



Application Guidelines

Request for Proposal (RFP) for Professional Services

Financial and Audit Services

For

Fiscal years ending March 31, 2027 to March 31, 2032

Issued: Wednesday, April 15, 2026

Application Deadline: Friday, May 22, 2026, at 5:00 p.m. EDT

BACKGROUND

Oxfam Canada invites proposals from qualified public accounting firms licensed in Canada to provide independent external audit services for the fiscal year ending March 31, 2027 with the option to renew annually for up to five (5) years, subject to Board approval. Oxfam Canada is seeking an audit firm with experience serving Canadian not-for-profit and charitable organizations.

Oxfam Canada is a registered charity under the Income Tax Act (Canada) founded in 1963 whose vision is a just and sustainable world and whose mission is to fight inequality and patriarchy to end poverty and injustice. Oxfam Canada works in partnership with Women's Rights Organizations on Ending Violence Against Women and Girls; Sexual and Reproductive Health and Rights; Women's Economic Justice; Women's Transformative Leadership; Gender and Climate Justice; and Gender in Emergencies. Internationally, Oxfam Canada's programs include emergency response and development initiatives. Over the past year, Oxfam Canada continued to implement its work in support of women's rights and gender equality in a number of countries, including Bangladesh, Canada, Guatemala, Indonesia, Jamaica, Kenya, Malawi, Mozambique, Myanmar, South Sudan the Philippines, Uganda, Vietnam. Zambia, and Zimbabwe. As a member of the global Oxfam family, we work with other Oxfam affiliates and partner organizations in Africa, South Asia and the Americas.

Oxfam Canada is incorporated, without share capital, under the Canada Not-for-profit Corporations Act. Oxfam Canada, as a registered charity, is exempt from income taxes under paragraph 149 (1)(f) of the Income Tax Act (Canada).

Oxfam Canada's Board of Directors has a Finance and Audit Committee comprising of six (6) members who will be responsible for the selection of auditors. The final approval of the audit firm is made by the Membership at the Annual General Meeting.

Our annual operating budget is approximately \$35 million CAD per year, and we employ seventy-five (75) staff in Canada. Our main source of revenues is from Global Affairs Canada and private donations in various forms (planned giving, monthly donations, major gifts, endowments, etc.). We also receive funding from other international organizations (European Union, via Oxfam Affiliates, United Nations, etc.) and foundations.

Oxfam Canada has a year-end of March 31st and our audit is performed in June for two weeks. The Board Finance and Audit Committee meets in early September to review the draft audited statements, which are then presented to the Board of Directors and submitted to our Membership at our September Annual General Meeting.

Oxfam Canada maintains all accounting records in-house. We use Business Central 365 formerly Microsoft Dynamics Great Plains as our accounting software as well as Salesforce to maintain our donor database. The Finance and Compliance Team consists of nine (9) full-time staff: one Manager (Finance and Compliance), five Program Accountants, one Financial Accountant, one General Accountant and one Compliance Officer with oversight from the Director of Finance and Operations.

For more information about Oxfam Canada, please refer to the following, as well as our website www.oxfam.ca

Appendix A: [Oxfam Canada Strategic Plan](#)

Appendix B: [Oxfam Canada 2025 Audited Financial Statements](#)

Appendix C: [Oxfam Canada Annual Report 2025](#)

1. TERMS and CONDITIONS

1.1. Delivery of Proposal:

Please submit one (1) electronic copy in PDF format by email to: can.fa.rfp@oxfam.ca by May 22, **2026, 5:00 p.m. EDT**. All documents should be combined as one single document.

1.2. Proposal Time Limit:

Each bidding firm shall commit that the proposal is valid and accurate for 150 days from the closing date of May 22, **2026**.

1.3. Selection Process:

- Oxfam Canada reserves the right to accept or reject any proposal.
- Oxfam Canada will review all applications; the award will be based on a review of the proposals against all evaluation criteria and will not necessarily be awarded on the lowest price offered.
- Additional written materials, to ascertain the qualification of applicant, may be requested.
- Oxfam Canada may negotiate terms with the selected firm.
- This RFP does not constitute a contract or commitment.

1.4. Inquiries:

Each firm will be provided with fair access to information, as requested by email.

Respondents should email (please do not telephone) all questions to the attention of:

Diane O'Reggio, Director Finance and Operations at can.fa.rfp@oxfam.ca, by April 22, **2026**

1.5. Liability Insurance

All firms are requested to warrant that the firm does not have any outstanding liability claims that may impact on the future health of the firm. Additionally, the firm must maintain sufficient professional liability insurance, specifically named for the services, including errors and omissions, with a limit of not less than \$2,000,000 per occurrence with respect to the services alone and confirm that the firm carries the required insurance as prescribed by the relevant professional regulatory bodies. The successful applicant will provide verified copies of required insurance policies when requested.

1.6. Conflict of Interest

Applicants responding to this RFP may not have any personal or business interest that would present an actual, potential, or apparent conflict of interest with the performance of the contract being awarded.

1.7. Distribution of the Invitation for Proposals:

This invitation has been released by notice to potential applicants identified by Oxfam Canada.

1.8. Oxfam Canada is not committed to Applicant’s Expenses:

The application process will not necessarily result in a commitment to sign a contract with the applicant. Oxfam Canada shall not be liable for any expenses incurred by any Applicant for the submission to this RFP.

1.9. Successful Applicant:

The successful applicant will be required to enter into a Service Agreement with Oxfam Canada.

Please be advised that successful applicant will be required to:

- 1.9.1. Provide the services for a defined period of time;
- 1.9.2. Provide invoices to Oxfam Canada on account of their services, accordingly;
- 1.9.3. Provide Oxfam Canada with an GST/HST number for their business;
- 1.9.4. Provide proof of liability insurance coverage; and
- 1.9.5. Abide by the Oxfam Canada’s [Code of Conduct](#).

