

CITY OF GALLUP
Purchasing Division
P.O. Box 1270
Gallup, NM 87305-1270
Office: (505) 863-1232; Fax (505) 722-5133
gallupnm.gov/purchasing

REQUEST FOR COMPETITIVE SEALED PROPOSALS FOR:

ANNUAL FINANCIAL AUDIT SERVICES

RFP NO. 2018/2019/05/P



**CITY OF
GALLUP**

RFP DEADLINE ACCEPTANCE:

**DATE: APRIL 16, 2019
TIME: 2:00 PM (LOCAL)**

**PREPARED BY: FRANCES RODRIGUEZ
PURCHASING DIRECTOR**

ADVERTISEMENT FOR PROPOSALS

CITY OF GALLUP, NEW MEXICO

Request for Proposals (RFP) NO.
2018/2019/05/P

Public notice is hereby given that the City of Gallup, New Mexico, is accepting proposals for:

ANNUAL FINANCIAL AUDIT SERVICES

As more particularly set out in the RFP documents, copies of which may be obtained from the City of Gallup Purchasing Department, 110 W. Aztec Ave., Gallup, New Mexico 87301; or contact Frances Rodriguez, Purchasing Director at (505) 863-1334; email frdriguez@gallupnm.gov. Copies of RFP may also be accessed at www.gallupnm.gov/bids.

Sealed proposals for such will be received at the Office of the Purchasing Department until **2:00 P.M. (LOCAL TIME)** on **TUESDAY APRIL 16, 2019**, when proposals will be received in the City Hall Purchasing Conference Room. Envelopes are to be sealed and plainly marked with the RFP Number. **NO FAXED OR ELECTRONICALLY TRANSMITTED PROPOSALS** will be accepted, and proposals submitted after the specified date and time will not be considered and will be returned unopened.

Dated the 13th day of March 2019

By: /S/ Jackie McKinney, Mayor

Classified Legal Column:

Gallup Sun Publishing Date: Friday, March 15, 2019

Albuquerque Journal Date: Wednesday March 20, 2019

**City of Gallup
RFP No. 2018/2019/05/P**

TABLE OF CONTENTS

ADVERTISEMENT FOR PROPOSALS2

ACKNOWLEDGMENT OF RECEIPT OF PROPOSAL.....4

I. GENERAL CONDITIONS5

II. SUPPLEMENTAL TERMS AND CONDITIONS..... 11

III. GENERAL INFORMATION/PROJECT DESCRIPTION..... 12

IV. SCOPE OF SERVICES 12

V. OBJECTIVE 13

VI. COST/FEE ESTIMATE 14

VII. EVALUATION CRITERIA FOR AWARD 13

VIII. PROPOSAL FORMAT..... 15

IX. PROPOSAL EVALUATION..... 15

X. APPLICATION OF IN-STATE PREFERENCE 16

XI. PROPOSED SCHEDULE 17

LETTER OF TRANSMITTAL..... 18

CAMPAIGN CONTRIBUTION DISCLOSURE FORM..... 19

ACKNOWLEDGMENT OF RECEIPT OF PROPOSAL

**RFP No. 2018/2019/05/P
ANNUAL FINANCIAL AUDIT SERVICES**

In acknowledgment of receipt of this request for Proposal the undersigned agrees that they have received a complete copy of this proposal consisting of twenty (20) pages.

The acknowledgment of receipt should be signed and returned to the Purchasing Office no later than 5:00 P.M. local time on **April 5, 2019**. **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 City's written responses to those questions as well as RFP amendments, if any are issued.**

FIRM DOES DOES NOT (Circle one) intend to respond to this Request for Proposal.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____

DATE: _____

EMAIL: _____

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

Return this form to: City of Gallup Purchasing Department
Frances Rodriguez
P.O. Box 1270
Gallup, New Mexico 87305
<mailto:fr Rodriguez@gallupnm.gov>
or (505) 722-5133 Fax

Please return this form by April 5, 2019

City of Gallup
RFP No. 2018/2019/05/P

I. GENERAL CONDITIONS

The City of Gallup is inviting proposals to provide: **ANNUAL FINANCIAL AUDIT SERVICES**

Proposals will be received by the City of Gallup at the Municipal Building, Purchasing Department, 110 West Aztec ; Gallup, New Mexico 87301 (mailing address: City of Gallup Municipal Building; Purchasing Department; P.O. Box 1270; Gallup, NM 87305), until **April 16, 2019** at 2:00 p.m. local time. Proposals submitted after the above date and time will not be considered and will be returned unopened. Offerors are advised that faxed or electronically transmitted responses to City of Gallup proposals are **not** accepted. Proposals must be submitted in a sealed envelope.

