

November 2021

REQUEST FOR PROPOSALS

Creation of Shared Services Model in Finance for the Federation of PEI
Municipalities

Federation of PEI Municipalities

1 Kirkdale Road, Charlottetown, PE C1E 1R3

INTRODUCTION

The Mission of the Federation of Prince Edward Island Municipalities (Federation) is:

- to promote and foster effective, efficient, and accountable municipal government in Prince Edward Island;
- to present, as a strong and unified voice, the interests of its member municipalities;
- to guide and assist member municipalities in enhancing their overall operation and decision-making processes; and
- to guide and improve provincial and federal legislation, programs, and policies that reflect and impact upon municipal interests.

THE PROJECT

Shared Financial Services Model

The Federation intends to facilitate, assist and encourage development of shared financial services pilot project for municipalities in Prince Edward Island. The Federation is looking to hire a consultant to develop a shared service model to deliver comprehensive financial services to Island municipalities, with estimated populations under 4,000 persons, to provide comprehensive financial services.

Key components of the model delivered will be:

- a) standard chart of accounts suitable to effectively capture transactions typical to Island municipalities with estimated populations under 4,000 residents.
- b) standard financial reports to facilitate timely and accurate periodic financial reporting for council and administration.
- c) documented processes to enable efficient operations while providing appropriate segregation of duties and internal controls for transaction processing. Processes will include purchasing, payment processing, billing, accounts receivable management, payroll and financial reporting.
- d) standardized processes and documentation for operational and capital budgeting that integrate with the chart of accounts and financial reports including practical mechanisms for reporting variances.
- e) a shared financial service will be required to prepare working papers and provide information as may be required to assist auditors to conduct the audit of annual financial statements.
- f) standard agreement between FPEIM, the financial services contractor (which may be FPEIM), and a municipality.
- g) mechanism for pricing services to participating municipalities that is sensitive to varying transaction volumes and operational complexities.

- h) outline the qualifications and costs anticipated to appropriately staff and operate the shared financial services model on an ongoing basis.

The implementation and ongoing delivery of the shared financial services model is an optional component of any proposal.

CONTENT OF THE PROPOSAL

Interested organizations/individuals are asked to submit the following for review:

- Consultant's profile;
- Relevant sample work;
- Client references and contact information;
- Relevant expertise and qualifications of the individual or team assigned to the project;
- The approximate percentage of work to be undertaken by each team member, if applicable;
- Hourly rates of team members;
- A description of the approach to be taken to complete the work;
- A schedule for completion of the work, including meeting (virtual if needed) schedule with FPEIM;
- The price (including fees and taxes) to complete the Project
- Contact information; and
- Any additional information that may be relevant

Respondents are solely responsible for costs incurred in the preparation and submission of a proposal in response to this RFP, including any subsequent negotiations with the Federation. The Federation will not be liable to any respondent for any claims, whether for costs or damages incurred by the respondent in preparing the response, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

EVALUATION OF THE PROPOSAL

The proposal will be evaluated based on the response to all relevant criteria stated in this RFP. The evaluation of proposals will include consideration of:

- the consultant's understanding of the project;
- the consultant's approach;

- work plan and schedule;
- the experience of assigned personnel and the work assigned to each;
- pricing for:
 1. design and delivery of the shared financial services model, as stated in items a) through g) of “THE PROJECT”;
 2. implementation of the model in a client municipality (**optional**);
 3. delivery of the financial services model to a client municipality (**optional**).
 4. value added services that may include a) preparation of grant applications, b) attendance at meetings to assist with budgeting and presentation of financial reports (**optional**).
- client references

The Federation may seek clarification on any submission received or request additional information. The lowest cost will not be the sole determining factor for selection.

SUBMISSION OF THE PROPOSAL

The proposal response submitted shall contain all information as requested. Proposals shall quote the budget and prices for developing the shared service model.

The Proposal must be received by 4:00pm on 8th day of December, 2021. Work is to commence immediately after the contract has been awarded. The shared services pilot project must be operational by 1st day of April, 2022.

The Proposal must be submitted to the attention of the Executive Director at info@fpeim.ca in PDF format.

The successful applicant should be prepared to meet with the Project Lead for an initial meeting. This can either be in person, or via videoconferencing. The Project Lead will handle any questions or concerns that may arise during the project.

TERMS AND CONDITIONS

No obligation is expressed or implied by this request for proposals.

The Federation shall not pay invoices submitted by the consultant until each component is completed to the satisfaction of the client.

The Federation reserves the right to cancel the consulting contract at any time with appropriate compensation for authorized work completed up to the date of notice.

Any documentation, files or material (electronic or hard copy) supplied to the Consultant in the course of this contract will remain the property of the Federation and will be returned upon completion of the contract. The work produced under this contract shall be the property of the Federation and may not be used for any other purpose.

The lowest priced, the highest scored, or any proposal will not necessarily be accepted.

CONTRACT

The successful consultant to this RFP shall enter into a Service Contract Agreement with the Federation to provide the deliverables within the timeframe identified and at the stipulated price.

At no time shall the contract fee be exceeded or the deliverables changed without the expressed written consent of the Federation.

All payments will be determined upon acceptance of the RFP and upon receipt of a written invoice.

CONTACT

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