



Request for Proposal

**For the Provision of External Audit Services for
Action Canada for Sexual Health and Rights**

Issue date: 24 March, 2026

Closing date: April 15, 2026



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1. Invitation

The purpose of this request for proposal is to seek proposals from qualified service providers and select a single service provider for External Audit Services and related professional support and advice, for Action Canada for Sexual Health and Rights (“Action Canada”).

2. About the Organization

2.1 Purpose and Mission

Action Canada is a progressive, human rights based charitable organization committed to advancing and upholding sexual and reproductive health and rights in Canada and globally.

Our Vision: All people everywhere have full control over, and are able to decide freely upon, all matters related to their sexuality, reproduction, and gender, including their reproductive and sexual health.

Our Mission: To advance and uphold reproductive and sexual rights and health, in Canada and globally.

2.2 History

Action Canada for Sexual Health and Rights was born in 2014 as a result of the amalgamation of three Canadian organizations: Canadian Federation for Sexual Health (formerly Planned Parenthood Federation of Canada), Action Canada for Population and Development, and Canadians for Choice.

Action Canada is a federally incorporated registered charity in good standing (107848319 RR0001).

2.3 Governance and Management Structure

The Executive Director reports to the Board of Directors and provides financial reporting updates to the Board on a quarterly basis.



Action Canada's Finance Committee consists of the Treasurer, three Board members, and a community member. The Committee meets quarterly, and leads the annual audit process.

2.4 Financial Overview

Action Canada's funding is diversified across a range of funders. The majority of funding comes from grants, from Canadian government sources, international government sources, and private foundations. Additionally, Action Canada solicits donations from individual donors.

Action Canada's current annual budget is approximately \$6.5M.

Current major funders include:

- Global Affairs Canada
- Public Health Agency of Canada
- Health Canada
- Women and Gender Equality Canada
- Ministry of Foreign Affairs of the Netherlands
- Wellspring Foundation
- Houssian Foundation
- United Nations Population Fund

Action Canada uses QuickBooks Online for accounting and outsources its payroll processing to Payworks. The balance of information technology is based on Microsoft Office products. Purchasing of goods and services is done through credit card payments, electronic funds transfer, Interac e-transfer, cheques, and wire transfers. Action Canada has Canadian and US currency accounts held through the Bank of Montreal. All financial transactions, reconciliations, and reporting are done by the finance team at Action Canada, consisting of the Director of Finance and two Finance Officers.

2.5 Administrative Overview

Action Canada operates from an office at 275 Bank Street in Ottawa, with most staff working remotely. Approximately half of the staff team is based in Ottawa, and the remainder are based mostly in Ontario, with one in BC and two in NS. Action Canada currently employs 27 full-time staff.

In addition, Action Canada serves as the Secretariat for the Sexual Rights Initiative, a coalition of six organizations working globally on issues regarding sexual health and rights. The SRI has been supported by a staff based in Geneva, who are employed by Action Canada. However, the funding for the office has ended, and the office will close as of March 31, 2026, with all staff being laid off.



3. Services Required

3.1 Scope of Services and Deliverables

The Consultant will complete the following:

- a. Prepare audited financial statements and schedules in accordance to Action Canada's fiscal year ending June 30 and upon request. This includes:
 - The examination of the financial records and financial statements in accordance with generally accepted Canadian accounting standards for not-for-profit organisations;
 - The examination of financial systems, controls, processes and policies;
 - Conducting the audit work virtually via a secured drive;
 - The expression of an opinion on the financial statements and discussions with respect to presentation and disclosure;
 - Drafting and producing the audited financial statements;
 - Drafting the necessary notes to the audited financial statements;
 - A review of the draft audited financial statements with the Director of Finance;
 - A review of the draft audited financial statements with the Finance Committee (virtually);
 - A presentation of the audited financial statements with the Board of Directors (virtually) at the Annual General Meeting (held in November);
 - Preparation of final audited financial statements;
 - Provision of electronic copies of the audited financial statements.
- b. The presentation of a management letter (Report to the Audit Committee) at the end of each fiscal year audit addressing any internal control, risk or other issues identified during the audit;
- c. The notification in a timely fashion of the President and Treasurer of the discovery of any instance of fraud or illegal acts, or indications of such;
- d. Attendance at Board of Directors' and/or Finance Committee or other meetings, when requested to build financial competency by taking an educational approach;
- e. Prepare additional project statements that must be audited separately depending on the requirements of funders (additional projects vary from year to year);
- f. Preparing and filing annual corporate filings, such as the T3010; and
- g. Informing management of emerging reporting issues and practices.

