



## Request for Proposal for Auditing Services



# *Northwest Community Action, Inc*

PO Box 67 312 North Main Street Badger, MN 56714

Office: (218) 528-3258 Fax: (218) 528-3259 Head Start: (218) 528-3226

<http://www.nwcaa.org>

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Northwest Community Action ("NWCA" or "the Agency") is currently inviting proposals from Certified Public Accounting firms interested in providing annual audit and IRS Form 990 services for a period of 3 years with the option for 2 additional years. The first audit under this arrangement will be for the fiscal year ending August 31, 2025.

## **ORGANIZATION BACKGROUND**

NWCA is a 501(c)(3) organization serving 5 Counties and is governed by a 15 member volunteer Board of Directors.

The mission of NWCA is to assist people to achieve economic stability and build strong communities in Roseau, Kittson, Lake of the Woods and Marshall counties. The Agency is committed to providing programs with dignity that address the root causes of poverty and enhance the self-sufficiency of low-income people.

The agency has approximately 65 employees. With the help of community volunteers, NWCA delivers services to participants in 4 counties, including programs that address child development, health and social service, self-sufficiency, energy assistance, energy conservation and housing stability.

The agency receives funding from the Federal government, State government and private sources. NWCA has an annual operating budget of approximately \$5 million.

NWCA has various programs active throughout the fiscal year:

- Head Start and Early Head Start are comprehensive child development, health and social service programs for low-income families. Over 200 children from prenatal through age 5 are enrolled in NWCA's programs each year.
- Family Service programs provide a variety of services to help low-income individuals, and their families achieve financial independence through education, asset development, SNAP Outreach, transitional housing and other homelessness prevention programs.
- Energy Assistance and Energy Conservation programs have helped households with the payment of their home energy bill and/or reduction in their energy costs through various programs.

## **KEY MANAGEMENT PERSONNEL**

Executive Director, Sharon Millner

Fiscal Director, Chris Herme contracted through Creative Planning

Board Chair, Jenny Moorman

## **SERVICES REQUESTED**

NWCA is requesting an electronic proposal and bid from your firm to:

- Audit the Agency's annual financial statements in accordance with generally accepted auditing standards (GAAS), OMB Circular A-133 and OMB Code of Federal Regulation Part 2 CFR Part 200 and the appropriate compliance supplements with a goal of expressing an opinion on the financial statements' conformity with generally accepted accounting principles (GAAP).
- Submit any required, written communications to those charged with governance, and any management or similar recommendations that may result from the audits.
- Prepare the annual IRS Form 990 for the Agency.

## **INFORMATION TO BE INCLUDED IN THE PROPOSAL**

NWCA is requesting the following information to be included in your firm's proposal:

- Understanding of services to be provided.
- Firm background, including but not limited to:
  - Years in business and number of employees
- Information about the firm's CAP abilities, including:
  - Qualifications to provide the services requested, including experience auditing non-profit organizations, specifically Minnesota Community Action Agencies;
  - Experience auditing programs funded by the Federal Government, State of Minnesota, and other county or local sources;
  - Other relevant resources available within your firm.
- Client references, specifically Community Action and non-profit Organizations of relevant size or mission (NWCA may contact references to verify the experience provided.)
- Copy of the firm's most recent quality/peer review report, including any accompanying letter(s) of findings, links to reports are acceptable.
- Identify the engagement team who will be performing the work, including their qualifications and experience.
- A brief explanation of your firm's approach to performing the audit, including your firm's philosophy on communications throughout the year, scheduling of engagements, management letter, and tax returns.
  - Your expectations of NWCA's executive, finance and accounting staff
  - A provisional timeline for planning, fieldwork, completion of the audit, and the expected delivery of the financial statements, management letter, and tax returns.
  - Itemized fees for services to be provided, by year including:
    - Estimated number of hours and rate per hour per staff member
    - An estimate and description of any out-of-pocket expenses

