable efforts to prevent and detect fraud and error.
- Provide the Auditor with timely access to records, personnel, minutes, agreements, contracts and other reasonably required information.
- Prepare audit schedules, trial balances, reconciliations and supporting documentation in accordance with an agreed information request list.
- Provide access to relevant systems and records, including electronic records, as reasonably required for the audit.
- Ensure appropriate management personnel are available to respond to audit queries and to review proposed financial statements and audit findings.
- Arrange for the District's solicitors to provide annually a representation letter as required pursuant to the joint policy statement of the Canadian Bar Association and CPA Canada.

5.2 Auditor Responsibilities

- Maintain independence and professional objectivity throughout the engagement.
- Plan and perform the audit in accordance with applicable professional standards and legislation.
- Assign appropriately qualified and experienced personnel and provide continuity from year to year where practicable.
- Protect confidential information and comply with applicable privacy legislation.
- Meet the agreed annual audit schedule and promptly communicate any anticipated delay.
- Provide clear, practical and timely communication of significant findings and recommendations.

5.3 Annual Audit Schedule

Prior to October 31 of each year, the Auditor shall correspond with the Director of Finance (or designate) to discuss and agree upon a schedule of activities leading to completion of the annual audit. The schedule shall be finalized by October 31 of each year and shall set out the key dates by which necessary information is to be assembled by both parties. The District anticipates the following general timing:

Activity	Target Timing	Responsibility
Audit planning and risk assessment	October – November	Auditor and District staff
Interim audit / preliminary procedures	October – December	Auditor
Schedule of client assistance provided to District staff	January	Auditor
Year-end close, financial statement preparation and year-end trial balance	January – February	District staff
Year-end audit fieldwork	March	Auditor and District staff
Draft financial statements, audit adjustments and audit findings	March – early April	Auditor and District staff
Final audit report and presentation to Council	Late April	Auditor

The District is required under section 167(4) of the ***Community Charter*** to submit its audited financial statements to the Inspector of Municipalities by May 15 each year. The Auditor shall plan the engagement so that the District can meet this deadline. Finalized financial statements bound with the signed audit report will be produced and supplied by the Auditor.

6.0 Proposal Requirements

A covering letter shall be provided as part of the proposal clearly stating the accounting firm’s understanding of the services to be provided. The letter must include the Auditor’s Business name, Business Address, name(s), title(s), telephone number(s) and email address(es) of the person(s) authorized to make representations for the firm. The person signing the covering letter must be authorized to bind the Proponent.

Proposals should be concise but sufficiently detailed to demonstrate the Proponent's ability to meet the District's requirements. Proponents must respond to the items listed below in the order presented, and the proposal must include a table of contents identifying the topics by page number.

1. **Company Profile and Contact:** A brief profile of your firm (1 to 2 pages) indicating the firm's ownership and structure, the scope of its practice and the range of activities performed, such as auditing, tax services, accounting or management services. Identify the office responsible for the engagement, the address and phone number of any local office that will manage or assist in managing this audit, the number of staff located locally, and the Proponent's contact person, phone number and email address.
2. **Experience with Municipal Audits:** List current and recent public sector audit clients, including size and scope of each engagement and the number of years your firm has been the auditor for each client. Describe your familiarity and experience with BC local governments and with ***PSAS*** accounting and auditing standards.
3. **Qualifications and Independence:** Confirm that the proposed Auditor is qualified to act as municipal auditor under section 169 of the ***Community Charter*** and under the ***Business Corporations Act***, and provide an independence and conflict-of-interest declaration.
4. **Audit Staffing:** Name and brief resume of the engagement partner, manager, senior and other key staff who will be assigned to this audit, including professional designations and relevant municipal audit experience. Describe how continuity of personnel will be maintained over the term.
5. **Audit Approach and Methodology:** Proposals must clearly show the firm's understanding of the work to be performed, the audit approach, and the commitment to perform the work within the time period specified in the annual schedule. Describe the audit methodology, risk assessment and materiality approach, use of technology, internal controls approach, communication practices and quality control procedures, as well as the approach to be used to gain an understanding of the District's structure and systems.
6. **Implementation and Schedule:** Provide a detailed proposed annual schedule, the estimate of District staff time required, and a demonstration of how the District's May 15 statutory filing deadline will be met.
7. **Other and Value-Added Services:** Describe the methodology to be used for keeping the District abreast of any changes in accounting principles or legislation that would impact the annual financial statements. Describe non-auditing professional services provided to other local government clients (for example ***PSAS*** advice, GST/PST advice, benchmarking, training and technical updates), identifying

which are included in the proposed fee and the pricing structure for those that are not. Should the Proponent consider additional services or materials to be appropriate, these should be recommended and costed separately.

