



City Purchasing Division
Frances Rodriguez, Director
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AMENDMENT NO. **One (1)**

RFP NO. **2018/2019/05/P**

TITLE: Annual Financial Audit Services

THE FOLLOWING REVISIONS, ADDITIONS AND/OR CLARIFICATIONS SHALL FORM A PART OF THE PROPOSAL DOCUMENTS AND EACH OFFEROR SHALL INDICATE WITH THEIR PROPOSAL THE RECEIPT OF THIS NUMBERED AMENDMENT. REVISIONS, ADDITIONS, AND/OR CLARIFICATIONS ARE AS FOLLOWS:

The following are questions and responses received regarding solicitation

- 1) **Question:** What software systems are used for the City, Utilities, and for the Housing?
Answer: Central Square Technologies Naviline
- 2) **Question:** Any planned changes to the Software?
Answer: No, not at this time.
- 3) **Question:** Any significant changes in accounting staff or city management?
Answer: No
- 4) **Question:** Any significant changes in federal awards? If so, what are they?
Answer: No
- 5) **Question:** Are there any items that are affected by the implementation of GASB 83 for Asset Retirement Obligations and what is the City doing to prepare?
Answer: No changes, we do have one item that is currently being recognized and will not have any material changes this fiscal year.
- 6) **Question:** Does the City still desire separate financial statements for the Housing Component Unit?
Answer: Yes
- 7) **Question:** Have there been any changes in Accounting Software at the City or the Housing Authority?
Answer: No

- 8) **Question:** Does the Housing Authority utilize a contracted fee accountant?
Answer: Yes
- 9) **Question:** Does the Housing Authority utilize a separate software for tenant management?
Answer: Yes
- 10) **Question:** In the Scope of Services, section IV on page 12 of the RFP it states the RFP is for “Audit Services for the Fiscal Year 2019 beginning July 1, 2019, through June 30, 2020.” Are those years correct?
Answer: Yes
- 11) **Question:** Would the City of Gallup like us to provide the certificates of insurance for professional liability and workers compensation in the proposal or upon contract award?
Answer: May be submitted with proposal but not required, mandatory upon award.
- 12) **Question:** Where on the Proposal Breakdown form shall the fee for the “GASB 34 Financial Statement Preparation” per Cost/Fee Estimate, Section VI, page 14 be submitted? Shall it be recorded in “other” as there is no specific stated place for it?
Answer: Fee may be recorded in the “Other” section however a revised Proposal Breakdown form has been created and is attached to this Amendment. This too may be used.

PROPOSAL DEADLINE DATE AND TIME REMAIN UNCHANGED

DATE: April 10, 2019

BY/S/ *Frances Rodriguez*
 Frances Rodriguez, Purchasing Director

Acknowledge
 Receipt Amendment No. One (1)

BY/S/ _____
 Authorized Signature of Offeror/Bidder

COMPANY NAME:

[TO ACKNOWLEDGE RECEIPT, RETURN ONE (1) COPY WITH PROPOSAL]

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

PROPOSAL BREAKDOWN:

2019 FISCAL YEAR	HOURS	COST (excluding taxes)
Financial Statement Audit	_____	\$ _____
Federal Single Audit	_____	\$ _____
Financial Statement Preparation	_____	\$ _____
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	_____	\$ _____
Financial Statement Preparation	_____	\$ _____
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	_____	\$ _____
Financial Statement Preparation	_____	\$ _____
Component Units (GHA)	_____	\$ _____
Other	_____	\$ _____
	Sub Total	\$ _____
Gross Receipts Tax	8.3125%	\$ _____
TOTAL COMPENSATION FISCAL YEAR 2021		\$ _____

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