From time to time, the Consultant may be asked to assist with:

- h. Conducting other special audit engagements as required (i.e. grant funding) or providing professional advice regarding specific accounting inquiries;
- i. Preparing and submitting other legislatively required filings as per their respective deadlines.



3.2 Annual Schedule

The Consultant will follow the below timeline in order to meet Action Canada’s audit-related deadlines:

DATE	ACTIVITY/DELIVERABLE
May	A list of required schedules, working papers, analysis and other information will be provided to Action Canada’s finance team in preparation for the audit
June-August	The Consultant will complete audit work virtually
September	The Consultant will review the draft audited financial statements with the Director of Finance
October	The Consultant will review the draft audited financial statements with Action Canada’s Finance Committee
November	The Consultant will present the audited financial statements to the Board of Directors as part of the Annual General Meeting
November/December	The Consultant will provide the finalized audited financial statements to Action Canada. The Consultant will prepare Action Canada’s annual charitable return and any other required filings, and file on behalf of the organization by the required deadline.

3.3 Reporting and Working Relationship

The successful Consultant is accountable to Action Canada’s Finance Committee, however the Consultant will work closely with the Director of Finance.

3.4 Length of Contract

The successful Consultant will be selected in June 2026. Upon receiving Board approval, Action Canada will proceed to sign a 5-year contract with the Consultant with a condition that annually, Action Canada’s Board of Directors approves the appointment of the proposed auditor for the following year.

4. Proposal Submission Guidelines

4.1 Communication after issuance of RFP

The RFP Representative for all inquiries and requests for clarifications is:
Oyin Campbell, People Operations Officer
Email: oyin@actioncanadashr.org



Consultants are prohibited from contacting any staff to obtain any information pertaining to this RFP, RFP Process, or to demonstrate or justify the Consultant's services or relay other benefits of doing business with Action Canada. It is inappropriate for the Consultant to initiate contact with any member of the RFP Evaluation Committee or any other staff unless specifically requested to do so by the Client Representative.

4.2 RFP Schedule

EVENT	DATE
RFP Release	March 30, 2026
Deadline for RFP Inquiries	April 10, 2026, 5pm EST
RFP Closing Date	April 17, 2026, 11:59pm EST
Interviews with eligible Consultant(s) (if required)	Late April, 2026
Reference Checks	May, 2026
Review and recommendation by Finance Committee	May, 2026
Board of Directors approval of highest scoring Consultant	June 9, 2026
Notification to highest scoring Consultant	June 15, 2026
Contract signing with successful Consultant	June 23, 2026

Note: Action Canada intends to adhere to this timetable but realizes that delays may occur. Action Canada reserves the right to amend any of the dates set forth above.

4.3 When and Where to Submit a Proposal

Complete proposals and any supporting materials in electronic format **no later than Friday, April 17, 2026 at 11:59pm EST** to:

Action Canada for Sexual Health and Rights
302-275 Bank Street
Ottawa, ON K2P 2L6
ATTN: Noimat Ayeni, Director of Finance

Proposals should be submitted by email to Oyin Campbell at oyin@actioncanadashr.org ONLY.

Proposals received after the specified date and time may be considered at the sole discretion of Action Canada.



4.4 Mandatory Submission Requirements

To be eligible for consideration, Consultants must have a registered business in Canada, and submit the following by email in electronic format, preferable PDF:

- one (1) proposal document (maximum 12 pages); and
- one (1) separate pricing document;
- Additional documentation that speaks to the experience and skills of the Consultant is welcome and optional, however should be separate documents.

