



**Town of  
Oliver**

**Request for Proposal**

**Audit Services  
for**

**Town of Oliver**

**Closing location**

6150 Main Street  
PO Box 638  
Oliver, BC V0H 1T0

**Closing date and time**

Friday, August 26, 2016  
4:30 pm Pacific Time

**Contact Person**

David Svetlichny, CPA, CA  
Chief Financial Officer  
Email: [dsvetlichny@oliver.ca](mailto:dsvetlichny@oliver.ca)

**TABLE OF CONTENTS**

<b>A. Intent .....</b>	<b>3</b>
<b>B. Definitions and Administrative Requirements.....</b>	<b>3</b>
1.0 Definitions.....	3
2.0 Terms and Conditions.....	3
3.0 Changes to Proposals.....	3
4.0 Proponents’ Expenses .....	3
5.0 Proposal Validity .....	4
6.0 Firm Pricing .....	4
7.0 Currency and Taxes.....	4
8.0 Acceptance of Proposals .....	4
9.0 Definition of Contract .....	5
10.0 Liability for Errors .....	5
11.0 Modification of Terms .....	5
12.0 Ownership of Proposals and Freedom of Information.....	5
13.0 Confidentiality of Information .....	5
14.0 Conflict of Interest.....	5
15.0 Communication During Procurement Process .....	6
<b>C. Proposal Submission Requirements .....</b>	<b>6</b>
1.0 Proposal Submission .....	6
2.0 Enquiries .....	7
3.0 Addenda.....	7
4.0 Term.....	7
5.0 Disclaimer .....	7
6.0 References .....	7
7.0 Evaluation and Selection Criteria .....	7
<b>D. Scope of Work .....</b>	<b>9</b>
1.0 Background .....	9
2.0 Services .....	10
3.0 Qualifications .....	11
4.0 Audit Approach.....	12
5.0 Additional Services .....	12
6.0 Cost of Services.....	12
<b>E. Engagement Conditions .....</b>	<b>13</b>
1.0 Awarding.....	13
2.0 Term.....	13
3.0 Indemnity.....	13
4.0 Insurance .....	13
5.0 Registration with WorkSafeBC Registration .....	14
6.0 Laws of British Columbia .....	14
<b>F. Proposal Form .....</b>	<b>15</b>

**A. Intent**

The Town of Oliver invites proposals from qualified auditing firms for the provision of audit services starting with the audit for the year ending December 31, 2016 through to the audit for the year ending December 31, 2020.

**B. Definitions and Administrative Requirements**

**1.0 Definitions**

Throughout this request for proposal, the following definitions apply:

“Agreement” means the written agreement resulting from this request for proposal executed by the Town of Oliver and the Auditor.

“Auditor” means the successful Proponent to this request for proposal who enters into a written agreement with the Town of Oliver.

“Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this request for proposal.

“Proposal” means a submission in response to this request for proposal.

“RFP” means this request for proposal.

“Town” means the Town of Oliver.

“must”, “shall” or “mandatory” means a requirement that must be met in order for the proposal to receive consideration.

“should” or “desirable” means a requirement having a significant degree of importance to the objective of the request for proposal.

**2.0 Terms and Conditions**

The following terms and conditions will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms that follow and that are included in any addenda issued by the Town.

**3.0 Changes to Proposals**

By submission of a written notice, a Proponent may amend or withdraw its Proposal prior to the closing date and time.

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 clarification.

**4.0 Proponents’ Expenses**

Proponents are solely responsible for their own expenses in preparing a Proposal. If the Town of Oliver elects to reject all Proposals, the Town will not be liable to any Proponent for any claims for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated

profit in connection with a final agreement, costs for returning unopened Proposals, or any matter whatsoever.

### **5.0 Proposal Validity**

Proposals should remain open for acceptance for at least 60 days after the closing to provide the Town with sufficient time to evaluate the Proposals and award a contract.

### **6.0 Firm Pricing**

The Town is looking for proposals offering firm pricing for the contract period unless this RFP states otherwise.

