

Request for Proposals

**Village of Los Ranchos de Albuquerque
RFP # 2014-06-30**

**Village Independent Auditor Services
Office of the Village Clerk
(505) 344-6582**

**SUBMITTAL DEADLINE: April 30, 2014 (10:00 AM)
OPENING: April 30, 2014 (10:01 AM)**

INTRODUCTION AND PURPOSE

The Village of Los Ranchos de Albuquerque is requesting responses for the services outlined in this Request for Proposals from New Mexico Office of the State Auditor approved audit firms to audit and express an opinion on the Village's financial statements for the fiscal year ending June 30, 2014. Additionally the Village wishes that the proposals contain an option to audit and express an opinion on the financial statements for each of the two subsequent years. These audits are to be performed in accordance with the provisions contained in this Request for Proposals. The Village's fiscal year begins on July 1 and ends on June 30.

1. **RFP Number and Title:** RFP 2014-06-30, "Independent Auditor Services"
2. **Proposal Due Date: April 30, 2014 NLT 10:00 AM (Local Time)**
The time and date proposals are due shall be strictly observed.
3. **Specific proposals must include hours and costs proposed for:**
 1. Financial Statement Audit
 2. Federal Single Audit
 3. Financial Statement Preparation
4. **The annual audit reports** are to be received in the Office of the State Auditor on or before December 1, 2014. The delivery date of the final draft report and exit conference to the Village of Los Ranchos de Albuquerque shall not be later than November 1, 2014.
5. **Scope of Services to be performed.** The financial audit shall cover the entire operations of the Village. Audits of local governmental agencies shall be comprised of a financial and compliance audit of the financial statements and schedules as follows:
 - (a) The level of planning materiality required by the State Auditor is at the **individual fund level**. The State Auditor requires that the budgetary comparison statements be audited and included as part of the basic financial statement consistent with GASBS 34 footnote 53 and AAG-SLV 11.13.
 - (b) The scope of the audit includes the following statements and disclosures which the auditor is required to audit and give an opinion on, the basic financial statements consisting of:
 - (i) The government-wide financial statements;
 - (ii) Fund financial statements;
 - (iii) Budgetary comparison statements (for **only** the general fund and major special revenue funds when the budget information is available on the same fund structure basis as the GAAP fund structure); and
 - (iv) Notes to the financial statements.
 - (c) The auditor shall apply procedures and report in the auditor's report on the following RSI (if applicable) pursuant to AU-C 730:
 - (i) Management's Discussion and Analysis (GASBS 34.8-.11);
 - (ii) RSI data required by GASBS 25 and 27 for defined benefit pension plans;
 - (iii) RSI schedules required by GASBS 43 for postemployment benefit plans other than pension plans;

- (iv) RSI schedules required by GASBS 45 regarding employer accounting and financial reporting for postemployment benefits other the pensions; and
 - (v) Infrastructure modified approach schedules derived from asset management systems (GASBS 34 Paragraphs 132 and 133).
- (d) The audit engagement and audit contract compensation include an AU-C 725 opinion on the remaining supplemental information schedules presented in the audit report.
- (i) Some examples of remaining SI schedules are: the schedule of expenditures of federal awards required by OMB Circular A-133; the schedule of pledged collateral required by Paragraph (3) of Subsection N of Section 2.2.2.10 NMAC; the schedule of changes in assets and liabilities for agency funds required by Subsection Z of Section 2.2.2.10 NMAC.
 - (ii) The auditor shall subject the information on the remaining SI schedules to the procedures required by AU-C 725.
 - (iii) The auditor shall report on the remaining supplementary information (SI) in an explanatory paragraph following the opinion paragraph in the auditor's report on the financial statements pursuant to AU-C 725. See also the Independent Auditors Report example on the State Auditor website at www.osanm.org.

6. To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the Standards for Financial Audits set forth in the U.S. General Accounting Office's Governments Auditing Standards (1994), the provisions of the Single Audit Act of 1984 as amended, the provisions of the U.S. Office of Management and Budget (OMB) A-133, and Audits of State and local Governments and the Requirements for Contracting and Conducting Governmental Audits (2.2.2 NMAC) (found on State Auditor website <http://www.osanm.org/>). The audit shall be conducted in accordance with:

- 6.1** Generally Accepted *Government Auditing Standards* (GAGAS) issued by the U.S. General Accounting Office, the 2011 revision;
- 6.2** U. S. Auditing Standards—AICPA (Clarified) effective for periods ending on or after December 15, 2012;
- 6.3** *OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations*, as amended;
- 6.4** *AICPA Audit Guide, Government Auditing Standards and Circular A-133 Audits*, latest edition;
- 6.5** *AICPA Audit and Accounting Guide, State and Local Governments*, latest edition; and

6.6 2.2.2 NMAC, *Requirements for Contracting and Conducting Audits of Agencies*, latest edition.

