VILLAGE OF EAGLE NEST

"REQUEST FOR WRITTEN QUOTATIONS/2021-001"

The Village of Eagle Nest is accepting “Request for Written Quotations” for a multi-year contract for three (3) years from Independent Public Accountants (IPA’s). The proposed audit would be for the current Fiscal Year 2020-2021.

The Village of Eagle Nest, New Mexico will accept “Sealed Written Quotations” until 2:00 p.m., MST, May 4, 2021 in the office of the Village Clerk, P.O. Box 168, Eagle Nest, New Mexico, 87718-0168 or hand delivered to 151 Willow Creek Drive, (575) 377-2486 from qualified Independent Public Accountants (IPA’S) to provide the annual governmental audit.

Written Quotations shall be sealed and addressed to the Village of Eagle Nest and the envelope clearly marked “Professional Audit Services for the Village of Eagle Nest” and “Requests for Written Quotations, 2021-001” in the lower left hand corner of the envelope. Faxed or e-mailed quotations will not be accepted.

The award shall be made to the responsible applicant whose “Written Quotation” is most advantageous to the Village. The complete “Quotation Requirements/Specifications” for the “Written Quotation” can be obtained from Village Hall. The Village of Eagle Nest reserves the right to reject any or all quotations submitted and to make an award in the best interest of the Village. Written quotations received after the above stated date and time will not be accepted and will be returned unopened.

Richard A, Cordova, Mayor

Emily West, Village Clerk

Cathy Coppy, Procurement Officer

An Equal Opportunity Employer
AGE OF EAGLE NEST
P.O. BOX 168
EAGLE NEST, NM 87718

“REQUEST FOR WRITTEN QUOTATIONS 2021-001”

Quotation Requirements/Specifications for providing Compliance and Financial Audit Services for the Village of Eagle Nest for the Fiscal Year 2020-2021, Fiscal Year 2021-2022 and Fiscal Year 2022-2023 if a Multi-Year Contract is awarded:

General Information

- Written quotations should be submitted in a standard format as normally provided by audit firms, meeting all of the requirements listed in this request.
- Written quotations must be received by the Village of Eagle Nest on or before the time and date specified to be considered a written quotation.
- Written quotations received after the stated time and date will be returned unopened.
- Written quotations received by the deadline will be accepted and recorded by the Village Clerk. All qualified written quotations will be reviewed and evaluated according to the specified Evaluation Criteria noted in this request. The evaluations will be presented to the Governing Body for approval and then submitted to the State Auditor. Written quotations that do not meet the requirements outlined in this request will be noted and will not be considered. Furthermore, the Governing Body of the Village of Eagle Nest reserves the right to reject any or all written quotations in whole or in part and will conduct the selection/evaluation process in a manner that is deemed to be in the best interest of the Village.
- The Village of Eagle Nest is procuring the audit contract under the Small Purchases Procurement Statue (13-1-125 A, B) of the New Mexico Procurement Code. The Village of Eagle Nest is requesting written quotations based on a small purchase consideration for a three (3) multi-year proposal.

Written Quotation Contents

- Please include the following information in the proposal:
- Qualifications of the audit firm and proposed audit staff.
- Evidence that the proposed audit staff has received continuing Professional Education in Governmental Accounting and Auditing according to Subsection A of 2.2.2.14 NMAC. (This is mandated in 2.2.2 NMAC Audit Rule 2021).
- Descriptions/evidence of previous audit experience involving audits of governmental/municipal entities.
- Specifications of the audit process: the number of days to complete the audit; the number of audit staff required; the anticipated accommodations/expectations of the Village in regards to space, equipment, staff participation, etc.
• Confirmation that the audit firm is considered independent as per auditing standards and as defined by 2.2.2 NMAC Audit Rule 2021.
• Copy of the firm’s most recent external quality control review report as required in 2.2.2 NMAC Audit Rule 2021.
• Copy of the State Auditor’s review results, record of timeliness of previous audits, etc., along with evidence of attendance of annual State continuing professional education seminars on auditing/accounting rules and regulations.
• Estimated date(s) the audit will be performed.
• Total fee including Gross Receipts Tax to be charged for the audit work to be performed based on per year or multi-year contract.
• The Village of Eagle Nest prefers a multi-year contract but will consider one year proposals.