### **7.0 Currency and Taxes**

Prices quoted are to be in Canadian dollars with disbursements and applicable taxes shown as separate items in the Proposal.

### **8.0 Acceptance of Proposals**

This RFP should not be construed as an agreement to purchase goods or services. The Town of Oliver is not bound to accept the lowest priced or any Proposal of those submitted. Proposals will be assessed in light of the evaluation criteria and the Town is under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of a Proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

Proposals, rather than tenders, have been requested in order to afford Proponents a more flexible opportunity to employ their expertise and innovation, and thereby satisfy the Town's needs in a more cost effective manner. The Town of Oliver reserves the right to reject any and all Proposals for any reason or to accept any Proposal in whole or in part on the basis of the Proposals received which the Town, in its sole unrestricted discretion, deems to be the best value for the Town of Oliver.

Proponents acknowledge the Town of Oliver's rights under this clause and absolutely waive any right of action against the Town for the Town's failure to accept their Proposals whether such right of action arises in contract, negligence, bad faith or any other cause of action.

The Town of Oliver reserves the right to cancel this RFP at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of such cancellation.

The Town reserves the right to enter into negotiations with one or more Proponents concerning the terms and conditions of the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any Proposals received.

The acceptance of any Proposal is subject to funding and approval by the Council of the Town of Oliver.

After acceptance by the Town, the successful Proponent will be issued a written notice of award.

## **9.0 Definition of Contract**

Notice in writing to a Proponent of the acceptance of its Proposal by the Town and the subsequent full execution of a written agreement will constitute a contract for the services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

## **10.0 Liability for Errors**

While the Town 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 Town, 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.

## **11.0 Modification of Terms**

The Town of Oliver reserves the right to modify the terms of the RFP at any time at its sole discretion. Such modifications will be communicated to all Proponents through formal addenda.

## **12.0 Ownership of Proposals and Freedom of Information**

All documents, including Proposals, submitted to the Town of Oliver become the property of the Town. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

However, the Town is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. As a result, while section 21 of the *Freedom of Information and Protection of Privacy Act* does offer some protection for confidential third party business, financial and proprietary information, the Town cannot guarantee that any such information provided to the Town will remain confidential if a request for access is made under the *Freedom of Information and Protection of Privacy Act*.

## **13.0 Confidentiality of Information**

Information pertaining to the Town obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the Town.

## **14.0 Conflict of Interest**

Proposals will not be evaluated if the Proponent's current or past corporate or other interests are, in the reasonable opinion of the Town, deemed or perceived to be a conflict of interest in connection with this RFP or the activities or mandate of the Town of Oliver.

The Town reserves the right to disqualify or reject a proposal in whole or in part where the Proponent or its directors, officers, shareholders or any person associated with the Proponent

has a claim or has initiated a claim or legal proceeding against the Town with respect to any previous contracts, tenders or business transactions and where this is seen in the reasonable opinion of the Town as creating a conflict of interest between the Proponent and the Town of Oliver.

## 15.0 **Communication during Procurement Process**

Proponents and their agents will not contact any member of the Town of Oliver Council or staff with respect to this RFP, other than the representative named in this RFP, at any time prior to the award of a contract or the termination of this RFP.

In the event of any lobbying or contact in contravention of this section, the Town in its discretion may at any time, but will not be required to, reject any and all Proposals submitted by that Proponent without further consideration.

## C. **Proposal Submission Requirements**

### 1.0 **Proposal Submission**

Two copies of the Proposal, complete with one copy of the signed and dated Proposal Form provided herein, must be received no later than 4:30 pm Pacific time on Friday August 26, 2016 at the following location:

Town of Oliver  
6150 Main Street  
PO Box 638  
Oliver, BC V0H 1T0

Proposals must be submitted in a sealed package with the name and address of the Proponent and 'RFP for External Audit Services' clearly marked on the outside.

Facsimile and electronic submissions will not be considered.

Late proposals will not be considered and will be returned to Proponents unopened at the Proponent's expense.

