

DRAFT SCOPE OF WORK

CITY OF ROSWELL



REQUEST FOR PROPOSALS

RFP: 25-006

Audit Services

RFP Issue Date: 3/23/2025

**PROPOSAL DUE:
4/22/2025 2:00 PM**

**PURCHASING DEPARTMENT
425 N. RICHARDSON
ROSWELL, NM 88203**

**CONTACT: ARELY PEEK
CHIEF PROCUREMENT OFFICER
575-637-6299**

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PURPOSE OF THIS REQUEST FOR PROPOSAL

The City of Roswell, New Mexico (hereafter referred to as "City") is seeking proposals from independent certified public accounting firms (CPAs) approved by the New Mexico State Auditor to conduct the annual audit of the City's financial statements for the fiscal year **July 1, 2024, through June 30, 2025**. The selected firm will provide a complete and comprehensive financial audit, as well as compliance assessments in accordance with the standards required by the State of New Mexico, federal guidelines, and Generally Accepted Auditing Standards (GAAS).

BACKGROUND

The City of Roswell is a governmental entity operating under the laws and regulations of the State of New Mexico. The City's fiscal year runs from **July 1 to June 30**, and the purpose of the audit is to assess the City's financial statements and provide an independent opinion on their accuracy. The City is also subject to the State Auditor's Office regulations and must comply with the New Mexico Audit Act.

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The City requires the selected auditor to perform the following services:

1. **Financial Statement Audit**
The firm will conduct a full audit of the City's financial statements for the fiscal year **July 1, 2024, through June 30, 2025**, in accordance with the Government Auditing Standards issued by the Comptroller General of the United States, the New Mexico Audit Act, and the applicable regulations of the New Mexico State Auditor's Office. The audit should provide an opinion on the fairness of the City's financial position, including revenues, expenditures, and balances.
2. **Compliance Audit**
The auditor will evaluate the City's compliance with federal, state, and local laws and regulations, including any compliance requirements for federal and state grants, in accordance with applicable guidelines.
3. **Internal Control Review**
The auditor will assess the City's internal controls, focusing on areas relevant to financial reporting and compliance with applicable laws and regulations. The firm will provide recommendations for strengthening internal controls as necessary.
4. **Single Audit (if applicable)**
If the City expends federal funds exceeding the threshold for Single Audits as set forth in the Uniform Guidance (2 CFR Part 200), the auditor will conduct a Single Audit and provide a separate report on the results.
5. **Audit Reporting and Deliverables**
 - An audit opinion on the financial statements.
 - A management letter addressing internal control weaknesses, if applicable.

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- A compliance report, if applicable, including any findings related to noncompliance.
 - Reports required by the New Mexico State Auditor and Department of Finance and Administration (DFA).
6. **Audit Timeline**
The audit process should begin promptly following the close of the fiscal year, and the final audit report should be submitted to the City no later than 180 days after the close of the fiscal year.

PROPOSAL REQUIREMENTS

To be considered for this engagement, the proposal must include the following components:

1. **Firm Overview**
Provide a brief history of your firm, including years of experience and a description of your firm's expertise in governmental auditing, particularly within New Mexico.
2. **Audit Approach and Methodology**
Describe your proposed audit approach, including the methodology for conducting the financial audit, the steps involved in the internal control review, and the process for ensuring compliance with state and federal regulations.
3. **Key Personnel**
Identify the key personnel assigned to the engagement, including their qualifications, certifications (e.g., CPA), and relevant experience in conducting governmental audits.
4. **References**
Provide at least three references from governmental entities, preferably from New Mexico, for which your firm has provided similar auditing services in the last three years.
5. **Cost Proposal**
Provide a detailed cost proposal for the services requested, including:
 - A fixed fee for the audit of financial statements.
 - Any additional costs for Single Audit procedures, if applicable.
 - Estimated hours and rates for personnel assigned to the audit.
 - Travel or other expenses (if any).
6. **Additional Information**
Firms must provide the number of late and/or unacceptable client audits they have conducted within the last five years. Any other information or documentation that may help the City evaluate your firm's qualifications and experience

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

1. **Experience and Qualifications (25%)**
The firm's experience with governmental audits, particularly within New Mexico, and the qualifications of the audit team.
2. **Approach and Methodology (25%)**
The soundness of the proposed audit approach and methodology.
3. **Cost (30%)**
The competitiveness of the proposed cost for the audit services.

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4. References (20%)

Positive feedback from references who have worked with the firm on similar governmental audit projects.

Anticipated Schedule

<u>Action</u>	<u>Date</u>
1.Issue of RFP	3/23/2025
2. Acknowledgement of Receipt Form	4/03/2025
3.Deadline to Submit Additional Questions	4/03/2025
4.Response to Written Questions/RFP Addendum	4/07/2025
5.Submission of Proposal 2:00 PM	4/22/2025
6. Proposal Evaluation	4/25/2025
7. Recommendation to Committee	5/01/2025
8. Recommendation to Award to City Council	5/08/2025
9. Notice of Award	5/09/2025
10.Protest Deadline	+15
11.Contract Executed	06/02/2025