

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. 2015/2016/11/P



**CITY OF
GALLUP**

RFP DEADLINE ACCEPTANCE:

**DATE: APRIL 26, 2016
TIME: 2:00 PM (LOCAL)**

**PREPARED BY: FRANCES RODRIGUEZ
PURCHASING DIRECTOR**

ADVERTISEMENT FOR PROPOSALS

CITY OF GALLUP, NEW MEXICO

Request for Proposals (RFP) NO.
2015/2016/11/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 frrodriguez@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 26, 2016**, 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 30th day of March, 2016

By: /S/ Jackie McKinney, Mayor

TABLE OF CONTENTS

ADVERTISEMENT FOR PROPOSALS..... 2

ACKNOWLEDGMENT OF RECEIPT OF PROPOSAL..... 4

I. GENERAL CONDITIONS 5

II. SUPPLEMENTAL TERMS AND CONDITIONS..... 9

III. SCOPE OF SERVICES 10

IV. EVALUATION CRITERIA FOR AWARD 12

V. PROPOSAL FORMAT..... 15

VI. PROPOSAL EVALUATION..... 15

VII. APPLICATION OF IN-STATE PREFERENCE 16

VIII. PROPOSED SCHEDULE 17

LETTER OF TRANSMITTAL..... 18

CAMPAIGN CONTRIBUTION DISCLOSURE FORM..... 19

RESIDENT VETERANS PREFERENCE CERTIFICATION 21

ACKNOWLEDGMENT OF RECEIPT OF PROPOSAL

**RFP No. 2015/2016/11/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-one (21) 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 18, 2016**. **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:frdriguez@gallupnm.gov>
or (505) 722-5133 Fax

Please return this form by April 18, 2016

City of Gallup
RFP No. 2015/2016/11/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 26, 2016** 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: frodriguez@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 to download applications, go to: www.tax.newmexico.gov , select "Businesses" and click on "In-State Preference Certification" under "Popular Information". The following link may also be used: <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. 2015/2016/11/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 18, 2016 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; (505) 863-1232; (505) 722-5133 (fax); <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 18, 2016** 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. 2015/2016/11/P

III. SCOPE OF SERVICES

Proposals are hereby requested from qualified auditing firms or Auditors (Offerors) to provide Professional Auditing Services to the City of Gallup (City), for the fiscal year ending June 30, 2015.

The Offeror shall follow the procedures and criteria outlined in 2.2.2 NMAC, Audit Rule 2016, (Requirements for Contracting and Conducting Audits of Agencies) as it applies to Municipalities. Selection of the independent auditor is subject to the approval of the State Auditor. Copies of Audit Rule 2016 may be downloaded from www.saonm.org

In compliance with 2.2.2.8 NMAC, Section D and E, all Offerors submitting proposals are required to have filed a firm profile and shall be included as an approved audit firm by the State Auditor. The City shall verify all Offerors have completed a firm profile and are an approved audit firm with the State Auditor PRIOR to evaluating proposals.

The City currently has approximately 50 funds of various types including funds associated with the utility system (Electric, Wastewater, Water and Solid Waste). An automated General Ledger is prepared monthly for all funds. The City also has a discrete component unit, Gallup Housing Authority, which is billed under a separate contract therefore Offerors shall submit their cost proposal detailing the City of Gallup and the Gallup Housing Authority SEPARATELY (see breakdown on page 18).

The Offeror will be required to perform an exit conference with the City Management. Offeror will be required to perform and prepare all required reports associated with the following:

- i. Financial Statement Audit
- ii. Federal Single Audit
- iii. Other Reports and Schedules as may be required.

The Offeror will be required to present the final draft of the audit report to the City's Finance Officer on or before November 1st for review. The audit report shall be submitted to the Office of the State Auditor on or before December 15th. The due date and the number of copies to be submitted to the State Auditor shall be in accordance with 2.2.2.16 NMAC Section G.

The previous year's annual financial report and audit report are available in the City's Finance Division for examination upon request.

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.

Offeror shall have employees, during the time the audit is performed, equal the size and qualifications of staff as submitted in this Proposal. Offeror shall notify the City and the State Auditor, in writing, of any changes in staff assigned to perform the audit. Offeror must update the firm profile to reflect their staffing changes.