8. **Fee Proposal:** Clearly identify all-inclusive maximum annual fees, hourly rates for additional services, estimated disbursements and applicable taxes. Fees must be quoted in Canadian dollars, must show GST as a separate line item, and must include PST if applicable. No disbursements outside of the agreed fee schedule will be paid by the District.
9. **References:** Three (3) references, at least two (2) of which must be municipal audits within the last three (3) years. Include the number of years of service and a contact name, telephone number and email address for each reference.
10. **Assumptions and Exclusions:** Identify all assumptions, exclusions or proposed changes to this RFP, including any services excluded from the annual maximum fee.
11. **Forms:** Completed and signed Appendix B – Proponent Information, Agreement and Certification, with acknowledgement of any addenda.

Only complete submissions will be accepted. Partial submissions will not be considered. Submissions may be revised by written amendment, delivered to the location set out for delivery of submissions, before the closing date and time.

7.0 Evaluation Process and Criteria

Each proposal that satisfies the mandatory requirements in section 3.0 will be evaluated to determine the degree to which it responds to the requirements set out in this RFP. Awards will be based on best value offered, as determined by the District in its sole discretion, using the following criteria:

Evaluation Criterion	Weight	Considerations
Relevant municipal audit experience	25%	Depth and relevance of BC municipal and public-sector audit experience, ***PSAS*** expertise, and experience with organizations of similar size and complexity.
Audit team and qualifications	20%	Qualifications, experience, continuity, availability and engagement partner involvement.
Audit approach, implementation and service delivery	25%	Audit methodology, risk and materiality approach, proposed schedule, person-hours, communication practices and quality control.
Value-added and additional services	5%	Range and value of additional services offered, and whether they are bundled within the proposed fee.
Fee proposal	25%	Total cost over the term, transparency, predictability and value for money.
Total	**100%**	

The lowest fee will not necessarily be accepted. The District may consider overall value, quality, experience, risk, service capacity and other factors it considers relevant to its interests.

The District may, at its discretion, request clarification, seek references other than those provided by the Proponent, and shortlist Proponents for a brief interview or presentation at the District of Hope Municipal Hall. At a minimum, the engagement partner and audit manager shall attend any such interview. All costs of preparing and presenting a proposal, including any interview, are the responsibility of the Proponent.

While previous experience with the District is not required and does not in any way confer an advantage, the District's previous experience with a Proponent may be taken into consideration. The District reserves the right to rely upon its records, references and recollection in this regard. Award of any contract resulting from this RFP is subject to Council approval and budget considerations.

8.0 Submission of Proposals

8.1 Delivery and Closing

Electronic submissions shall be in PDF format and emailed to molson@hope.ca. The subject line should read:

"RFP ADMIN-2026-01 – External Financial Audit Services – [Proponent Name]"

Hard copy submissions may optionally be delivered in a sealed envelope clearly marked "RFP ADMIN-2026-01 – External Financial Audit Services" to:

Mike Olson, Director of Finance
District of Hope
325 Wallace Street, PO Box 609
Hope, BC V0X 1L0

Proposals must be received no later than 4:00 PM Pacific Time, Thursday, October 15, 2026. All submissions will be date and time stamped. Late proposals will not be accepted.

Electronic signatures on all submitted documents will be accepted as legally binding.

It is the Proponent's sole responsibility to ensure their submission is received when, where and how specified in this RFP. The District is not responsible for lost, misplaced or incorrectly delivered submissions, or for any technological or logistical issues in delivering the Proponent's response.

8.2 Timeline

The following timeline is an estimate and may be adjusted at the District's discretion at any time during this procurement process.

Milestone	Date
Distribution of RFP	September 18, 2026
Deadline for questions submitted by email	October 1, 2026
Posting of Q&A document / addenda (if required)	October 8, 2026
Deadline for completed proposals	4:00 PM, October 15, 2026
Interviews with shortlisted Proponents (if required)	Week of October 19, 2026
Target notification to successful Proponent	October 23, 2026
Council appointment of Auditor	October 26, 2026

For the 2026 fiscal year end, due to the turnaround of the RFP, we understand that interim procedures may not be performed.

8.3 Irrevocability of Proposals

By submission of a written request, a Proponent may amend or withdraw its proposal prior to the closing date and time. A Proponent that has withdrawn a proposal may submit a new proposal prior to the closing date. Upon closing time, all proposals become irrevocable and shall remain open for acceptance for at least ninety (90) days following the closing date. Prices will be firm for the entire contract period unless otherwise agreed to by both parties.

8.4 Alternate Proposals

If an alternate solution is offered, the information shall be submitted in the format requested, as a separate proposal.

8.5 Limitation of Damages and Accuracy of Information

By submitting a proposal, the Proponent waives any claim for loss of profits if no contract is made with the Proponent, and agrees to all terms and conditions of this RFP. Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal, and the District will not entertain any claims for costs related to the preparation or presentation of proposals.

The District makes no representation or warranty, either express or implied, with respect to the accuracy or completeness of any information contained in or referred to in this RFP. Each Proponent is responsible for reviewing and understanding the terms and conditions of this RFP and the Scope of Services requested, and for obtaining its own independent financial, legal, accounting and other advice. Each Proponent who submits a proposal is deemed to have released the District from, and waived, any action, claim, liability, loss, damage, cost or expense of every kind in any way connected with or arising out of the contents of this RFP.