## 2025 TIMELINE

<b>Thursday, July 3rd by 4:00 pm</b>	CPA firm representatives RSVP to Ashley Rivard <a href="mailto:arivard@nwcaa.org">arivard@nwcaa.org</a> of your firm's intent to attend the virtual bidder's conference.
<b>Wednesday, July 9th by 4:00 pm</b>	NWCA send virtual invites to prospective bidders.
<b>Wednesday July 16th 11:00 am</b>	NWCA to hold virtual bidder's conference, via Zoom. NWCA will provide organizational and financial information relevant to preparing the audit proposal. Attendance is not required to submit proposal.
<b>Wednesday, July 30th 4:30 pm</b>	CPA firms to send electronic proposals due to NWCA by 4:30 p.m. Send to Sharon Millner ( <a href="mailto:smillner@nwcaa.org">smillner@nwcaa.org</a> )
<b>Friday, August 1st by 4:00 pm</b>	NWCA will notify all firms of finalists.
<b>Thursday/Friday, August 7/8 Time TBD</b>	Potential virtual finalist presentations.
<b>Wednesday, August 14th</b>	Recommendation to NWCA Executive Committee.
<b>Thursday, August 21st</b>	Recommendation to NWCA Board of Directors.
<b>Friday, August 22nd</b>	NWCA will notify finalists of firm selection decision.

## EVALUATION

Evaluation of each proposal will be scored on the following factors:

<b>Evaluation Criterion</b>	<b>Point Range</b>
The firm's responsiveness; including: <ul style="list-style-type: none"> <li>• Adequate coverage and demonstrated ability to provide the services requested in a timely manner</li> </ul>	0 – 10
Availability of firm's staff with professional qualifications, including: <ul style="list-style-type: none"> <li>• Audit team makeup</li> <li>• Overall supervision to be exercised.</li> <li>• Prior experience of the individual audit team members</li> <li>• The firm's overall technical abilities</li> </ul>	0 – 10
The depth of the firm's understanding of and relevant experience with not-for-profit organizations and Federal reporting requirements under OMB Circular A-133 and OMB Code of Federal Regulation Part 2 CFR Part 200 and the appropriate compliance supplements, including prior experience with: <ul style="list-style-type: none"> <li>• Non-profit agencies and organizations</li> <li>• Community Action agencies</li> <li>• Programs funded by the Federal Government and the State of MN</li> </ul>	0 – 20
The firm's proposed price for services.	0 – 20
<b>Maximum Points</b>	<b>60</b>

When submitting the proposal, firms should be aware of and understand the following items:

- A change in auditor rotation requirements from one (or more) funding sources of NWCA could impact (reduce) the proposed three-year time period sought in this RFP.
- Proposals may be judged nonresponsive and removed from further consideration if one or more of the following occur:
  - The proposal is not received timely within the terms of this RFP.
  - The proposal does not contain the specified information.
  - The proposal does not include the Certifications (attached)
  - The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the Government Audit Standards of the U.S. Comptroller General
- Upon request, the CPA Firm selected will provide a copy of the work-papers pertaining to any questioned costs determined in the audit. The work-papers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.
- The work-papers will be retained for at least five years from the end of the audit period. The work-papers will be available for examination by authorized

representatives of the applicable federal or state audit agency, the General Accounting Office, and Northwest Community Action.

- Reports and drafts shall be submitted based on proposal timeline and agreement made with audit firm and NWCA Staff. If the selected firm fails to make delivery of the audit reports within the specified time schedule, or if the firm delivers audit reports which do not conform to all provisions of the contract, Northwest Community Action may, by written notice of default, terminate the whole or any part of the contract. Under certain extenuating circumstances the contracting agent may extend the schedule upon written request with sufficient justification.

## **REVIEW PROCESS**

Northwest Community Action reserves the right to make an award without further discussion of the proposals submitted. Proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the bidder can propose.

Northwest Community Action contemplates interviewing bidders with the highest total points and selecting an audit firm based on the interviews.

## **OTHER INFORMATION**

Additional attachments in this RFP contains the following information.

