

REQUEST FOR PROPOSAL (RFP)

EXTERNAL AUDIT SERVICES

Issued by

Ontario Association of Naturopathic Doctors (OAND)

PURPOSE

Selection of an independent external auditor for the audit of the financial statements for the fiscal year ending December 31, 2025.

ENGAGEMENT TERM

One (1) year, with an option to renew for up to two (2) additional one-year terms.

RFP ISSUE DATE

February 12th, 2026

PROPOSAL SUBMISSION DEADLINE

February 27th, 2026

PRIMARY CONTACT

Sonia Upadhya

Director, Operations & Corporate Stewardship
Ontario Association of Naturopathic Doctors (OAND)
supadhya@oand.org

1. ORGANIZATIONAL OVERVIEW

The Ontario Association of Naturopathic Doctors (OAND) strengthens the naturopathic profession in Ontario through three core pillars: **Membership, Education & Policy**, by supporting practitioners and advancing professional standards; **Government Relations & Advocacy**, by strengthening the voice and visibility of naturopathic medicine within Ontario's healthcare system; and **Events & Community**, by building meaningful connection, engagement, and shared purpose across the profession.

OAND has annual revenues in the range of approximately \$1–3 million. The organization operates under accounting standards for not-for-profit organizations and has a fiscal year end of December 31.

Oversight of the audit process is led by the Finance Audit Risk Management (FARM) Committee of the Board of Directors, with support from the CEO.

2. PURPOSE OF THE RFP

OAND is seeking proposals from qualified Chartered Professional Accounting firms to conduct an independent external audit of its financial statements for the fiscal year ending December 31, 2025.

This RFP is being issued as part of OAND's mandatory auditor rotation process. The objective is to select a qualified firm that can provide high-quality audit services in accordance with Canadian Auditing Standards and meet the organization's reporting timelines.

3. SCOPE OF SERVICES

The selected firm will be responsible for:

- Conducting an audit of OAND's financial statements in accordance with Canadian Auditing Standards
- Preparing audited financial statements in accordance with Accounting Standards for Not-for-Profit Organizations
- Issuing an Independent Auditor's Report
- Preparing and filing the organization's annual NPO information return and any required government schedules
- Providing recommendations for improvements in internal controls or financial reporting processes, if applicable

- Demonstrating experience working with organizations that may receive government funding and/or restricted grants

The engagement will be conducted on a post-year-end basis for the fiscal year ending December 31, 2025.

4. TERM OF ENGAGEMENT

The engagement will be for one (1) year, covering the audit of the fiscal year ending December 31, 2025.

At the discretion of the Board of Directors, OAND may renew the engagement for up to two (2) additional one-year terms.

5. AUDIT TIMELINE AND DELIVERABLES

Proponents must confirm their ability to meet the following timeline:

- Audit fieldwork to commence in early March 2026
- Draft audited financial statements to be provided no later than April 24, 2026
- Final audited financial statements to be completed by mid-May 2026
- Finalized financial data to be available for inclusion in OAND's Annual Report, to be released May 15, 2026
- Presentation of audited financial statements to the Finance Committee
- Presentation of audited financial statements to the Board of Directors, including potential participation in the Annual General Meeting scheduled for May 30, 2026 (virtual attendance)

Adherence to these timelines is critical.

6. PROPOSAL REQUIREMENTS

Proposals must include:

- Overview of the firm, including relevant experience with not-for-profit organizations
- Description of the proposed engagement team, including credentials and roles
- Summary of the proposed audit approach and methodology
- Confirmation of ability to meet the required timeline

- Fee proposal, including clear description of pricing structure
- Disclosure of any anticipated additional costs
- References from similar not-for-profit clients
- Confirmation of independence in accordance with professional standards

7. EVALUATION PROCESS

Proposals will be reviewed and evaluated by OAND leadership.

Evaluation will be based on overall fit, relevant experience, proposed audit approach, ability to meet required timelines, quality of the engagement team, and fee structure.

OAND reserves the right to request interviews with shortlisted firms prior to final selection.

8. SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically in PDF format to:

Sonia Upadhya

Director, Operations & Corporate Stewardship

Ontario Association of Naturopathic Doctors (OAND)

supadhya@oand.org

Submission Deadline: February 27th, 2026

Questions regarding this RFP may be directed to the Primary Contact listed above.