

Torrance County
State of New Mexico

Request for Proposals

Audit Services for Torrance County



RFP No. 2017-03
Commodity Code: 91804

Sealed Proposals Submitted to:
Torrance County Finance & Purchasing Office
Torrance County Administrative Building
205 9th Street, P.O. Box 48
Estancia, NM 87016
ATTN: Leslie Olivas, Purchasing Director

Date Proposals Submitted by:
Tuesday, May 2, 2017
3:00 P.M.

Proposals must be submitted in a sealed envelope that is clearly marked

“RFP No. 2017-03 – Audit Services”

The Board of Commissioners of Torrance County, State of New Mexico is accepting competitive sealed proposals from Independent Public Accountants to perform audits for the fiscal years ended June 30, 2017, 2018, and 2019. Five (5) copies of the proposals should be submitted no later Tuesday, May 2, 2017 at 3:00 p.m. at the Torrance County Finance & Purchasing Office located at 205 9th Street, P.O. Box 48, Estancia, NM 87016.

Proposals will be reviewed and ranked by an Evaluation Review Committee. A Recommendation will then be made to the Torrance County Commission for award to the firm whose proposal is determined to be the most advantageous to the County based on the specific evaluation criteria. All firms must be on the New Mexico State Auditor's approved Independent Public Accountants list in order to be considered.

A. CONTRACT PERIOD AND RENEWAL OPTIONS

The term of this contract will be for a period of one year from the date the agreement is fully executed. At the end of that time for a period of two years, the County shall have the yearly option of renewing the existing contract by mutual consent, the approval of the Board of County Commissioners, and the approval of the Office of the State Auditor.

B. SCOPE OF WORK

The County desires to enter into a contractual relationship with an approved Independent Public Accounting firm to provide audit services including, but not limited to:

1. Financial Statement Audit;
2. Financial Statement Preparation;
3. Federal Single Audit; and

C. SEQUENCE OF EVENTS

The Purchasing Director will make every effort to adhere to the following schedule:

ACTION	DATE(S)
1. Issue of RFP	04/13/2017
2. Submission of Proposal	05/02/2017
3. Proposal Evaluation	05/04/2017
4. Contract Award	05/10/2017
5. Protest Deadline	05/31/2017

D. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the Sequence of Events show in Section C.

1. Issue of RFP
This RFP is being issued by Torrance County and the Purchasing Department.

2. Submission of Proposal

All proposals shall be received for review and evaluation by the Purchasing Director or designee no later than 3:00 p.m. on May 2, 2017. Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal. Proposals shall be addressed and delivered to the Purchasing Director at the address listed on the cover of this RFP. Proposals shall be sealed and labeled on the outside of the package to clearly indicate that they are in response to "RFP 2017-03 – Audit Services." Proposals submitted by facsimile or via email will not be accepted.

3. Proposal Evaluation

The evaluation of proposals will be performed by an evaluation committee appointed by the Purchasing Director. This process will take place during the dates indicated in the Sequence of Events.

4. Contract Award

After review of the Evaluation Committee's findings, the Purchasing Director will present a recommendation for award of the contract to the Board of County Commissioners on the date indicated in the Sequence of Events. This date is subject to change at the discretion of the Purchasing Director.

This contract shall be awarded to the offeror whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal may or may not have received the most points.

5. Protest Deadline

Any protest by an offeror shall be timely and in conformance with the New Mexico Procurement Code (13-1-28 through 13-1-199 NMSA 1978). The protest period for responsive offerors shall begin on the day following the execution of the contract and will end at the close of business on **May 31, 2017**. Protests shall be written and shall include the name and address of the protestor and the request for proposals number. It shall also contain a statement of grounds for protest including appropriate supporting exhibits, and it shall specify the ruling requested from the Purchasing Director. The protest shall be delivered to the Purchasing Director as indicated below:

Leslie Olivas, Purchasing Director
205 9th Street, Finance & Purchasing Office
P.O. Box 48
Estancia, NM 87016

Protests received after the deadline will not be accepted.

E. PROPOSAL CONTENT

Submit the following information as a part of the proposal, as follows:

1. **Capability of Firm.** Submit a statement of resources available to perform audits required, including but not limited to number of firm team members, total audit hours available, a copy of the most recent Peer Review, the most recent Workpaper Review Letter issued by the Office of the State Auditor, and a list of professional references.

2. **Work Requirements and Audit Approach.** Submit an explanation of audit objectives, agency needs, and product to be delivered. Proposals should contain a technical plan and realistic estimate of time to complete major segments of the audit (planning, interim fieldwork, and reporting), plans for using agency staff, and an approach for planning and conducting the work efforts for subsequent years.
3. **Technical Experience.** Submit a statement of governmental audit experience of the on-site manager, team audit experience, and attendance at continuing professional educations seminars or meetings on auditing, accounting, and regulations directly related to state and local government audits.
4. **Audit Fee Proposal.**
5. **Completed Campaign Contribution Disclosure Form.** This form is attached to the RFP.

F. EVALUATION

Proposals will be evaluated on the basis of the following criteria. Each proposal may be awarded points up to the amount listed below:

Criteria	Maximum possible points
1. Capability of Firm	30
2. Work Requirements & Audit Approach	15
3. Technical Experience	35
4. Firm Strengths or Weaknesses	10
5. Audit Fees	10

The proposals will be evaluated by a selection committee. A recommendation will then be submitted to the Torrance County Board of Commissioners for award of the contract.

G. NOTICE

The Procurement Code (13-1-28 through 13-1-199 NMSA 1978) 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.

H. QUESTIONS

Questions concerning this Request for Proposals should be directed to Leslie Olivas, Purchasing Director at (505) 544-4730.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, which has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, this is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" included the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or un-reimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective contractor" means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS.

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s): _____

Nature of Contribution(s): _____

Purpose of Contribution(s): _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

-OR-

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Type or Printed Name

Date

Signature

Title (Position)

Company Name

County Commission

Jim Frost
Commissioner
District 1

Julia DuCharme
Commissioner
District 2

Javier E. Sanchez
Commissioner
District 3



PO Box 48 ~ 205 Ninth Street
Estancia, NM 87016
(505) 544-4700 Main Line (505) 384-5294 Fax
www.torrancecountynm.org

County Manager
Belinda Garland

Deputy County Manager
Annette Ortiz

County Attorney
Dennis Wallin

Attachment to Campaign Contribution Disclosure Form

Current Torrance County Elected Officials

Commissioner, District 1 – Jim Frost

Commissioner, District 2 – Julia DuCharme

Commissioner, District 3 – Javier E. Sanchez

Assessor – Betty Cabber

Clerk – Linda Jaramillo

Probate Judge – Jim Summers

Sheriff – Heath White

Treasurer – Tracy L. Sedillo