Consultant proposals are to include the following mandatory submission requirements that are **to be listed in the following order**. Failure to include any of the following information may result in disqualification from the RFP process.

Mandatory Submission Requirements	Details to Include
a. Cover Letter	<ul style="list-style-type: none"> i. The full legal name of the Consultant. ii. The address and telephone number for the Consultant. iii. The name, title, email and phone number of a primary contact for all questions relating to the Consultant’s proposal. iv. A clear statement that the Terms and Conditions of this RFP have been read, are understood and agreed to in their entirety and confirming that the information provided in the proposal is accurate. v. The cover letter is to be signed by an authorized representative of the Consultant. vi. A clear statement noting that the individual signing the proposal has the authority to bind the Consultant.
b. Consultant Organization Profile	<ul style="list-style-type: none"> i. Brief introduction of the Consultant. ii. Staff size and annual revenue. iii. Years of experience providing similar services to not-for-profit organizations. iv. List of names of similar clients. v. Capacity to provide audited financial statements in English and French. vi. Commitment to the not-for-profit sector.
c. Approach and Methodology	<ul style="list-style-type: none"> i. A work plan detailing the Consultant’s approach to performing the services listed in Section 3, including project phases with: <ul style="list-style-type: none"> • Tasks • Decision points



	<ul style="list-style-type: none"> • Deliverables • Timelines • Personnel names assigned to each phase • Details as to whether the work can be performed virtually <p>ii. Description of methodology to be used including professional techniques, accounting principles and internal control systems.</p> <p>iii. Method and frequency of communication with the client. This includes but is not limited to how the Consultant delivers regular progress updates, notice of change in audit personnel, unexpected delays to timelines, discovery of information or conditions that require further investigation.</p> <p>iv. Description of the Consultant’s resolution process on matters or conditions in question before the information is included as a qualified opinion.</p> <p>v. Description of the Consultant’s method of conducting audit fieldwork virtually if this is an option. Please explain how audits will be performed and include any expectations from Action Canada to successfully support a virtual audit.</p> <p>vi. A feedback/ evaluation process that confirms the Consultant’s commitment to quality assurance.</p>
d. Value Add	j. Please list any additional complimentary services that the Consultant provides to all its clients. E.g. educational webinars, email communication about latest legislation changes or industry trends etc.
e. Service Level Agreement	<p>i. Please provide a copy of your service agreement template. The template should include standard terms and conditions including:</p> <ul style="list-style-type: none"> • The scope of services (Section 3.1) and annual schedule (Section 3.2) to be made part of the services agreement. • The proposed pricing schedule with assigned level of personnel to be made part of the services agreement. • Method and frequency of billing. • A termination clause that allows for termination of the services agreement in the event that Action Canada’s Board does not approve the appointment of the auditor for the subsequent year (Section 3.4).



f. Resumes	i. Brief resumes of the proposed personnel should demonstrate the required skills, experience and ability to deliver the services required in Section 3 and include: <ul style="list-style-type: none">• Applicable professional certifications and/or designations in good standing.• Level of training and audit services experience in the Ontario public sector and/or not for profit sector.• Brief example summaries of audit experience.• A mix of experience levels - Manager, Senior and Intermediate personnel.
g. References	i. Three (3) references of clients with similar service requirements and include: <ul style="list-style-type: none">• Organization name, client contact name, position, phone number and email address.• Brief description of the services provided and include organization type (not-for profit, association, etc.).
h. Pricing	i. Provide pricing information in the Consultant's preferred format.

4.5 Withdrawal or Amendment of Proposal

A Consultant may withdraw or amend its proposal any time prior to the RFP Closing Date by written notice to the RFP Representative.

4.6 Proposal Irrevocable

Subject to the Consultant's right to withdraw a proposal prior to the RFP Closing Date, proposals will be irrevocable by the Consultant and will remain in effect and open for acceptance by Action Canada until three (3) months from the RFP closing date.

4.7 Addenda

The issuance of addenda will be the only method recognized for revisions to the RFP document. Action Canada will make its best effort to issue addenda within a reasonable period of time.

