

STATE OF NEW MEXICO
Children, Youth and Families Department

REQUEST FOR PROPOSALS (RFP)

Financial and Compliance Audit Services



RFP# 20-690-00-19896

Amendment 1

Issued: March 26, 2020

Proposals Due: April 14, 2020

Request for Proposal Number **20-690-00-19896** amended as described herein:

CHANGES ON PAGE 3

Section I.D. Procurement Manager

D. PROCUREMENT MANAGER

1. Children, Youth and Families Department has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: Michelle Taylor, Procurement Manager
Address: 1120 Paseo de Peralta
P.E.R.A. Building Room 101
Santa Fe, NM 87501
Telephone: (505) 372-8300
Fax: (505) 827-4331
Email: michelle.randall@state.nm.us

2. All deliveries of responses via express carrier must be addressed as follows:

Name: Michelle Taylor, Procurement Manager
Reference RFP Name: Financial and Compliance Audit Services
RFP #20-690-00-19896
Address: 1120 Paseo de Peralta
P.E.R.A. Building Room 101
Santa Fe, NM 87501

Any inquiries or requests regarding this procurement should be submitted, in writing, to the Procurement Manager. Offerors may contact **ONLY** the Procurement Manager regarding this procurement. Other state employees or Evaluation Committee members do not have the authority to respond on behalf of the Agency. **Protests of the solicitation or award must be delivered by mail to the Protest Manager.** As A Protest Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, **ONLY** protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. Emailed protests will not be considered as properly submitted nor will protests delivered to the Procurement Manager be considered properly submitted.

CHANGES ON PAGE 8:

Section II.A, Sequence of Events

- **Extend Dates**

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule, description and conditions governing the procurement.

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
1. Issue RFP	Agency	February 28, 2020
2. Distribution List	Agency	March 13, 2020
3. Pre-Proposal Conference	Agency	March 13, 2020
4. Deadline to submit Questions	Potential Offerors	March 18, 2020
5. Response to Written Questions	Procurement Manager	March 27, 2020
6. Submission of Proposal	Potential Offerors	April 14, 2020 (3:00PM MST)
7. Proposal Evaluation	Evaluation Committee	April 15, 2020 through April 24, 2020
8. Selection of Finalists	Evaluation Committee	April 27, 2020
9. Best and Final Offers	Finalist Offerors	April 30, 2020
10. Finalize Contractual Agreements	Agency/Finalist Offerors	May 15, 2020
11. Contract Awards	Agency/ Finalist Offerors	June 1, 2020
12. Protest Deadline	Offeror	+15 days

All other terms in Section II. A., Sequence of Events remain the same.

CHANGES ON PAGE 9:

Section II. B.6., Explanation of Events

- **Revise dates to reflect Section II. A.6.:**

6. Submission of Proposal

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN **3:00 PM MOUNTAIN STANDARD TIME/DAYLIGHT TIME ON April 14, 2020**. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.

Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section I, Paragraph D2. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the **Financial and Compliance Audit Services RFP #20-690-00-19896**. Proposals submitted by facsimile, or other electronic means will not be accepted.

A public log will be kept of the names of all Offeror organizations that submitted proposals. Pursuant to NMSA 1978, § 13-1-116, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals. Awarded in this context means the final required state agency signature on the contract(s) resulting from the procurement has been obtained.

CHANGES ON PAGE 21

Section III.B. Number of Copies

B. NUMBER OF COPIES

1. Hard Copy Responses

Offeror's proposal must be clearly labeled and numbered and indexed as outlined in **Section III.C. Proposal Format**. Proposals must be submitted as outlined below. The original copy shall be clearly marked as such on the front of the binder. Each portion of the proposal (technical/cost) must be submitted in separate binders and must be prominently displayed on the front cover. Envelopes, packages or boxes containing the original and the copies must be clearly labeled and submitted in a sealed envelope, package, or box bearing the following information:

Offerors should deliver:

