



MUNICIPALITÉ
STE. ANNE
MUNICIPALITY

REQUEST FOR PROPOSALS

PROFESSIONAL AUDIT SERVICES

FOR THE YEARS 2026 – 2030 INCLUSIVELY

Submission deadline: **June 26, 2026 at 4:00 pm.**

Direct inquiries and submissions to:

Tiana Bohemier, Finance Officer
204-422-5929 ext. 103

By email: finance@rmofsteanne.com

In person or by regular mail:

R.M. of Ste. Anne
395 Traverse Road
Box 6 Grp 50 RR1
Ste. Anne, Manitoba R5H 1R1

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1. **INTRODUCTION AND BACKGROUND:**

The Rural Municipality of Ste. Anne is located approximately 30 km south-east of Winnipeg, with the 2021 Canadian Census population count for the municipality being 5,584, which includes the Local Urban District of Richer.



Note: the Town of Ste. Anne has its own Local Government, and as such does not fall under the jurisdiction of the RM of Ste. Anne.

- The Municipality is governed by seven Council Members.
- The Municipal Organizational Chart can be found in Schedule “B”.
- The Local Urban District of Richer has an elected committee comprising of 3 members.
- The 2025 annual combined municipal and school operating budget is \$14 million.
- The Municipality has utilized the municipal accounting system known as MuniWare since 2007.
- A copy of the December 31, 2024 audited financial statements can be found in Schedule “C”.
- A copy of the 2025 Financial Plan By-Law can be found in Schedule “D”.

2. **CORE GOVERNMENT STATISTICS:**

(a) Payroll full-time equivalent	13
(b) Accounts Payable, annual volume of cheques	1768
(c) Cash receipts, annual volume of receipts issued	4086

3. **SCOPE OF WORK:**

1. The Rural Municipality of Ste. Anne (“Municipality”) requests proposals from qualified firms to provide professional audit services for the Municipality. **The proposal will cover the fiscal periods between January 1, 2026 to December 31, 2030 inclusive and is subject to the approval of Council.**
2. Audits must be performed in accordance with Generally Accepted Accounting Standards (GAAS) as defined by the Canadian Institute of Chartered Accountants and the recommendations in auditing statements issued by the Public Sector Accounting and Auditing Committee (PSAB).
3. The Municipality requires attest audit services to be performed on the Municipality’s general purpose financial statements for the purpose of providing a qualified opinion on the fair presentation of the Municipality’s financial position in accordance with the GAAS for Manitoba municipalities.

4. The audit shall be performed in accordance with GAAS and in accordance with Part 6, Division 5 of The Municipal Act.
5. The Municipality has a December 31st year-end.
6. The auditor will be required to prepare general-purpose audited financial statements in accordance with GAAS for Manitoba municipalities which now comply with PSAB standards (as of January 1, 2009). This includes the review of the conversion of the Financial Plan accounting practices used throughout the year by the Municipality to the PSAB reporting format required for the annual audited financial statements.
7. In addition, the auditor must submit reports to the Province of Manitoba related to information and expenditures made by the Municipality that includes but is not limited to fuel tax grants.
8. Subsequent to completion of the year end audit, the auditor will be expected to provide an internal control memorandum advising of any issues related to internal control, accounting systems and legality of actions that in the auditor's opinion should be brought to management's attention.
9. Prior to submission of the audited financial statements and supplementary report, the audit firm's staff is required to review the proposed audit opinion report and supplementary report with the Chief Administrative Officer.
10. The auditor will be required to present the annual audited financial statements to Council no later than June 30 in the year following the year for which the audit is prepared, as per Section 190 of The Municipal Act.
11. The Municipality will not reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Proposals received become the property of the Rural Municipality of Ste. Anne and will not be returned to the bidder.
12. The Request for Proposal must be in the format outlined in Schedule "A".

4. **CONTRACT TERM**

The term of the contract will be for **5-years**, beginning with the audit of the financial statements for the fiscal year 2026, ending with 2030, with the possibility of extension based on performance and mutual agreement.

5. SUBMISSION INSTRUCTIONS

1. Each Proposal must be clearly labeled "**2026-2030 Professional Audit Services Proposal**", and submitted
 - a. by email to cao@rmofsteanne.com or
 - b. by mail to:

R.M. of Ste. Anne
Attn : Shelley Jense, Chief Administrative Officer
395 Traverse Road
Box 6 Grp 50 RR1
Ste. Anne, Manitoba R5H 1R1
2. Submission deadline: **June 26, 2026 at 4:00 pm.**
3. The Bidder's Proposal shall remain open for acceptance and irrevocable for ninety (90) calendar days from the RFP closing date.
4. Late submissions will not be accepted

6. ADDITIONAL INFORMATION

1. No **agreement/contract** will be awarded to any Bidder who, in the judgment of the RM of Ste. Anne, is not a responsible Bidder or does not have all the necessary experience, capital, personnel, and/or equipment to perform the scope of work in strict accordance with the terms and provisions of the **agreement/contract**.
2. The RM of Ste. Anne reserves the right:
 - a) To fairly evaluate all proposals received based on the criteria specified herein, and to add or delete criteria as we choose;
 - b) Reject all or part of any proposal for any reason and without explanation;
 - c) Accept a proposal that may not be the lowest cost;
 - d) Require clarification, supporting information, or any other information from the Bidder that is considered necessary to make a decision;
 - e) To extend the RFP deadline without explanation, and notify all Bidders in writing of the revised deadline;
 - f) Allow a proponent to change or amend their Proposal with updated information or costs, either at their initiative or by our request, if we consider it in the RM of Ste. Anne's interest to do so; and
 - g) To enter into negotiation with one or all Bidders after close.
3. By Submitting a Proposal the Bidder agrees:
 - a) To enter into an **agreement/contract** for the services, according to the conditions of this document;

- b) To abide by the conditions of this RFP and that the RM of Ste. Anne has no liability of obligation to the Bidder in any way with respect their investment in preparing your Proposal, or in the selection process; and
- c) That the Bidder may withdraw their Proposal up to the date of the submission closing, provided that they make your request in writing.

