



SAN JUAN COLLEGE

Purchasing Department

San Juan College

**Request For Competitive Proposals
Annual Audit Services**

RFP #10-18686

Release Date: March 17, 2010

DUE DATE: April 19, 2010, at 2:00 P.M.

Yvonne Brooks
Director of Purchasing

Telephone: (505) 566-3084

Facsimile (505) 566-3075

NOTICE TO OFFERORS

Sealed Proposals will be received by San Juan College, San Juan County, New Mexico, at the Purchasing Department, 4601 College Blvd – Room 1715, Farmington, New Mexico, 87402.

ANNUAL AUDIT SERVICES FOR SAN JUAN COLLEGE

RFP #10-18686

OPENING DATE: APRIL 19, 2010 – 2:00 PM

Any Proposal received after stated closing time will be returned unopened. If proposals are sent by mail to the Purchasing Office, the Offeror shall be responsible for actual delivery of the Proposal to the Purchasing Office before the advertised date and hour for opening of the Proposals. If mail is delayed either by the postal service or in the internal mail system of San Juan College beyond the date and hour set for the Proposal Opening, proposals thus delayed will not be considered and will be returned unopened.

Proposal documents may be retrieved by accessing the San Juan College website and downloaded at: <http://www.sanjuacollege.edu/pages/318.asp>. Further details and criteria for award may be obtained through the Purchasing Department by calling (505) 566-3084. San Juan College reserves the right to accept or reject any or all proposals.

Until the final award by San Juan College, said College reserves the right to reject any and/or all Proposals, to waive technicalities, to re-advertise, or to proceed otherwise when the best interest of said College will be realized hereby. Proposals will be submitted sealed and plainly marked with the date and time of opening.

San Juan College
Farmington, New Mexico 87402

By: _____
Yvonne Brooks, Director of Purchasing

Publication Date: March 17, 2010

Opening Date: April 19, 2010

General Instructions and Information:

The Purchasing Office, on behalf of the Board of Directors of San Juan College (SJC), requests sealed competitive proposals from qualified accounting audit firms to provide annual audit services and prepare annual audit reports for the College. Audit firms shall comply with NMAC 2.2.2, "Requirements for Contracting and Conducting Audits of Agencies". Audit Rule requirements are made available at <http://www.saonm.org/state-auditor-rule>. Past audited financial statements are available at <http://www.sanjuacollege.edu/pages/4352.asp>.

SJC will consider awarding a multi-year contract consisting of one (1) initial year, with option to renew for two (2) additional one (1) year periods. Total contract term shall not exceed three (3) years. All renewal options will be at the discretion of SJC and subject to the approval of the Office of the State Auditor and the Higher Education Department.

I. PROPOSAL SUBMITTALS

Respond in detail before 2:00 P.M. on the date specified on the front cover. Please **SUBMIT 3 COMPLETE COPIES** and **1 COMPLETE ORIGINAL** (total of 4) to the Purchasing Office.

1. Proposals may be modified or withdrawn prior to the established deadline.
2. Proposals received after the deadline will be rejected.
3. This request for proposals is made pursuant to New Mexico Procurement Code 13-1-21 through 199 NMSA ANNOT 1978 as adopted by SJC and NMAC 2.2.2.
4. Responses should be written to address the requirements of, 2.2.2 NMAC of the 2010 Audit Rule, especially Section 2.2.2.14 and must follow the same order. Proposals are to include a copy of the audit firm's most recent external quality control review report with their proposal submittals.
5. The Proposal must include statement that the proposed terms will remain in effect for acceptance for at least 45 days after the scheduled opening.

Proposals will not be opened publicly but shall be opened in the presence of the Director of Purchasing and one or more SJC officials. Proposals and modifications shall be marked and dated upon receipt and held in a secure place until the established due date.

After the award, all proposals except those portions for which the Offeror has made a written request for confidentiality shall be open for public inspection.

