



VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8

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REVISED – August 7, 2019

Village of Belcarra REQUEST FOR PROPOSAL

Financial Consulting Services

Issue date:

Monday, July 29, 2019

Proposal Submissions:

Proposal to be received at:

Village of Belcarra

4084 Bedwell Bay Road

Belcarra, B.C., V3H 4P8

Attn: Lorna Dysart, Chief Administrative Officer

Email: ldysart@belcarra.ca

Phone: 604-937-4100

Closing date and time:

Friday, August 23, 2019

4:00 pm PST

Contact for Questions:

Any questions are to be submitted in writing, by email, to the contact person below.

Lorna Dysart, Chief Administrative Officer, Village of Belcarra

Email: ldysart@belcarra.ca

Phone: (604) 937-4100

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1.0 Introduction

The Village of Belcarra (Belcarra or Village) is requesting responses to this Request for Proposals (RFP) for the acquisition of Financial Consulting Services for a five-year term.

Interested proponents are invited to review this RFP and to submit proposals in accordance with the RFP to enter into a contract to provide the required services for Belcarra.

2.0 Key Information

The title of this document is “RFP- Financial Consulting Services”. Please use this title on all correspondence:

Contact information:

Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8
Attention: Lorna Dysart, Chief Administrative Officer
Email: ldysart@belcarra.ca

Closing Time for Submission

The closing time for the RFP is **4:00 pm, Friday, August 23, 2019.**

The proposals must be submitted to the address listed under Contact Information by Closing Time. There will not be a public opening of Proposals.

If submitted electronically, submissions should be in the form of a single PDF file.

Submissions shall be deemed to be successfully received when displayed as new email in the inbox of the Village email address or received by mail.

Enquiries

Please direct all enquires to Lorna Dysart, Chief Administrative Officer, three days prior to the RFP closing.

Withdrawal and Revisions

Proponents may withdraw or amend their Proposal before Closing Time noted above.

Confidentiality and Publicity Conditions

This RFP process is being conducted as a confidential process.

All documents and other records are subject to the British Columbia Freedom of Information and Protection of Privacy Act.

3.0 Overview of Requirements

Overall Financial services required, but not limited to:

- Development of the Five Year Financial Plan, related reports, presentations and bylaws;
- Work with the CAO and staff on the Annual Corporate Strategic Plan update and related Annual Report Progress Report;
- Various year-end work, including preparation for the annual audit;
- Completion of the required annual Ministry and Other Government filings;
- June and September Financial Forecast Reports (compares budget to estimated actual for year);
- Development and review of various financial policies and bylaws;
- Responding to Questions and Answers from Council, staff, auditors and other related parties and the provision of financial information on an on-going basis, as requested;
- Work / reports / support with staff on various financial topics, as requested

Belcarra requires a Financial Consultant to work with the small Administration Team and Public Operations staff to assist with developing budgets and developing forecasts. The Financial Consultant will provide Council, the Chief Administrative Officer and accounting staff with professional advice on financial matters and budgets. The Financial Consultant will also work with the auditors and generally provide overview and advice.

Knowledge of professional financial practices and related Metro Vancouver financial related matters plus Provincial and Federal legislation that applies to the Village will be a requirement.

The Consultant will be expected to attend Council Meetings, Public Hearings and other Village meetings from time to time. These meetings typically occur in non-office hours.

Ideally the Financial Consultant will be a Chartered Professional Accountant of British Columbia (CPABC).

Based on recent experience the Village believes this work is part time and periodic.

4.0 Proposal Format and Content

Each proposal shall have the following content and format:

1. Company Profile.
2. Team Members if applicable.
3. Provide an outline of areas of municipal financial work that the Financial Consultant is able to undertake and those that may need to be outsourced.
4. Provide a list of similar work underway or undertaken in the recent past.
5. A schedule of proposed fees for 2019 and 2020 (hourly rates for Team members).
6. Illustrative examples of relevant work — no more than 20 pages.

