Three Rivers

• WHERE HISTORY IS MADE •

TOWN OF THREE RIVERS

REQUEST FOR PROPOSALS

RFP EXTERNAL AUDIT SERVICES

Introduction

The Town of Three Rivers (the "Town") is inviting proposals from **External Financial Auditors.**

BACKGROUND

The Town of Three Rivers was officially formed on September 28th, 2018. It was made up of the former Towns of Georgetown and Montague, the Village of Cardigan, the Communities of Brudenell, Lorne Valley, Lower Montague, Valleyfield and unincorporated areas that stretch from Panmure Island to Launching to Greenfield. The Town has approximately 8,000 people.

The Town is governed by the Three Rivers Town Council, which is comprised of a mayor and eight Councilors representing 4 wards. The mayor is elected at large, and Councilors are elected by ward with elections held every four years. The next election is scheduled for November 2, 2026.

Three Rivers provides a wide array of services including utility, planning, recreational facilities, fire protection, public works and administration.

NO OBLIGATION TO PROCEED

Though the Town fully intends at this time to proceed with the RFP, the Town is under no obligation to proceed to accept any proposal, or any other stage. The receipt by the Town of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Town. There is no guarantee from the Town, its officers, employees or agents, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the Town.

CANCELLATION

The RFP may be cancelled in whole or in part without penalty, when, in the opinion of the Town:

i. There has been a substantial change in the requirements after this RFP has been issued.
ii. Information has been received by the Town, after issuance of this RFP, that the Town feels substantially alters the specified procurement.
iii. There was insufficient competition in order to provide the level of service, quality of goods, or pricing required, or.
iv. The Town, in its sole discretion, decides there is any other sufficient justification to cancel this RFP.

The Town of Three Rivers may cancel this RFP, reject all proposals, or seek to acquire the subject of this RFP through a new RFP or by other means.

TOWN'S DECISION MAKING

The Town has the power to make any decision, or to exercise any contractual right or remedy, contemplated in this RFP at its own absolute and unfettered discretion.

ENQUIRIES

The Town has endeavored to provide complete, correct information and estimates to enable Proponents to properly assess and determine the scope and complexity of the work required to submit a response to this RFP. Proponents are solely responsible for determining if they require more information or if anything appears incorrect or incomplete, and for contacting the person named in this RFP if they have any questions whatsoever prior to the closing date. All enquiries related to this Request for Proposal are to be

directed, in writing, by email, to darsenault@threeriverspei.com. Information obtained from any other source is not official and should not be relied upon. The Town will not be responsible for any verbal statement, instruction, or representation. Enquiries and responses will be recorded and may be distributed to all Proponents at the Town's option by way of an addendum. Any enquiries regarding this Request for Proposal must be submitted at least three (3) working days prior to the closing date. Any enquiries submitted after this date may remain unanswered.

ERRORS AND OMISSIONS

Any ambiguities, inconsistencies, uncertainties, or other errors related to this document of which any Proponent may become aware should be directed, in writing, to darsenault@threeriverspei.com. If necessary, the response to such items shall be made by way of an addendum, which will be posted, serially, on the tender page of the Town's website.

ADDENDA, CORRECTIONS, or EXTENSIONS

The Town of Three Rivers reserves the right to modify the terms of this Request for Proposal by way of an addendum at any time prior to closing, at its sole discretion.

ELIGIBILITY

Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Town's opinion, give rise to a conflict of interest in connection with this RFP.

EVALUATION AND SELECTION

Proposals will be evaluated against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The Town's intent is to enter into a Contract with the Proponent who has the highest overall ranking per the Evaluation Criteria set out herein.

By responding to this Request for Proposal, Proponents will be deemed to have accepted all the terms, conditions, and/or specifications herein and have agreed that the decision of the Town will be final and binding.

