

REQUEST FOR PROPOSALS (RFP)

Professional Audit & Accounting Services For the Fiscal Year Ending March 31, 2027

Issued By: Northern Neighbours Nurse Practitioner-Led Clinic

Issue Date: July 27, 2026

Submission Deadline: 4:00 PM EST on Tuesday, September 08, 2026

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Purpose & Background

Northern Neighbours Nurse Practitioner-Led Clinic is a provincially funded, non-profit healthcare organization. We are seeking proposals from qualified Chartered Professional Accountant (CPA) firms to provide annual external audit and tax preparation services for our fiscal year ending March 31, 2027.

As a recipient of public funds, this RFP is part of our commitment to transparent procurement and accountability.

Scope of Services & Deliverables

The selected auditor will be responsible for the preparation, review, and execution of the following year-end components:

- **Financial Statements:** Audited Statement of Financial Position, Statement of Operations (Revenue and Expenses), Statement of Changes in Net Assets, and Statement of Cash Flows.
- **Annual Statement of Revenue and Expenditure Report (ASRER):** Completed in accordance with provincial funding guidelines.
- **Tax & Information Returns:** Form T1044 (Non-Profit Organization Information Return) and Form T2 (Short Corporate Income Tax Return).
- **GST/HST Returns:** Form RC7066-SCH (Information Return for GST/HST Public Service Bodies' Rebates).
- **Standard Audit Correspondence:** Engagement Letter, Planning Letter, Adjusted Journal Entries (AJEs), Management/Internal Control Letter, and the Representation Letter.
- **Year-End System Adjustments & Trial Balance Reconciliation:** Provision and execution of all formal year-end adjusting journal entries directly within the clinic's accounting software infrastructure (Sage 50 Canada). The firm will be responsible for providing the necessary matching data files or direct data entry to seamlessly reconcile the software's ledger with the finalized audited financial statements.

Timeline & Key Dates

Procurement & Audit Timelines

To meet our strict governance obligations, the following milestones must be adhered to by the selected firm:

Phase	Milestone / Activity	Date / Deadline
Procurement	RFP Issue Date	July 27, 2026
Procurement	Deadline for Questions & Clarifications	August 26, 2026

Procurement	Proposal Submission Deadline	September 08, 2026, at 4:00 PM EST
Procurement	Review & Selection Period	September 08 – September 15, 2026
Procurement	Award of Contract	September 25, 2026
Operations	Clinic Fiscal Year End	March 31, 2027
Operations	Books Closed & Data Delivered to Auditor	April 30, 2027
Operations	Draft Financials Reviewed by Management	May 20, 2027
Operations	Annual General Meeting (AGM) Presentation	June 9, 2027

Important Presentation Note: The appointed auditor must *virtually* present the audited financial statements directly to the Board of Directors and voting members at the **AGM on June 9, 2027**.

Logistics & Remote Workflow

To ensure administrative efficiency and cost-effectiveness:

- **No Onsite Visit Required:** The audit will be conducted entirely remotely. The clinic will compile and provide all necessary ledger data, receipts, invoices, and supporting documentation via a secure thumb drive (or secure cloud portal, if preferred by the firm).
- **Virtual AGM Attendance:** The auditor is permitted—and expected—to attend and present at the June 9, 2027 AGM **virtually** via video conference.

Proposal Evaluation & Preferences

Proposals will be evaluated based on the firm's technical competence, staff experience, fee structure, and understanding of the non-profit sector.

- **Preferred Qualification:** Strong preference will be given to firms and engagement partners who demonstrate clear experience working with provincially funded healthcare organizations (specifically NPLCs, Family Health Teams, or Community Health Centres). Familiarity with provincial health ministry funding models and ASRER reporting is highly valued.

Terms and Conditions of the RFP Process

- **Right to Accept or Reject Bids:** Northern Neighbours Nurse Practitioner-Led Clinic reserves the right to accept or reject any or all proposals, to negotiate with

any qualified source, or to waive any informalities, technicalities, or irregularities in the bidding process if it is deemed in the best interest of the clinic and its funders.

