

REQUEST FOR PROPOSAL
For Annual Audit Services for the Prince Edward County Memorial Hospital Foundation

I. Project Overview

Prince Edward County Memorial Hospital Foundation (PECMH Foundation) is a registered charitable organization that raises money to advance health care for the people of Prince Edward County (PEC) and patients of the hospital.

The PECMH Foundation invites proposals from qualified public accounting firms for the provision of external audit services for the Foundation's financial statements for the fiscal year ending March 31, 2027.

The purpose of this Request for Proposal (RFP) is to select an independent auditor who will provide assurance that the Foundation's financial statements are fairly presented in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

The successful firm will be recommended for appointment by the membership at the 2026 Annual Meeting (June 2026). The engagement may be renewed annually for up to five years, subject to satisfactory performance and Board approval.

Through this process, PECMH Foundation seeks a partner who understands the financial reporting and governance needs of a charitable foundation within the healthcare sector—one who can ensure compliance with applicable standards, provide clear and timely communication, and support continuous improvement in financial stewardship and accountability to our donors and the broader community.

II. Organizational Overview

Prince Edward County Memorial Hospital History

The "Prince Edward County Hospital" was incorporated on April 6, 1918. In 1959, it was renamed Prince Edward County Memorial Hospital.

Today, the Prince Edward County Memorial Hospital (PECMH) receives and treats an average of 50,000 patients annually. Prince Edward County has a population of 27,000+ and is Ontario's only island county, spread over 1,000 sq. km, surrounded by over 800 km of shoreline.

Prince Edward County Memorial Hospital Foundation (PECMH Foundation)

Since its incorporation in 1985, PECMH Foundation has helped advance healthcare delivery in our community by raising funds that help to support the hospital's infrastructure and maintenance, the

purchase of medical equipment, and medical innovations that will transform how our hospital delivers care and improve the lives of all County residents and visitors.

More information on PECMH Foundation can be found by visiting our website at www.pecmhf.ca. Financial statements can be viewed on our accountability page www.pecmhf.ca/our-accountability.

Quinte Health

Quinte Health oversees the integrated complex healthcare system of our hospitals across the Quinte region: Belleville General Hospital, North Hastings Hospital, Prince Edward County Memorial Hospital and Trenton Memorial Hospital. The PECMH Foundation is an independent, charitable organization that receives direction from Quinte Health about healthcare delivery across the region, and what equipment needs to be replaced or purchased.

III. Back the Build (New Hospital Campaign) Overview

We are investing in the future of PECMH. The existing building, now over 60 years old, is nearing its end of life. Our exceptional caregivers still provide the quality health care County residents and visitors deserve, but the aging building is a challenging environment in which to work. Construction of the new hospital is currently underway, set to open in late 2027.

PECMH Foundation has raised \$27M towards our \$30M goal for the new hospital. This accounts for 10% of our community's share of the building cost and 100% of the furnishings and equipment costs. There is approximately \$3M left to raise.

A portion of the funds raised for this campaign will help to purchase the major medical equipment needed for the new hospital and incorporate environmental sustainability enhancements and smart technology into the design.

We have designed a 96K square-foot hospital with 23 inpatient beds. Enhanced patient comfort, increased infection control measures and the ability to accommodate advanced medical technology are examples of the improvements people will see and experience. As of current construction, the new PECMH is the first hospital in North America to be fully encapsulated in a mass timber frame. With that and the other environmental enhancements, our new hospital will be net carbon zero, thus enabling the hospital's operation to be more efficient and better for our environment.

Because of our generous community, we are in a position where we are not only building a new hospital, but we are also building a GREAT hospital, potentially the first hospital of its kind in North America!

More information on our Back the Build campaign can be found by visiting www.pecmhf.ca/back-the-build.

IV. Scope of Work

The external auditor will:

- Conduct an annual audit of the Foundation's financial statements in accordance with Canadian Auditing Standards (CAS).
- Express an opinion on whether the financial statements are presented fairly in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).
- Issue a Management Letter identifying significant internal control, governance, or process recommendations.
- Attend the Finance & Audit Committee meeting to present draft findings and recommendations.
- Present the audited financial statements at the Annual Meeting (AM).
- Review and file the Registered Charity Information Return – T3010 – on behalf of PECMH Foundation.
- Provide professional guidance on emerging financial reporting, CRA charitable compliance, and governance matters as relevant to the Foundation.

V. Deliverables

- Audited financial statements for the fiscal year ending March 31, 2027.
- Management Letter summarizing observations and recommendations.
- Attendance and presentation at committee and Board meetings as required.
- Draft financial statements ready for review by May 2027.
- Review and file T3010 for the fiscal year ending March 31, 2027.
- Present audit findings at Annual Meeting (AM) in June 2027.

VI. Proposal Requirements

1. Firm Profile

- Name, address, contact information, and brief description of your practice.
- Experience with not-for-profit, charitable, or hospital foundation audits.

2. Key Personnel

- Names, qualifications, and roles of partners and staff assigned.
- Summary of relevant experience and credentials.

3. Audit Approach

- Overview of your audit methodology, timeline, and communication process.
- Approach to understanding our operations, risks, and internal controls.
- Steps to ensure quality, consistency, and continuity of service.

4. Fees

- Annual audit fee for the 2026/2027 fiscal year.
- Hourly rates by staff level.
- Out-of-pocket expense estimates.
- Optional multi-year fee structure.

5. References

- At least three references from similar organizations (e.g., charitable or hospital foundations).

VII. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated experience with charitable and hospital foundations.
- Quality of proposed audit approach and understanding of the Foundation's operations.
- Qualifications and experience of assigned staff.
- Communication process and client service philosophy.
- Overall cost and value.
- References and track record of timely, high-quality audit delivery.

VIII. Proposed Timeline

<u>Milestone</u>	<u>Date</u>
RFP Release	January 5, 2026
Deadline for Questions	February 13, 2026
Proposals Due	March 6, 2026
Shortlist Interviews	April 15, 2026
Recommendation to Board	Mid-April to Mid-May 2026
Board Motion to Appoint	May 28, 2026
Auditor	
Appointment Announced at	June 2026
AM	

IX. Submission Procedure

Please submit any questions by February 13, 2026, and proposals by 4:00 p.m. on March 6, 2026, to:

Carter Little, Finance and Database Coordinator
Prince Edward County Memorial Hospital Foundation
403 Main Street East, Picton, ON K0K 2T0
Email: 70clittle@quintehealth.ca

X. Terms

- PECMH Foundation reserves the right to reject any or all proposals, to negotiate with any proponent, and to accept the proposal deemed most advantageous to the Foundation.
- PECMH Foundation will not be responsible for any costs incurred in the preparation of a response to this proposal.
- Proposals received after the submission deadline will not be considered.
- All responses received are confidential and will be reviewed by our evaluation team. All submission materials will be destroyed at the end of the evaluation process.