PROPOSAL CLARIFICATION

The Town reserves the right, upon reasonable notice, to interview, examine, and make inquiries of any Proponent after the closing date, generally, and also for the purpose of clarifying or verifying any particular portion of the proposal submitted, which may, in the opinion of the Town, be unclear or require verification. All Proponents agree at their own expense to attend such interviews, and to fully co-operate with the Town on any such inquiry, and to provide, at the Proponent's own expense, any such clarification and/or verification as requested by the Town.

Inquiries made of one or more Proponents for the above purpose will not obligate the Town to clarify or seek further information from any or all other Proponents.

DEBRIEFING

Unsuccessful Proponents may request a debriefing meeting with the Town. The Town has no obligation to proceed with a debriefing meeting.

SIGNED PROPOSALS

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal.

ALTERNATIVE SOLUTIONS

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

If alternative solutions are offered, which, in the Proponent's opinion, may be advantageous to the Town, economic or otherwise, please submit the information in the same format as a separate proposal. This alternative should clearly enumerate the advantages as well as any associated cost implications. Please indicate that it is an alternative to the initial submission and not a replacement by writing "Alternative Submission #" on the envelope as well as in the document itself.

CHANGES TO PROPOSAL WORDING

The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Town for purposes of clarifying the Proponent's proposal.

IRREVOCABILITY OF PROPOSALS

A Proponent who has already submitted a proposal may submit a further proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that Proponent for this Request for Proposal. Any Proponent may withdraw or qualify their proposal at any time up to the official closing time by resubmitting a new proposal to the Town. The time and date of receipt will be recorded by the Town. The new proposal shall be clearly marked by the Proponent as "Resubmission #" along with the name of the Request for Proposal and directed to the attention of Dawn Arsenault, Manager of Finance. Proposals may be withdrawn at any time prior to opening upon written request from the Proponent. Negligence on the part of the proponent in preparing their proposal shall not constitute a right to withdraw a proposal subsequent to the tender opening.

Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful, and the Town should decide to proceed, the Proponent will enter into a contract with the Town of Three Rivers by either signing a contract document or accepting a Purchase Order issued by the Town.

COMPLETENESS OF PROPOSAL

By submission of a proposal, the Proponent warrants that, if this Request for Proposal is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Proponent at no charge.

SUB-CONTRACTING

a) Using a subcontractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful interconnection of the two product or service lines, and this must be defined in the proposal.
b) Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Town's opinion, give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal.
c) Any Sub-contracting of the service to any firm or individual after the award of a Contract must have prior approval by the Town.

ASSIGNMENT

This RFP and any resulting contract may not be assigned by the Proponent without the prior written consent and approval of the Town, which consent may be withheld in the Town's sole discretion. The Town may assign or transfer any resulting contract to any successor municipal entity or governmental body without the Proponent's consent. Any permitted assignee shall assume all obligations of its assignor under this contract. No assignment shall relieve any party of responsibility for the performance of any accrued obligation that such party then has hereunder.

CONFIDENTIALITY

The successful Proponent agrees not to release or, in any way, cause to release any confidential information of the Town of Three Rivers unless an appropriate official of the Town has specifically approved them to do so in writing.

The Proponents agree to treat all information contained in this Request for Proposal as confidential, to use such information only for purposes of responding to this Request for Proposal, and not to disclose any such information, in whole or in part, to any other party without the express prior written consent of either party or pursuant to legal power, other than: a) to an agent who in the Town's reasonable opinion, is seeking information on behalf of the Proponent, b) to a party used by the Town to evaluate the Proponent's creditworthiness. Each party agrees to allow the other party to store contact information, such as names, phone numbers, and email addresses for its business representatives, in any country where that party does business and to use such information internally and to communicate with the other party for the purposes of their business relationship. Proponents agree to handle any personal information that they may gain access to through this RFP in accordance with the requirements of privacy laws, and in a manner consistent with the Town's published privacy policies, as amended from time to time.

CONFLICT OF INTEREST

Any potential conflict of interest must be disclosed to the Town in writing. Any conflict of interest identified will be considered and evaluated by the Town. The Town has the sole discretion to take the steps it deems necessary to resolve the conflict. If, during the term of the Contract, a conflict or risk of conflict of interest arises, the successful Proponent will notify the Town immediately in writing of that conflict or risk and take any steps that the Town reasonably requires to resolve the conflict or deal with the risk.

