

STATE OF NEW MEXICO
Children, Youth and Families Department

REQUEST FOR PROPOSALS (RFP)

Financial and Compliance Audit Services



RFP# 20-690-00-19896

Amendment 2

Issued: April 13, 2020

Proposals Due: April 21, 2020

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

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 21, 2020 (3:00PM MST)
7. Proposal Evaluation	Evaluation Committee	April 22, 2020 through April 28, 2020
8. Selection of Finalists	Evaluation Committee	April 30, 2020
9. Best and Final Offers	Finalist Offerors	May 8, 2020
10. Finalize Contractual Agreements	Agency/Finalist Offerors	May 22, 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 21,**

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 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 21, 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 21, 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.

APPENDIX A
REQUEST FOR PROPOSAL

Audit Services RFP
20-690-10-19896
Amendment 2

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 **April 16, 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
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Santa Fe, NM 87501
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