Physical Address:

City of Gallup Municipal Building
Purchasing Department
110 West Aztec
Gallup, NM 87301

Mailing Address:

City of Gallup Municipal Building
Purchasing Department
P.O. Box 1270
Gallup, NM 87305

MAILING: Offerors to utilize the City's self-addressed label on their return mailing envelope or package or note proposal number on exterior of envelope. If sent by overnight method (Federal-Express, UPS Next Day Air etc.) please **note proposal number on exterior of envelope**. Failure to do so will not constitute a liability on the City if the proposal is misplaced or lost. Delays caused by commercial airlines or express carriers such as FedEx and UPS are not excusable and proposals will therefore be considered late and will **NOT** be accepted. Weather forecasts should be monitored and taken into consideration in the planning of mailing of proposals.

MODIFICATIONS OR WITHDRAWAL: Proposals deposited with the city may be withdrawn or modified prior to the time set for opening of proposals by delivering written or telegraphic notice to the Purchasing Office.

COPIES: Please return **four (4)** copies of each proposal; one (1) original and three (3) copies.

PROPOSAL OPENING: The opening of proposals shall be conducted in private to maintain the confidentiality of the contents of all proposals.

SCOPE OF WORK: Specifications, as included in this packet are intended to indicate the requirements of the City of Gallup, and give an accurate description of minimum acceptable standards. All proposals equal or equivalent to these requirements and standards will be considered.

FORMS: Proposals should be completed on the forms provided. An incomplete proposal will not be accepted. Alternate proposals will be considered. Each proposal will contain a signed exception form indicating if the offer submitted does or does not meet the scope of work.

NON-DISCRIMINATION: The City of Gallup does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services. Contractors shall be in compliance with the ADA requirements.

AMENDMENTS: If any questions or responses require revision to the solicitation as originally published, such revisions will be by Formal Amendment only. If the solicitation includes a contact person for technical information, Offerors are cautioned that any oral or written representations made by this or any person that appear to change materially any portion of the solicitation shall not be relied upon unless subsequently ratified by a written amendment issued by the Purchasing Office. For determination as to whether any representation made requires that an amendment be issued, contact the Purchasing Office.

ACKNOWLEDGE RECEIPT OF AMENDMENTS: Offerors will acknowledge receipt of amendments by returning one signed copy of the amendment with their proposal. Failure to acknowledge receipt of addenda may render your proposal as non-compliant.

CONFIDENTIALITY: This proposal shall be open to public inspection after award of a contract except to the extent Offeror designates and identifies trade secrets or other proprietary data to be confidential. Offerors may request in writing non-disclosure of confidential data. Such data should accompany the proposal and be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the data. Offerors are cautioned that materials designated as confidential may nevertheless be subject to disclosure under the New Mexico Inspection of Public Records Act (Section 14-2-1 et seq. NMSA 1978). Prices, makes and models, or catalogue numbers of items offered shall be publicly available regardless of designation to the contrary.

DISCUSSIONS: Discussions may be conducted with all responsible Offerors who submit proposals found to be reasonably likely to be selected for award. The City reserves the right to short list offerors. Offerors submitting proposals may be afforded an opportunity for discussion or clarification, oral presentations, and revision after submission and prior to award for the purpose of obtaining best and final offers. After obtaining best and final offers, the award shall be made to the responsible Offerors(s) whose proposals are most advantageous to the City of Gallup.

Proposals shall be evaluated on the basis of demonstrated competence and qualification for the type of service required, and based on the criteria set forth in the request for proposal. For purposes of conducting discussions, proposals may initially be classified as:

1. Acceptable
2. Potentially acceptable, that is, reasonably likely of being made acceptable
or;
3. Unacceptable

The review committee will evaluate all proposals, determine the need for, and conduct any negotiations. Negotiations may be conducted to:

1. Promote understanding of the City's requirements and the Offeror's proposal.
2. Obtaining best and final offers
3. Facilitate arrival at a contract that will be most advantageous to the City of Gallup taking into account the factors set forth in the proposal.

