Neighborhood House
Strong Families. Strong Communities. Since 1906.

Audit Services Request for Proposal Procurement #2026-08-31

Introduction
Neighborhood House is a Washington State not-for-profit, tax exempt, corporation that builds community and increases access to housing, health, education, and economic opportunity. Providing programs and services to low-income individuals and families, Neighborhood House has been serving the community since 1906 as a multi-service agency with programs in Child Development, Aging and Disability Services, Housing Stability, Community Health, Adult Employment & Education, and Youth & Family Services. The annual budget is approximately $38 million in 2026 with funding sources from federal, state, local government and private contributions, including United Way. The largest source of funding is cost-reimbursable federal grants. The largest of these grants is Head Start and Early Head Start, which annually meets the major program threshold under OMB Uniform Guidance. As a multi-service agency, Neighborhood House manages many smaller grants, as well. The agency has over 350 employees.

Major Program Audited – Last Three Years

Year	CFDA #	Program Title
2023	93.600	Head Start
2024	93.600	Head Start
2024	93.778	Medical Assistance Program
2025	93.600	Head Start
2025	93.243	Substance Abuse and Mental Helath Services
2025	14.267	Continuum of Care Programs

Key Executive and Fiscal Personnel: Janice Deguchi, Executive Director, with NH since 2019; Carmon Knutsen, Finance Director, with NH since 2022; Controller, Mirna Fritz, with NH since 2025; Melissa Vasquez, People and Culture Director, with NH since 2022.

Corporation*:* Neighborhood House is a single non-profit corporation, operating under a single EIN number, with no subsidiary or affiliated corporations.

Financial Systems*:* Neighborhood House uses MIP Fund Accounting software. Experience with MIP is a plus. Financial system is stable. Agency has been using MIP using 2004.

403b Retirement Plan: Neighborhood House has a 403(b) Retirement Plan, subject to ERISA.

Scope of Services
Neighborhood House is requesting proposals from certified public accounting firms to perform:

- ❒ An audit of the Neighborhood House financial statements for the fiscal year ending December 31, 2026, conducted in accordance with generally accepted auditing standards
- ❒ A compliance audit in accordance with Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principals and Audit Requirements for Federal Awards (the Uniform Guidance) and the Single Audit Act of 1984, and the rendering of accompanying reports thereof.
- ❒ Preparation of the Neighborhood House IRS Form 990
- ❒ An audit of the agency 403(b) plan financial statements.

Report Issue Date: In order to meet funder requirements, audit issue date must be no later than June 30, 2027. Neighborhood House anticipates completing audit work in time for approval at its June 2027 Board meeting. With the schedule for Neighborhood House Finance Committee and Board of Trustees review and approval, the audit must be completed in draft no later than the first week of June. The audit work schedule, including field work, must be planned accordingly.

Period of Services: The proposal request is for a minimum of three-year engagement to obtain the benefits from an on-going relationship with a CPA firm. Typically, Neighborhood House has extended this engagement period to 5 years.

Response Process:

Fact-Finding Meeting: CPA firms wishing to issue a proposal may make requests for additional information by contacting Carmon Knutsen, Finance Director at carmonk@nhwa.org

You may also schedule a fact-finding meeting with Janice Deguchi, Executive Director and Carmon Knutsen, Finance Director, during the procurement period.

During the proposal evaluation process, Neighborhood House may need to contact and request additional information from the proposing firms to aid in the selection process.

Proposal Due Date: 4:00 PM on Friday, October 30, 2026
Proposals can be **emailed** to carmonk@nhwa.org. Proposals will be evaluated by the Finance Committee for further selection.

> **Late Proposals:** Neighborhood House reserves the right to review late proposals. However, to ensure consideration of proposals we must receive proposals by the due date.

Oral Presentations: The Finance Committee (which serves as the agency's Audit Committee) may invite the CPA firms to give a brief oral presentation. You do not need to hold a specific date open yet. We will contact selected firms after the initial proposal review to schedule the date, time, and format of these presentations. Key members of your auditing team must lead the presentation.

Selection Date: It is anticipated that **selection** will be made **no later than November 30th**, so that an audit work schedule can be established by January 8th. Neighborhood House will notify all proposing firms of our selection in writing.

Firm Qualifications and Experience:
- ❒ Describe your firm's service capabilities in the not-for-profit industry. Please include information on:
  - ❒ Technology and services that your firm uses to streamline the audit process to increase fieldwork efficiency.
  - ❒ Background and experience of the partner, manager, and key staff that would be assigned to our account.
  - ❒ The frequency of provided continuing professional education opportunities regarding not-for-profit organization issues and other relevant information that would further demonstrate to Neighborhood House your firm's capabilities in serving not-for-profit organizations.
- ❒ Briefly describe your firm's audit approach, including anticipated involvement of the accounting staff at Neighborhood House.
- ❒ Describe peripheral services and products that would provide benefit to the management and board of directors of Neighborhood House. Namely provide the frequency and type of seminars you host for not-

for-profit organizations, relevant newsletters and their timing, the type of special publications for not-for-profit management and board members, and the frequency and type of technical accounting and taxation bulletins.

- Describe the experience your firm has in performing audits of not-for-profit organizations, including audits in compliance with OMB Uniform Guidance.
- Describe how your firm will work with the management of Neighborhood House in evaluating the audit process to ensure a continually improving working relationship and maximum audit fieldwork efficiencies.

Request of Services Fee:
Provide a **three-year fee quote** for the services described above. In recognition of Neighborhood House's not-for-profit status, describe how your firm will handle certain start-up costs often associated with a change in auditors. Provide details on the audit hours and staffing configuration proposed.

Evaluation Criteria
Proposals will be evaluated on the following:

- Responsiveness to requirements of scope of services.
- Relevant experience performing audits with similar organizations, particularly multi-service agencies including Uniform Guidance compliance auditing. Experience of staff to be assigned. Experience with auditing major programs (Head Start, Medicaid, SAMSHA) and with Community Action Agencies is a plus.
- Ability to complete the audit within the time frame.
- Proposed cost of audit.

Questions
Contact Carmon Knutsen, Finance Director carmonk@nhwa.org.