Proposals that are unsealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind may, at the discretion of the Town, be declared disqualified.

The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this RFP must sign the proposal form. Unsigned Proposals will not be accepted.

Proponents shall be solely responsible for the delivery of their Proposals in the manner and time prescribed. All submissions must be delivered according to the instructions herein, and the Town will accept no responsibility for documents delivered to other Town facilities and, at the discretion of the Town, may be declared disqualified.

## **2.0 Enquiries**

All enquiries related to this RFP are to be directed by email, no later than five days prior to the closing time, to:

David Svetlichny, Chief Financial Officer  
Email: [dsvetlichny@oliver.ca](mailto:dsvetlichny@oliver.ca)

Information obtained from any other source is not official and should not be relied upon.

## **3.0 Addenda**

Addenda may be issued during the Proposal period in response to queries received. Addenda will be in written form and sent in an electronic format to all Proponents who have been mailed RFP packages. Addenda will also be posted on the Town's website. All addenda become part of the Contract document and must be considered when responding to this RFP.

Verbal answers are binding only when confirmed by written addenda.

## **4.0 Term**

The term of the proposed engagement will be for a period of five years beginning with the audit for the year ending December 31, 2016 and ending with the audit for the year ending December 31, 2020.

## **5.0 Disclaimer**

Each Proponent is responsible to review and understand the terms and conditions of this RFP, and the scope of work being requested. The Town makes no representation or warranty as to the accuracy or completeness of the information contained in this RFP and the Proponent is solely responsible to ensure that it has obtained and considered all information necessary to understand the requirements of the RFP, and to prepare and submit its Proposal. The Town will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of this RFP on the part of any Proponent.

## **6.0 References**

Whereas previous experience with the Town is not required and does not in any way confer an advantage, the Town's previous experience with the Proponent may also be taken into consideration in its evaluation of Proposals. The Town reserves the right to rely upon its records, references and recollection in this regard. The Town may also obtain references other than those provided by the Proponent and may use these references in determining the best value.

## **7.0 Evaluation and Selection Criteria**

An evaluation team will evaluate all Proposals received according to the criteria identified below. Those Proposals passing the mandatory requirements will be further evaluated against the point-rated criteria. During the evaluation process, Proponents may be required to provide clarifications to statements made in their Proposals.

<b>Mandatory Criteria</b>	
Proposal Form completed and signed by a person authorized to bind the Proponent to statements made in the submission.	
Sealed package containing two copies of the Proposal.	
Proposal must be received at the closing location by the specified closing date and time.	
<b>Point-Rated Criteria</b>	
<p><b>Capability of Proponent and Audit Team</b></p> <ul style="list-style-type: none"> <li>• Proponent’s experience in the audit of similar organizations and other local governments</li> <li>• Qualifications, experience and availability of proposed audit team and other firm resources to carry out the work and meet deadlines</li> <li>• Proposed audit partner and team’s degree of familiarity with the Public Sector Accounting Board (PSAB) guidelines and legislative requirements</li> <li>• Quality assurance, quality control, and peer review programs within the firm</li> <li>• Meets the requirements of section 169 of the Community Charter</li> <li>• Availability of other specialized or value added services that may be necessary or of interest in the course of local government operations</li> </ul>	25
<p><b>Proposed audit strategy</b></p> <ul style="list-style-type: none"> <li>• Audit plan including scope, number of person-hours anticipated to perform the services, broken down between interim and final audit for the five years</li> <li>• Description of substantive and compliance testing, internal control evaluation</li> <li>• Approach used to gain an understanding of the Town’s structure and operations</li> <li>• Additional audit strategies and methodology</li> <li>• Expectations/requirements of the Town with respect to documentation and preparation and estimate of Town staff time required including a schedule outlining when required</li> </ul>	30
<p><b>Price</b></p> <p>The proposed fees for the five year term is to include:</p> <ul style="list-style-type: none"> <li>• professional fees of audit and support staff based on person hours for each of the five years</li> <li>• estimated disbursements and administrative fees</li> <li>• all fees to be shown exclusive of GST</li> </ul>	40
<p><b>Understanding of Engagement/Proposal</b></p> <ul style="list-style-type: none"> <li>• Demonstration of full understanding of the Town’s structure and governance</li> <li>• Knowledge of information systems used by the Town of Oliver</li> </ul>	5

