



## REQUEST FOR PROPOSALS (RFP)

### Independent Financial Audit Services

Issued by : NorthPoint Health & Wellness Center Inc.  
Location : 2220 Plymouth Ave N. Minnesota, Minneapolis 55411  
RFP Issue Date : January 31, 2026  
Proposal Due Date : February 20, 2026.  
Audit Period : Fiscal Year Ending December 31, 2025.  
Contract Term : One year with option to renew for up to 2–4 additional years

#### 1. ORGANIZATION BACKGROUND

NorthPoint Health & Wellness is a 501(C)3 non-profit, community-based human services organization. The organization delivers services that include housing stability, food programs, workforce development, youth and family services, behavioral health support, and community-based prevention programs.

The organization receives funding from a combination of federal, state, county, city of Minneapolis and philanthropic sources and is governed by a volunteer Board of Directors. Annual operating revenue is \$11,127,683.91 and with a number of employees of 75-85 and significant number of volunteers. Our last 4 years annual reports, audits and 990's can be found at [www.northpointhealth.org](http://www.northpointhealth.org)

#### 2. PURPOSE OF THE RFP

NorthPoint Health & Wellness seeks proposals from qualified, independent Certified Public Accounting (CPA) firms to conduct the organization's annual financial audit in accordance with:

- Generally Accepted Auditing Standards (GAAS)
- Generally Accepted Accounting Principles (GAAP)
- Uniform Guidance (2 CFR Part 200), if applicable
- State and local government audit requirements
- Applicable funder and regulatory requirements

The selected firm will provide an objective, timely, and high-quality audit and serve as a trusted advisor on accounting standards, internal controls, and compliance.

#### Human Services Division

2220 Plymouth Ave N, Suite HS1600 • Minneapolis, MN 55411  
Phone 612.767.9500 • [www.northpointhealth.org](http://www.northpointhealth.org)

### 3. SCOPE OF SERVICES

#### Required Audit Services

The selected firm will be responsible for:

- Conducting the annual financial statement audit and related footnotes
- Independent Auditor's Report
- Report on Internal Control Over Financial Reporting
- Report on Compliance (if applicable)
- Single Audit (if required)
- Preparation and submission of federal form 990 and the state charitable organization annual report
- Management letter with recommendations for internal control and process improvements
- Presentation of audit results to senior management and the Board of Directors or Audit Committee.
- Review the SEFA report for the current fiscal year.

#### Optional or Additional Services (if applicable)

- Technical accounting guidance related to new accounting standards
- Consultation on internal controls, risk management, or compliance

### 4. AUDIT TIMELINE

Starting Date	:	March 30, 2026
Year-End Close	:	December 31, 2025
Audit Planning & Fieldwork	:	March 30, 2026, through June 30, 2026
Draft Financial Statements	:	May 22, 2026.
Management Review	:	May 29, 2026.
Board/Audit Committee Presentation	:	June 8, 2026.
Final Audit Issued	:	June 30, 2026

### 5. PROPOSER QUALIFICATIONS

Firms responding to this RFP must demonstrate:

- ✓ Current licensure as a CPA firm in [State]
- ✓ Experience auditing human services and nonprofit organizations
- ✓ Demonstrated knowledge of:
- ✓ Government grants and contracts
- ✓ Uniform Guidance (Single Audit), if applicable
- ✓ Nonprofit accounting and reporting standards
- ✓ Sufficient staffing capacity to meet deadlines
- ✓ A strong quality assurance and peer review history
- ✓ Independence from the organization as defined by professional standards

## 6. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include the following sections:

### A. Firm Profile

- ✓ Legal name, address, and years in operation
- ✓ Description of nonprofit and human services audit experience
- ✓ Size and structure of the firm

### B. Proposed Audit Team

- ✓ Names, titles, and qualifications of key staff
- ✓ Relevant experience of engagement partner and audit manager
- ✓ Anticipated staff continuity

### C. Audit Approach & Methodology

- ✓ Description of audit planning and risk assessment
- ✓ Approach to internal controls and compliance testing
- ✓ Use of technology and data analytics
- ✓ Communication and issue resolution process

### D. Relevant Experience & References

- ✓ Examples of similar nonprofit or human services audits
- ✓ At least three (3) references, including organization name and contact information

### E. Fee Proposal

- All-inclusive fee for the audit
- Separate pricing for:
  - Single Audit (if applicable)
  - Optional services
  - Multi-year pricing (if proposing a multi-year engagement)

### F. Additional Value

- Technical assistance or training offered
- Insights or best practices relevant to human services organizations

## 7. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Relevant nonprofit and human services experience
  - Qualifications and stability of audit team
  - Quality and clarity of audit approach
  - Ability to meet timelines
  - Cost effectiveness and transparency
  - References and reputation
  - Overall value to the organization
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## **8. SUBMISSION INSTRUCTIONS**

Proposals must be submitted electronically in PDF format to:

Contact : Dienner Lazo – Director of Finance & Operations  
Email : [Dlazo@npimn.org](mailto:Dlazo@npimn.org)  
Subject Line : RFP – Audit Services Proposal

Late submissions may not be accepted.

## **9. TERMS AND CONDITIONS**

- NorthPoint Health & Wellness reserves the right to reject any or all proposals
- Submission of a proposal does not guarantee selection
- All costs incurred in proposal preparation are the responsibility of the proposer
- The organization may request additional information or interviews

## **10. QUESTIONS**

All questions regarding this RFP must be submitted in writing to:

Contact : Dienner Lazo  
Email : [Dlazo@npimn.org](mailto:Dlazo@npimn.org)  
Deadline for Questions : February 20, 2026