The City is under no obligation to conduct any negotiations or discussions with an Offeror.

The City of Gallup's designee shall negotiate a contract with the highest qualified Offeror at compensation determined in writing to be fair and reasonable, taking into account the estimated value of the services and the scope, complexity and nature of the services.

Should the designee be unable to negotiate a satisfactory contract with the Offerors considered to be the most qualified at a price determined to be fair and reasonable, negotiations with that business shall be terminated. Negotiations shall then be undertaken with the second most qualified business. This process shall continue until a satisfactory contract is negotiated with a qualified business or the procurement process is terminated and a new request for proposals is initiated.

If the highest ranked Offeror cannot fulfill the conditions as outlined the award will go to the next highest ranked responsible Offeror whose offer was judged responsive.

This request and all attachments will be considered part of the resultant contract and/or purchase order.

TAXES: The proposal total shall exclude all applicable taxes. The City will pay any taxes due on the contract based upon billing submitted by the contractor, at the applicable tax rate. Taxes shall be shown as a separate amount on any billing or request for payment.

APPROPRIATIONS: The terms of this agreement are contingent upon sufficient monies being made available by the City of Gallup for the performance of this agreement. If sufficient appropriations and authorizations are not made by the City of Gallup, this agreement shall terminate upon written notice being given by the City to the contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the contractor and shall be final.

CONTACTS: If clarification is needed on the General Conditions of this proposal submit the questions in writing to: Frances Rodriguez, Purchasing Director; City of Gallup Purchasing Office; P.O. Box 1270; 110 West Aztec; Gallup, New Mexico 87305; Phone: (505) 863-1334; Fax: (505) 722-5133; Email: frdriguez@gallupnm.gov

MANDATORY REQUIREMENTS: Mandatory requirements may be waived by the evaluation committee if all the otherwise responsive offerors failed to comply with the same mandatory requirement and the failure to do so does not otherwise materially affect the procurement. The evaluation committee shall have the right to request subsequent information from the otherwise responsive offerors.

If, in the opinion of the evaluation committee a specification is poorly worded or confusing, the evaluation committee may waive the specification for all offerors, and if points were assigned reduce the total points by the number of points assigned to the specification.

All offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration. **Mandatory General Conditions or specifications contain the terms "must", "shall", "will", "is required" or "are required".**

TECHNICAL IRREGULARITIES: The City shall have the right to waive technical irregularities in the form of an Offeror's proposal which do not alter the quantity or quality of the services.

CONTRACT TERMS AND CONDITIONS: The contract between the City and Offeror will follow the format specified by the City and contain the terms and conditions set forth in Contractor Agreement. The contents of this RFP, as revised and/or supplemented, and the successful offeror's proposal will be incorporated into the contract. Should an offeror object to any of the City's terms and conditions, that offeror must propose specific alternative language that would be acceptable to the City. Offeror's must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording. General references to the Offeror's terms and conditions or attempts at complete substitutions are not acceptable to the City and will result in disqualification of the offeror's proposal.

OFFEROR'S TERMS AND CONDITIONS: Offeror's must submit with the proposal a complete set of any additional terms and conditions which they expect to have included in a contract negotiated with the City. Any additional terms and conditions which may be the subject of negotiation, will be discussed only between the City and the selected offeror and shall not be deemed an opportunity to amend the offeror's proposal.

INCURRING COST: Any cost incurred by the offeror in preparation, transmittal, cancellation, presentation of any proposal or material submitted in response to this PROPOSAL shall be borne solely by the offeror.

ACCEPTANCE: Offeror agrees that the proposal shall remain in effect for sixty (60) days from the due date for proposals and subject to acceptance by the City of Gallup within that period. No proposal may be withdrawn or modified by the Offeror during this period unless prior written permission is granted by the City. Acceptance period may be extended with the mutual agreement of the City and the Offeror.

PREFERENCES: A five (5) percent preference of the total points used in evaluating the Request for Proposal shall be awarded to a City of Gallup Resident Business.

A preference of the total points used in evaluating the Request for Proposal shall be awarded to a business that has registered with the State of New Mexico Department of Taxation and Revenue as a resident New Mexico business or Resident New Mexico Veteran's business, and in any case shall be applied in accordance with the provisions of New Mexico Statute 13-1-21 and 13-1-22 NMSA 1978.