- Appendix A – Bidder Certifications (included below with Proposal)
- Appendix B - Agency Organizational Chart
- Appendix C – Revenue & Expenses by Project as of April 30, 2025

IRS Form 990s for NWCA are publicly available on its website at: [www.NWCAA.org](http://www.NWCAA.org)

Please contact Ms. Rivard regarding your intent to attend the virtual bidders conference in order to assist you in developing a proposal. We look forward to hearing from you,

Sincerely,



Sharon Millner  
Executive Director

## APPENDIX A – CERTIFICATIONS

### *BIDDER CERTIFICATIONS*

The individual signing certifies that:

1. He/she is authorized to contract on behalf of the Bidder.
2. The prices quoted on the attached proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
3. There has been no attempt by the Bidder to discourage any potential Bidder from submitting a proposal.
4. He/she has read and understands the RFP and all attachments to the RFP.
5. The individual signing certifies that the Bidder carries insurance, and will provide a certificate of insurance upon signing a contract naming Northwest Community Action as additional insured.
6. The Bidder has an Affirmative Action Plan.
7. The Bidder is a properly licensed certified public accountant.
8. Bidder meets the independence standards for the Government Auditing Standards
9. Bidder has read and understands the following publications relative to the proposed audits.
  - a. *Government Auditing Standards* (2018 Yellow Book)
  - b. OMB 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*
  - c. *Not-for-Profit Organizations* (AICPA Audit Guide)
10. The Bidder will comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
11. The Bidder will comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
12. The Bidder will comply with Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United

States’’). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. Community Action must report all suspected or reported violations to the Federal awarding agency.

13. The Bidder will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Bidder. The Bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisement and solicitations placed in accordance with Federal law, rule, or regulation shall be deemed sufficient for meeting the intent of this section.
14. The Bidder will comply with E.O.s 12549 and 12689 “Debarment and Suspension.” No contract shall be made to the parties listed on the General Services List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.’s 12549 and 12689, “Debarment and Suspension.”

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Bidder’s Firm Name

\_\_\_\_\_  
Signature of Bidder

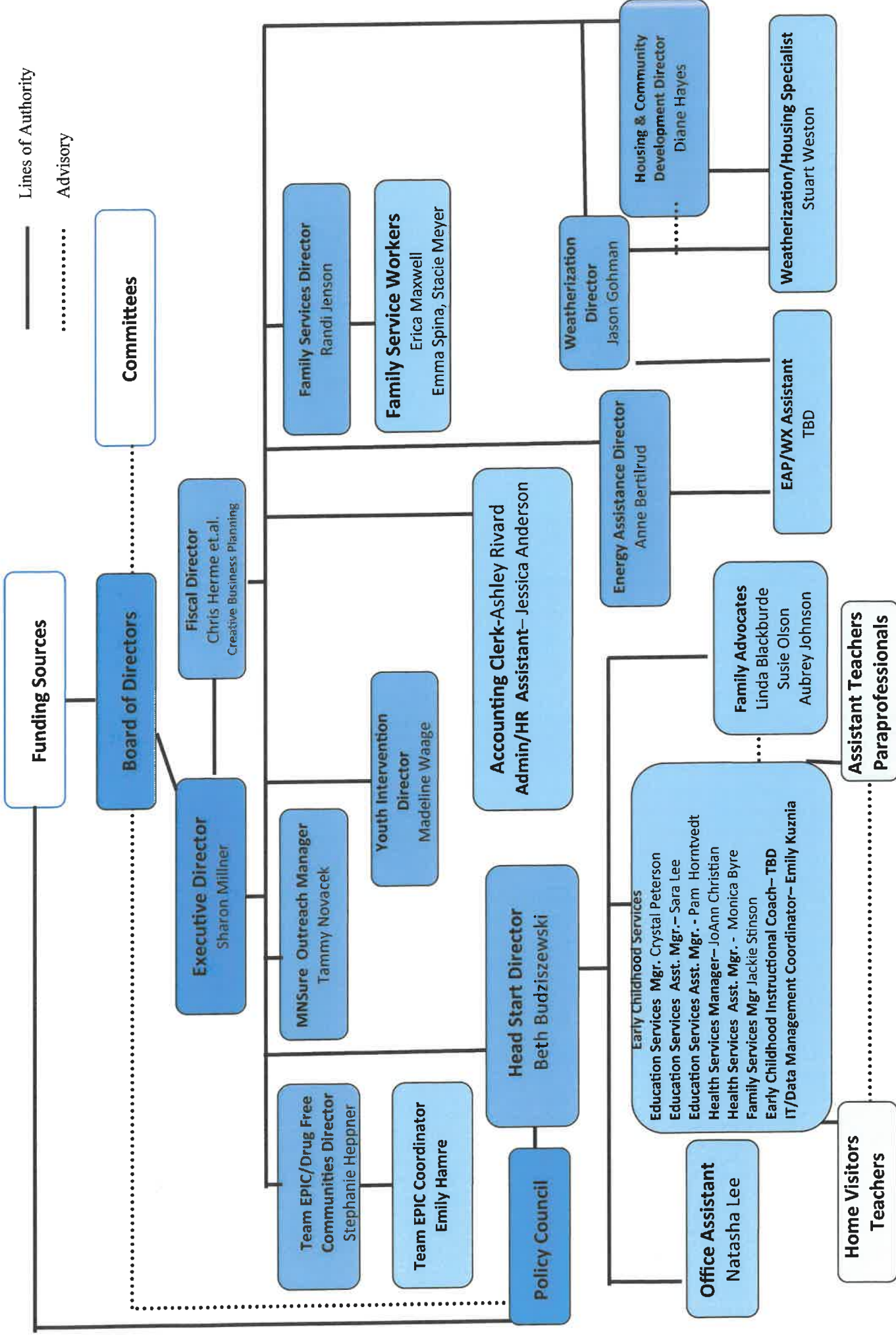
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Printed Name and Title of Individual Signing



