



Request for Proposals - Audit Services

Regional Essential Access to Connected Healthcare (REACH) Niagara is a dynamic nonprofit, charitable organization dedicated to providing life-saving street healthcare to individuals experiencing homelessness across the Niagara Region.

Organization Overview:

- Incorporated as a non-profit charitable organization since 2019
- Our annual budget is approximately \$2.53 million
- Funded through grants, donations, federal, and provincial funding with dedicated funding agreements
- Previous audited statements available

Scope and Requirements:

We are looking to engage the services of an auditor for the upcoming fiscal year (April 1, 2026 - March 31, 2027) for a three (3) year term based on satisfactory performance with a potential of an extension up to five (5) years total. Services include:

- Complete a full audit of REACH Niagara's financial accounts, in accordance with the generally accepted accounting principles.
- Prepare financial statements and present the statements to the Board of Directors and Annual General Meeting
- Prepare and submit charity returns to the CRA prior to September 30th in accordance with charitable regulations

Schedule:

- Early May - Provision of audit materials and records
- Late May - Review of materials with the Board's finance and audit committee
- Mid June - Review of completed audit at the AGM

We are most interested in candidates whom:

- Have experience is providing similar audit services to other non-profit, charitable organizations
- Have well developed professional auditing techniques and a sound system of control and review of audit work performed
- Have the ability and experienced staff who can work on the audit from one year to the next
- Licensed CPA in good standing with CPA Ontario



Proposal Requirements:

- Tell us a bit about your firm
- Highlight specific non-profit and charitable experience
- Proposed methodology with clear timelines
- Include probable fees for each year (up to 5 years) and any out-of-pocket expenses
- Provide 2 – 3 references, ideally charitable clients

We will evaluate proposals based on:

- Overall comparable experience (years and type)
- Fee structure
- Completion of references
- Technical qualifications

Timelines:

- RFP deadline: Friday, May 29, 2026
- Review of RFPs: Week of June 1st
- Completion of references: Week of June 8th
- Recommendation of Auditor Services brought to the Annual General Meeting: June 16, 2026

Please submit your proposal or any questions to Carolyn Dyer, Executive Director by Friday, May 29, 2026: carolyn@reachniagara.com