LAWS OF PRINCE EDWARD ISLAND

This Request for Proposal will be governed by and will be construed and interpreted in accordance with the laws of the Province of Prince Edward Island. The parties irrevocably submit to the exclusive jurisdiction of the courts of the Province of Prince Edward Island for the resolution of any disputes arising under or in connection with this RFP or any resulting contract.

FINAL AGREEMENT

This solicitation does not contain all the terms and conditions necessary for conducting business with the Town of Three Rivers.

GRATUITIES

The Town of Three Rivers may, by written notice to a Proponent, cancel any contract if it is found by the Town that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Proponent, or the agent or representative of the Proponent, to any officer, employee, Councilor, or agent of the Town with a view toward securing favorable treatment with respect to the awarding or amending, or making any determinations with respect to the performance of such contract.

Insurance and Workers Compensation

The undersigned is to carry and keep in force Public Liability Insurance in a form equivalent in terms of coverage to the industry standard Commercial General Liability for all services provided to and on behalf of the Town of Three Rivers (Town) and the amount of coverage shall be not less than five million dollars ($5,000,000.00) per occurrence and to indemnify and save harmless the Town in the event of any damages, suits or actions as a result of damages, injuries or accident done to or caused by them, or their employees or relating to the prosecution of the works or any of their operations or caused by reason of the existence or location or condition of any materials, plant or machinery used thereon or therein, or which may happen by reason thereof, or arising from any failure, neglect or omission on their part, or on the part of any of their

employees, to do or perform any or all of the several acts or things required to be done by them under and by these conditions, and covenants and agrees to hold the Town harmless and indemnified for all such damages and claims for damages. A Certificate of General Liability Insurance covering the legal liability of the submitter for injuries to, or death of, persons and/or damage to property of others for limits of not less than five million dollars ($5,000,000.00) per occurrence for bodily injury and property damage with an insurer and in a form satisfactory to the Town will be furnished. Such insurance shall have the Town as an additional insured and shall contain cross-liability coverage and preclude subrogation by the insured against the Town.

The Town requires 30-day notice should the policy be cancelled or changed in any manner.

The undersigned is to carry and keep in force Professional Liability Insurance in an amount not less than $5,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this agreement. The policy self-insured retention/deductible shall not exceed $10,000 per claim and if the policy has an aggregate limit, the amount of the aggregate limit shall be double the required per claim limit.

The undersigned is required to have in place adequate coverage and be in good standing with the Workers' Compensation Board of Prince Edward Island during the term of provision of all services to the Town of Three Rivers. Proof of coverage may be requested at the commencement of any contract or the provision of any services to the Town of Three Rivers. The Company awarded this tender will be required to provide proof that their Company complies with all the provisions of the PEI Occupational Health and Safety Act. During the progress of the awarded work, Companies will be required, on the request of the Town, to provide written verification that their work is in compliance.

PERFORMANCE

The Town has the right to cancel agreements based on performance, with the Town as the sole judge of that performance. Prior to cancellation, the Town shall provide the Proponent with written notice specifying the performance deficiencies and allowing a reasonable period, not to exceed fifteen (15) business days, to cure such deficiencies. If the deficiencies are not cured to the Town's satisfaction within the cure period, the Town may cancel the agreement immediately upon written notice

VALIDITY OF PROPOSALS

All Proposals must remain valid and open for acceptance by the Town for a period of one hundred twenty (120) days after the closing date. This period may be extended if requested by the Town and agreed to by the Proponent in writing.

PROPOSED CONTRACT TERM / PROJECT COMPLETION DATE

The proposed contract term shall be for three (3) years, commencing from the 2026/2027 audit year to the 2028/2029 audit year.

BACKGROUND:

The Town of Three Rivers is a municipality in Kings County, Prince Edward Island. The Administration Offices are located at 172 Fraser Street, Montague, with a second administration office at 36 Kent Street in Georgetown.