# Appendix B

# Northwest Community Action, Inc.

## Organizational Chart



# Appendix C

# Northwest Community Action, Inc. Net Assets by Grant FY2025

Grant	End Date	Total Revenue	Total Expenses	Net Assets	Notes
Age-Friendly MN Com Grant	6/30/2025	13,819.42	14,098.53	(279.11)	
Argyle Small Cities	12/31/2025	0.00	2,062.16	(2,062.16)	
Badger Small Cities	12/31/2024	1,377.37	3,068.68	(1,691.31)	
BIL 2024-2025	6/30/2025	17,555.79	20,058.57	(2,502.78)	
CIP - City Of Roseau 2024	12/31/2024	936.55	5,598.76	(4,662.21)	
CIP - North Star Electric 2024	12/31/2024	5,722.82	13,486.76	(7,763.94)	
CIP - North Star Electric 2025	12/31/2025	0.00	5,214.86	(5,214.86)	
CIP - Roseau ElectricCoop 2024	12/31/2024	0.00	7,351.22	(7,351.22)	
CIP-City of Roseau 2025	12/31/2025	0.00	375.94	(375.94)	
CIP-OTP 2024	1/1/2025	12,405.08	9,767.76	2,637.32	
CIP-Roseau Electric COOP	12/31/2025	20,491.71	18,255.54	2,236.17	
CIP-Roseau Electric Coop 2025	12/31/2025	0.00	4,601.89	(4,601.89)	
CIPS - Otter Tail Power 2025	1/1/2025	0.00	1,642.56	(1,642.56)	
COMMUNITY FUND	12/31/2025	12,580.78	11,419.07	1,161.71	
Corporate Administration	8/31/2025	2,958.93	6,083.19	(3,124.26)	
Crookston Small Cities	9/30/2027	0.00	3,806.54	(3,806.54)	
CSBG 23-25	12/31/2025	35,715.38	43,756.59	(8,041.21)	
CSBG Discretionary - Software Implementation	6/30/2025	30,000.00	30,000.00	0.00	
Drug Free Commu-Team Epic 2024-2025	9/30/2025	65,368.91	71,865.83	(6,496.92)	
EAP WX A2119 Carryover 2024	12/31/2024	36,736.42	30,922.86	5,813.56	
EAP WX A2122 2024 - 2025	9/30/2025	111,562.13	113,468.80	(1,906.67)	
Emergency Services Prog 2023-2025	6/30/2025	70,128.26	70,128.26	0.00	
Energy Assistance Program 2024-2025	9/30/2025	92,053.02	89,321.13	2,731.89	
Family Homeless Preventio 23-25	9/30/2025	21,976.61	33,003.55	(11,026.94)	
Family Homeless Prevention 23-25	9/30/2025	3,524.78	0.00	3,524.78	
Federal Head Start 2024-2025	7/31/2025	2,412,913.34	2,549,044.17	(136,130.83)	
FHPAP 2024-2025	9/30/2025	(3,706.81)	329.83	(4,036.64)	
Getting To Work 2024-2025	6/30/2025	14,742.74	20,504.57	(5,761.83)	
Getting to Work Match/County funds		0.00	9,807.32	(9,807.32)	
Hallock Small Cities	9/30/2026	2,700.00	12,292.02	(9,592.02)	
Headstart Health Literacy	10/17/2025	1,500.00	1,554.43	(54.43)	
Healthy Air A2005 2024 - 2025	6/30/2025	5,916.13	3,556.58	2,359.55	
HS Memorial Donations	12/31/2024	500.00	305.77	194.23	
Release from Restricted at Year End					
Jail Transition Coordin	12/31/2024	0.00	14,651.55	(14,651.55)	
Karlstad Small Cities	12/1/2025	0.00	15,520.36	(15,520.36)	
Kittson County Small Cities	9/30/2027	0.00	5,684.78	(5,684.78)	
Kittson Vehicle Repair	12/31/2024	0.00	1,253.47	(1,253.47)	

