



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Julia Roberts, Deputy Treasurer**
**Sandy Becker, Director of Financial Services/
Treasurer**
Date: December 6 2021
Report: FIN33-2021
Subject: RFP Results – External Audit Services

Recommendations:

That South Huron Council receives the report from J. Roberts, Deputy Treasurer and S. Becker, Director of Financial Services/Treasurer regarding the RFP Results – External Audit Services; and

That South Huron Council appoints Seebach & Company as external auditors for the Municipality of South Huron for the years 2022 to 2026.

Purpose:

Approval.

Background and Analysis:

Section 296 (1) of the *Municipal Act, 2001* indicates that a municipality shall appoint an auditor licensed under the *Public Accounting Act, 2004* who is responsible for annually auditing the accounts and transactions of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit.

On October 19, 2021, Request for Proposal (RFP) 005-2021 was issued for the Provision of External Audit Services for a five (5) year term of 2022-2026 for the Municipality of South Huron.

The closing date of the RFP was November 17, 2021. At closing a total of four (4) submissions were received. This request was a two (2) envelope process, with the technical submission in a separate envelope from the budget/fee structure for the cost of services.

Proposals were received from Seebach & Company, MNP LLP, Scrimgeour & Company CPA Professional Corporation, and Hicks, MacPherson, Iatonna & Driedger LLP (HMID). Those present for the opening of the submissions included; Deputy Treasurer, Director of Financial Services/Treasurer, and the Mayor.

The proposals were reviewed by the Chief Administrative Officer, Deputy Treasurer, and Director of Financial Services/Treasurer. The results of the proposal review are outlined below.

Proponent	Profile 20%	Experience 15%	Methodology 30%	Advisory 20%	Cost 15%	Total	Rank
Seebach & Company	19.33	14.33	27.67	15.67	12.33	89.33	1
MNP LLP	14.67	13.00	28.17	18.67	7.67	82.17	2
HMID	13.00	9.67	22.67	8.00	14.67	68.00	3
Scrimgeour & Company	14.00	9.33	17.17	9.00	10.00	59.50	4

Operational Considerations:

There are no current operational considerations as a result of this report.

Financial Impact:

The fees proposed by Seebach & Company for the five (5) year term are \$21,450 for 2022, \$21,450 for 2023, \$22,000 for 2024, \$22,000 for 2025, and \$22,600 for 2026 (exclusive of HST). The proposal submitted by Seebach & Company falls within the proposed budget.

Legal Impact:

There are no legal implications as a result of this report.

Staffing Impact:

There are no staffing implications as a result of the actions outlined in this report.

Policies/Legislation:

Municipal Act, 2001 – Section 296 (1)

Consultation:

D. Best, Chief Administrative Officer

Respectfully submitted,

Julia Roberts, Deputy Treasurer

Sandy Becker, Director of Financial Services/Treasurer