

HATCH VALLEY PUBLIC SCHOOLS

REQUEST FOR PROPOSALS (RFP)

Audit Services

RFP #2026-002

RELEASE DATE: April 1, 2026

Mail Responses to:

**Shelly Ortega
P.O. Box 790
Hatch, NM 87937**

DUE DATE: April 17, 2026 by 2:00 pm

Commodity Code 94620

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

The purpose of the Request for Proposal (RFP) is to solicit sealed, multi-year proposals to establish a contract for the purchase of professional audit services to be provided beginning fiscal year ending 2025. The multiple-year proposals shall not exceed three years, with the awarding contract to be established in one-year terms. This procurement could result in multiple vendor awards.

B. SCOPE OF PROCUREMENT

- The audit shall be conducted in compliance with generally accepted auditing standards and the terms and conditions of the State of New Mexico Audit Contract incorporated herein by reference, the current **State of New Mexico Office of the State Auditor Audit Rule 2021 2.2.2 NMAC: Requirements for Contracting and Conducting Audits of Agencies**. The financial audit shall cover the entire financial entity.
- Per the State of New Mexico Office of the State Auditor Audit Rule 2021 2.2.2 NMAC Proposals for annual financial audits shall contain each of the following elements:
 - Financial Statement Audit
 - Federal Single Audit (if applicable)
 - Financial Statement Preparation
 - Other Non-Audit Services
- Audit reports shall meet deadlines as established by Hatch Valley Public Schools and by the State Auditor. The entity is requiring the entire draft audit report including any audit finding is completed and submitted to the entity three (3) weeks prior to the due date established by the Office of the State Auditor.
- Preliminary work can begin prior to June 30 of the fiscal year and books will be ready for auditing by August 1 of the subsequent fiscal year.
- All progress payments will be in accordance with Section 2.2.2.8 subsection M of 2.2.2 NMAC Audit Rule 2021. Progress payments from 70% to 90% require State Auditor approval after being approved by HVPS.
- Total cost for travel and any other special conditions or requirements must be included in the Cost Response Form (Appendix C).

C. PROCUREMENT MANAGER

Hatch Valley Public Schools has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name:	Shelly Ortega, Procurement Manager
Address:	P.O. Box 790 Hatch, NM 87937
Telephone:	575-267-8207
Email:	sortega@hatchschools.net

D. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
Issue RFP	HVPS	April 1, 2026
Distribution List	Potential Offerors	April 3, 2026 by 2:00pm MST
Deadline to Submit Questions	Potential Offerors	April 10, 2026 by 2:00 pm MST
Response to Written Questions	Procurement Manager	April 13, 2026 by 2:00 pm MST
Submission of Proposal	Potential Offerors	April 17, 2026; by 2:00 pm MST
Proposal Evaluation	Evaluation Committee	April 21, 2026
Selection of Finalists	Evaluation Committee	April 21, 2026
Finalize Price / Contractual Agreements	HVPS/Finalist Offerors	April 21, 2026
Submit Contract Draft to NM State Auditor for Approval	HVPS CPO	April 30, 2026

E. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror proposals by subcategory.

Factor	Points Available
A Technical Specifications	
Organizational Experience	35
Organizational References	20
Mandatory Specifications	35
B Business Specifications	
Cost	10
Campaign Contribution Disclosure	Pass/Fail
Conflict of Interest	Pass/Fail
TOTAL	100 points

F. BUSINESS SPECIFICATIONS

1. Cost

Offerors must complete Cost Response form in APPENDIX A. All charges listed on APPENDIX C must be justified and evidence of need documented in the proposal.

2. Campaign Contribution Disclosure Form

The Offeror **must** complete unaltered Campaign Contribution Disclosure Form and submit a signed copy with its proposal. This must be accomplished whether or not an applicable contribution has been made. (See APPENDIX B

3. Conflict of Interest

The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance or services required under the agreement. The offeror certifies that the requirements of the Government Conduct Act, NMSA 1978, §10-16-1 through §10-16-18, regarding contracting with a public officer or state employee or former state employee have been followed.

G. EVALUATION PROCESS

1. All Offeror proposals will be reviewed for compliance with the requirements and specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of the response.
3. Responsive proposals will be evaluated on the factors in section C, which have been assigned a point value. Responsible Offerors with the highest scores will be selected as finalist Offerors based upon the proposals submitted. The responsible Offerors whose proposals are most advantageous to the State, taking into consideration the evaluation factors in Section C, will be recommended for Award to the State. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.
4. This procurement could result in contractual agreements between two parties.

F. ADMINISTRATIVE REQUIREMENTS

Awarded Offeror's will be required to provide the following documents before or within 30 of contract execution date:

1. Proof of Insurance
2. Tax Identification: The Offeror must possess a tax identification number and provide W-9.

APPENDIX A – Cost Response Form

SAMPLE COST

Description of Good and/or Service	Cost
Financial Statement Audit	
Federal Single Audit	
Financial Statement Preparation	
Other Non-Audit Service (Describe)	

Cost should be inclusive of tax, travel, and any other incidentals

Total Cost: \$

APPENDIX B - Campaign Contribution Disclosure Form

Pursuant to NMSA 1978, §13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. 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 state or a local public body 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.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process, or, 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

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.

"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) _____

(Attach extra pages if necessary)

Signature _____ Date _____

_____ Title (position)

—OR—

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) official by me, a family member or representative.

Signature _____ Date _____

_____ Title (Position)

APPENDIX C – Conflict of Interest Form

As utilized herein, the term “Vendor” shall mean that entity submitting a proposal to The Agency in response to the above referenced request for proposals.

The authorized Person, Firm and/or Corporation states that to the best of his/her belief and knowledge: No employee or Coordinating Council member of the Agency or New Mexico Public Education Department (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Vendor or in the proposed transaction. Vendor neither employs, nor is negotiating to employ, any Agency employee, council member or close relative, with the exception of the person(s) identified below.

Vendor did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made. If the Vendor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Vendor, please identify the Legislator

List below the names(s) of any New Mexico Public Education Department or Agency employee, board member or close relative who now or within the preceding 12 months (1) works for the Vendor; (2) has an ownership interest in the Vendor (other than as an owner of less than 1% of Vendor’s stock, if Vendor is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Vendor; (4) has received grant, travel, honoraria or other similar support from Vendor; or (5) has a right to receive royalties from the vendor.

CERTIFICATION

The undersigned hereby certifies that he/she has read the above CONFLICT OF INTEREST Status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named and that the information contained in this document is true and accurate to the best of their knowledge.

Signature of Offeror:

Date: