Annapolis Royal

Nova Scotia

Request for Proposals – Financial Auditing Services

RFP-09-2026-02

REQUEST FOR PROPOSALS – FINANCIAL AUDITING SERVICES

The Town of Annapolis Royal is now accepting submissions for the financial auditing services for the organization.

The Town of Annapolis Royal employs approximately 12 full-time permanent employees, 5 part-time employees and 5 members of Council. Staff operate out of three main facilities (Town Hall/Police Department, Public Works building, and the Annapolis Hub).

The financial auditing services currently require that the municipal auditor has been registered as a municipal auditor by the Minister of Municipal Affairs pursuant to Section 42 of the Municipal Government Act, Province of Nova Scotia (1999).

BACKGROUND

The Town of Annapolis Royal is a small town located in western Nova Scotia, within Annapolis County.

The Town's administrative offices are located at 285 St George Street in Annapolis Royal, Nova Scotia.

The Town provides a full range of municipal services including general government, policing, fire protection, transportation, building inspection, environmental health services, economic development, and recreation and cultural services. The Town also operates the Annapolis Royal Water Utility.

ANNUAL VOLUMES

The Town’s approximate annual transaction volumes are consistent with many small Nova Scotia towns with a population of 1,000-5,000.

1.0 SCOPE OF WORK

The Town's auditing services expectations consist of the following objectives:

Main Objective

A municipal auditor is appointed to conduct an annual audit of the Town's financial records that will enable the municipal auditor to express, on the basis of sufficient appropriate audit evidence, an objective opinion on the fairness of the presentation of the financial position, results of operations and changes in capital position of the Town in accordance with generally accepted accounting principles adapted for Nova Scotia Municipalities.

The Department of Municipal Affairs requires the preparation of the audited annual financial statements to be received September 30th of each year. However, the Town requires them prior to this date for reporting purposes, first draft by July 15th and final version, no later than August 15th of each year.

Secondary Objectives

a) Provide a report on any significant weaknesses in internal control systems noted during the audit.
b) Provide accounting advice, as requested, including support for infrastructure grant reporting and the related auditing services.
c) Provide other financial advice, as requested.

To provide timely and appropriate auditing services, the Town expects a system of service delivery which responds to the following requirements:

- Ease of accessibility to municipal staff
- Preparedness to respond to limited time frames.
- Consistency and continuity of advice
- Cost efficiency and the monitoring of costs
- Availability to attend meetings of Council, if required, to report on the annual audit or other specific matters on which advice was requested.

2.0 REQUEST FOR PROPOSAL

You are invited to submit a proposal to provide auditing services for the Town of Annapolis Royal for fiscal years 2026/2027 to 2031/32 (five years).

All information supplied in response to the RFP must contain sufficient details to support the services being proposed.

This document is not intended to limit a Municipal Auditor's submissions, but rather to provide a common framework for the Town to assess each Vendor's proposal in a professional manner in a demonstrably fair process. Municipal Auditors are encouraged to provide any unsolicited information or material not specifically covered in the sections of this RFP.

Any questions with regards to this RFP should be directed to:
Melony Robinson CPA, MBA, Director of Finance by email finance@annapolisroyal.com or by phone at (902) 532-2043 ext. 103

The Town reserves the right to make any or all questions and answers available to all other Municipal Auditors at its discretion.

The Town will respond to requests for clarification as soon as is reasonably possible.

The Town will respond in writing or orally as deemed appropriate in the circumstances. Generally, only substantial questions and answers of a clarification nature will be distributed.

No oral response or clarification will be binding on the Town.

2.1. PROFESSIONAL INFORMATION

Proposals must include information of a general nature on the firm and the current total staffing and clients of the firm. For comparative purposes, proponents are requested to describe their experience and resources as it relates to municipal audits.

In addition, specific information shall be included with respect to those staff members who are proposed to have direct responsibility for the Town including:

- Name and credentials
- Training and experience
- Position in the firm
- Proposed relationship to the client

- Availability for other work on the client's behalf
- Individual fee scale
- Anticipated general field of activity on behalf of the Town.
- Area of practice in the firm

2.2 AUDIT APPROACH

Proposals should include a description of the firm's audit approach that will be used for the Town's audit.

2.3 COSTS

Proposals shall include a detailed description of all costs and the recommended method of billing and payment. For comparative purposes, it is preferable that cost information be reported in the following manner:

Annual Audit

- Fee scales associated with various members of the firm who will be assigned to the audit.
- Anticipated hours required to complete the audit.
- Total audit cost.
- Items which would be assumed to be provided by the Town's staff to reduce costs.
- Whether or not the total audit cost above is fixed or if it will vary as the actual hours vary.

Other Services

- Services to be charged at a flat rate and fee requested for each.
- Services to be charged at an hourly rate and the rates to be charged.

General Information

- Disbursement items charged.
- Other charges or charging methods proposed.

3.0 Response Process, Terms and Conditions

1. The Town reserves the right to reject any or all proposals or parts thereof and the lowest priced proposal will not necessarily be accepted.

2. All proposals shall be and remain irrevocable unless withdrawn prior to the designated closing time.

3. Late proposals will be rejected.

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

5. No fees or other payments will be made to Municipal Auditors for any costs incurred in the preparation and submission of Proposals, or for participation in the RFP process.

6. The RFP and its supporting documents must be considered as proprietary and confidential.

7. The selection of any Municipal Auditor by the Town as the preferred Municipal Auditor shall not constitute a contract between the Town and the Vendor. Any contractual relationship to be established between the parties will be governed by the provisions of the engagement letter.

8. The Town may at its discretion:
    a. select any one Proposal.
    b. reject all Proposals.

    and in so doing develop additional evaluation criteria. In selecting any Proposal, the Town is not obligated to select the one with the lowest price.

9. No Adjustments to Proposals will be allowed. Municipal Auditors may however withdraw their proposal prior to the closing date and time for the submission for Proposals. After the closing date and time, the Proposal is binding on the Municipal Auditor. Incomplete Proposals will not be entertained.

10. All submissions become the property of the Town of Annapolis Royal. However, if you require the return of proprietary materials, please separate them from your main submission and request their return.

4.0 SUBMISSION OF PROPOSALS

Proposals must be signed by an officer of your firm.

The deadline for submissions is Friday, October 30, 2026 at 1:00pm.

Responses can be submitted by mail, in person, or emailed to:

Melony Robinson CPA, MBA
Director of Finance
finance@annapolisroyal.com

Include as Subject Line in email
Attention: RfP – Financial Audit Services - 2026-09-02
Town of Annapolis Royal
P.O. Box 310,
285 St. George Street
Nova Scotia, B0S 1A0
Fax: (902) 532-7443

If you are submitting my mail or in person please enclose three (3) copies of your proposal.