1. **Technical Proposals** – One (1) ORIGINAL BINDER, and four (4) ELECTRONIC COPIES on USB Drives of the proposal containing ONLY the Technical Proposal; ORIGINAL binder shall be clearly labeled and ELECTRONIC COPIES shall be in separate CLEARLY labeled sealed envelope and located within the ORIGINAL Binder. Number of pages is limited to twenty (20) pages for the Narrative Portion of this Response.
 - Proposals containing confidential information **must** be submitted as two separate binders:
 - **Unredacted** version for evaluation purposes
 - **Redacted** version (information blacked out and not omitted or removed) for the public file
2. **Cost Proposals** – One (1) ORIGINAL BINDER and four (4) ELECTRONIC COPIES on USB Drives of the proposal containing ONLY the Cost Proposal; ORIGINAL and

ELECTRONIC COPIES of the Cost Proposal shall be in separate labeled binders from the Technical Proposals.

The original and electronic copy information **must** be identical. In the event of a conflict between versions of the submitted proposal, the Original hard copy shall govern.

Any proposal that does not adhere to the requirements of this Section and **Section III.C.1 Response Format and Organization**, may be deemed non-responsive and rejected on that basis.

CHANGES ON PAGE 45

Appendix F Organizational Reference Questionnaire

Offeror is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to: Michelle Taylor, Procurement Manager, michelle.randall@state.nm.us by **April 14, 2020** for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal. Business references provided may be contacted for validation of content provided therein.

CHANGES ON PAGE 46

Appendix F Organizational Reference Questionnaire

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to the State of New Mexico, Children, Youth and Families Department via e-mail at:

Name: Michelle Taylor, Procurement Manager
Address: 1120 Paseo de Peralta
Santa Fe, NM
87501
Telephone: 505-372-8300
Email: michelle.randall@state.nm.us

no later than **April 14, 2020**, and **must not** be returned to the company requesting the reference.

All other terms and conditions contained within RFP 20-690-00-19896 remain the same.

STATE OF NEW MEXICO
Children, Youth and Families Department

REQUEST FOR PROPOSALS (RFP)

Financial and Compliance Audit Services



RFP# 20-690-00-19896
Questions & Answers

Issued: March 26, 2020

Due: April 14, 2020

1. Have there been any significant changes in staffing and/or policies and procedures during the year?
 - A. Staffing Changes, specific to ASD – Key Positions filled in the last six months – ASD/Deputy Director and Chief Finance Officer, Chief Procurement Officer, Accounting Manager, and several vacancies in the Grants Bureau.
 - B. Policies and Procedures – Several ASD Policies and Procedures under revision in the following areas – Travel, Procurement, P-Card, Travel, Fleet, Fixed Assets.
2. How many auditors were onsite during fieldwork and how many weeks were they onsite?
 - A. The Audit Team varied between 2-3 auditors at any given time, depending on the work being performed (single audit versus substantive) with much of the work being done remotely for substantive. Single audit required about 4-6 weeks of onsite work (not consecutive, rather throughout the period based on the Program Staff availability).
3. Have there been significant changes to Federal or State Programs?
 - A. No
4. Has the Agency begun the assessment and implementation process for GASB Statement No. 84 (Fiduciary Activities)?
 - A. The Agency already presents fiduciary funds as separate fund financial statements by type.
5. Does the Agency anticipate significant changes due to the implementation for GASB Statement No. 84 (Fiduciary Activities)?
 - A. No.
6. Has the Agency done any preparatory work in relation to the implementation of GASB Statement No. 87 in FY 2021?
 - A. Yes. We have identified the Agency's leases that would be affected.
7. Have there been any audits and/or reviews performed by any third-parties (i.e. granting agencies, DFA, etc.) recently?
 - A. No.
 - a. If so, what were the results?
 - A. n/a
8. Is the transfer out of the Early Childhood Education and Care Department to a new business unit still on track to take place July 1st?
 - A. Yes.

9. Will the transfer out of the Early Childhood Education and Care Department impact the availability of financial records during the FY20 audit?

A. No.

8. Other than SHARE, does the Agency utilize any software applications that support financial reporting and federal program compliance?

A. Yes. ProSystemFX Engagement

a. How long has the Agency utilized the software?

A. 2017

b. Are there any accounting software changes expected in FY 2020?