The City of Gallup Resident Business preference, State of New Mexico Resident Business Preference, or State of New Mexico Resident Veteran's Business will be factored into the Request for Proposal scores where applicable. However, the preferences are not cumulative and no offeror will receive more than one of the applicable preferences.

For information on State of New Mexico resident business or veteran's resident business bidder's certification call 505-827-0951 or go to <http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx> . **You must submit a copy of your NM Resident Business or Resident Veteran's Business Certificate with your proposal in order to qualify for the New Mexico Residence preference.**

PROCUREMENT CODE VIOLATIONS: The Procurement Code imposes civil and criminal penalties for its violation. In addition, the New Mexico Statutes impose felony penalties for illegal bribes, gratuities, and kick-backs.

AWARD: The award shall be made to the responsible and responsive Offeror or Offerors whose proposal is most advantageous to the City of Gallup, taking into consideration the evaluation factors set forth in the Proposals.

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS IN WHOLE OR IN PART, TO WAIVE INFORMALITIES OR TECHNICAL IRREGULARITIES AT ITS OPTION, AND TO ACCEPT THE PROPOSAL IT DEEMS TO BE IN THE BEST INTERESTS OF THE CITY OF GALLUP.

City of Gallup
RFP No. 2018/2019/05/P

II. SUPPLEMENTAL TERMS AND CONDITIONS

BUSINESS LICENSE: Bidders are advised that they must have or obtain a current City of Gallup business license for the goods or services required under this contract before work commences or a Purchase Order issued.

ELECTRONIC COMMUNICATIONS: Communications regarding this procurement may be conducted by electronic means (e-mail or fax). However, electronic submittals of the proposal whether by fax or other electronic means are not acceptable as noted in the General Conditions.

DEBARRED OR SUSPENDED CONTRACTORS: A business (contractor, subcontractor or supplier) that has either been debarred or suspended pursuant to the requirements of § 13-1-177 through § 13-1-180, and § 13-3-11 through § 13-4-17 NMSA 1978 as amended, shall not be permitted to do business with the City of Gallup and shall not be considered for award of the contract during the period for which it is debarred or suspended with the City.

PROHIBITED CONTACT: Except for communications during any informational meeting conducted by the City for this RFP and to ensure information is consistent to all prospective respondents, any direct or indirect contact with City elected officials or staff other than the Purchasing Division staff relating to this RFP is strictly prohibited throughout the duration of the RFP process, and, upon such finding, will render a respondent and/or related proposal non-compliant. Any and all inquiries must be submitted by the prospective respondent to the Purchasing Director no later than **APRIL 5, 2019 at 5:00 pm** (local time). Inquiries received after the deadline may not be considered.

QUESTIONS AND CONTACT INFORMATION: If clarification is needed on any aspect of this proposal, submit questions in writing to: Frances Rodriguez; City of Gallup Purchasing Office; P.O. Box 1270 (87305); 110 W. Aztec; Gallup, NM 87301; <mailto:frodriguez@gallupnm.gov>, who shall be the sole point of contact for this RFP. Inquiries requiring clarification/modification to the RFP will be compiled and responded to via written addendum issued before the due date/time. Questions submitted after **April 5, 2019** at 5:00 pm (local time) may not be addressed.

In the event addendum is received by a Offeror after its proposal is submitted, the Offeror must acknowledge receipt of the addendum by notice to the Purchasing Division via fax/email/mail.

CONFLICT OF INTEREST: Offeror warrants that it presently has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of service under this contract. Offeror must notify the City's Purchasing Officer if any employee(s) of the requesting department or the Central Purchasing Division have a financial interest in the Offeror.

City of Gallup
RFP No. 2018/2019/05/P

III. GENERAL INFORMATION/PROJECT DESCRIPTION

The City of Gallup is soliciting Request for Proposals (RFP's) No. 2018/2019/05/P for Annual Financial Audit Services for a qualified professional Independent Public Accountant, firm approved by the Office of the State Auditor and who have technical experience including GASB-34 to provide professional services for the purpose of its annual audit. We are requesting a brief response based on the Request for Proposal and accompanying information. The proposal should address interest to satisfy the City's objectives established for this effort. The proposal should also clearly demonstrate capabilities to achieve the scope of work. It is, therefore, important that all key individuals that would be assigned to the project are listed and define an approach that would be used to complement this service. The RFP was prepared in accordance with current State Procurement statutes; with the Audit Act, Section 12-6-14 NMSA 1978, and Section 2.2.2. NMAC requirements for contracting and conducting Audit of Agencies (2018 Audit Rule). Careful review of the RFP is highly recommended to ensure a responsive submittal.

