



**Request for Information (RFI) for
Finance Department Services**

Issued By: Municipality of Huron Shores
Date Issued: Tuesday, November 5, 2024
Response Due By: 4:00 p.m., Wednesday, November 27, 2024

1. Purpose of the Request for Information (RFI)

The Municipality of Huron Shores is seeking information from qualified companies, consultants, and service providers regarding their capabilities and services related to the functions typically performed by a municipal finance department. This RFI is intended to gather information to help us better understand the range of solutions available for outsourcing or supplementing finance department functions, including financial management, tax billing and collection, payroll, budgeting, and other related services.

This RFI is for informational purposes only and will help the Municipality assess potential service offerings before issuing any formal request for proposals (RFP) or engaging in procurement activities.

2. Scope of Services

We are seeking information on the following services, which are typically part of a municipal finance department's role:

- **Financial Management:** Oversight of the Municipality's financial operations, including cash flow, investments, accounts payable/receivable, and payroll.
- **Tax Billing & Collection:** Administration of municipal tax billing, assessment, and collection processes, ensuring timely and accurate processing. This includes tasks such as issuing tax payments, maintaining tax rolls, and processing tax write-offs, supplemental, and omitted assessments.
- **General Ledger Maintenance:** Maintaining and balancing the general ledger, ensuring transactions are accurately recorded, and preparing general journal entries.
- **Payroll Management:** Handling municipal payroll functions, including processing remittances, maintaining employee records, issuing Records of Employment, and managing employee benefit program and pension plans.
- **Accounts Payable & Receivable:** Managing accounts payable, preparing and processing invoices, and reconciling accounts. The scope also includes functions such as reconciling and invoicing payments-in-lieu (PIL) and addressing discrepancies.
- **Budgeting:** Preparation, monitoring, and managing of the Municipality's annual operating and capital budget.
- **Financial Reporting & Audits:** Preparation of statutory financial reports, audit working papers, Government grant reporting

requirements, compliance with applicable regulations and standards, and reporting to Council and committees.

- **Capital Planning & Debt Management:** Advisory services on capital projects, borrowing, and debt servicing.
- **Risk Management:** Identification and mitigation of financial risks.
- **Asset Management:** Maintaining the asset management system, recording assets purchased and sold, and reconciling the asset management system with the general ledger.
- **Fleet Management:** Annual licensing, emissions and CVOR renewals.
- **Purchasing & Inventory Control:** Supporting the municipal purchasing function, tracking inventory usage, and placing orders in accordance with municipal policies.
- **Other Related Services:** Any additional services typically associated with the finance department's functions.

3. Information Requested

Please provide the following information in your response:

- **Company/Consultant Profile:**
 - Company name, address, and primary contact information.
 - Brief overview of your company/consultancy, including years in business and relevant experience.
 - Key personnel involved and their qualifications.
- **Services Offered:**
 - A detailed description of the services your company offers that align with the finance department's functions.
 - Experience working with municipalities of similar size and scope.
 - A description of your approach to managing financial processes, tax collection, payroll, general ledger maintenance, and reporting in a municipal setting.
- **Technology & Systems:**
 - Information on any software or technology platforms used to deliver your services, especially those related to financial management, payroll, tax collection, and asset management.
- **Service Delivery Model:**
 - How your company provides these services (e.g., fully outsourced, hybrid models, remote services, or on-site personnel).
 - Flexibility in terms of scaling services to meet the Municipality's needs.
- **Fees & Pricing Structure:**
 - General information about your pricing model (e.g., fee-for-service, subscription-based, retainer).

- Estimated range of costs based on typical engagements (if available).
- **References:**
 - Please provide examples of similar projects or municipalities where your services have been provided.
 - Contact information for references who can speak to your performance and reliability.

4. Submission Instructions

- **Submission Deadline:** Responses to this RFI must be submitted by 4:00 p.m. on Wednesday, November 27th, 2024.
- **Submission Method:** Please submit your responses electronically via email to natashia@huronshores.ca.
- **Contact for Questions:** If you have any questions or need further clarification, please contact Natasha Roberts, CAO/Clerk at 705-843-2033 or via email at natashia@huronshores.ca

5. Disclaimer

This RFI is issued solely for information and planning purposes. It does not constitute a request for proposals (RFP) or a promise to issue an RFP in the future. This RFI does not commit the Municipality of Huron Shores to contract for any services or pay any costs incurred in responding to this RFI.

The information provided in response to this RFI will be considered confidential and used solely for the purpose of developing a potential future RFP or procurement process.