No employee of SJC shall have any direct financial interest in any contract with SJC. Any violation of the provision will render the contract void, unless it is approved by the Board of Directors after full disclosure.

This Request for Proposals implies no obligation on the part of SJC, nor does SJC's silence imply any acceptance or rejection of any proposal. SJC reserves the right to accept or reject any or all proposals.

II. SELECTION PROCESS

Proposals will be reviewed by a selection committee. Their selection will be based on the criteria and other qualifications as outlined in Evaluation Section of this request, as well as on such site presentations and interviews as the committee may require. The committee will choose the offer best meeting the requirements of this request for proposal.

The initial evaluation will be narrowed down to the top **three (3) offerors**. The top three selected may be invited to visit the site and be interviewed by the selection committee.

Negotiations may be held with responsible offerors who submit proposals reasonably likely to be selected for award to: (1) promote understanding of the College's requirements and the Offeror's proposal, (2) request revisions, prior to award, for the purpose of obtaining best and final offers, (3) facilitate arriving at a contract that will be most advantageous to the College taking into consideration the evaluation factors as set forth in the Request for Proposals.

The committee will choose the offer best meeting the requirements of this request for proposal and submit their recommendation to the State Auditor for approval. Upon approval, the State Auditor will issue the contract to the selected audit firm

If the College is unable to negotiate a contract with the most qualified, negotiations will be terminated at the discretion of SJC, negotiations initiated with the next most qualified or the procurement process terminated and new proposals requested.

III. MAILING ADDRESS Proposals should be addressed to the following address:

US MAIL or EXPRESS:	Recipient:	Yvonne Brooks
	Company:	San Juan College, Purchasing
	Street Address:	4601 College Blvd – Room 1715
	City/State/Zip	Farmington, NM 87402

IV. SCOPE

Pursuant to Procurement Code and State Auditor Directive NMAC 2.2.2, Requirements for Contracting and Conducting Audits of Agencies, San Juan College is accepting proposals for performance of the College's 2010 audit. The audit shall satisfy OMB A-133 single audit provisions.

The selected firm shall conduct a financial and compliance audit of the College using the business-type activity model consisting of the Statement of Net Assets; Statement of Revenues, Expenses, and Changes in Net Assets; Statement of Cash Flows; and budget comparison schedules presented in the format required by Section 2.2.212(E)(2) NMAC. The audit scope requires the auditor to provide an opinion on the budget comparison schedules (see AAG-SLV 14.53 and the requirements of Section 2.2.2.12(E)(2) NMAC). The auditor shall apply certain limited procedures to the Management Discussion and Analysis (MD&A) and report deficiencies

in or the omission of required information in accordance with the requirements of SAS AU 558.06 through .08. The audit shall be conducted in accordance with auditing standards generally accepted in the United States, *Government Auditing Standards*, OMB Circular A-133, and *Requirements for Contracting and Conducting Governmental Audits* (2.2.2 NMAC). The selected firm shall also prepare Form SF-SAC Data Collection Form.

San Juan College will prepare the financial statement, notes and budget comparison schedules.

In years two and three of the contract, the selected audit firm shall also audit the San Juan College Retiree Health Trust which will be established July 1, 2010.

The selected firm shall also audit the financial statement for San Juan College Foundation, which is a component unit of San Juan College. The selected firm shall prepare the audited financial report as well as Form 990 (Organization Exempt from Income Tax).

V. EFFECTIVE DATE: Beginning June 1, 2010

VI. EVALUATION OF PROPOSALS

Evaluation of the proposals will be made by the selection committee taking into consideration but not limited to the criteria and weighted factors in Appendix B Part One and Appendix A Part Two (cost).

Questions regarding this request for proposals should be directed to Yvonne Brooks, Director of Purchasing (505) 566-3084 or email brooksy@sanjuancollege.edu. Deadline for questions is **April 5, 2010**.

The following cut-out is provided to ensure that your bid is properly marked. The cutout should appear on the outside lower left on your return envelope.