In order to adequately supply the committee members involved in reviewing the RFP's and making the selection, we are requesting **one (1) original and four (4) copies** of the RFP to be submitted. **Submit one (1) original Cost/Fee estimate in the same shipping container but under separate sealed cover on your firm's letterhead and mark it "Cost/Fee Estimate."** Make certain you address all items requested to ensure a responsive submittal.

Final Award of the contract is contingent on approval of the contract by the Office of the State Auditor.

IV. SCOPE OF SERVICES

The City of Gallup is issuing a Request for Proposal (RFP) for Audit Services for the Fiscal Year 2019 beginning July 1, 2019, through June 30, 2020. Additional requirements which may be necessary in subsequent years such as the Single Audit Act, OMB Uniform Guidance, may be included as a separate line item in your sealed Fee Estimate.

We are soliciting for an **Independent Public Accountant (IPA)** firm for the fiscal year audit who will meet generally accepted governmental auditing standards, the provisions of 2 CFR part 200, subpart F (OMB Circular A-133), GASB 34-35, Procurement Code 2.2.2 NMAC "Requirements for Contracting and Conducting Audits of Agencies, and the State Auditor's (SA) rules and regulations Section 12-6-1 through Section 12-6-14, NMSA, 1978 Comp, as amended. If you have the experience, a positive peer review within the last three (3) years, have not been the subject of any disciplinary actions during the last three (3) years, and are interested in providing these special services, please submit a proposal for this work based on the information presented in the RFP. All Offerors **MUST** be on the New Mexico State Auditor's listing of approved audit firms.

Term of Agreement: Offeror may submit a multi-year proposal not to exceed three (3) years at the same price, terms, and conditions as the original year one proposal. A new audit contract shall be executed each year and shall be furthermore approved by the State Auditor.

The City reserves the right to reject any and all proposals and to waive any technicalities when it is in the best interest of the City.

The State Auditor will require IPA's to have complied with all components with 2.2.2 NMAC Audit Rule 2018.

V. OBJECTIVE

The Contractor shall conduct a financial and compliance audit of the following applicable statements and schedules of the City for the period from July 1, 2018 through June 30, 2019:

Basic Financial Statements consisting of the government-wide financial statements, fund financial statements, budgetary comparison statements for the general fund and major special revenue funds (per GASB 34 footnote 53), and the notes to the financial statements.

Required supplemental information (RSI), if applicable, consisting of budgetary comparison schedules for the general fund and major special revenue fund data presented on a fund, organization, or program structure basis budgetary information is not available on the GAAP fund structure basis of those funds (GASB Statement No. 41, Budgetary Comparison Schedules—Perspective Differences an amendments of GASB Statement No. 34) must be audited and included in the auditor's opinion (AAG-SLV 14.51). An audit exit conference shall also be conducted by the IPA.

Supplemental Information (SI) that must be audited and included in the auditor's opinion (AAG-SLV 14.51), if applicable, consisting of:

- A. Component unit fund financial statements and related combining statements (if there are no separately issued financial statements on the component unit per AAG-SLV 3.20);
- B. Combining Financial Statements;
- C. Individual fund budget comparison statements for remaining funds that have a legally adopted budget (including proprietary funds) that did not appear as basic financial statement budget comparisons for the general fund or major special revenue funds, for RSI as described above; and
- D. A schedule of changes in assets and liabilities for any agency funds as required by Section 2.2.2.NMAC 2017

The contractor shall apply certain limited procedures to the following required supplemental information (RSI) (if applicable) and report deficiencies in or the omission of required information in accordance with the requirements of SAS AU 558.06.

- A. The Management Discussion and Analysis (MD&A);
- B. RSI data required by Statement 25 and 27 regarding pension plans and post employment healthcare plans administered by defined benefit pension plans; and
- C. Schedules derived from asset management systems (GASB 34, paragraphs 132 to 133).

Such audit shall be conducted in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standard*, 2 CFR part 200, subpart F (OMB Circular A-133), and *Requirements of the Contracting and Conducting Governmental Audits* (2.2.2. NMAC).