4.8 Clarification and Verification of Proposal

Action Canada reserves the right to seek clarification and supplementary information from Consultants after the submission deadline. The response received by Action Canada from a Consultant shall, if accepted by Action Canada, form an integral part of that Consultant's



submission.

Action Canada reserves the right to verify any Consultant statement or claim by whatever means Action Canada deems appropriate and may reject any Consultant statement or claim, if in the judgment of the Action Canada, the statement or claim appears unwarranted or not credible.

4.9 Consultant Inquiries

All inquiries regarding this RFP should be directed by email to the RFP Representative by the RFP Deadline Inquiries stated in **Section 4.2**. Action Canada will issue a summary of questions and answers to all prospective Consultants. Consultants that submit inquiries will not be identified in communication with other prospective Consultants.

4.10 Conflict of Interest

Each proposal must include confirmation that the Consultant does not and will not have any conflict of interest (actual or potential) in submitting its proposal, or if selected, with its contractual obligations under the Contract. Where applicable, the Consultant must disclose in its proposal, information pertaining to any situation which may be a conflict of interest in submitting a proposal or, if selected, with the contractual obligations of the Consultant under the Contract.

The proposal of any Consultant may be disqualified where that Consultant fails to provide confirmation of the foregoing or makes misrepresentations regarding any of the above. Further, Action Canada, in addition to any other remedies it may have in law or in equity, shall have the right to rescind any contract awarded to a Consultant if Action Canada, in its sole discretion, determines that the Consultant made a misrepresentation regarding any of the above.

4.10 Type and Term of Contract for Product/Service

The selected Consultant will be required to enter into a service agreement with Action Canada. The RFP and the Consultant's Proposal will become part of the Services Agreement for the selected Consultant.

4.11 No Guarantee of Volume of Work or of Exclusivity of Services

Action Canada makes no guarantee of the value or volume of work that will be available to the selected Consultant.



5. Evaluation Process

5.1 Evaluation Process

Action Canada's Finance Committee, the Director of Finance, and the Executive Director will review proposals and make recommendations to the Board of Directors for final approval. The proposal reviewers may request a virtual meeting with some Consultants prior to final selection.

All proposals will first be reviewed on the basis of mandatory submission requirements. Proposals deemed to pass the first stage review will move to a full evaluation.

5.2 Evaluation Criteria

All proposals will be evaluated using the following criteria and scoring matrix:

Evaluation Criteria	Scoring
A. Overall quality, completeness, and conciseness of the proposal The Consultant should provide a complete, well structured, well-written and presented proposal that is easy to follow, understand and evaluate, reflective of the professional nature of the Consultant and its reputation, inspiring the confidence of Action Canada.	5
B. Organization profile, including knowledge and experience providing audit services to similar organizations, and commitment to the non-profit sector <ul style="list-style-type: none">○ Demonstrated relevant experience of the firm in providing audit services and other relevant services to entities of similar size, scope and complexity, including charitable not-for-profit organizations and NGOs.○ Experience with organizations receiving grant funding from governmental sources should be highlighted.○ The Consultant should describe recent past and current projects, including name of the client, scope, description and duration of the audit, value of each service component and various functions and/or business areas in which the Consultant has provided services illustrating their magnitude, and assessment of results achieved.	25
C. Understanding of the Organization <ul style="list-style-type: none">○ Demonstrated understanding of the mission, purpose, operations of, and issues facing Action Canada.	5