SEALED PROPOSAL
SAN JUAN COLLEGE
REQUEST FOR PROPOSAL: RFP#10-18686
DUE DATE: April 19, 2010
TIME DUE: 2:00 PM
PLACE THIS INFORMATION ON THE LOWER LEFT OUTSIDE OF THE PROPOSAL PACKAGE.

**San Juan College
PROPOSAL RESPONSE**

Page 1 of 4 RFP#10-18686

Evaluation Criteria	Points	Points Awarded
Section I. Capability of Firm		
A. The firm has the resources to perform the type and size of audit required. # of firm team members _____ Total audit hours available _____	0-5	
B. The firm meets independence standards to perform the audit.	0-2	
C. External Quality Control Review (Peer Review) 1. Peer review results: Obtain most recent copy of the external quality control review report including letter of comments. 2. Report received _____ Unmodified 6 – 10 Modified 1-5 If report is less than modified (adverse) Stop Here. Firm Does Not Qualify 3. Results of reference checks and agency’s prior experience with firm (check should included timelines, planning, technical expertise, etc.)	0-10	
	0-10	
D. Organization and completeness of proposal or bid.	0-3	
Section I Total		
Section II. Work Requirements & Audit Approach		
A. Knowledge of audit objectives, agency needs, and product to be delivered	0-5	
B. Proposal or bid contains a sound technical plan and realistic estimate of time to complete major segments of the audit: planning; interim fieldwork; fieldwork; and reporting. Start Date _____ End Date _____	0-5	
C. Plans for using agency staff, including internal auditors.	0-3	
D. If the proposal or bid is for a multi-year contract, approach for planning and conducting the work efforts of subsequent years.	0-2	
Section II Total		
Section III. Technical Experience		
A. Governmental audit experience of on-site manager Name of on-site manager _____	0-10	
B. Team audit experience: Specialization in higher education.	0-10	
1. GASB 34 and 35 experience	0-7	
2. Experience with A-1 33 Single Audits	0-4	
3. Experience with Foundation Audits	0-4	
C. Attendance at continuing professional education seminars or meetings on auditing, accounting And regulations directly related to state and local government audits and the agency.	0-5	
Section III Total		
Section IV Firm Strengths or Weaknesses Specify _____		
Section IV Total		
Total All Sections		

Cost Evaluation Criteria	Maximum Points	Points Awarded
Lowest cost proposal \$ _____/Subtotal this Proposal \$ _____ = _____ X 10 = Points Awarded _____	10	
Multi-Year Proposal Y ¹ (_____ year of _____ year proposal) N ¹		

FYE	Hours 6/30/09	Cost 6/30/09	Hours 6/30/10	Cost 6/30/10	Hours 6/30/11	Cost 6/30/11
Financial Statement Audit	_____	\$ _____	_____	\$ _____	_____	\$ _____
Federal Single Audit (A1-33)	_____	\$ _____	_____	\$ _____	_____	\$ _____
Financial Statement Preparation	_____	\$ _____	_____	\$ _____	_____	\$ _____
Other Component Unit(SJC Foundation)	_____	\$ _____	_____	\$ _____	_____	\$ _____
Sub-Total	_____	\$ _____	_____	\$ _____	_____	\$ _____
Gross Receipts Tax		\$ _____		\$ _____		\$ _____
Total Compensation		\$ _____		\$ _____		\$ _____

**San Juan College
PROPOSAL RESPONSE**

**Page 3 of 4 RFP#10-18686
(Return with bid)**

VENDOR REGISTRATION FORM

Company: _____ Fed Employer ID #: _____

Mailing Address: _____ Phone No.: _____

City: _____ ST.: ____ Zip: _____ Facsimile No.: _____

BUSINESS TYPE: Corporation: __ Partnership: __ Gov (Federal, State, County, City): __

Educational Institution: ____ No. of Employees: _____

Individual: __ Individual's Social Security Number # _____ - _____ - _____

PRODUCT/SERVICES OFFERED: _____

New Mexico Business Products are: __ USA, __ Imported from _____

New Mexico State Purchasing Division Registration Number: _____

Delivery Address if different from the mailing address shown above:

City: _____ State: _____ Zip Code: _____

Remit to Address if different from the mailing address shown above:

City: _____ State: _____ Zip Code: _____

Anti-Kickback Certification, Debarment/Suspension Status and Non-Collusion Statement

Non-collusion: In signing this bid we also certify that we have not directly, entered into any action in restraint of free competitive bidding.