## Northwest Community Action, Inc. Net Assets by Grant FY2025

Grant	End Date	Total Revenue	Total Expenses	Revenue Released	Net Assets	Notes
Lake Bronson Small Cities	12/31/2024	0.00	694.80	0.00	(694.80)	
Lead Assessments	12/31/2025	8,000.00	8,200.00	0.00	(200.00)	
Long Term Homeless 24-2025	12/31/2025	14,580.00	18,927.67	0.00	(4,347.67)	
LOW Murl Escrow Account	8/31/2028	0.00	42.15	0.00	(42.15)	
LOW Murl Escrow Account : Cargile 205 3rd Avenue Northwest Baudette, MN 56623	6/1/2039	3,000.00	0.00	0.00	3,000.00	
LOW Murl Escrow Account : Russell 404 East Hamilton Baudette, MN 56623_182-50		12,505.52	0.00	0.00	12,505.52	
LOW Murl Escrow Account : Spaur 207 1st Avenue Northwest Baudette, MN 56623_182-52	4/1/2040	1,653.00	409.62	0.00	1,243.38	Release from Restricted at Year End
LOW Vehicle Repair	12/31/2024	0.00	2,749.40	0.00	(2,749.40)	Release from Restricted at Year End
MARSHALL CO SMALL CITY	9/30/2027	0.00	5,382.91	0.00	(5,382.91)	Release from Restricted at Year End
Marshall Vehicle Repair	12/31/2024	0.00	2,769.83	0.00	(2,769.83)	Release from Restricted at Year End
MCAG 24-25	6/30/2025	41,607.59	44,167.05	0.00	(2,559.46)	
MN Head Start 2024-2025	6/30/2025	167,534.15	188,163.66	0.00	(20,629.51)	
MN Sure Navigator Funds		19,920.00	2,396.61	0.00	17,523.39	
MN Sure Or-Enroll 2024-2025	6/30/2025	86,516.91	74,562.23	0.00	11,954.68	
Mnsure Outreach &	8/31/2024	0.00	971.64	0.00	(971.64)	
Murl Escrow Account	8/31/2025	0.00	18,595.86	0.00	(18,595.86)	
Murl Escrow Account : Berggren 139 Nelson Avenue Newfolden, MN 56738	1/1/2034	5,307.00	1,926.44	0.00	3,380.56	
Murl Escrow Account : Boursaw 166 South 6th Street Hallock, MN 56728	6/1/2026	12,968.00	6,308.54	0.00	6,659.46	
Murl Escrow Account : Fevold 303 Main Avenue South Roseau, MN 56751	9/1/2025	514.00	1,615.00	0.00	(1,101.00)	
Murl Escrow Account : Hietala 209 West Chicago Avenue Badger, MN 56714	12/1/2025	7,667.00	988.00	0.00	6,679.00	
Murl Escrow Account : Kasprovicz 685 Stephen Avenue Stephen, MN 56757	8/26/2036	12,225.00	0.00	0.00	12,225.00	
Murl Escrow Account : Nordby 206 West State Street Grygla, MN 56727		4,550.00	1,806.31	0.00	2,743.69	