The Town provides a range of municipal services including general government, fire protection, planning and development, water and sewer services, events and recreation services.

A Mayor and eight Councillors govern the Town, and the administration of the Town is under the direction of a Chief Administrative Officer.

TERM:

This RFP is for the selection of an individual or firm to provide audit services for a period of **three (3) years** commencing with the 2026/2027 audit, with the possibility of extension of up to two fiscal years. The submission shall be in accordance with Appendices A-D attached to this document.

BACKGROUND INFORMATION:

The Town maintains operating and other accounts for municipal operations and related entities.

1. Town of Three Rivers General Operating Account
2. Town of Three Rivers General Capital Fund Account
3. Montague Sewage and Water Collection and Treatment Corporation General Operating Account
4. Montague Waterfront Development Corporation General Operating Account
5. Garden of the Gulf Museum General Operating Account
6. Georgetown Volunteer Fire Department General Operating Account
7. Georgetown Sewer Corporation General Operating Account
8. King's Playhouse General Operating Account
9. Cardigan Volunteer Fire Department Account
10. Cavendish Farms Wellness Centre 2024 Account

The Town uses Sage 50 as its general ledger software. The water and sewer utilities use Asyst for billing and integrate billing information with Sage 50. Proponents should confirm the systems and records applicable to each entity during audit planning.

PROPONENT'S MINIMUM QUALIFICATIONS:

Proponents shall demonstrate that they have the resources and capability to provide the materials and services as described herein:

1. Assigned senior staff must hold a valid accounting designation and have previous experience in performing a municipal audit engagement.
2. Have completed a municipal audit of similar size and scope within the last three years.
3. Demonstrate an understanding of legislation relevant to the local government environment.
4. Have sufficient staffing, facilities, financial resources and expertise to address the scope of the audit services.
5. Demonstrate a commitment to providing reasonable annual continuity of experienced and qualified personnel.

EVALUATION COMMITTEE:

An Evaluation Committee will evaluate each of the compliant Proposals received in accordance with the evaluation criteria as set out below and score the Proposals using a "consensus" approach, in relation to the criteria and points which are identified herein.

EVALUATION CRITERIA:

In recognition of the importance of the procedure by which a Proponent may be selected, the following criteria outline the primary considerations to be used in the evaluation and consequent awarding of this contract (not in any particular order). Evaluation of Proposals will include, but not be limited to, the following:

- Understanding of engagement
- Municipal audit experience
- Audit firm personnel qualifications and experience
- Audit implementation
- Additional services
- References
- Audit fee

The weighting of the criteria will be as follows. Fee scoring will be based on the total three-year base audit price, including HST and mandatory one-time costs, excluding the separately quoted optional AMIR service. The lowest-priced compliant proposal will receive the maximum 25 points for fees. All other compliant proposals will be scored proportionately using the following formula:

Fee Score = (Lowest Compliant Proposal Price ÷ Proponent's Proposal Price) × 25.

Criterion	Weight Factor
Fee Proposal	25
Municipal Audit Experience	25
Comprehensive Approach to Municipal Requirements	20
Qualifications/Experience of Assigned Personnel	15
Municipal References and Ease of Transition	10
Proposal Clarity/Presentation	5
Total	100

II. SUBMISSION INSTRUCTIONS

CLOSING TIME AND DATE:

Proposals must be received no later than **2:00 p.m. A.S.T.** on **November 19, 2026.**

Proposals may be submitted by email to darsenault@threeriverspei.com (subject: "RFP – Audit Services") or delivered in a sealed envelope marked "RFP – Audit Services" to the address below:

The Town of Three Rivers
172 Fraser Street, PO Box 546
Montague, PE
C0A 1R0
Attention: Dawn Arsenault, Manager of Finance

PLEASE NOTE: Any proposal received after this deadline will be rejected.

KEY DATES:

Three Rivers will conduct the RFP process according to the following dates. These dates are tentative and subject to change.

