

Justin S. Greene
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Camilla Bustamante
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

March 25, 2024

SANTA FE COUNTY
RFP No. 2024-0217-FIN/MB
FINANCIAL AND COMPLIANCE AUDIT SERVICES
ADDENDUM NO. 1

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Bidders 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.

Question No. 1: What are some things you would like to see improved in the financial audit process compared to previous years?

Answer No. 1: This can be discussed with the selected auditing firm.

Question No. 2: When does the County expect to have the trial balance and draft financial statements ready for the auditor's review?

Answer No. 2: This can be discussed with the selected auditing firm when discussing the prepared by client list.

Question No. 3: Are the accounting records needed for the audit centrally located within finance (for all reports)?

Answer No. 3: For the financial audit – centrally, single audit – depending on the programs selected – financially centrally, programmatic with the departments

Question No. 4: Are the majority of supporting documentation maintained electronically (e.g. PDF), such as checks, vendor invoices, cash receipts, timecards, personnel files?

Answer No. 4: Combination of electronic and paper copies

Question No. 5: What type of documentation does the County have related to internal controls by segment and by assertion?

Answer No. 5: Accounting policy/procedures manual and individual resolutions for subsequent new policies.

Question No. 6: What ERP system does the County use?

Answer No. 6: The County uses an integrated financial management system called Central Square, which includes significant subsystems for general ledger, human resources, budget, fixed assets, purchase orders and contracts, accounts payable, inventory, cash collections, accounts receivable, business license billing, and property tax billing.

Question No. 7: Does the County have electronic workflows implemented for critical transactions (e.g. payroll, cash disbursements), where approvals and documents are managed through the accounting system (no physical documents, no wet signatures)? If so, what transaction types are managed through the system?

Answer No. 7: No workflows for financial transactions, all approvals are documented on actual transaction documentation (invoice, requisition, PO change order, contracts, journal entries). Workflow is set-up for timesheet approval.

Question No. 8: Are IT controls and oversight managed centrally?

Answer No. 8: Yes, with our IT Division

Question No. 9: Does the County use service organizations? If so, approximately how many and for which transaction cycles?

Answer No. 9: The County uses Paymentus for electronic receipt of payments from the public, and we use cloud based service providers

Question No. 10: Does the County expect any significant changes in the accounting system or other systems relevant to financial reporting during the contract term?

Answer No. 10: Yes, the County is in the preliminary stages of preparing an RFP for a new ERP. We are estimating having a new ERP in about 2 years.

Question No. 11: Are there any significant changes in operations expected for the contract term?

Answer No. 11: With the new ERP, we would be re-evaluating policies and procedures and looking to implement the ERP to use most functionality within the system; which we are not doing now.

Question No. 12: Do you expect to have any retirement or replacement of key employees in Finance?

Answer No. 12: No known at this time

Question No. 13: Would the County be open to having the majority of the audit being performed remotely?

Answer No. 13: Generally, we would be ok with this and have done so since COVID started.

Question No. 14: What were the prior year fees by each required component?

Answer No. 14: Fees can be found here: <https://www.osa.nm.gov/auditing/for-audit-firms/contract-logs-for-ipas/>

Question No. 15: Page 12, Section III.B.5 regarding written requests for clarification of distributed answers or addenda. Because the response is estimated to be issued on Friday, March 25, the one day after is Saturday, therefore, can the requests for clarification be submitted on Monday, April 1?

Answer: Responses to questions received is Monday, March 25. Pursuant to Section III. B. 5, "Additional written requests for clarification of distributed answers or addenda must be received by the Procurement Manager no later than one (1) day after the answers or addenda were issued."

Question No. 16: Page 27, Section VI. B.5. Is this required in the proposal or after the evaluation stage? Where should this information be placed in the proposal?

Answer No. 16: This Section is referring to the Offeror's Cost proposal. Please refer to Section V. C. Cost Proposal – Provide in a separate sealed envelope. If submitting electronically, please download/upload to DropBox as a separate document. The cost proposal will not count as part of the 20-page limit.

Question No. 17: Page 13, Section III.B. 10. Regarding Oral Presentation (if applicable). Is there an option to have this virtual?

Answer No. 17: The County may consider a virtual Oral Presentation.

Question No. 18: Regarding Response to County Terms and Conditions (Appendix E), instructions on page 22, Section IV.C.2.e) and page 14, Section III. C.1.; and referenced on page 21 Section IV. C. 1.e). Are we allowed to provide alternative language? Does this placement in the proposal [page 21 Section IV. C. 1.e).] count as part of the 20-page limit?

Answer: To address both concerns directly and ensure compliance with the RFP requirements:

A. Alternative Language to Terms and Conditions: Yes, It's advisable to clearly identify and justify any proposed alternative language or exceptions to the terms and conditions outlined in Appendix E within your proposal. Make sure that any such proposals are presented in a manner that is respectful of the procuring entity's needs and concerns.

B. Page Limit: Offerors must include any alternative language regarding any exceptions to the County Terms and Conditions in their transmittal letter. This will not count as part of the 20-page limit.

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 Mohamed Al-Hussaini, Procurement Specialist Senior, at malhussaini@santafecountynm.gov .