## **D. Scope of Work**

### **1.0 Background**

The Village of Oliver was incorporated in 1945 and was re-incorporated as a Town in 1990. The Town of Oliver is located in the South Okanagan Valley and is situated in the only desert area of Canada. The current population is approximately 4,600.

The Town of Oliver has an elected council made up of a mayor and four regular council members as well as two "water councillors". The concept of water councillors is unique to Oliver and Osoyoos. These elected positions were created upon dissolution of the South Okanagan Lands Irrigation District (SOLID) in 1989, to give the rural water customers surrounding these communities a continued voice in the operation of the local water systems. The Town also has a member of council appointed to sit on the Regional District Okanagan-Similkameen board.

The Town of Oliver delivers a full range of municipal services to its residents including land use planning, public works, solid waste collection, cemetery, bylaw services and business licensing. Oliver staff also provides fire protection services and water supply to most rural residents as well as to properties inside Oliver. In addition, Oliver partners financially with the Regional District to provide parks and recreation services, heritage conservation and landfill operations to residents both inside Oliver and in the surrounding rural areas. The Town's 2016 Operating Budget is approximately \$11.3 million, including a \$5.0 million capital budget.

Audit firms who are considering a proposal pursuant to this request are encouraged to visit the Town of Oliver's web site at [www.oliver.ca](http://www.oliver.ca) for a more detailed overview of the Town of Oliver's characteristics and activities.

The Town uses Vadim's iCity financial software version 2.5 for general ledger, budgeting, accounts payable, accounts receivable, utility billing, payroll, cash receipting, financial reporting and tangible capital asset inventory and valuation. The software is run in a Windows environment using the MS SQL server database management software.

Electronic data files are currently received and processed from the following databases:

1. Bank preauthorized payments (debits) for utility customers (proprietary bank software);
2. Bank payment files for utility customers - consolidates payments made at the various banks or via the internet or telebanking (proprietary bank software);
3. Payroll direct deposit files for staff transferred bi-weekly; and
4. Neptune meter reading software - to upload water meter readings for billing purposes.

Statistics related to specific financial activities are:

1. Payroll - 32 active employee records with a typical bi-weekly payroll of approximately \$47,700.
  - 31 active Volunteer fire department employee records with a typical quarterly payroll of approximately \$27,500.
2. Utilities Receivable - over 7,200 active customer accounts with billings totaling approximately \$3,188,000 per year.
  - 1,610 garbage and recycling customers billed annually;
  - 2,460 sewer customers billed annually;
  - 2,560 water customers billed quarterly; and
  - 600 water customers billed annually
3. Accounts Payable - in 2015 processed over 3,650 invoices totaling approximately \$8,844,700.
4. General ledger - over 880 active ledger accounts.

Working papers and schedules will be prepared by Town staff in Microsoft Excel and available prior to the commencement of yearend audit fieldwork. Financial statements will be prepared in PSAB format by the Town using Caseware. Copies of the 2015 audited financial statements and the 2016-2020 Financial Plan can be obtained at the following website: <http://www.oliver.ca/finance>

Both Town staff and the Auditor will be jointly responsible for the preparation and processing of all confirmation letters. Provincial reporting forms will be prepared and filed by Town staff.

## 2.0 Services

The services required under this RFP include performing an annual audit for the Town of Oliver in accordance with generally accepted auditing standards and the provisions of the *Local Government Act* and *Community Charter* and includes advice on internal controls and related procedures.

The Auditor will present the audit results at a meeting of Town Council as set out by the annual schedule. At that time, Town Council may choose to convene a closed meeting (without staff or public attendees) to speak with the auditor about areas of concern, if any.

