



Northwest Passage High School (ISD #4049)

11345 NW Robinson Drive, Coon Rapids, MN 55433

Request for Proposals

Financial Audit Services

1. Overview

Northwest Passage High School, a public charter school located in Coon Rapids, MN, has been serving students since 1999. Authorized by St. Thomas University and approved by the Minnesota Department of Education (MDE), the school provides education for approximately 140-150 students in grades 9-12.

2. Purpose

Northwest Passage High School is seeking proposals for financial audit service. Northwest Passage High School is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2026, with the option of auditing its financial statements for each of the two subsequent fiscal years.

3. Scope and Nature of Work

As part of the annual financial audit process, the audit will cover, but not be limited to, the Federal 990 Tax Returns, State of Minnesota Annual Charitable Organization Reports, and Management Discussion and Analysis for Northwest Passage High School and the school's affiliated building company. It will be conducted in accordance with U.S. Generally Accepted Auditing Standards and Government Auditing Standards to ensure compliance with federal and state regulations, while also addressing any additional financial reporting or compliance requirements as necessary.

4. Term

The possibility of a three-year engagement is contemplated, subject to the annual review and recommendation of the Business office/Finance Committee/School Board, the satisfactory negotiation of terms (acceptable to both Northwest Passage High School and the selected firm).

5. Timeline

RFP Issued: 3/2/2026

Proposal Submission Deadline: 3/23/2026

Selection Notification: 4/24/2026

6. Submission Instructions

Submit proposal electronically to:

Peter Wieczorek, Director

pwieczorek@nwphs.org

7. Contact for questions about this RFP, contact:

Dona Fehr, Finance Manager

dfehr@nwphs.org

8. Evaluation Criteria

A selection committee will review all proposals. The following information, in addition to the requirements, Terms and conditions identified throughout this RFP, may be included in the selection process.

Thank you for your consideration and we look forward to evaluating your proposal. If there are any questions, please feel free to contact Peter Wieczorek, Director at pwieczorek@nwphs.org or Dona Fehr, Finance Manager at dfehr@nwphs.org