



OAKVILLE SOCCER CLUB

REQUEST FOR PROPOSAL: EXTERNAL AUDIT SERVICES

JUNE 2025

**1520 Pine Glen Road
Oakville, ON L6M 4P4
www.oakvillesoccer.ca**

TERMS & CONDITIONS

This Request for Proposal (RFP) is confidential and may only be shared with individuals who have a need to know. The Oakville Soccer Club (“OSC”) will treat all vendor responses as confidential, disclosing them only to its Board of Directors, selection committee, and relevant staff. By submitting a proposal, vendors accept that OSC is not liable for any costs or losses arising from this process and waive all claims for compensation, including for proposal preparation, lost profits, or cancellation of the RFP. Participation in this process does not create any contractual or legal rights unless and until a formal written agreement is executed. OSC reserves the right to modify or cancel the RFP at its sole discretion at any time.

PURPOSE OF THIS REQUEST FOR PROPOSAL

OSC is seeking proposals from qualified firms or individuals to provide external audit services. The engagement is expected to include the audit of financial statements as well as insights and recommendations on financial oversight, internal controls, and operational risk management, informed by practices commonly seen in community-based not-for-profit organizations.

This RFP is not an expression of dissatisfaction with our current audit service provider. As part of the Board’s fiduciary responsibility, OSC is undertaking this process to ensure due diligence and to explore all available options in the best interest of the organization.

THE OAKVILLE SOCCER CLUB

The largest not-for-profit amateur sports club in North America, OSC provides services within the Town of Oakville, Ontario. With approximately 20,000 registrations annually OSC provides year-round recreational, competitive, semi-professional and community programming to players of all ages. Based out of the Pine Glen Soccer Centre in North Oakville, OSC proudly engages all facets of the community to ensure accessible programming options for all. OSC is a member of Peel Halton Soccer Association, Ontario Soccer, and is a National Youth Club Licence Holder with Canada Soccer.

OSC is governed by a volunteer Board of Directors (the “Board”) that is responsible for overseeing the organization’s strategy, operations, and financial stewardship. The Finance Committee (the “Committee”), a standing committee of the Board, provides support and oversight in the areas of financial reporting, budgeting, and audit matters. OSC’s fiscal year end is September 30. As of September 30, 2024, OSC had annual operating expenses of approximately \$7.2 million.

OSC seeks to create and maintain strong and long-lasting mutually beneficial partnerships with all stakeholders in our community, including our vendors. Committed to the value of our

member's investment, we seek to work with service providers who share our values and commitment to a high standard of excellence.

SCOPE OF SERVICES REQUESTED

The selected auditor will be expected to:

- Perform an annual audit of OSC's financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) and issue an independent auditor's report
- Present audit results to the Committee and the Board, including a summary of key findings, any identified issues or adjustments, and an explanation of the auditor's report.
- Provide a separate report or presentation to the Board outlining broader insights arising from the audit process. This should include observations and recommendations related to financial oversight practices, internal controls, and operational risk management. We are particularly interested in best practices and potential opportunities for OSC to strengthen its approach in these areas.

PROPOSAL REQUIREMENTS

Interested firms or individuals are asked to submit a proposal that includes:

- **Overview of Firm:** A brief description of your firm or practice, including relevant experience providing audit services to not-for-profit organizations.
- **Audit Approach & Methodology:** A summary of your proposed audit process and timeline. The audited financial statements must be finalized at least four weeks before the Annual General Meeting, held annually in February.
- **Qualifications and Experience:** A summary of your professional qualifications and relevant work history. If applicable, include the experience of any team members who would be assigned to the engagement.
- **Insights on Financial Oversight, Internal Controls and Operational Risk:** Briefly describe the types of insights and recommendations your firm typically provides to help strengthen an organization's financial oversight and risk management practices.
- **Fees:** A detailed fee schedule, including the costs for the financial statement audit and any other services, if applicable.

- **Client References:** Contact information for at least two not-for-profit clients (current or former).

AUDITOR APPOINTMENT AND TERM

The recommended auditor will be presented for ratification by the membership at the Annual General Meeting (AGM) in February 2026 and will commence the audit of the 2026 fiscal year-end in November 2026.

The initial term of the audit engagement will be five (5) years, beginning with the 2026 year-end audit, subject to an annual performance assessment. All external audit appointments are made at the discretion of the Board. The Board reserves the right to terminate or re-tender the audit engagement at any time if it determines that doing so is in the best interest of OSC.

TIMELINE

RFP Issued	June 16, 2025
Confirmation of intent to submit a proposal	July 7, 2025
Deadline for firms to submit questions	July 30, 2025
Proposal submission deadline	August 15, 2025
Interviews (if required)	October 2025
Section and notification	November 2025
OSC Annual General Meeting	February 7, 2026
2026 Audit Commencement	November 1, 2026

SUBMISSION INSTRUCTIONS AND RFP CONTACTS

Please direct all communications and submissions to all three contacts listed below by the prescribed deadlines:

Katryna Indewey

Executive Director

Email: kindewey@oakvillesoccer.ca

Natali Pronek

Director of Finance

Email: npronek@oakvillesoccer.ca

Shayam Jeyaratnam

Treasurer, Board of Directors

Email: sjeyaratnam@oakvillesoccer.ca

It is essential that bidders provide their responses in a clear and concise manner with sufficient information and evidence for OSC to assess. OSC reserves the right to shortlist proposals to move on to the in-person presentation phase of the process if deemed necessary. Additionally, OSC reserves the right to cancel the in-person presentation component should the organization see fit.

Bidders will be notified of the success or failure of their submission. Should a bid not be selected to move to the next phase, beyond notification there will be no further explanation or follow-up.

All communication must be submitted in writing. Contact with OSC staff or Board members regarding this RFP is strictly prohibited and may result in disqualification.

THANK YOU

The Oakville Soccer Club would like to thank all those who chose to participate in this RFP process. We thank you for your investment of time and energy and appreciate your willingness to cultivate a unique and beneficial partnership in the best interests of both parties.