Schedule 'A' - Requested Format of Audit Proposals

The following represents the format in which all proposals must be submitted:

1. Title Page
 - A page showing the request for proposal subject, the name of the auditor's firm, its local address, the name and number of a contact person, the date and the name of the municipality.
2. Table of Contents
 - The table of contents should clearly identify what is included in the proposal, by section and by page number.
3. Letter of Introduction
 - A letter of introduction containing the name, address and telephone number of the individual authorized to represent and bind the firm to all commitments made in the firm's proposal and an understanding of the work to be performed.
 - The letter should include an affirmative statement indicating that the firm and all assigned key professional staff are properly registered to practice in Manitoba and meet the qualifications set out in subsection 184(5) of The Municipal Act.
4. Profile of the Firm
 - Give the location of the office from which the work is to be done, and the number of partners, managers, supervisors, seniors and other professional staff employed at that office.
 - Describe the range of activities performed by the office such as audit, accounting or management service and similar engagements with other government entities.
 - Describe the local office's computer capability, including the number and experience of personnel skilled in computer science and computer audit techniques who will work on the audit.
5. Partner, Supervisory Staff Qualifications and Experience
 - List the staff to be involved with the audit, specifying each individual's role and experience/qualifications. (Brief resumes for each senior person assigned to the audit should be included in an appendix).
6. Audit Approach
 - Provide a description of the firm's approach to the performance of the attest audit, including the extent to which a systems oriented approach is used, and the computer used. This description should also encompass the extent and timing of the planned use of municipal accounting, internal audit and data processing personnel where it is applicable. State how data processing will be used in the examination and estimate the data processing resources the Municipality will need to supply in terms of computer time and operator time.
 - Provide a description of what Management will be required to prepare and complete as supporting information in order for the Auditor to prepare and complete the audited financial statements and related notes.
 - As well, describe how audit time would be allocated between interim and year end work; and the timing of that work.

7. Compensation

- Estimate the total hours, estimate the out-of-pocket costs and the resulting all-inclusive maximum fee for which the requested work will be done for the audit of the Municipality (Core Government).

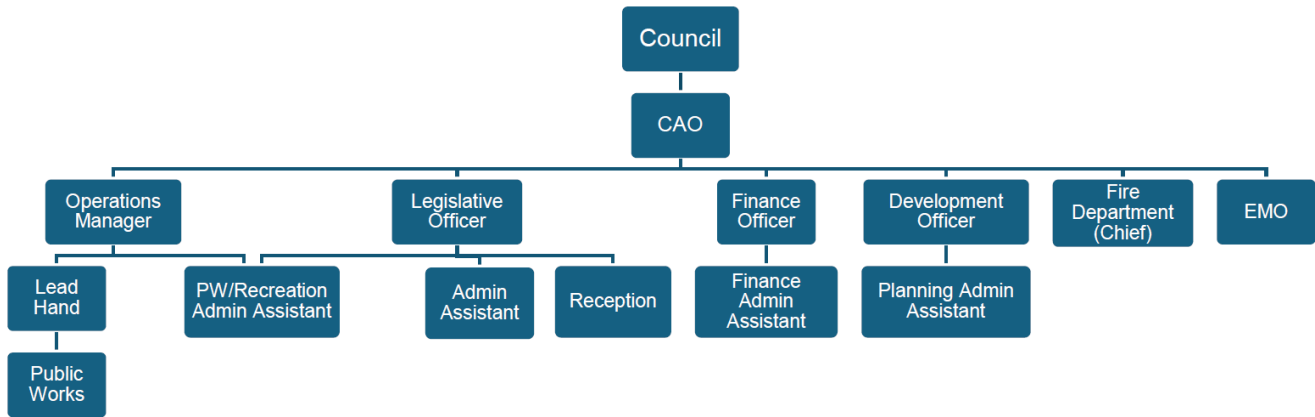
8. Additional Data

- Since data not specifically requested **is not** to be included in the foregoing sections, give any additional information considered essential to the proposal in this section. If there is no additional information to present, state in this section, "There is no additional information we wish to present".

9. Timelines

- **The final completed audited financial statements must be received by the Municipality on or before June 30th of the year following the year being audited and all fieldwork must be completed on or before April 30st of that year.** Year-end working papers provided by the Municipality will be completed no later than **March 31th** of the following year. The proposal should include proposed timelines for commencement and completion of the fieldwork and for submission of the first and final drafts of the financial statements.

Schedule "B" - Municipal Organizational Chart



Schedule "C" - 2024 Audited Financial Statements

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Schedule "D" - 2025 Financial Plan By-law

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