Offeror's proposal shall include information on Municipal audits of similar sized cities: Offeror shall submit a minimum of two (2) references of work performed within the last three (3) years. One reference must be from a municipality. References shall include a contact person(s), email address, phone number, and detail of work performed. The City reserves the right to contact clients for reference checks.

Offeror shall have experience with municipal electric utility audits of similar sized utilities, with generation facilities, estimated 10,000 customers. Offeror shall submit a minimum of one (1) reference of work from a municipal electric utility performed within the last three (3) years. References shall include a contact person(s), email address, phone number, and detail of work performed. The City reserves the right to

contact clients for reference checks.

Experience with audits of similar sized housing authorities. Offeror shall submit a minimum of one (1) reference of work from a housing authority performed within the last three (3) years. References shall include a contact person(s), phone number, email address and detail of work performed. The City reserves the right to contact clients for reference checks.

Professional Liability Insurance:

- a. The successful Offeror shall procure and maintain Professional Liability Insurance at the Offeror's expense until final payment by the City for services covered by the Contract. Such proof of insurance shall be included and updated within firm profile as required with the State Auditor. Minimum limits of coverage shall be the limits established by the New Mexico Tort Claims Act as presently enacted or later amended, or \$1,000,000.00.
- b. Worker's Compensation Insurance: Worker's Compensation Insurance policy for the Contractor's employees, in accordance with the provisions of the Worker's Compensation Act of the State of New Mexico.
- c. Certificates, renewals, and notice of cancellation shall be sent to:

City of Gallup
Purchasing Department
Attn: Frances Rodriguez
P.O. Box 1270
Gallup, New Mexico 87305

VI. COST/FEE ESTIMATE

Offeror shall indicate compensation individually with estimated hours for all component parts, cost per hour for assigned staff, and the amount to prepare the audit examination for the Financial Statement Audit, Federal Single Audit, GASB 34 Financial Statement Preparation, other Compilation Services and gross receipt taxes. Payment shall be made in accordance with Section 12-6-14 NMSA 1978 and 2.2.2 NMAC Section 2.2.2.8.J. Costs submitted shall be firm as stated in the Cost/Fee proposal for each year of the proposal.

IMPORTANT NOTE: One Copy of the Fee Estimate shall be submitted in the same shipping container but under separate sealed envelope from the general proposal and labeled "Cost/Fee Estimate." The City intends to evaluate the proposals on the merit of the services provided and background information before reviewing costs. Fee estimate to exclude gross receipts tax that shall be listed as a separate line item.

**City of Gallup
RFP No. 2018/2019/05/P**

PROPOSAL BREAKDOWN:

2019 FISCAL YEAR	HOURS	COST (excluding taxes)
Financial Statement Audit	_____	\$ _____
Federal Single Audit	_____	\$ _____
Component Units (GHA)	_____	\$ _____
Other	_____	\$ _____
	Sub Total	\$ _____
Gross Receipts Tax	8.3125%	\$ _____
TOTAL COMPENSATION FISCAL YEAR 2019		\$ _____

2020 FISCAL YEAR	HOURS	COST (excluding taxes)
Financial Statement Audit	_____	\$ _____
Federal Single Audit	_____	\$ _____
Component Units (GHA)	_____	\$ _____
Other	_____	\$ _____
	Sub Total	\$ _____
Gross Receipts Tax	8.3125%	\$ _____
TOTAL COMPENSATION FISCAL YEAR 2020		\$ _____

2021 FISCAL YEAR	HOURS	COST (excluding taxes)
Financial Statement Audit	_____	\$ _____
Federal Single Audit	_____	\$ _____
Component Units (GHA)	_____	\$ _____
Other	_____	\$ _____
	Sub Total	\$ _____
Gross Receipts Tax	8.3125%	\$ _____
TOTAL COMPENSATION FISCAL YEAR 2021		\$ _____

AVERAGE 3 YEAR TERM COST PROPOSAL \$ _____
(Excluding Taxes)

VII. EVALUATION CRITERIA FOR AWARD

The following criteria will be used in proposal evaluations and recommending award. Proposals should include any materials which would assist the City in evaluating offers based upon the criteria below.