# Northwest Community Action, Inc. Net Assets by Grant FY2025

Grant	End Date	Total Revenue	Total Expenses	Venue Releas	Net Assets	Notes
Murl Escrow Account : Reandeau 1007	10/3/2026	272.00	0.00	0.00	272.00	
Steenerson Street Warroad, MN 56763						
Murl Escrow Account : Rodriguez 150 Sand Street Alvarado, MN 56710	11/1/2026	3,192.00	0.00	0.00	3,192.00	
Murl Escrow Account : Russell 404 East Hamilton Baudette, MN 56623	11/1/2038	6,098.89	0.00	0.00	6,098.89	
Murl Escrow Account : Slater 401 2nd Avenue Southeast Roseau, MN 56751	1/1/2029	10,489.00	3,903.21	0.00	6,585.79	
Murl Escrow Account : Smith 506 Main Avenue Baudette, MN 56623	12/3/2030	500.00	0.00	0.00	500.00	
Murl Escrow Account : Spaur 207 1st Avenue Northwest Baudette, MN 56623	4/1/2040	2,697.00	668.34	0.00	2,028.66	
Murl Escrow Account : Stinson 118 State Street Grygla, MN 56727	12/1/2031	2,377.00	0.00	0.00	2,377.00	
Murl Escrow Account : Sveum 905 Main Street South Karlstad, MN 56732	1/1/2047	450.00	0.00	0.00	450.00	
Murl Escrow Account : Swanson 103 8th Avenue Southeast Roseau, MN 56751	9/1/2025	700.00	1,516.00	0.00	(816.00)	
Newfolden Small Cities	12/1/2025	5,745.00	20,489.43	0.00	(14,744.43)	
Pathways II 2024-2025	8/31/2025	116,478.39	2,698.01	0.00	113,780.38	
Pathways II Year 2 2023-2024	8/31/2024	0.00	2.00	0.00	(2.00)	
Pre Weatherization 2024 - 2025	6/30/2025	53,635.39	53,553.78	0.00	81.61	
Propane A2501 2024 - 2025	6/30/2025	14,756.87	14,961.97	0.00	(205.10)	
Reach Out For Warmth	8/31/2025	3,580.05	38,952.00	0.00	(35,371.95)	Release from Restricted at Year End
Roosevelt Small Cities	12/1/2025	0.00	2,370.68	0.00	(2,370.68)	
Roseau County Small City	12/1/2025	16,470.30	14,713.32	0.00	1,756.98	
Roseau Small Cities	12/31/2024	0.00	173.21	0.00	(173.21)	
SNAP OR & Fed Proj4 2024-2025	9/30/2025	70,852.70	71,216.52	0.00	(363.82)	
SNAP State Project 4 2024-2025	9/30/2025	14,960.07	16,456.26	0.00	(1,496.19)	
State Murl Escrow Account	8/31/2028	(631.09)	0.00	0.00	(631.09)	
Stephen Small Cities	9/30/2026	6,079.82	9,789.34	0.00	(3,709.52)	
Strandquist Small Cities	12/1/2025	1,323.41	3,605.74	0.00	(2,282.33)	
Team Epic Roseau Co 2020-2025	9/30/2025	0.00	308.90	0.00	(308.90)	
Transitional Housing Prog 2023-2025	6/30/2025	17,371.75	29,754.78	0.00	(12,383.03)	
WAP DOE A2500 2024 - 2025	6/30/2025	136,417.55	136,421.74	0.00	(4.19)	
Whole Family Approach	10/1/2025	40,857.48	30,130.08	0.00	10,727.40	
YIP Donations	8/31/2025	180.00	0.00	0.00	180.00	

Northwest Community Action, Inc.  
Net Assets by Grant FY2025

Grant	End Date	Total Revenue	Total Expenses	Value Released	Net Assets	Notes
Youth Homless Demo Grant 2024-2025	9/30/2025	18,836.24	19,342.18	0.00	(505.94)	
Youth Intervention Program 2024-2025	12/31/2025	38,761.80	38,761.80	0.00	0.00	
Total		3,970,479.15	4,134,330.91	0.00	(163,851.76)	