Offeror's proposal shall include resumes of key personnel who will be performing services and relevant experience. A copy of the most recent External Quality Control Review (Peer Review) including letter of comments must also be submitted.

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.

Offeror shall have experience in implementation of current Governmental Accounting Standards Board (GASB) pronouncements.

Liquidated Damages: Upon unjustified failure to meet delivery requirements, the Offeror may be liable for liquidated damages equal to 0.5% annual annum of the total audit contract (before gross receipts tax) for each working day beyond the stipulated due date.

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. Increased Limits: If, during the term of the Contract, the City requires the Offeror to increase the maximum limits of any required insurance beyond those specified above, an appropriate adjustment in compensation would be made.

Directions for Submission:

- a. The Offeror shall submit total of **four (4) copies** of this proposal. The proposal shall contain any information or supplements, which will assist the City in selecting an Offeror.
- b. The City shall not reimburse Offeror for costs incurred in preparing a proposal, or any cost related to document preparation, materials, or any other costs related to the Proposal's evaluation.

City of Gallup
RFP No. 2015/2016/11/P

IV. 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
NM Resident/Veterans Preference (maximum allowed)		10
FINAL TOTAL		110

COST PROPOSAL FORM (Return this Form with your proposal)

1. Name of Firm: _____
 Address: _____
 Telephone Number: _____
 Facsimile Number: _____
 Contact Person: _____
 Email Address: _____
 Number of partners and associates actively participating with the firm: _____
 Will you associate with other CPAs to carry out this audit? Yes _____ No _____
2. Multi-year Proposal? Yes _____ No _____
3. Please set forth the method you will use to bill for your basic services:

4. Has your firm submitted a firm profile to the State Auditor's Office? Yes _____ No _____
5. Please fill in Breakdown below.

Breakdown	1st Year Hours FYE 6/30/2015	1st Year Cost FYE 6/30/2016	2nd Year Hours FYE 6/30/2016	2nd Year Cost FYE 6/30/2016	3rd Year Hours FYE 6/30/2017	3rd Year Cost FYE 6/30/2017
Financial Statement Audit	\$	\$	\$	\$	\$	\$
Financial Statement Preparation	\$	\$	\$	\$	\$	\$
Federal Single Audit	\$	\$	\$	\$	\$	\$
Component Unit (Gallup Housing Authority)	\$	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$	\$	\$
Gross Receipts Tax	\$	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$	\$

V. 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)
- NM Resident Veterans Certification (page 21, if applicable)
- Current I.R.S. W-9 Form
- Copy of City of Gallup Business License

VI. 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. Interviews will be conducted if a majority of the members present at the meeting determine whether interviews 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.

The responsive offeror whose proposal is most advantageous to the City, taking into consideration the evaluation factors in Section IV, will be recommended for selection and will be submitted to the Office of the State Auditor via OSA-Connect. A draft contract will be generated and thereafter submitted to the State Auditor for review and approval. Once approval is received from State Auditor, contract will then be sent to selected auditor; no sample contract is available for this RFP process. Information regarding State Auditor contract process may be obtained from www.saonm.org/procuring_contracts.

VII. 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

VIII. 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	April 2-4, 2016
Deadline to Submit Questions	April 18, 2016 @ 5:00 p.m. (Local Time)
Proposal Due Date	April 26, 2016 @ 2:00 p.m. (Local Time)
Presentations (if required)	TBD
Recommendation for Award	May 10, 2016

**City of Gallup
RFP No. 2015/2016/11/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. 2015/2016/11/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]

City of Gallup
RFP No. 2015/2016/11/P

RESIDENT VETERANS PREFERENCE CERTIFICATION

(This Form Must be submitted with your proposal if you are certified as a New Mexico Resident Veterans business)

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check one box only

- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this bid or proposal. I understand that giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22, NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)*

Date

*Must be an authorized signatory for the Business

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or un-award of the procurement involved if the statements are proven to be incorrect.

[RETURN THIS FORM WITH YOUR PROPOSAL, IF APPLICABLE]