

# Marine Renewables Canada

## Request for Proposals for:

### Audit Services 2025-2027 (3-year period)

RFP Release Date: FEBRUARY 19, 2025  
Proposal Submission Deadline: MARCH 12, 2025

#### **Contract Manager**

Amanda White, Senior Director Operations & Member Services  
Marine Renewables Canada  
P.O. Box 46011, Halifax, NS, B3K 5V8  
Phone: (902) 717-0716  
[Amanda@marinerenewables.ca](mailto:Amanda@marinerenewables.ca)

**Marine Renewables Canada** invites firms to submit a proposal for the preparation of its yearly audited financial statements and related filings for a three-year period beginning with the 2025 fiscal year (January-December). The audit of Marine Renewables Canada's financial statements must be performed in accordance with generally accepted auditing standards.

Marine Renewables Canada is a national association for wave, tidal, offshore wind and river current energy. Established in 2004, the association has worked to identify and foster collaborative opportunities, provide information and education, and represent the best interests of the sector to advance the development of a marine renewable energy industry in Canada that can be globally competitive. Over the past decade, the association has served as advocate, information resource, industry incubator and business mentor in an effort to build a new industry for Canada.

[Marine Renewables Canada](#) has not-for-profit status and is federally incorporated. Operating with four staff, 3 based in Nova Scotia and 1 in Ontario, the association has almost 200 members comprising of service and supply chain, developers, utilities, government, and academia with the majority of our service & supply members being SMEs.

The association receives revenue from three main sources – membership fees, events, and government funding (related to projects/activities) from both federal and provincial agencies.

**Marine Renewables Canada requires the following services:**

1. Annual financial statement audit, which includes:
  - a. the statement of financial position as of December 31;
  - b. the statements of operations;
  - c. changes in net assets and cash flows for the year then ended;
  - d. a summary of significant accounting policies.
2. Preparation of the association's T2 and T1044 Non-Profit Organizations (NPO) Information Return
3. Management letter
4. Presentation of the draft version of the financial statements to the Marine Renewables Canada Board of Directors
5. Presentation of the final audited financial statements at the associations' annual general meeting (held late March each year).

The annual financial audit of the association must be completed within two months after the end of each fiscal year, for the Marine Renewables Canada Board of Directors to review each document prior to its submission to the appropriate parties.

**All proposals must include:**

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing not-for-profit clients;



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- c) Size and organizational structure of the firm;
- d) Statement of the firm's understanding of work to be performed, including tax and non-audit services;
- e) A proposed timeline for fieldwork and final reporting;
- f) Proposed fee structure for each of the three years of the proposal period, including guarantees regarding increases in future years, and the maximum fee that would be charged;
- g) Description of firm's billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;

Your proposal must be sent to Amanda White, Operations Director at Marine Renewables Canada via email at [amanda@marinerenewables.ca](mailto:amanda@marinerenewables.ca), no later than **Wednesday March 12, 2025 at 5:00 pm AT**.

### Questions and Clarifications

Marine Renewables Canada will accept questions and request for information from interested applicants. All inquiries should be directed to Amanda White, Senior Director Operations & Member Services at [amanda@marinerenewables.ca](mailto:amanda@marinerenewables.ca) or phone (902) 717-0716.

A handwritten signature in black ink that reads "Amanda White".

Amanda White | Senior Director Operations & Member Services  
Marine Renewables Canada | [www.marinerenewables.ca](http://www.marinerenewables.ca)  
P.O. Box 46011 | Halifax, NS | B3K 5V8  
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