The Auditor will respond to and discuss with Town staff any accounting, auditing, tax and other issues arising throughout the year. It is expected that such inquiries, unless leading to significant extra work on the Auditor's behalf, are within the scope of work identified in this RFP and would not incur additional fees.

Service requirements include:

- a) Auditor's report for the Town of Oliver's financial statements.
- b) Management letter, as required, for the Town of Oliver.

- c) Communication with Town Council, including attendance at meetings with respect to the audit planning, if needed, and audit outcomes, and with respect to financial statement interpretation as requested by the Town, or as required by auditing standards.
- d) All works required by the auditor in preparing the auditor’s reports to CPA standards.
- e) Interim audit in late November or early December with the last day of fieldwork for the final audits to be no later than the third week of March of the following year.
- f) Draft Auditor’s report to Council and management letter, if required, for the Town to be issued no later than the end of April each year to allow for presentation of the financial statements to Town Council for the Town’s May Committee of the Whole meeting held on the second Monday of the month.
- g) Final Auditor’s report for the Town to be issued prior to May 15<sup>th</sup> to allow for submission of audited financial statements by the Town to the Ministry of Community, Sport and Cultural Development by the May 15<sup>th</sup> deadline.
- h) Ensure all new reporting requirements and auditing standards are communicated to the Town, in writing, with specifics on what is required of the Town to ensure that financial statements and notes prepared by management prior to the audit are in compliance with current reporting requirements and auditing standards.

A schedule approximating the following timeline is required for each year of the Agreement:

- |  |                               |
|--|-------------------------------|
| • Audit plan and schedule                                    | October                       |
| • Interim Audit  | Late November/Early December  |
| • Reconciliations and working papers completed by Town staff | End of February               |
| • Year-end audit   | 2 <sup>nd</sup> week of March |
| • Audit completed & Draft Audit Report to the Board          | Middle of April               |
| • Final Audit Report Letters                                 | Before May 15 <sup>th</sup>   |

### 3.0 Qualifications

The successful Proponent will:

- a) have the ability to meet the requirements set out herein and deliver the requirements when and where required.
- b) be in good standing with Chartered Professional Accountants Canada .
- c) have experience in local government audits and demonstrate comprehensive knowledge of municipal financial reporting requirements and PSAB guidelines.
- d) demonstrate an understanding of legislation relevant to the local government environment.
- e) have well developed, professional auditing techniques and processes and a sound system of control and review of audit performed.
- f) have necessary staffing, facilities, financial resources and expertise sufficient to address the scope of the audit services required in a timely manner and demonstrate a commitment to meeting the reporting requirements and timelines of both organizations and the province.
- g) demonstrate a commitment to providing reasonable annual continuity of experienced and qualified personnel.

Firm Experience

In their Proposals, Proponents should state the size of the firm, the size of the firm’s governmental audit staff, the location of the office from which the work on the engagement is to be performed, the number and nature of the professional staff employed. Proponents should also provide information regarding their local government auditing knowledge and experience, specifically as it relates to municipalities.

Personnel Experience

Proponents should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to the engagement. Other audit personnel may be substituted at the discretion of the successful Proponent, provided that replacements have substantially the same or better qualifications or experience.

References

Proponents should identify a minimum of three local government clients for which the firm has performed financial audit services in the last five years, complete with the name of the organization’s Chief Financial Officer and contact information.

Considering the unique nature of municipal finance, the Town will be looking for demonstrated municipal experience and references.

**4.0 Audit Approach**

Proposals should demonstrate an understanding of the services required, describing the audit approach, the methodologies employed and commitment or ability to perform the work within the time specified in the annual schedule. A sample audit service plan document may be included with the proposal submission.

**5.0 Additional Services**

The Proponent may also include information in their Proposal relating to the firm’s experience in providing additional services to government organizations and a description of the nature of such services.