1.10. External Factors:

Oxfam Canada reserves the right to withdraw this RFP or terminate the resulting contract within the terms of the contract without penalty. Oxfam Canada programs and services receive funding from various sources and therefore all contracted services are subject to budget constraints.

2. KEY DATES

Issue Date	April 15, 2026
Bidder’s questions deadline	April 22, 2026 at 5:00 p.m. EDT
Deadline for submission of proposals	May 22, 2026 at 5:00 p.m. EDT
Board Finance and Audit Committee will review the proposals and present their recommendations to the Board of Directors	Dates to be determined.
The Board of Directors will make a final recommendation to the Membership for their approval	September 2026
Appointment of the Auditors	September 2026 at the Annual General Meeting

3. SCOPE OF AUDIT

The proposal must address all of the following audit items:

3.1. Audit of the corporation and the preparation of Audit Reports and other reports:

- Present the Audit plan to the Board of Directors' Finance and Audit Committee in person each year.
- Audit the annual Financial Statements, and conduct the examination in accordance with the Canadian Auditing Standards and in compliance with the Canadian Accounting standards for Not-for-profit organizations;
- Present audit findings to the Oxfam Canada Board of Directors' Finance and Audit Committee in person each year;
- Make recommendations based on audit findings and/or issue a Management Letter, if required;
- Review Charitable Information Return (T3010) and other returns as required by the Canada Revenue Agency, or Ministry of Finance;
- Advise Oxfam Canada of any and all changes in accounting and reporting requirements.

3.2. Meeting attendance:

The Audit Partner and Audit Manager are required to attend the following two (2) meetings (in person at the Oxfam Canada's Headquarters or virtually) each year:

- Finance and Audit Committee Meeting - to discuss the audit plan (mid-May to mid-June)
- Finance and Audit Committee Meeting - to report on the audit findings (mid-August to September)

3.3. Consultation from time to time:

The audit team is to serve as a resource and be available for consulting on accounting and related issues throughout the fiscal year.

3.4. Audit timing:

The end of the fiscal year at Oxfam Canada is March 31st. Typically, the fieldwork takes place during June through July, if necessary. Draft Financial Statements are usually presented to the Finance and Audit Committee in the first week of June. Finalized audited statements and audit findings report should be provided by the end of July for a Finance and Audit Committee meeting in early August.

4. FORM OF PROPOSAL

All proposals must include:

4.1. An overview of the firm:

Describe your firm's experience in providing audit services to government funded, non-profit and charitable organizations.

- Provide evidence of the firm's qualifications to provide the services described in Section 3. Scope of Audit;
- Indicate your firm's expertise in charitable law, accounting systems, and any other ancillary service that you feel would be beneficial to Oxfam Canada;
- Provide references from at least three (3) current comparable non-profit audit clients (of similar size and audit scope and involved in international development if possible). This should include contact person's name, organization, title, e-mail, address, phone number and year that audit services were provided; and
- Provide the size and organizational structure of the Applicant's firm.

4.2. The Audit Team:

- Provide names of the partner, audit manager, and field staff who will be assigned to our account and provide their biographies; and
- Provide the firms' history regarding staff continuity at the partner and senior staff level and its experience with other clients similar to Oxfam Canada in this regard.

4.3. The Audit approach:

- Describe the audit processes and techniques used by your firm;
- Indicate your expectations of Oxfam Canada both before and during the audit; and
- Propose a timeline for fieldwork and final reporting.

4.4. Audit Fees:

- The term of this engagement is for the 2027-2028 fiscal audit year (ending March 31st, 2027) with an option to extend annually for an additional four (4) years. Annual extension will be determined through a vote at Oxfam Canada's Annual General Meeting.
- Provide proposed fee structure for each of the five (5) years of the proposal period (2027-2028 onwards), including details of administration fee structure, as well as any assurances that can be given regarding fees in future years and the maximum fee that would be charged.

5. EVALUATION CRITERIA

Oxfam Canada criteria will be based upon, but not limited to, the following criteria:

- Be a nationally recognized firm;
- Be current with respect to legislation relevant to the operations of a Canadian registered charity;
- Have experience in providing audit services for similar sized registered charities;
- Have experience in providing audit services in an international development context;
- The background, education, qualifications and relevant experience of staff assigned to the engagement, and the professional standards of the firm;
- Reputation of the firm in its industry, and particular areas of expertise which may be of value beyond the normal engagement;
- Ethical reputation, past performance and conduct of the firm including but not limited to confirmation the firm is not subject to any concerns, disputes, or investigations regarding ethical misconduct that may impact our reputation;
- Be in a position to provide professional development opportunities for Oxfam Canada staff through events, webinars, blogs about non-profit related subjects;
- Be available to provide audit services overseas if and when necessary;
- Gender balance of the firm's Board and senior management team;
- Having a Diversity and Inclusion Policy and related programs and initiatives;
- Organizational alignment with Oxfam Canada and a willingness to establish a long-term beneficial relationship;
- Understanding of the scope of the proposed professional services as evidenced by the proposal submitted including a comprehensive understanding of issues that affect Oxfam Canada;
- Proposed fee structure for each of the five (5) years of the proposal period including details of administration fee structure; and
- Reference checks.

Please Note:

- Any hospitality, incidental, food, travel and other expenses will not be reimbursed.
- In order to be fair to all applicants, late submissions and phone calls or emails to discuss the applications status will not be accepted.
- All applicants will be notified of the status of their application by September 30, 2026.

6. CONFIDENTIALITY

All information provided in this RFP is confidential and must not be disclosed without written permission.