



Introduction

The Town of Sylvan Lake is a resort community with a municipal population nearing 15,000 people, in addition to five nearby summer villages, two rural municipalities and many seasonal residents who make up the service district. The community is very conveniently situated on a beautiful lake in Central Alberta, 15 minutes from Red Deer, a city of approximately 101,000, and less than two hours from Edmonton, Calgary, and the Rocky Mountains. Sylvan Lake has nine schools, including one built in 2016.

The Library was built in 2000 and renovated in 2014. The current building is a lovely and contemporary 7152 sq. foot building, including a fireplace room, a testing room, and a newly renovated public program room.

The staff consists of 6 full-time and 3 part-time staff, as well as a number of volunteers. All staff and volunteers believe in creating a warm and welcoming environment. We eagerly open our doors to all community members and strive to create a comfortable space that promotes and supports diversity. The Sylvan Lake Municipal Library is a member of the Parkland Regional Library System.

The Sylvan Lake Municipal Library is governed by a volunteer board of trustees. The Town of Sylvan Lake Library Board sets library policy and ensures that the library meets both the needs of the community and the requirements of provincial legislation. The Library is a municipal service of the town but is a unique cooperation governed by the Libraries Act and Regulations set by the government of Alberta.

Scope of services

Sylvan Lake Municipal Library is seeking a qualified firm to provide professional audit services for annual financial statement audits for three (3) fiscal years. This RFP is for services for the fiscal years that will end on December 31, 2023, December 31, 2024, December 31, 2025,

The successful audit firm will be required to demonstrate:

- Experience in working with Public Libraries
- Experience in working with Charities/Non-Profit organizations
- Knowledge of the Libraries Act and Regulation Agreements

Request for proposal

Sylvan Lake Municipal Library is inviting proposals from persons or parties to provide the above goals and deliverables to Sylvan Lake Municipal Library in the time frame specified.

As a contractor, you are being asked to provide one electronic copy of your proposal by Friday December 29, 2023

Haley Amendt <hamendt@prl.ab.ca>



Director, Sylvan Lake Municipal Library
 4715 – 50 Ave. Sylvan Lake, AB T4S 1A2
 (403) 887-2130 ex. 106
<http://sylvanlibrary.prl.ab.ca/>

Inquires

Inquires, interpretants, and questions regarding the RFP are to be directed to Haley Amendt at hamendt@prl.ab.ca

Closing Date

RFP Closing Date: Friday December 29, 2023 at 5:00 p.m. MST

Review process and selection criteria

Preference will be given to firms located in the Central Alberta Area. The Library Director, in consultation with the Assistant Director, will review the proposals and recommend an appointment with the Sylvan Lake Municipal Library Board. The proposal should include the level of service to be provided, related experience and information on the individual that will be conducting the audit, cost of services and timing.

Proposals will be evaluated and under-go a scoring process which will include the following factors:

TECHNICAL MERIT (70 PTS)	<ul style="list-style-type: none"> - Quality of Proposal (5 pts) - Capacity to do the work (20 pts) - Library and/or Non-Profit experience (15 pts) - Management of the work (20 pts) - Methodology (10 pts) (e.g., description of deliverables/milestones)
FINANCIAL MERIT (30 PTS)	<ul style="list-style-type: none"> - Price (25 pts) - Quality of the price quote (e.g., detailed breakdown) (5 pts)

Upon closing of the competition, the proposals will be reviewed internally by the Library Director to make a recommendation for contract awards. Late proposals will not be accepted, and incomplete proposals will not be reviewed. Eligible proposals will be further reviewed according to the criteria outlined in this RFP.

The Sylvan Lake Municipal Library expects to contract with the person or firm whose proposal demonstrates that its work performance would be most advantageous to the Sylvan Lake Municipal Library, with price and other factors considered. The Sylvan Lake Municipal Library reserves the right to award a contract to other than the low contractor or not to make an award if that is deemed to serve its best interest.

Sylvan Lake Municipal Library Canada shall award the contract before or on January 31, 2024