In compliance with the *Local Government Act* and the *Community Charter*, the Town of Oliver Council will appoint an auditor for financial audit services. The Town is not bound to engage the auditor for other work and different firms or consultants may be used for other financial services as deemed more advantageous or appropriate. The Town expressly reserves the right at its sole discretion to use other financial service providers for services out of the scope of the financial audit services.

**6.0 Cost of Services**

Proposals should include:

- an estimate of the total hours of work required to complete the audit, broken down by major anticipated tasks/staff.
- the hourly billing rates for each category of staff.
- other identified additional costs or disbursements, and how these will be charged.
- an all-inclusive maximum cost for the requested work, laid out for each of the five years, 2016-2020, for basic audit services.
- a pricing structure for extra services.

- a table similar to the following completed for each of the five years.

	Hours of Service	Hourly Rate	Fee
Partner		\$	\$
Manager		\$	\$
Senior		\$	\$
Staff Support		\$	\$
Administrative Support		\$	\$
Total Hours/Fees		\$	\$
Other Disbursements		\$	\$
<b>Total Proposed Fees</b>		<b>\$</b>	<b>\$</b>

In addition, the Town welcomes Proponent’s comments on:

- an approach to fee negotiation for additional or unplanned audit work.
- strategies to familiarize the audit team with the operations of the Town.
- strategies to maintain continuity of the audit team and provide an appropriate level of partner / senior management involvement in the audit, while minimizing audit team staff costs.

**E. Engagement Conditions**

**1.0 Awarding**

Engagement letters satisfactory to the parties and setting out the requirements based on this RFP and the Proposal will be entered into and signed by both parties after the appointment of auditor has been approved by the Town of Oliver.

**2.0 Term**

It is expected that the successful firm will be auditor for the Town of Oliver for a period of five years beginning with the audit for the year ending December 31, 2016, subject to the performance of the audit firm. An engagement letter outlining the terms of the audit should be submitted for the review and approval of both parties prior to the beginning of the audit work.

**3.0 Indemnity**

The Auditor hereby agrees to indemnify and save harmless the Town of Oliver, its officers, employees, elected officials and agents against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by or attributable to the negligent acts, errors or omissions of, or breach of this agreement by, the Auditor, its servants, agents, sub-contractors or sub-operators, in providing the services and performing the work of the engagement, excepting always liability arising solely out of the negligent act or omission of the Town.

**4.0 Insurance**

The Auditor shall maintain professional liability insurance with respect to professional liability as required and specifically named for the services, including errors and omissions, with a limit of not less than \$1,000,000.00 per occurrence with respect to the services alone. At the request of the Town, the Auditor will, from time to time, provide the Town with proof that such policy of

insurance is in force, unamended and not cancelled, and that any premiums due therefore have been paid in full.

#### **5.0 Registration with WorkSafeBC Registration**

The Auditor will be registered with WorkSafeBC, or a provincial equivalent workers' safety organization, in which case WorkSafeBC coverage must be maintained for the duration of the engagement. The Auditor shall abide by all provisions of the Workers Compensation Act of British Columbia.

#### **6.0 Laws of British Columbia**

Any agreement resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in effect for the province of British Columbia.

**F. Proposal Form**

**Request for Proposal – Audit Services  
for the  
Town of Oliver**

**Closing Date and Time: 4:30 pm Pacific time on Friday, August 26, 2016**

The undersigned confirms that their Proposal is in response to the request for proposal for Audit Services and the Proponent acknowledges receipt of addenda # \_\_\_\_\_ through addenda # \_\_\_\_\_

**Name of Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Summary of Proposed Fees  
Including Disbursements  
(details to be included in Proposal)  
(GST excluded)**

	Year Ending Dec 31 2016	Year Ending Dec 31 2017	Year Ending Dec 31 2018	Year Ending Dec 31 2019	Year Ending Dec 31 2020
Town of Oliver	\$	\$	\$	\$	\$

The Proponent confirms that their firm is independent of the Town of Oliver and that there is no conflict of interest related to the provision of services requested in this RFP.

\_\_\_\_\_  
**Authorized Signature**

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

\_\_\_\_\_  
**Date**