1. Capability of Offeror	Points Available
a. Offeror has the resources to perform the type and size of audit required and shall provide number of firm team members and total audit hours available.	5
b. The offeror meets independence standards to perform audit.	2
c. External Quality Control Review (Peer Review):	
• Peer review results: Obtain most recent copy of the external quality control review report including letter of comments.	
• Opinion received: Unmodified 10 points; Modified 5 points	10
If report is less than modified (adverse), STOP HERE. OFFEROR DOES NOT QUALIFY!!	
• Results of reference checks and agency's prior experience with Offeror.	10
d. Organization and completeness of proposal.	3
SUBTOTAL	30
2. Work Requirements & Audit Approach	
a. Knowledge of audit objectives, agency needs, and product to be delivered.	5
b. Proposal contains a sound technical plan and realistic estimate of time to complete major segments of audit: planning interim fieldwork; fieldwork; and reporting. Existing audit programs and evaluation of internal controls tailored for a municipality. Proposed Start Date: _____ Proposed End Date: _____	5
c. Plans for using agency staff, including internal auditors.	3
d. If the proposal is for a multi-year contract, approach for planning and conducting the work efforts of subsequent years.	2
SUBTOTAL	15
3. Technical Experience	
a. Governmental audit experience of on-site manager; name of on-site manager: _____	10
b. Term and audit experience:	
• Specialization in municipalities	10
• GASB 34 and 35 experience	7
• Experience in Housing Authorities	8

c. Attendance at continuing professional education seminars or meetings on auditing, accounting and regulations directly related to state and local government audits and the City of Gallup.	5
SUBTOTAL	40
4. Offeror's Strengths and Weaknesses: <i>(specify in proposal)</i>	5
SUBTOTAL	5
5. Cost Proposal:	
Cost proposed shall be firm and fixed for the term of the contract. Both City of Gallup and Housing Authority total of cost proposals will be added together for evaluation purposes. Cost Proposal shall be evaluated as follows: <u>LOWEST RESPONSIVE OFFEROR COST</u> X 10 = _____ THIS OFFER COST (If this is a multi-year proposal, divide the total lowest cost for the three (3) years by total cost for the three (3) years on this proposal.)	10
SUBTOTAL	10
Local/NM Resident/Veterans Preference (Total Possible)	10
FINAL TOTAL (Total Possible)	110

City of Gallup
RFP No. 2018/2019/05/P

VIII. PROPOSAL FORMAT

Proposals shall be limited to not more than twenty-five (25) pages, organized and tabbed in the same order as the evaluation criteria. Material excluded from the **twenty-five (25) page** maximum count is limited to:

- Front cover (photos with captions on inside cover allowed)
- Divider pages (blank except for title information)
- Back cover (photos with captions on inside of back cover allowed)
- Tables of Contents page (one page maximum)
- Resumes
- Certificate(s) of Professional Liability Insurance
- External quality control review report including letter of comments
- Acknowledge Receipt of Amendment forms, if any issued
- Letter of Transmittal (page 18)
- Campaign Contribution Disclosure Form (pages 19-20)
- Proposal Form(s)
- Copy of NM Resident Bidders Certificate or NM Resident Veterans Certificate (if applicable)
- NM Resident Preference Table (page 16, if applicable)
- Current I.R.S. W-9 Form
- Copy of City of Gallup Business License

IX. PROPOSAL EVALUATION

Evaluation: Offerors submitting proposals may be afforded the opportunity for discussion, clarification, and revision of proposals. Revisions may be permitted after submissions of proposals and prior to award for the purpose of obtaining best and final offers. Negotiations may be conducted with responsible Offerors who submit proposals found to be reasonably likely to be selected for award.

Shortlisting: A maximum total of 100 points are possible in scoring each proposal. The Evaluation Committee will evaluate the proposals and may develop a shortlist of the top ranked respondents. The evaluation criteria to be used by the Evaluation Committee and the corresponding point values for each criterion are listed below.

Scoring: Utilizing the materials provided by the Purchasing Division, and the criteria outlined within the request for qualification or proposal, each committee member will complete the evaluation form included in the materials. This evaluation shall be completed prior to a committee discussion meeting scheduled by the Procurement Manager.

At the committee meeting, the Procurement Manager will poll members of the committee to provide any comments relative to the proposals that influenced their scores, and whether to seek clarification or discussions from Offerors.

Following discussion by the members, each member shall review their scores, may make any changes and confirm point totals on the evaluation forms. The committee will submit their evaluation forms to the Procurement Manager who will compile and total all scores. Scoring may take place over several rounds. Based upon the results of scoring, the committee will determine whether interviews will be conducted, whether to solicit Best and Final Offers from the top respondents, or both.