Task	Target Date
Issue RFP	October 23, 2026
RFP closed	November 19, 2026
Evaluation of proposals	Late November 2026
Proponent interviews (if required)	December 2026
Selection of preferred Proponent	December 2026
Council approval and award of contract	December 2026

GENERAL CONTENT REQUIREMENTS:

Your Proposal must:

- Contain signed copies of any and all addenda that have been issued
- Include a signed Annual Fees submission, APPENDIX "A"
- Include a signed Statement of Acceptance, attached as APPENDIX "B"
- Complete the Key Personnel and Hourly Rates attached as APPENDIX "C"
- Complete the Reference Requirement in APPENDIX "D"
- Be signed
- Be submitted by email, subject "RFP – Audit Services", or in a sealed package or envelope clearly marked "RFP - Audit Services"

PROGRAM COSTS:

The Proponent shall provide a firm, all-inclusive lump-sum annual audit fee for each of the fiscal years 2026/27, 2027/28, and 2028/29, using Appendix A. The proposed fees shall include all services outlined in the Scope of Audit Services and all associated expenses and disbursements.

Preparation of the Annual Municipal Information Return (AMIR) shall be quoted separately as an optional service. Any mandatory one-time transition fees shall also be identified separately. All fees shall include HST.

CORPORATE PROFILE:

Please include a brief profile of your firm indicating its scope of practice, range of services and principal contact for this RFP, with telephone number and email address. Provide the head-office address and contact details for any local office managing or assisting with the audit.

QUALIFICATIONS AND EXPERIENCE:

Please list current and past public sector audit clients and indicate the number of years your firm has served each. Describe your experience with Canadian Public Sector Accounting Standards and Canadian Auditing Standards.

STATEMENT OF ACCEPTANCE

Please complete and sign the Statement of Acceptance in APPENDIX "B".

AUDIT STAFFING

Provide the names and brief resumes of the partner(s), senior manager(s) and other key staff on APPENDIX "C" who would be assigned to this audit.

REFERENCES:

The Proponent is to provide a minimum of three (3) municipal references that can be contacted, where municipal audit engagements of a similar scope and complexity are in progress or have been completed within the last five (5) years.

AUDIT IMPLEMENTATION:

Proposals must clearly demonstrate the firm's understanding of the work, its audit approach and its ability to meet the annual audit schedule agreed with the Town. Describe the approach to understanding the Municipality's structure and systems and provide a proposed timetable and techniques for interim and year-end audit work.

OTHER SERVICES:

Provide a description of the methodology to be used for keeping the Municipality abreast of any changes in accounting principles or legislation that would impact the annual financial statements. Also, describe any non-auditing professional services provided to other local government clients and innovative products offered by your firm, as well as any specific pricing structure for such services.

SCOPE OF AUDIT SERVICES:

The Successful Proponent shall provide annual external audit services for the Town of Three Rivers for the fiscal years ending March 31, 2027, March 31, 2028, and March 31, 2029.

The scope of services shall include:

1. Conducting an annual audit of the Town's consolidated financial statements in accordance with Canadian Auditing Standards, with the financial statements prepared in accordance with Canadian Public Sector Accounting Standards.
2. Examining the financial records of the Town and all entities included in its consolidated financial statements, using the accounting records and supporting documentation provided by the Town, including a backup of the Town's Sage 50 accounting system.
3. Preparing the annual consolidated financial statements, including applicable notes, schedules, consolidation adjustments, and supplementary operating financial statements for each entity included in the consolidation, subject to applicable professional independence requirements. Management shall retain responsibility for reviewing and approving the financial statements and any proposed adjustments.
4. Reviewing accounting policies, significant estimates, and financial reporting practices to identify matters requiring management's attention.
5. Communicating significant audit findings, internal control deficiencies, and recommendations for improvement through an annual Audit Management Letter.
6. Providing draft audited financial statements to management for review within the timelines established in this RFP.
7. Presenting the final audited consolidated financial statements and Auditor's Report to Council at the designated Council meeting.
8. Providing guidance regarding changes to applicable accounting standards and financial reporting requirements that may affect the Town.
9. Reviewing the completed Annual Municipal Information Return (AMIR), where applicable. Preparation of the AMIR shall be quoted separately as an optional service.

