

Attachment 1

Process and Timelines

The key activities for the external auditor procurement, evaluation and appointment are recommended to be completed according to the following process and timelines:

Activity	Target Dates
<p>Working Committee to prepare Request for Proposal (RFP) documents in compliance with the City's established procedures and templates for professional service agreements, for review and approval by Audit Committee.</p> <p>(Private Attachment 5)</p>	January 31, 2025
<p>Review and approval by Audit Committee of:</p> <ul style="list-style-type: none"> • RFP process and timelines (Attachment 1), • Evaluation criteria for selection of external auditor (Attachment 2), and <p>Draft RFP documents provided to Audit Committee for information. (Private Attachment 5)</p>	Audit Committee meeting Tuesday, February 18, 2025
Request for Proposal issued.	Thursday, February 20, 2025
Deadline for question submission by bidders.	Thursday, March 6, 2025
Responses to questions provided by Working Committee.	Thursday, March 13, 2025
Submission deadline for proposals.	Friday, March 21, 2025
Draft evaluation completed by Working Committee using evaluation plan (Private Attachment 4).	Friday, April 4, 2025
Audit Committee members deadline to submit Evaluation Committee Member Obligations Acknowledgement form (Attachment 3)	April 21, 2025
<ul style="list-style-type: none"> • Audit Committee to Review (in-private) proposal submissions and draft evaluation by Working Committee. • Audit Committee to provide any feedback, including additional reference questions. • Draft technical evaluation completed. • Short-list of bidders identified and format for presentations confirmed. 	Audit Committee Meeting April 29, 2025

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<ul style="list-style-type: none">• Short-listed bidders advised by Working Committee.	
Reference checks of short-listed bidders completed by Working Committee.	Friday, May 9, 2025
<ul style="list-style-type: none">• Presentations to Audit Committee by short-listed bidders (in-private), followed by questions from Audit Committee and/or Administration.• Results of review of reference checks provided by Working Committee.• Audit Committee to confirm any changes to technical evaluation information.• Price evaluations completed based on the bidders price proposals by the Working Committee.• Overall evaluation summarized and bidder to be recommended to City Council for external audit role confirmed by Audit Committee.	Audit Committee Meeting Week of June 24, 2025
Audit Committee recommendation of appointment of external auditor and related fees to City Council.	City Council Meeting July 2, 2025