Oral Presentations: Oral Presentations will be conducted if a majority of the members present at the meeting determine whether they are in the best interest of the City.

Should the committee elect to conduct interviews, the top respondents may be interviewed. The Purchasing staff will coordinate the interviews with each interviewee as to the time, date and place the committee will conduct interviews and the time allowed for each presentation. The Committee members may question each interviewee during or after its presentation. Interviews will be closed to any persons not representing the interviewee. At the conclusion of all interviews, each member shall freshly rate each interviewee in accordance with the criteria and standards stated. The City is under no obligation to conduct interviews with any Offeror and may award a contract without conducting interviews.

Only the final combined committee score for each firm shall be available for public inspection after award of the contract. Individual committee members score sheets and rankings shall be confidential.

X. APPLICATION OF IN-STATE PREFERENCE

1. Pursuant to Section 13-1-21(C) (2), NMSA 1978 when a public body makes a purchase using a formal request for proposals process, the application of preference shall be as such:
 - a.) If the contract is awarded based on a point-based system, a resident business shall be awarded the equivalent of (5) five percent of the total possible points to be awarded based on the resident business possessing a valid resident business certificate. A resident Veteran’s business may be awarded up to a (10) ten percent preference of the total possible points.
 - b.) The City’s RFP award process is based on a point system with 100 points possible. With the in- state preference applied, 105 points will be possible; with the Resident Veteran’s Preference applied a maximum of 110 points are possible.
2. Pursuant to Section 13-1-21 (D), NMSA 1978. When a joint bid or joint proposal is submitted by both resident and nonresident businesses, the resident business preference provided pursuant to Subsection H of this section shall be reduced in proportion to the percentage of the contract, based on the dollar amount of the goods or services provided under the contract, that will be performed by a nonresident business as specified in the joint bid or proposal.

Offeror will complete the following table if submitting a joint proposal:

Firm Name, Location Of Resident Business	Work to be Performed	% of Work Performed Compared to Total Contract Cost
Firm Name, Location Of Non-Resident Businesses	Work to be Performed	% of Work Performed Compared to Total Contract Cost

Points shall be distributed by the percent of work identified above calculated as follows:
 Example: 35% of work will be performed by the certified resident business: 35% of 5 points = 1.75 points

City of Gallup
RFP No. 2018/2019/05/P

XI. PROPOSED SCHEDULE

It is the intent of the City to adhere to the following schedule. However, the City reserves the right to adjust or modify the schedule.

Activity	Date/Time
Issue RFP	March 15-20, 2019
Deadline to Submit Questions	April 5, 2019 @ 5:00 p.m. (Local Time)
Proposal Due Date	April 16, 2019 @ 2:00 p.m. (Local Time)
Presentations (if required)	TBD
Recommendation for Award	May 2019

**City of Gallup
RFP No. 2018/2019/05/P**

LETTER OF TRANSMITTAL

The undersigned certifies that they have read and understand the above General Conditions and Proposal documents and that they accept these conditions and submit the attached proposal in full compliance with these conditions and the applicable proposal specifications. I hereby propose to furnish the goods or services specified in the Request for Proposal. I agree that my proposal will remain firm for a period of up to 60 days in order to allow the City adequate time to evaluate the qualifications submitted.

In submitting this proposal, the offeror represents that the offeror has familiarized themselves with the nature and extent of the Request for Proposals dealing with federal, state and local requirements which are a part of this proposal, and further that this proposal is made without prior understanding, agreement, connection, discussion or collusion with any other person, firm or corporation submitting a proposal for the same product or service. The offeror will comply with all applicable federal and state laws, local ordinances and the rules and regulations of all authorities having jurisdiction over the goods or services of the project.

NAME OF FIRM THAT WILL CONTRACT WITH THE CITY

TYPE OF BUSINESS ENTITY (Corporation, Partnership, LLC, etc.)

AUTHORIZED SIGNATURE

NAME PRINTED OR TYPED

TITLE

DATE: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

[RETURN THIS FORM WITH YOUR PROPOSAL]

City of Gallup
RFP No. 2018/2019/05/P

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

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 City of Gallup or the State of New Mexico 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.

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, who 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, that 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” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed 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.

“Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“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) _____

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.

Signature

Date

Title (Position)

[RETURN THIS FORM WITH YOUR PROPOSAL]