GENERAL INSTRUCTIONS, TERMS AND CONDITIONS – Appendix A

1. INSTRUCTIONS TO PROPONENTS

- 1.1. Any queries regarding the item(s) on this RFP are to be directed only to:
Lorna Dysart
Chief Administrative Officer
Phone: 604-937-4100
Email: ldysart@belcarra.ca
- 1.2. This proposal is not to be discussed with any Village staff or Council member, other than mentioned in 1.1 above, except at the direction of the contact described in 1.1 above. Proponent(s) in violation of this term may have their proposal rejected. Information obtained from any other source is not official and should not be relied upon. If information additional to that disclosed in the RFP is supplied, the Village will issue a written addendum and post it on the CivicInfo BC website. It is the responsibility of the proponent to monitor this website to check for updates. Please submit enquires to the contact person at least 3 days prior to the RFP closing. Enquiries received after this time period may not be responded to.
- 1.3. The proponent is encouraged to check RFP documents for accuracy. Any changes initiated by the proponent must be endorsed by the proponent's initials at the point of change. Violation of this condition may result in the item(s) in error being cancelled for consideration from this RFP.
- 1.4. All original proposals are to be signed in the place provided on the Signature and Acceptance section by an officer or employee having authority to bind the proposal by their signature. All other pages of the RFP should be initialed by the authorized signatory of the company and ALL pages of the original RFP documents are to be returned when submitting the proposal to the Village.
- 1.5. Proponents should respond in detail to all requirements of this RFP in order for their submitted response to be fully evaluated. Failure to comply with this request may result in a loss of points in the evaluation process.
- 1.6. The proponent understands that by submitting this Proposal you certify that:
 - 1.6.1. the prices quoted have been arrived at independently from those of any other proponent;
 - 1.6.2. the prices quoted have not been disclosed to any other proponent or competitor; and
 - 1.6.3. no attempt has been made, nor will be made, to induce any person to submit, or not to submit, a proposal for the purposes of restricting competition.

2. SUBMISSION OF PROPOSALS

- 2.1. Proposals will be received by the Village to furnish the supplies, services or equipment as described herein, subject to the attached instructions, terms, specifications, and price quotation. The method of delivery to accomplish this is the responsibility of the proponent.

- 2.2. Proposals may be sent by email or submitted on the original forms provided and returned in a sealed package to:
- Village of Belcarra
4084 Bedwell Bay Road
Belcarra, B.C., V3H 4P8
Attn: Lorna Dysart, Chief Administrative Officer
Email: ldysart@belcarra.ca
Phone: 604-937-4100
REQUEST FOR PROPOSAL: Financial Consulting Services

- 2.3. To ensure that the Proposal package is identified as a time-sensitive package, please submit the response in the envelope or package clearing marked “Request for Proposal: Financial Consulting Services”.
- 2.4. Proposals will be received until 4:00 pm, Friday, August 23, 2019.
- 2.5. Proposals received after the closing time will be returned unopened.
- 2.6. It is the proponent’s responsibility to allow sufficient time for their agent to deliver their proposal by the time and date specified.
- 2.7. Facsimile or electronic mail proposals will be accepted.
- 2.8. Proposals will be privately opened after the closing time.
- 2.9. The Village can elect to permit a correction, clarification, or amendment, in the case of any one or more non-conforming, non-compliant, or qualified Proposal, or any error, irregularity, or other failure in one or more Proposals. The Village reserves the right, in the interest of the institution, to waive any minor informality or irregularity in proposals received.

3. **NUMBER OF COPIES**

- 3.1. In addition to returning the original proposal document, we request that you provide two (2) additional copies.

4. **CONTRACT DOCUMENTS**

- 4.1. Proponents shall be responsible to ascertain that they are in possession of a full set of proposal documents when preparing their proposal bids.
- 4.2. Any addendum to proposal documents issued prior to closing of proposal bids shall be incorporated into the proposal and become part of the proposal documents.
- 4.3. Proponents finding discrepancies, ambiguities or omissions in the proposal documents, or are in doubt as to their meaning, shall at once notify the Village’s contact as described in section 1.1 above, who will make a ruling and issue an addendum. Such notification shall be made no later than 3 working days prior to closing of proposals. If a ruling is not issued, proponents shall submit for the more expensive alternative.
- 4.4. Any cost incurred by the proponents in the preparation of the proposal documents will be borne solely by the proponent and the proposal documents will become the property of the Village.

5. LIABILITY FOR ERRORS

- 5.1. While the Village has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the Village, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

6. FREEDOM OF INFORMATION

- 6.1. All proposals submitted become the property of the Village and as such, are subject to the Freedom of Information and Protection of Privacy Act. To request documentation confidentiality, proponents must submit a covering letter, with their proposal, detailing the specifics of their request.

7. CONFIDENTIALITY OF INFORMATION

- 7.1. This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.
- 7.2. Information pertaining to the Village obtained by a proponent as a result of participation in this process is confidential and must not be disclosed except as required to fulfil the obligations of the proponent under the Agreement.

8. OWNERSHIP OF PROPOSALS

- 8.1. All Proposals and subsequent information or materials, submitted to the Village become the property of the Village and will not be returned. They will be received and held in confidence by the Village subject to the provisions of the Freedom of Information and Protection of Privacy Act.

9. PRICING

- 9.1. All prices shall be in Canadian currency exclusive of any applicable taxes.

