

**Justin S. Greene**  
*Commissioner, District 1*

**Lisa Cacari Stone**  
*Commissioner, District 2*

**Camilla Bustamante**  
*Commissioner, District 3*



**Adam Fulton Johnson**  
*Commissioner, District 4*

**Hank Hughes**  
*Commissioner, District 5*

**Gregory S. Shaffer**  
*County Manager*

February 21, 2025

**SANTA FE COUNTY**  
**Finance Department**  
**Internal Audit Services**  
**RFP No 2025-0196-FINTS**  
**ADDENDUM NO. 1**

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

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***Attachment A: Pre-proposal Agenda and Sign-In Sheet***

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**QUESTIONS AND ANSWERS:**

Question 1: Section C. General Requirements, 15. Contract Terms and Conditions: "The contract between the County and the Contractor will follow the format specified by the County and contain the terms and conditions set forth in Appendix E."  
If we have any exceptions to the Sample Agreement, is submitting them for consideration within the proposal acceptable?

**Answer:** Please list the exceptions to the Sample Agreement in the transmittal letter and provide any alternate language.

Question 2: May references include clients to whom our Company has provided general audit and risk assessment services? Or do all 5 references have to be internal audit clients?

**Answer:** References can include services for clients that include internal control assessments as agreed upon procedures or in conjunction with an external audit.

Question 3: Could you provide a copy of the most recent risk assessment/ internal audit plan?

Answer: This information will be shared with the awarded offeror.

Question 4: Is there a specific number of hours or a total cost that the County aims to adhere to?

Answer: This information will be shared with the awarded offeror.

Question 5: What would you be looking to improve with the internal audit function?

Answer: The County currently does not have an internal audit department and understands the importance of internal controls and continual review of processes and procedures to ensure compliance and safeguarding of County resources and assets.

Question 6: What are the top three qualities you are seeking in an internal audit provider?

Answer: Experience in evaluating internal controls and identifying areas of process improvements/efficiencies. The vendor will need to be personable to be able to cultivate trust and respect with County staff and the audit committee regarding the observations and recommendations being proposed. We also want a vendor that is committed to working with the County to ensure we have strong and applicable internal controls helping us be effective and efficient in our fiduciary duty with public funds.

Question 7: If you have outsourced/co-sourced internal audit services in the past, what is your reason for seeking proposals from other providers?

Answer: State Procurement requirements related to professional services contracts cannot exceed four (4) years, 13-1-150 (B) NMSA 1978.

Question 8: Does the County have an annual budget for internal audit services?

Answer: Yes, the county has sufficient annual budget for internal audit services

Question 9: How many internal audits would the County prefer to be completed within 1 year?

Answer: Internal audit selection is dependent upon risk assessment, prior fiscal year audit findings and suggestions and/or recommendations from the County Audit Committee. At a minimum, we would be looking at a minimum of 4 internal audit projects as well as confirming the County is working to address prior observations from past internal audit projects.

Question 10: If the contractor is subcontracting with a local firm that has at least one valid resident/business certificate that meets the requirements as listed under Section III.C.25 (*Preferences in Procurement by Santa Fe County*) on pages 19 and 20 of the RFP, would the contractor be awarded the additional percentage of points as outlined?

**Answer:** Only the primary firm is awarded points in the preference section.

**Please add this Addendum No. 1 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Responders are reminded that any questions or need for clarification must be addressed to Timothy Sintas, Procurement Specialist Senior at [tsintas@santafecountynm.gov](mailto:tsintas@santafecountynm.gov).**



**Pre-Proposal Conference**

**RFP No. 2025-0196-FIN/TS**

**Internal Audit Services**

**Wednesday February 12, 2025-1:30 PM**

**Contracting Agency: Santa Fe County**

- Timothy P. Sintas      Procurement Specialist Sr.      Purchasing Division
- Bill Taylor              Procurement Manager              Purchasing Division
- Amanda Patterson-Sanchez      Procurement Planner Analyst      Purchasing Division
- Elena Tercero              Deputy Finance Division Director      Purchasing Division

**Procurement Information**

Santa Fe County is inviting proposals from qualified Certified Public Accountant (CPA) firms for project-based internal audit services across its departments and divisions. The selected firm must adhere to AICPA Consulting Standards and/or IIA Standards of Internal Auditing.

**Procurement Information**

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample agreement (Sample agreement starts on page 35)
- Sequence of Events are listed on page 11
- Proposal Organization - Proposal should be organized as outlined in the RFP on page 19 and 21
- Selection of finalist – the most qualified proposal received based on the evaluation criteria outlined in the RFP (Pages 23 & 25) will be scored by a three to four-member evaluation committee

The County offers the following Preferences (Page 27):

N.M. In-State Business/Native American Preference Certificate

**OR**

N.M. Resident Veterans Preference Certificate/Native American Veterans,

**AND**

Santa Fe County Preference,

<https://www.santafecountynm.gov/finance/purchasing-division>

Please note that only current certificates copies will be considered for points. Simply stating that you have a certificate or prints from web site is not sufficient for any points

Please submit all questions via email to Timothy Sintas at [tsintas@santafecountynm.gov](mailto:tsintas@santafecountynm.gov) . The last day for questions will be **Tuesday February 18, 2025**. (Any other contact with any other county staff member or persons other than the Procurement Specialist Senior may be grounds for disqualification.)

Addendum will be issued on **Friday February 21, 2025** (Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.)

**Proposal Submittal- Due Date: Friday, March 07, 2025 Time: 2:00 PM**

**Location: 102 Grant Avenue 1<sup>st</sup> floor, Santa Fe, NM 87501**

**Electronic submissions also available utilizing Dropbox Link:**

<https://www.dropbox.com/request/K6m7NK2sf8BCA2Wckcyd>

**Background:**

Services will include operational, financial, and internal control reviews as directed by the Santa Fe County Audit Committee and the Board of County Commissioners. Each year, an audit plan will be created to address concerns from County Management, the Audit Committee, or the annual financial audit, with adjustments made as necessary for any new audit projects that arise

<b>Participants</b>	
<b>Name</b>	<b>Email</b>
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