A. No.

c. Are any accounting functions outsources to a third-party?

A. No

9. For the format of the proposal:

a. If they count in the page limit, do the Response to Contract Terms and Conditions and the Offeror's Additional Terms and Conditions need to be in separate tabs?

A. Response to Contract Terms and Conditions and the Offeror's Additional Terms and Conditions **do not** count toward the 20-page limit.

B. Refer to pages 22 and 23 of RFP 20-690-00-19896, Section III.C.1 Proposal Format

b. Or can they be in the same tab and on the same page?

A. Refer to pages 22 and 23 of RFP 20-690-00-19896, Section III.C.1 Proposal Format

c. Please indicate if any of the following are to be included in the 20 page limit:

- i. Letter of Transmittal Form
- ii. Table of Contents
- iii. Proposal Summary
- iv. Financial stability information
- v. Campaign Contribution Form
- vi. Confidentiality Agreement – Appendix J
- vii. Signed Administrative and Fiscal Standards
- viii. Suspension and Debarment Form
- ix. New Mexico Employee Health Coverage Form
- x. New Mexico Preferences

- A. Refer to pages 22 and 23 of RFP 20-690-00-19896, Section III.C.1 Proposal Format
- B. Refer to page 27 of RFP 20-690-00-19896, Section IV.D. Technical Specifications

10. Regarding the 20 page limit – From our understanding of RFP page 22, Proposal Content and Organization, there are approximately 20 pages of forms we must include within our proposal response. Do these forms count toward the limit? In addition, does the Cover Page, Cover Letter, Table of Contents and Appendix count toward the limit?

- A. Refer to pages 22 and 23 of RFP 20-690-00-19896, Section III.C.1 Proposal Format
- B. Refer to page 27 of RFP 20-690-00-19896, Section IV.D. Technical Specifications

a. Per the requirements on RFP page 14, 16. Offeror’s Terms and Conditions – As a firm policy, our terms and conditions are provided in an engagement letter, which on average contain approximately 10 or more pages. Will this engagement letter count toward the page limit?

- A. Refer to pages 22 and 23 of RFP 20-690-00-19896, Section III.C.1 Proposal Format
- B. Refer to page 27 of RFP 20-690-00-19896, Section IV.D. Technical Specifications

11. On RFP page 21, Section B, there is a requirement that our envelope, package or box must be labeled, but doesn’t expressly state what this label should be. However, on RFP page 9, 6. Submission of Proposal, it states the label should read, “**Audit Services RFP #20-690-00-19896**”. Is there any additional information that should be displayed on the label?

- A. Refer to Section II.B.6 Second Paragraph.

12. Per review of the 6.30.2019 financial statements, there are several audit findings describing turnover and lack of monthly reconciliations in both the accounting and grant functions. Can you please describe the current year impact of turnover to the monthly reconciliations in both the accounting and grant functions?

- A. Grant reconciliations and deposits have been completed on a timely basis each month for FY20.

a. Are reconciliations up to date?

- A. Yes

13. How soon after the contract award and related protest period (which is expected to end of June 15th) can the auditor execute the audit contract and start work?

A. Work may begin following the protest period as mutually decided by both parties. The protest period 'Officially begins' the day the awarded contract is executed.

a. Will some budget be available for audit procedures to be performed in June 2020?

A. Yes.

14. Have there been any funding, operational, or legislation changes which would impact the audit?

A. No

15. What is your preferred timing of the interim, UGG, and final audit procedures?

A. This is usually completed in May or June.

APPENDIX A
REQUEST FOR PROPOSAL

Audit Services RFP
20-690-10-19896
Amendment 1

ACKNOWLEDGEMENT OF RECEIPT FORM

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that s/he has received a complete copy, beginning with the title page and ending with APPENDIX A.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than **March 31, 2020**. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments, if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the Request for Proposal.

Firm does/does not (circle one) intend to respond to this Request for Proposal.

Michelle Taylor, Procurement Manager
Financial and Compliance Audit Services
RFP #20-690-00-19896
1120 Paseo de Peralta, Room 101
PERA Building
Santa Fe, NM 87501
E-mail: michelle.randall@state.nm.us