

**COUNTY OF**



**TWO HILLS**

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**REQUEST FOR PROPOSAL (RFP)**

**Issue Date: June 24, 2026**

**Closing Date: 4:30 PM, July 6, 2026 (local time as determined conclusively by the clock located in the submission location)**

## PART 1: GENERAL

### 1.1 Invitation to Proponents

Proponents are invited to submit proposals for the provision of professional contracted audit services for a one (1) year period covering the fiscal years ending December 31, 2026 as specified in this Request for Proposal (RFP).

### 1.2 RFP Amendments

County of Two Hills No. 21 reserves the right to amend the RFP documents and addenda up to 48 hours prior to the RFP closing date and time. Any changes to this document will be communicated to all involved proponents, in writing, as an addendum.

### 1.3 Proposal Submission

Proponents are requested to submit their proposal by July 6, 2026, at 4:30 p.m.

To: County of Two Hills No. 21  
Box 490  
Two Hills, Alberta T0B 4K0  
ATTENTION: Cheryl McRae, Director of Finance  
Email: [Cmcrae@thcounty.ab.ca](mailto:Cmcrae@thcounty.ab.ca)

### 1.4 Withdrawal of Proposals

A proponent may withdraw a submitted proposal at any time up to the submission deadline by submitting a signed letter of withdrawal to the proposal submission address noted above.

### 1.5 Schedule of Events

RFP Issue Date:	June 24, 2026
RFP Closing Date:	July 6, 2026

## 2. BACKGROUND

### 2.1 Information

County of Two Hills No. 21 is a rural community in Alberta, located an hour and a northeast of Edmonton. Home to 3,626 people.

The County's total budgeted (2026) operating expenses are \$24,310,160, while total budgeted revenues are \$21,334,381. The County provides a broad range of essential services to its residents, including fire protection, community services, water and gas utilities, drainage systems, and the construction and maintenance of road infrastructure. The County's Strategic Plan can be found at <https://thcounty.ab.ca/>

The County employs approximately 67 employees, and 5 Councillors. The County has four departments that report through the Chief Administrative Officer. The Chief Administrative Officer reports to County Council.

The Two Hills Regional Waste Commission requires audit services as well under the umbrella of the County of Two Hills. 2026 budgeted operating expenses are \$771,449 and revenue of \$722,450.

## 2.2 Scope of Work

Assurance services are required as follows:

- County of Two Hills No. 21 Financial Statements, requesting a separate statement of operating revenue and expenses for the gas utility.
- Two Hills Regional Waste Commission Financial Statements
- Municipal Financial Information Return
- Family and Community Support Services Financial Review Engagement Report
- Local Authorities Pension Plan Compliance Audit

Our current accounting firm audits each of these entities in conjunction with the County, but they do report to separate boards.

Working papers and schedules are prepared and reconciled to the General Ledger by County staff. County staff analyze, and co-ordinate all other information required for audit purposes, and will prepare all year-end journal entries. The annual Management Letter along with the draft Financial Statements must be available for presentation to the Management Team in April of each year, and the final Financial Statements must be ready for Administration to submit to County prior to the 15th of April each year.

## 2.3 Insurance

The Proponent must maintain the following insurance policies:

- I. Commercial General Liability Insurance policy for bodily injury (including death) and property damage in an amount of not less than Two Million Dollars (\$2,000,000) inclusive limit for any one occurrence
- II. A Professional Liability insurance policy for damages arising out of errors, omissions, or negligent acts by or on behalf of the Contractor in providing professional services of not less than Two Million Dollars (\$2,000,000)

## 3. SUBMISSION REQUIREMENTS

### 3.1 Company Profile

Include a brief description of the company, purpose and history.

- I. State the size of the company including the number of partners and designated professional

### 3.2 Approach

- I. Outline how you plan to approach the audit, including a timeline of events.

### 3.3 Fee Proposal and Audit Team

- I. Provide an overview of the key representatives who will be charged with this project.
- II. Outline the projected audit team makeup
- III. Provide corresponding hours allocated to complete the audit and present the financial report to the board.
- IV. Provide a fee schedule and a proposed schedule of billing dates for the three contract years.

### 3.4 Conflict of Interest Disclosure

- I. Proponents must describe any conflict of interest, or potential conflict of interest that may be present for the Proponent, agents, or subcontractors.

### 3.5 Mandatory requirements

- I. Submission form Appendix B completed and signed by an authorized representative.
- II. List of references

## 4. EVALUATION OF PROPOSALS

The County of Two Hills No. 21 reserves the right to accept or reject all proposals. The County reserves the right to accept a submission other than the lowest price submission without stating reasons. By the act of submitting a response to this RFP, the proponent waives any rights to contest in any legal proceeding or against the right of the County of Two Hills No. 21 to award the work to any proponent in its sole discretion.

## 4.1 Evaluation Criteria

The proposals will be evaluated below with minimum thresholds. If a proponent does not meet a minimum threshold, it will not proceed to the next stage of the evaluation process.

Item	Criteria	Weighting
1.0	Mandatory Elements	10%
2.0	Technical Quality	40%
3.0	Price	40%
4.0	Value Added Services	10%

The County of Two Hills No. 21 reserves the right to accept or reject all proposals.

## APPENDIX B: SUBMISSION INFORMATION

### 1. Proponent Information

- Full legal name
- Full address
- Phone number
- Company Website (if any)
- RFP contact person title
- Email address

### 2. Acknowledgement of Non-binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legal binding process, and that there will be no legal relationship or obligations created until the County of Two Hills No. 21 and the selected proponent have executed a contract.

### 3. Ability to provide deliverables

The proponent has carefully examined the RFP documents and has clear and comprehensive knowledge of the deliverables required under the RFP. The proponent represents and warrants its ability to provide the deliverables required under the RFP in accordance with the requirements of the RFP for the rates set out in the rate bid form and has provided a list of any subcontractors to be used to complete the proposed contract. The proponent encloses herewith as part of the proposal the mandatory forms:

- Appendix B Submission Information
- References with contact information

### 4. Proof of Insurance

County of Two Hills Request for Proposal for Audit Services

5. Addenda

The proponent is deemed to have read and accepted all addenda issued by the Commission prior to the deadline for issuing the addenda. The onus remains on the proponents to make any necessary amendments to their proposal based on the addenda.

6. Conflict of Interest

The proponent declares that any conflict of interest has been disclosed.

7. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Commission to the Commission's advisors for the purpose of evaluating or participating in the evaluation of this proposal.

Organization

I have the authority to bind the

\_\_\_\_\_  
Signature of Witness  
Representative

\_\_\_\_\_  
Signature of Proponent

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date