10. DISCLOSURE OF INTEREST

- 10.1. A proponent shall disclose in its proposal any actual or potential conflicts of interest and existing business relationships it may have with the Village, its elected or appointed officials or employees. The Village may rely on such disclosure.

11. NEGOTIATION

- 11.1. The Village reserves the right, prior to contract award, to negotiate changes to the scope of the work or to the contract documents (including pricing) with the proponent or any one or more proponents, proposing the “best value” without having any duty to advise any other proponent or to allow them to vary their proposal as a result of changes to the scope of the work or to the contract documents; and the Village may enter into a changed or different contract with the proponent(s), proposing the “best value,” without liability to proponents who are not awarded the contract.

- 11.2. If a written contract cannot be negotiated with the first potential proponent, the Village may terminate negotiations with that proponent and negotiate a contract agreement with another proponent selected as the next potential proponent according to the evaluation procedure, or may choose to terminate the RFP process and not enter into any contract with any of the proponents. The Village also reserves the right to enter simultaneous negotiation with multiple proponents separately.
- 11.3. If any agreement cannot be negotiated within THIRTY (30) days of notification to the successful proponent(s), the Village may, at its discretion, terminate negotiations with that proponent(s) and may negotiate an agreement with another proponent(s) of its choice or terminate the RFP process.

12. **WITHDRAWAL OF PROPOSAL**

- 12.1. Proposals may be withdrawn personally, by written notice, by facsimile, or by electronic mail, provided such notice of withdrawal is received by the Village prior to the proposal closing time.

13. **REVISION OF PROPOSAL**

- 13.1. A proposal already delivered to the Village may only be revised in the following manner:
 - 13.1.1. The revision must be plainly referable to a particular proposal.
 - 13.1.2. Revisions to proposals already received shall be submitted only by facsimile, electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusion or inclusion of particular words.
- 13.2. Please note in the case of revisions to proposals, the Village assumes no responsibilities and the proponent assumes all risks of using facsimile or electronic mail communication for revisions. The revision must be received by the Village prior to proposal closing time. It is recommended that when a proponent makes revisions, the proponent confirm receipt by contacting the Village (see 1.1 Appendix A).

14. **ACCEPTANCE OF PROPOSAL**

- 14.1. This RFP should not be construed as an agreement to purchase services. Neither the Council nor the Village is bound to enter into an agreement with any proponent that submits the lowest priced proposal or with any proponent.
- 14.2. No proponent will acquire any legal or equitable rights or privileges relative to the services prior to full execution of a written agreement for the services required.

15. **RIGHT TO REJECT**

- 15.1. The Village reserves the right to reject any or all proposals and to accept any proposal it considers advantageous. The lowest or any proposal may not necessarily be accepted if the Village determines, at its sole discretion and after appropriate investigation and evaluation, that:
 - 15.1.1. the proposal must be cancelled due to financing problems or changing economic circumstances;
 - 15.1.2. information becomes available after closing which significantly changes the original scope of work and/or the technological aspects of the proposal;

- 15.1.3. the bid, or any of the bids, exceed the project spending approval; or
- 15.1.4. less than THREE (3) proposals are received.

16. AWARDING OF PROPOSAL

- 16.1. Submitted proposals will be open for acceptance and will be irrevocable for NINETY (90) days. The lowest or any proposal will not necessarily be accepted.
- 16.2. The RFP, proposal submission, and any accompanying documents, including terms, instructions, specifications, and any attachments shall become part of any contract entered into between the successful proponent and the Village.
- 16.3. This proposal, if awarded, may be in whole or in part. Individual items may be deleted from the award if the price quoted is substantially higher than other competitive bids received.
- 16.4. Failure to complete the proposal document and/or proposal documents, which contain qualifying terms or otherwise fail to conform to the original proposal documents, may be disqualified or rejected.
- 16.5. Awards shall be made on proposals that will give the greatest value based on the evaluation criteria herein.
- 16.6. Criteria for award or rejection of this proposal may include but not be limited to the following: price, service, added value, and compliance and criteria as outlined in Section 18 Evaluation Criteria.
- 16.7. The successful bidder(s) is expected to enter into a Contract with the Village. Acceptance of proposal shall be by official purchase order or formal written notice.

17. FINAL ACCEPTANCE

- 17.1. Acceptance of the successful proponents' proposal(s) and any resulting agreement(s) shall be subject to final approval by the Village.

18. TERM OF CONTRACT

- 18.1. This contract shall be in effect for a FIVE (5) year period. Pricing changes and the addition or deletion of items will be negotiated between the successful proponent and the Village. Effective date for this contract will be date of signing.