

September 14, 2023

RE: Request for Proposal – Audit and Tax Services

To Whom it May Concern,

Invest Ottawa (IO) is soliciting proposals from CPA firms to provide an annual year-end corporate audit, program compliance audits of various funding agreements, and an annual filing of the corporate NFP return. The first-year audit under this engagement will be for the fiscal year ending March 31, 2024.


Please note the following deadlines for your consideration:

Requests for additional information & enquiries	October 13, 2023
Responses return	October 27, 2023
RFP closing date	November 15, 2023 @ 16:00EST
Evaluation & Recommendation *	November 2023
Final Decision	January 2024

*Shortlisted candidates may be invited to a meeting with management and the audit & finance committee members

Should you, or your firm wish to submit a proposal, please contact Julia Stewart, Director, Finance via e-mail: jstewart@investottawa.ca. The detailed RFP document and audited financial statements will be released to you directly.

Thank you,



Julia Stewart, CPA
Director, Finance