Regardless of the manner in which this RFP is received, the contents of the RFP may not be altered in any way, with the exception of adding the information requested. Any alteration will invalidate the proposal and will be grounds for dismissal from consideration or termination of any resulting contract. By submitting a proposal, the Proponent agrees that the discovery of any misleading or false information may be grounds for rejection from consideration and/or termination of any resulting contract.

8.6 Finder's Fees

The District prohibits the payment of a finder's fee in any form. The Proponent must certify that no finder's fee or finder's commission has been paid or shall be paid to any individual or organization in connection with the establishment of this contractual relationship with the District.

9.0 Communication, Questions and Addenda

The District's representative for this RFP is **Mike Olson, Director of Finance**. Only the Director of Finance (or designate) is authorized to communicate and otherwise deal with Proponents regarding this RFP. Information obtained from any other source is not official and should not be relied upon.

Contact with any other District representative, including members of Council, officers or employees of the District, regarding this RFP or a Proponent's submission, whether before or after the submission of a proposal, may result in the proposal being removed from consideration or rejected.

To clarify any issues in this RFP, the District will respond only to questions presented by email. Telephone questions will not be accepted. All questions must be received by October 1, 2026. Questions and answers that the District determines should be shared with all Proponents will be consolidated into a single Q&A document or issued by addendum, and posted on the District of Hope website at www.hope.ca with the RFP document on or after October 8, 2026. This will be the only distribution method for the Q&A document.

Proponents are responsible for ensuring that they have received and reviewed all addenda before submitting their proposal. Each addendum forms part of this RFP and must be acknowledged in Appendix B. Verbal answers are binding only when confirmed by written addendum.

All Proponents who have submitted a proposal will be notified of the District's decision after the final selection has been made. This notice may be the only communication between the District and Proponents. Telephone or other inquiries concerning this RFP after the proposal deadline are discouraged.

All inquiries related to this RFP are to be directed to:

Mike Olson, CPA
Director of Finance
District of Hope
325 Wallace Street, PO Box 609, Hope, BC V0X 1L0
Email: molson@hope.ca
Telephone: 604-869-5671

10.0 Confidentiality and Freedom of Information

All submissions provided to the District become the property of the District, and the information in submissions will be disclosed as necessary to carry out the RFP process or as required by law, including the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the District, subject to the specific exceptions set out in the Act. The District will receive all proposals submitted in response to this RFP in confidence, including for the purposes of section 21 of that Act.

The proposal should clearly identify any information the Proponent considers confidential or proprietary, and such information should be marked “confidential”. In light of the right of access created by the Act, the District does not guarantee that information contained in any proposal will remain confidential if a request for access is made. Should a dispute arise regarding the protection of this information, the final decision is made by the British Columbia Information and Privacy Commissioner.

Proponents are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the District. Proponents shall also protect confidential information obtained through the RFP process and, if selected, throughout the engagement.

10.1 Acknowledgement and Understanding

In submitting a proposal, the Proponent acknowledges and agrees that it has read, understood and agreed to all terms and conditions described in this document.

Appendix A – RFP Submission Checklist

Proponents should use this checklist to confirm that the proposal is complete before submission.

☐ Covering letter, signed by a person authorized to bind the Proponent

☐ Firm profile and contact information

☐ Municipal / public-sector audit experience

☐ PSAS and Canadian Auditing Standards experience

☐ Independence and conflict-of-interest confirmation

☐ Proposed audit team and resumes

☐ Audit approach and methodology

☐ Annual audit schedule, person-hours and estimate of District staff time

☐ Other and value-added services

☐ Fee proposal, with GST shown separately

☐ References (minimum three; at least two municipal)

☐ Assumptions, exclusions and proposed RFP modifications

☐ Completed and signed Appendix B – Proponent Information, Agreement and Certification

☐ Addenda acknowledged (if applicable)

Appendix B – Proponent Information, Agreement and Certification

RFP No. ADMIN-2026-01 – External Financial Audit Services

Proponent Information

Legal Business Name	
Business Address	
Authorized Signing Officer	
Title	
Telephone	
Email	

Agreement and Certification

The enclosed proposal is submitted in response to the above-referenced Request for Proposal, including any addenda. We have carefully read and examined the RFP, including the instructions to Proponents, and have conducted such other investigations as were prudent and reasonable in preparing this proposal.

We certify that the statements made in this proposal are true and complete, and we agree to be bound by the statements and representations made in our proposal. We agree to all of the terms and conditions of the RFP, and agree that any inconsistent provisions in our proposal will be as if not written and do not exist.

We confirm that the Proponent is qualified to act as municipal auditor under section 169 of the Community Charter, is independent of the District of Hope, and has disclosed all actual, potential or perceived conflicts of interest. We further certify that no finder's fee or commission has been or will be paid in connection with this engagement.

We agree that this proposal is irrevocable for ninety (90) days following the closing date and that, if selected and if an agreement is successfully negotiated, the Proponent will enter into an agreement with the District incorporating the requirements of this RFP.

Signature of Authorized Representative	
Printed Name	
Date	