- **Irrevocability of Bids:** All proposals submitted in response to this RFP shall remain firm, binding, and irrevocable for a period of sixty (60) days following the submission deadline date.

Submission Requirements

Interested firms should submit a concise proposal including:

1. A brief profile of the firm and the specific team assigned to our account.
2. Evidence of relevant experience within the provincial healthcare or broader public sector.
3. A detailed quote outlining the all-inclusive fee for the scope of work described, including any separate hourly rates for out-of-scope adjustments.
4. Confirmation of ability to meet the June 9, 2027 AGM deadline.
5. Provide contact information (name, title, organization, email, and phone number) for a minimum of two (2) current or recent non-profit or publicly funded healthcare clients who can attest to your firm's audit performance, timelines, and service quality.

Please submit your proposal electronically to:

Carolyn Burton, Clinic Administrator
n.gascon@nnnplc.ca
Northern Neighbours Nurse Practitioner-Led Clinic

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- **Irrevocability of Bids:** All proposals submitted in response to this RFP shall remain firm, binding, and irrevocable for a period of sixty (60) days following the submission deadline date.

Appendix A: Conflict of Interest Declaration

(To be completed, signed, and submitted by the bidding firm)

1. Purpose & Definition

A conflict of interest arises when a firm, its engagement partners, or any assigned staff members have personal, financial, or professional relationships that could—or could be perceived to—compromise their objectivity, independence, or integrity in conducting the audit for Northern Neighbours Nurse Practitioner-Led Clinic.

2. Disclosure Statement (Please check one)

- ☐ **No Conflict:** The bidding firm, its partners, and proposed staff hereby declare that they have no known actual, potential, or perceived conflicts of interest with Northern Neighbours Nurse Practitioner-Led Clinic, its Board of Directors, or its management team.
- ☐ **Potential/Actual Conflict Identified:** The bidding firm notes a potential, actual, or perceived conflict of interest. Details regarding the nature of the relationship or interest are disclosed below:
 - *Description of interest/relationship:*

 - *Mitigation plan (how independence will be maintained):*

3. Attestation & Sign-Off

By signing below, the authorized signatory certifies that the information provided is accurate and that the firm will immediately notify the Clinic Administrator if any potential conflict arises during the procurement or audit period.

Firm Name: _____

Authorized Signatory Name & Title: _____

Signature: _____

Date (YYYY-MM-DD): _____

Appendix B: Uniform Pricing Schedule

(To be completed and submitted by the bidding firm. All fees must be in Canadian Dollars (CAD) and exclusive of applicable taxes.)

Bidders must utilize this uniform schedule to present their fees. Proposing alternative formats or leaving fields blank may result in disqualification.

1. All-Inclusive Core Audit & Tax Fees

Scope Item / Deliverable	Fixed Annual Fee (CAD)
Annual Financial Statement Audit & Reconciliation <i>(Includes Statement of Financial Position, Operations, Net Assets, Cash Flows, and final Trial Balance)</i>	\$
Annual Statement of Revenue and Expenditure Report (ASRER) Verification & Completion	\$
T1044 Non-Profit Organization Information Return Preparation & Filing	\$
T2 Short Corporate Income Tax Return Preparation & Filing	\$
RC7066-SCH GST/HST Public Service Bodies' Rebate Return Preparation & Filing	\$
Standard Audit Correspondence & Administrative Costs <i>(Includes Engagement Letter, Planning Letter, Adjusted Journal Entries, Management/Internal Control Letter, and virtual AGM attendance)</i>	\$
TOTAL MAXIMUM FIXED FEE FOR 2026-2027 FISCAL YEAR	\$

2. Hourly Rates for Out-of-Scope Services

In the event that unexpected, out-of-scope technical consulting or accounting services are requested by management, please specify the hourly rates by personnel level:

- **Engagement Partner:** \$ _____ / hour
- **Audit Manager / Senior Associate:** \$ _____ / hour
- **Junior Associate / Staff Accountant:** \$ _____ / hour
- **Administrative / Support Staff:** \$ _____ / hour

Firm Name: _____

Authorized Signatory Signature: _____

Date (YYYY-MM-DD): _____