

Award Recommendation Report

To: Mayor and Council
From: Toni Gomez, Project Manager
Date: May 09, 2025
Subject: Award Recommendation for RFP-25-006
Audit Services

The City of Roswell posted **RFP-25-006, Audit Services**, on March 23, 2025, seeking to contract with a qualified independent public accounting firm to conduct the City's annual financial audit. Proposals were due on April 22, 2025, and two (2) firms submitted responses.

The Evaluation Committee reviewed all proposals based on the criteria outlined in the RFP, including:

- Company Experience
- Company Past Performance/References
- Proposed Key Personnel Experience
- Audit Approach and Methodology
- Cost Proposal

After completing the evaluation process, the Committee recommends awarding the contract to Jaramillo Accounting Group, which received the highest overall score based on the weighted evaluation criteria. The selected firm demonstrated the strongest qualifications in municipal audit experience within New Mexico, relevant past performance, and a well-defined audit methodology that meets the City's operational and compliance needs.

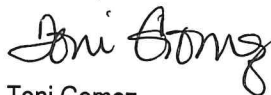
The Purchasing Office concurs with the recommendation of the Evaluation Committee and the Project Manager.

The Offerors are listed below:

Jaramillo Accounting Group LLC (JAG) – Albuquerque, NM
Carr, Riggs & Ingram, LLC – Albuquerque, NM

If you have any comments or questions, please contact me.

Sincerely,



Toni Gomez,
Finance Director,
Project Manager