7. **Evaluation:** The proposal will be evaluated under the criteria in 2.2.2 NMAC. The proposal shall include sufficient information to enable the Village of Los Ranchos de Albuquerque to evaluate the proposer's experience and qualifications to perform the audit as well as demonstrating their understanding of the tasks to be performed. Special attention should also be given to the continuing education and quality control requirements in NMAC 2.2.2.14.

8. **Submission of Offers: ALL SEALED PROPOSALS MUST BE RECEIVED BY THE OFFICE OF THE VILLAGE CLERK NO LATER THAN 10:00 AM, LOCAL TIME AS RECORDED IN THE VILLAGE CLERK'S OFFICE.**

8.1 Envelope Preparation. Offers and modifications thereof shall be enclosed in sealed envelopes and have the following identifying information on the outside:

- Name and address of Offeror
- Closing Date and Time
- Request for Proposals Number
- RFP Title

8.2 Ship, Deliver or Hand Carry Sealed Offers to: The Office of the Village Clerk, Village Hall, 6718 Rio Grande Blvd NW, Los Ranchos de Albuquerque, New Mexico, 87107. Mark all packages as stated above.

8.3 Mail Sealed Responses to: Office of the Village Clerk, Village of Los Ranchos de Albuquerque, 6718 Rio Grande Blvd NW, Los Ranchos de Albuquerque, New Mexico 87107. (Certified Mail is recommended). The Village shall not be responsible for the failure of mailed offers to actually be received by the Office of the Village Clerk by 10:00 AM of the day of closing.

8.4 No other methods of delivery: Neither telephone, facsimile, electronic, nor telegraphic offers shall be accepted.

8.5 Submit one original and three copies of your Technical Proposal and one original and three copies of your Cost Proposal.

8.6 Modification: Offers may be modified or withdrawn by written notice provided such notice is received prior to the hour and date specified for receipt of offers.

9. **Selection:** The Village of Los Ranchos de Albuquerque shall make recommendation to the State Auditor, who shall have final authority over the selection. If the recommendation is not accepted, the Village of Los Ranchos de Albuquerque shall submit the next highest ranked firm, and so on.

10. **Contract Term:** The contract term shall be for a period of one year from the effective date of execution of the contract and/or final execution by the Village. This contract term may be extended for up to two (2) additional years by mutual written agreement between the Village and the Contractor.

- 11. Rejection and Waiver:** The Village reserves the right to reject any or all offers and to waive informalities and minor irregularities in offers received; and to accept in whole or in part such proposal as may be deemed in the best interest of the Village. The Village's decision to accept or reject an offer for consideration is final.
- 12. Professional Liability Insurance:** The IPA shall maintain professional liability insurance covering any error or omission committed during the term of the contract. The IPA shall provide proof of such insurance to the State Auditor and the Village of Los Ranchos de Albuquerque. The amount maintained should be commensurate with risk assumed. The IPA must provide to the State Auditor, prior to expiration, updated insurance information. Even though the Contractor may have been given notice to proceed, it shall not begin any work under the contract resulting from this RFP until the required insurance has been obtained and the proper certificates (or policies) filed with the Village. Neither approval nor failure to disapprove certificates, policies, or the insurance by the Village shall relieve the Contractor of full responsibility to maintain the required insurance in full force and effect.
- 13. NOTICE:** The New Mexico Procurement Code, Section 13-1-28 through 13-1-199 NMSA 1978 amended, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kick-backs.
- 14. Protests must be written.** Protests must be in writing and addressed to the Village Clerk.
- 14.1** The protest shall include the following information:
- include the name and address of the protestant;
 - include the solicitation number;
 - contain a statement of the grounds for protest;
 - include supporting exhibits, evidence or documents to substantiate any claim unless not available within the filing time in which case the expected availability date shall be indicated.
- 15. QUESTIONS:**
- 15.1** For questions about this proposal or the process please contact:
- Stephanie Dominguez, Village Clerk
Village of Los Ranchos de Albuquerque
6718 Rio Grande Blvd NW
Los Ranchos de Albuquerque, NM 87107
Phone: 505-344-6582
Fax: 505-344-8978
Email: sdominguez@losranchosnm.gov

15.2 For financial questions please contact:

Gil Saavedra, Accountant

Village of Los Ranchos de Albuquerque

6718 Rio Grande Blvd NW

Los Ranchos de Albuquerque, NM 87107

Phone: 505-344-6582

Fax: 505-344-8978

Email: gsaavedra@losranchosnm.gov

16. STATE OF NEW MEXICO AUDIT CONTRACT (attached to be completed and signed).