Request for Proposal (RFP)

Administrative and General Accounting Services
Allan South Rural Water Utility
30 October 2025

1. Introduction

Allan South Rural Water Utility (ASRWU) is inviting qualified firms or individuals to submit proposals for the provision of administrative support and general accounting services. The purpose of this Request for Proposal is to secure professional services to ensure efficient office administration, accurate financial records, and compliance with all applicable regulations in Saskatchewan.

2. Scope of Work

The successful proponent will provide services that may include, but are not limited to:

Administrative Services

- General office support including correspondence, filing, and records management
- Schedule meetings, prepare agendas, and taking meeting minutes
- Prepare and distribute Board packages**,** including collation and distribution of reports and supporting documents at least 48 hours in advance of all meetings
- Record, draft, and distribute Board and Annual General Meeting correspondence at least 48 hours in advance of all meetings
- Answer and manage telephone and email communication**s** in a professional and timely manner
- Draft, edit, and prepare letters and official correspondence on behalf of Allan South Rural Water Utility
- Maintaining databases and administrative system
- Other administrative services as determined by the Board

General Accounting Services

- Maintain the general ledger and chart of accounts
- Process accounts payable and accounts receivable
- Reconcile bank and credit card transactions
- Prepare and submit payroll remittances
- Prepare monthly financial statements and provide financial report for Board review at least 48 hours in advance of all meetings

- Track and file GST/PST remittances in accordance with applicable regulations
- Prepare for year-end third party external audit
- Preparation of quarterly and annual customer billing statements
- Other accounting tasks as required by the Board

3. Term of Engagement

The initial term of the contract will be one year (01 January 2026 to 31 December 2026), with the option to renew for additional terms subject to satisfactory performance and organizational requirements.

4. Proponent Requirements

- Demonstrated experience providing administrative and accounting services to municipalities, utilities, non-profits, or small businesses in Saskatchewan
- Familiarity with Canadian GAAP and relevant provincial requirements
- Proficiency in common accounting software (e.g., Sage, QuickBooks, Xero) and Microsoft Office/Google Workspace
- Adequate staffing and resources to deliver services in a timely manner

5. Proposal Requirements

Proposals must include:

1. **Company/Individual Profile** – name, contact information, years in business, and professional designations (if applicable)
2. **Experience** – description of relevant administrative and accounting experience
3. **Approach** – description of how services will be delivered
4. **Staffing** – qualifications and roles of personnel assigned to the contract. All staffing changes, additions and deletions are to be preapproved in writing by the Board.
5. **Pricing** – fee schedule (hourly, or monthly), including any additional hourly costs. The time commitment is in the order of 10-12 hours per week. Invoices to be submitted monthly for services rendered in the previous month. Payment of invoices net 30 days.

6. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

- Experience and qualifications (30%)
- Service approach and methodology (20%)
- Cost/value (40%)
- Capacity to deliver (10%)

7. Submission Instructions

- Proposals must be submitted electronically in PDF format to: hoinessfarms@yourlink.ca
- **Deadline for submission: November 28, 2025, 4:00 PM Central Standard Time**
- Late submissions will not be considered.

8. Questions & Clarifications

Questions regarding this RFP may be directed to:
Jeff Hoiness, Treasurer, Allan South Rural Water Utility Board Member
hoinessfarms@yourlink.ca

9. Rights Reserved

ASRWU reserves the right to:

- Reject any or all proposals
- Accept any proposal in whole or in part
- Separate the Accounting from Administration services into two contracts, if needed
- Negotiate contract terms with any proponent
- Cancel this RFP at any time