Anti-Kickback: (N.M.S.A. 13-1-191 & 198 and the Federal Acquisition Regulation (FAR 52.203.7) Anti-Kickback Act of 1986) In signing this bid we certify that we have not made, or have accepted any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which was provided for the purpose of improperly obtaining, or as a reward for favorable treatment in connection with, any prime contract, or a subcontract relating to a prime contract.

Debarment/Suspension Status: In signing this bid the Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Executive Branch of the Federal Government, or in receipt of a notice or proposed debarment from any State Agency. The Vendor agrees to provide immediate notice to San Juan College Purchasing Department in the event of being suspended, debarred or declared ineligible by any State Agency or Federal Agency, or upon receipt of a notice of proposed debarment that is received after the submission of the proposal, quote or bid but prior to award of the purchase order or contract.

Payment Terms: _____

FOB Point: _____

**San Juan College
PROPOSAL RESPONSE**

Page 4 of 4 RFP#10-18686

(Return with bid)

LARGE OR SMALL BUSINESS CERTIFICATION

LARGE BUSINESS Complete signature portion of bottom of form and return.
SMALL AND SMALL DISADVANTAGED BUSINESS CERTIFICATION Small Businesses and Small Disadvantaged Businesses, as defined in the Small Business Act of 1958 and Public Law 95-507, complete as follows:

CHECK ONLY ONE OF THE FOLLOWING CATEGORIES

SMALL BUSINESS: (Generally 500 employees or less) The undersigned represents and certifies that it is a small business concern independently owned and operated, not dominant in its field, and meet's employment and/or sales standards developed by the Small Business Administration. See FAR 52.219-1(c) regarding penalties for misrepresentations of business status and FAR 52.219-9e(4) for providing notice to subcontractors of same (web site is <http://www.arnet.gov/far/loadmainre.html>)

SMALL WOMEN OWNED BUSINESS: (Generally 500 employees or less) The undersigned represents that it is a small women owned business concern, which is at least 51% owned and actively managed by a woman or women who are U.S. Citizens and who also control and operate the business.

SMALL DISADVANTAGED BUSINESS: (Generally 500 employees or less) The undersigned represents and certifies that it is a small disadvantaged concern that is at least 51% owned and actively managed by one or more socially and economically disadvantaged individuals, as listed below.

CHECK AS APPLICABLE

- SUBCONTINENT ASIAN** (U.S. Citizen, origins from India, Pakistan, Bangladesh, Sri Lanka, Nepal)
- ASIAN PACIFIC AMERICAN** (Includes Orientals) small disadvantaged business
- BLACK AMERICAN** small disadvantaged business
- HISPANIC AMERICAN** small disadvantaged business
- NATIVE AMERICAN** (American Indians, Eskimos, Aleuts, or Native Hawaiians) small disadvantaged business
- HISTORICALLY BLACK** Colleges, Universities, and minority Institutions, small disadvantaged business
- HUBZONE** small disadvantaged business
- VETERAN OWNED** small disadvantaged business
- SERVICE-DISABLED-VETERAN OWNED** small disadvantaged business
- OTHER DISADVANTAGED** small disadvantaged business
- 8a CERTIFIED** under the authority of Section 8(a) of the Small Business Act

I certify the information furnished as true and correct to the best of my knowledge.

Company Name: _____ Email Address: _____

Name: _____ Signature: _____
(Please Print or Type)

Title: _____ Date: _____