



REQUEST FOR PROPOSAL (RFP)

RFP #21-92-FIN

Annual Audit Services

Invitation to Proponents

This Request for Proposals (the “RFP”) is an invitation by The Corporation of the City of Vernon (the “City”) to prospective proponents to submit proposals for the provision of **Annual Audit Services** as further described in Part A: The Services.

The RFP documents and forms have been posted and are available for download at:

URL: <https://vernon.bonfirehub.ca/portal>

Click the link above or type the address into your browser to go to the portal; login or register as Vendor and the documents will be accessible. It is recommended to download from a PC and ensure your firewall and virus security allows downloads.

Bid Submission:

Proposal together with all other appendices and requested documents as identified in the RFP “*Submission of Proposals*”, to be uploaded to the City of Vernon procurement portal (Bonfire).

RFP Timetable:

Event:	Date:
Issue Date of this RFP	Wednesday, October 6, 2021
Deadline for Questions	Tuesday, October 19, 2021; 2:00pm PT
Last Day for Issue of Addenda	Thursday, October 21, 2021; 2:00pm PT
RFP Closing Date and Time:	Thursday, October 28, 2021; 2:00pm PT

The RFP timetable is tentative only, and may be changed by the City at any time. Bids received after the Submission Deadline will not be accepted.

Contact:

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Any questions regarding the project are to be directed through the Procurement Portal – Bonfire in the Messages section: Opportunity Q & A. Note that any questions being submitted are only available for viewing by the City of Vernon. Should questions arise that result in answers that have a material value to the project, they will be issued via an addendum for all proponents to view.