The Successful Proponent shall work collaboratively with the Manager of Finance and designated Town staff to coordinate audit activities, establish information requirements, and ensure timely completion of the annual audit.

Any additional services outside the agreed scope must receive prior written approval from the Town, including approval of any associated fees.

AUDIT:

The Audit shall include the examination of the records and financial statements of the Municipality to the degree necessary to express an audit opinion on such statements.

FINANCIAL STATEMENTS:

As part of the year-end audit, the Auditor will present the final audited consolidated financial statements to Council at the Regular Council meeting in September for approval and review the completed Annual Municipal Information Return (AMIR), where applicable.
Proponents must quote AMIR preparation separately as an optional service in Appendix A. The Town may elect not to award this service.

CONSOLIDATED ENTITIES:

The consolidated financial statements are comprised of:

1. Town of Three Rivers
2. Montague Sewer and Water Collection and Treatment Corporation
3. Montague Waterfront Development Corporation
4. Garden of the Gulf Museum
5. Georgetown Volunteer Fire Department
6. Georgetown Sewer Corporation
7. King's Playhouse
8. Cardigan Volunteer Fire Department
9. Cavendish Farms Wellness Centre 2024

ANNUAL SCHEDULE:

The Annual audit shall be completed in sufficient time for Council to approve the audited financial statements at its Regular Council Meeting in September, held on the second Monday of the month. The auditor shall provide draft financial statements no later than August 31 of each year to allow sufficient time for management review and any required revisions.

QUALIFIED STATEMENTS:

The Auditor shall promptly notify the Manager of Finance upon identifying any matters that may result in a qualified audit opinion or other modification to the audit report. The Auditor shall discuss these matters with the Manager of Finance and, where possible, allow reasonable time for management to investigate, provide additional information, and take appropriate corrective action before the audit report is finalized.

MEETINGS AND SUBSEQUENT ASSISTANCE:

The Auditor shall attend the first Regular Council meeting in September, held on the second Monday of the month, to present the final audited financial statements for Council's approval and the annual Auditor's Report for Council's consideration.

The cost for attending this meeting shall be included in the fees quoted under this RFP. Any additional meetings requested by the Town shall be arranged as required.

AUDIT MANAGEMENT LETTER:

The Auditor shall prepare a draft Audit Management Letter conveying any concerns relative to the internal accounting, operating controls and/or other matters of material importance with respect to the operations of the Municipality. The Auditor shall also provide recommendations as to such corrective measures as may be required and be prepared to provide assistance regarding implementation if required to do so. The Auditor will meet with the Manager of Finance to discuss the concerns before a final Audit Management Letter is prepared for Council.

III. CONTRACT WITH SUCCESSFUL PROPONENT

CONTRACT TERMS AND CONDITIONS:

The Contract with the Successful Proponent will contain the following Contract Terms and Conditions. Proponents taking exception to these terms and conditions or intending to propose additional or alternative language must:

- Identify the specific terms and conditions to which they take exception or seek to amend or replace; and
- Include any additional or different language with their Proposal.

Failure to both identify with specificity those terms and conditions the Proponent takes exception to or seeks to amend or replace, as well as to provide Proponent's additional or alternate Contract terms may result in rejection of the Proposal. The Municipality may, at its discretion, accept additional or alternative contract language submitted with a proposal.

CONTRACT TERM:

It is expected that the term of the Contract shall be for a period of three (3) years commencing with services in 2027 and will cover the fiscal years 2026/27 to 2028/29.

Should the Municipality exercise the right to extend this Contract for a further period up to two (2) years maximum without going to the marketplace, the Successful Proponent and the Municipality shall enter into negotiations during the final six (6) months of the contract, to determine the new rates for services listed in this RFP. Only upon satisfactory negotiations of both parties shall the Contract be extended. All rates negotiated for each contract extension shall remain firm for the entire extension period.