Requirements

• The IPA must be licensed to do business and conduct audits in the State of New Mexico.
• No portion of the audit service to be performed shall be subcontracted under the audit contract without prior written approval of the State Auditor.
• The audit shall be performed in compliance with generally accepted auditing standards, all procedures/requirements specified in 2.2.2 NMAC Audit Rule 2021 which includes Subsection F of Section 2.2.2.8 NMAC. This section outlines procedures to obtain Professional Services from an IPA. The IPA will also be required to follow all general requirements outlined by the AICPA Audit and Accounting and Financial Reporting Standards, and any other applicable pronouncements. This will also include any changes to GASB rules. Please be aware of the Office of the State Auditor (OSA) Summary of Changes to Audit Rule 2021. The Summary of Changes and Audit Rule 2021 must be followed for the “Request for Written Quotations”.
• The proposed audit written quotation shall follow all the major changes in the 2021 audit rule if applicable.
• The completed Audit Report is due in the Office of the State Auditor by December 15th and must be submitted in compliance with the requirements specified in 2.2.2 NMAC Audit Rule 2021.
• The compliance and financial audit will encompass the entire operations of the Village of Eagle Nest, and be comprised of general purpose financial statements, combined financial statements by fund type, along with individual fund and account group statements for the period of July 1st through June 30th of the current fiscal year.

Village Information

• Financial system is Triadic Enterprises
• Funds: Approximately 25-45
• Avg. Checks Written Per Month: 75-250
• Avg. Employee Count: 13-25
• Bank Accounts: Approximately 8
• Investment Account: New Mexico State Treasurer
• Total Budget FY 2019-2020 General Fund Expenditures: $414,683.67
• Total Budget FY 2019-2020 All Fund Expenditures: $1,892,652.99
• Component Units: None
• Requested Lodgers’ Tax Audit: Two (2) Businesses

The Village of Eagle Nest does anticipate a Federal Single Audit for FY 2020-2021 and possibly others if a multi-year contract is awarded. The Village of Eagle Nest will be applying for CDBG and other projects in the coming years. The Village of Eagle Nest also has State Grants, Joint Powers Agreements, etc. to be taken into consideration. All current and new Governmental Accounting and Financial Reporting Standards (GASB) shall be followed as specified in Audit Rule 2021, 2.2.2. NMAC. The agency shall evaluate all competitive sealed proposals or quotations received pursuant to Paragraphs (2) and (3) of Subsection F of Section 2.2.2.8 NMAC using an evaluation process, preferably executed by a selection committee. A two-step process (Audit Contract Proposal Evaluation Form) will be used for the audit evaluations that are received by the Village of Eagle Nest.

All bid proposals need to be marked “Professional Audit Services for the Village of Eagle Nest” and “Request for Written Quotations, 2020-001” in the bottom left corner of the envelope. The bid proposals should be sent to the Village of Eagle Nest, PO Box 168, Eagle Nest, NM, 87718-0168. The bid proposal may also be hand delivered to 151 Willow Creek, NM, 87718. All bid proposals will be time and date stamped upon receipt by the Municipal Clerk. The Village of Eagle reserves the right to reject any/or all bids (written quotations) that are submitted.

Request for Written Quotations will be accepted until 2:00pm on May 04, 2021. The bids will be open on May 04, 2021 before 5:00pm. Fax and e-mail submissions will not be accepted for consideration. The recommendation for the Fiscal Year 2021 Audit/Multi-Year contract will be presented to the Governing Body for approval at the next meeting on May 11, 2021 at 6:00pm.

Please contact Cathy Coppy, Procurement Officer, at (575)-377-2486 if there are any questions or concerns.