<p>D. Approach and methodology, including clear workplan, assigned staff, ability to adhere to Action Canada’s timelines, sound technical skills, and feedback processes</p> <ul style="list-style-type: none"> ○ A clear description of the Consultant’s approach and methodology to planning, conducting and reporting on the audit and any other communications materials or reports that the Consultant would envisage in the provision of auditservices. ○ A clear description of the audit timing and plan for how the Consultant proposes to coordinate the delivery of audit services including expectations of, and impact on, Action Canada staff. ○ A clear description of a transition strategy and plan for audit services if the Consultant is unknown to Action Canada. 	15
<p>E. Value Add, including complimentary webinars or information sessions offered to clients, non-profit or charity updates available to clients, etc.</p>	5
<p>F. Resumes, including demonstrating the knowledge and experience of senior staff, a good mix of experience levels, and overall adequate experience with similar organizations and audit scope</p> <ul style="list-style-type: none"> ○ The Consultant should provide a clear description of its proposed audit team, including the organizational structure, roles and responsibilities of each team member. ○ The Consultant should demonstrate that the proposed audit partner has the relevant experience in projects of similar size, scope and complexity, to meet the requirements as described herein. ○ The Consultant should describe the proposed audit manager’s role and provide a detailed resume. The Consultant should describe the proposed audit manager’s experience in at least two (2) relevant projects including descriptions of the following for each project. ○ Relevant skills and experience of other team members who would be anticipated for assignment to the audits of each of, and both, entities should be clearly identified and described. 	15
<p>G. Price Evaluation</p>	25
<p>H. References</p>	5

5.3 Selection of a Consultant

Selected Consultants may be invited to participate in an interview.

The proposal with the lowest price does not automatically guarantee a winning proposal. Preference will be given to Consultants that have successful experience working with similar sized non-profit or charitable organizations in audit services. In addition, there is no guarantee that any of the submitted proposals will be accepted.



5.4 Contract Award

Action Canada will make the award to the successful Consultant that can provide the best proposal for Action Canada. The selected Consultant's entire proposal will be evaluated on the basis of the response to all information requested in this RFP. The successful Consultant will be invited to enter into a Services Agreement with Action Canada. Notice of selection to the Consultant will be in writing.

5.5 Failure to Enter into Agreement

If a selected Consultant fails to execute the Services Agreement within a period of 30 days of notice of selection, Action Canada may, in its sole and absolute discretion and without incurring any liability, rescind the selection of that Consultant.

6. Terms and Conditions

6.1 Reservation of Rights of Action Canada

In addition to any other express rights or any other rights which may be implied in the circumstances, without liability, cost or penalty to Action Canada, Action Canada may at any time prior to or after the RFP Closing Date:

- a) Waive formalities and accept proposals that substantially comply with the requirements of this RFP;
- b) Waive irregularities in any Consultant's proposal;
- c) Check references other than those provided in the proposal;
- d) Disqualify a Consultant whose proposal contains misrepresentations or any other inaccurate or misleading information;
- e) Disqualify a Consultant or the proposal of a Consultant who has engaged in conduct prohibited by this RFP;
- f) Accept or reject a proposal if only one proposal is submitted;
- g) Select any Consultant other than the Consultant whose proposal reflects the lowest pricing;
- h) Cancel this RFP process at any stage;
- i) Cancel this RFP and issue a new RFP for the same or similar services;
- j) Discuss with any Consultant different or additional terms to those contemplated in this RFP or in any Consultant's proposal;
- k) Accept a Consultant's Proposal as is, or negotiate with any Consultant any new requirements or terms, or changes that may be deemed necessary by Action Canada; and
- l) Reject any or all proposals in the absolute discretion of Action Canada.

Any amendment or supplement to this RFP will be communicated to interested parties in the



same manner in which this RFP was issued.

Any reference to RFP in this document will mean this RFP and all addenda, amendments or supplements, if any.

6.2 Costs

The Consultant will bear all costs associated with or incurred in the preparation and presentation of its proposal. Neither the failure of the Consultant to understand the RFP, nor Action Canada's rejection of any or all proposals, will render Action Canada and their respective affiliates liable for any costs, penalties or damages. The Consultant will not hold Action Canada and their respective affiliates liable for any error or omission in any part of this RFP. Action Canada does not guarantee or warrant that such information is accurate, comprehensive or exhaustive.

6.3 Confidentiality

All information distributed in connection with this RFP is confidential, and is to be used for the sole purpose of completing submissions and are to be used for no other purpose unless prior written consent has been provided by Action Canada. All material and information distributed will remain the property of Action Canada to be used at their discretion.

All Consultants electing not to submit a proposal will dispose of any and all confidential information in a responsible manner.