

Regional Tourism Organization 7
Financial Management Support Services RFQ

Issued: August 12, 2026
Due: September 4, 2026
Award: September 11, 2026
Contract Begins: October 1, 2026

Introduction

Regional Tourism Organization 7 (RTO7) is seeking the services of an experienced financial management professional to support the organization in preparing financial statements and supporting schedules required for management, Board, Ministry reporting and annual audit purposes.

RTO7 is an independent, board-led, not-for-profit corporation funded by the Ontario Ministry of Tourism, Culture and Gaming with a mandate to provide strategic leadership and work collaboratively with tourism partners and stakeholders to enrich the region's tourism industry. RTO7 markets and promotes the region as a destination under the BruceGreySimcoe brand.

For further information about:
RTO7 (industry site): www.rto7.ca
BruceGreySimcoe (consumer site): www.brucegreysimcoe.com



Scope of Work

Working collaboratively with RTO7 staff and the organization's bookkeeper, the successful respondent will provide financial reporting, oversight and advisory support. Day-to-day bookkeeping, accounts payable/receivable and payroll are managed separately and are not part of this assignment.

This may include but is not limited to:

- Review/verify coding of transactions to appropriate programs and general ledger accounts

- Prepare quarterly and year-end financial statements and supporting schedules, financial oversight and advice
- Support Ministry and other funder financial reporting requirements
- Ensure TPA funds are properly and fully expended
- Prepare any required documentation to support the annual audit and liaise with auditors if/as required
- Provide advice regarding HST and accounting treatment applicable to Public Service Bodies
- Provide other related financial management and accounting advice as mutually agreed

Qualifications Sought

- Demonstrated experience preparing financial reports and supporting compliance for organizations receiving funding from the Ontario Ministry of Tourism, Culture and Gaming or similar provincial transfer payment programs.
- Experience providing financial management to not-for-profit or publicly funded organizations
- Experience supporting annual budget tracking and audit
- Experience with Ontario's Regional Tourism Organization structure and requirements
- Ability to step into an organization mid-fiscal
- Direct tourism experience an asset

The initial term of the agreement will be October 1, 2026 to July 31, 2027. At RT07's sole discretion, the agreement may be renewed for up to three (3) additional one-year terms, subject to satisfactory performance, mutual agreement and continued funding.

It is anticipated that the assignment will require approximately 12-15 hours per quarter, with additional effort during fiscal year-end and the annual audit. Respondents are encouraged to provide their own estimate of the level of effort required to deliver the scope of work.

RT07 welcomes submissions from qualified individuals, accounting firms, and other entities with the demonstrated experience and capacity to provide the required services. RT07 intends this engagement to be collaborative in nature and values responsiveness, practical advice and the ability to work effectively with staff, the organization's bookkeeper, auditors and other professional advisors.

Submission Format & Evaluation

- Cover letter
- Outline relevant experience including qualifications

- Outline your approach to providing the above service(s), including availability
- Provide an hourly rate and estimated hours required per quarter
- Provide a resume for the individual(s) who will perform the work
- Provide 2 references that speak to the above scope of work and qualifications

Submissions should be sent to info@rto7.ca by 5:00pm Friday, September 4th.

Evaluation will be based on:

- Relevant experience and qualifications
- Demonstrated understanding of the scope
- Availability and responsiveness
- Value for money

Terms & Conditions

- RT07 reserves the right to accept or reject any or all submissions, to request clarification from respondents, and to cancel or amend this RFQ at any time.
- This RFQ does not obligate RT07 to award a contract or to reimburse any costs incurred in the preparation of a submission.
- Respondents should disclose any actual or potential conflicts of interest that could affect their ability to provide the services.
- The successful respondent will enter into a mutually acceptable service agreement with RT07 outlining the scope of services, fees, term, confidentiality, termination provisions and other standard contractual terms.
- The successful respondent will act as an independent contractor and will implement appropriate safeguards to protect RT07 information and confidentiality