PROCEDURES:

The Successful Proponent shall accept instructions concerning the services only from the Manager of Finance or an authorized designate acting within their authority for the Town. Any change to the Contract must be approved in writing by the Town's authorized representative and the Successful Proponent.

WCB CLEARANCE:

The Proponent shall comply with applicable requirements of Prince Edward Island's Workers Compensation Act and provide proof of coverage and good standing, or evidence of exemption, if requested by the Town.

INDEMNIFICATION:

The Successful Proponent must agree to keep the Municipality indemnified against any and all claims, actions or demands that may be brought, made or arise in respect of anything done or omitted to be done by the Successful Proponent or its employees who shall be and remain at all times and for all purposes, the servants or employees of the Successful Proponent, save and except to the extent that such claims, actions or demands arise from or relate to the negligence, wrongful act or omission of the Municipality, or any of its officers or employees.

CONTRACTUAL DISPUTES:

In the event of a dispute between the Municipality and the Successful Proponent, both parties agree to appoint representatives, who, in good faith, will use their best efforts to resolve the dispute. Should the representatives be unable to promptly resolve the dispute, both parties shall agree to continue the work as required, being understood that neither party will jeopardize any claim that they may have.

SEVERABILITY:

In the event that any provision shall be judged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

NON-EXCLUSIVE:

Any Contract awarded as a result of the RFP will be non-exclusive. The Municipality may, at its sole discretion, purchase the same or similar services from other sources during the term of the Contract.

TERMINATION BY AUDITOR:

Any contract termination by the Auditor will require sixty (60) days' notice to the Municipality unless otherwise noted and agreed to by the Municipality.

LAWS OF PRINCE EDWARD ISLAND:

This RFP will be governed by and will be construed and interpreted in accordance with the laws of the Province of Prince Edward Island.

APPENDIX "A"
PROPOSED ANNUAL FEE (Including HST)

FISCAL YEAR	Proposed Fee
2026/27	_____
2027/28	_____
2028/29	_____

Optional AMIR preparation fee (separately priced, including HST): _____

Mandatory one-time transition fees, if any (including HST): _____

The proposed annual audit fees shall be all-inclusive lump-sum amounts covering all services outlined in the Scope of Audit Services, including financial statement preparation, supplementary operating statements, and all associated expenses and disbursements. All proposed fees shall include applicable HST.

Preparation of the Annual Municipal Information Return (AMIR) shall be quoted separately as an optional service and shall not be included in the base audit fee.

(Signed): _____

On behalf of the firm

Dated: _____, 2026

APPENDIX "B"

STATEMENT OF ACCEPTANCE

I/We certify that the information provided in this RFP Response Document is true and complete.

I/We declare that no employee of the Town of Three Rivers is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies derived there from.

I/We further declare that the undersigned is authorized by the Proponent to negotiate matters relating to this Proposal with representatives of the Town of Three Rivers.

I/We further declare that the agent listed below is hereby authorized by the Proponent to submit this Proposal and is authorized to negotiate on behalf of the Proponent.

Legal Company Name:	
Respondent's Signature:	
Respondent's Printed Name:	
Respondent's Title:	
Email:	
Business Phone:	
Business Fax:	

APPENDIX "C"

KEY PERSONNEL AND HOURLY RATE

Please provide the name of those individuals who will be dealing directly with the Town.

Name of Partner/Principal: _____

Proposed 2026/27 hourly rate: _____

Name of Senior Manager/Manager: _____

Proposed 2026/27 hourly rate: _____

Name of Senior Accountant/Staff Accountant: _____

Proposed 2026/27 hourly rate: _____

Name of Other Individuals: _____

Proposed 2026/27 hourly rate: _____

APPENDIX "D"

REFERENCES

Please provide three (3) municipal client references with direct experience of the proposed firm or key audit personnel on engagements of comparable scope completed or underway within the past five (5) years.

Name of Reference _____

Contact information _____

_____

_____

Name of Reference _____

Contact information _____

_____

_____

Name of Reference _____

Contact information _____

_____

_____

_____