

**EMW Gas Association**P.O. Box 118/416 5th St.

Estancia, NM 87016

505-384-2369 505-384-2234

RFP 2019-4 AUDIT SERVICES*Proposals are due before 6:00 p.m., Monday, April 15, 2019**Sealed Proposals will only be accepted in-person, or via USPO or Carrier**(No Electronic Submissions)***1. RFP Objective**

EMW Gas Association (“EMW Gas”) is seeking an Independent Public Accounting firm to provide Audit Services for three Fiscal Years ending June 30, 2021. EMW will review proposals and enter into negotiations with the vendor whose proposal is most advantageous to EMW with price and other factors considered.

Following negotiation, the successful proposer will be asked to enter into a contract with EMW. The length of that contract is proposed to be one year, (July 1, 2019 – June 30, 2020) renewable annually for a maximum of three consecutive years as allowed by the New Mexico Audit Rule - §2.2.2 New Mexico Administrative Code (NMAC) “Requirements for Contracting and Conducting Audits of Agencies.”

EMW Gas is using a competitive negotiation process to award a contract to the successful proposer. Although cost is a significant criterion for selection, EMW will award based upon a number of criteria evaluated as described by this RFP.

2. Company Introduction

Founded in 1964 by Joint Powers Agreement between the Town of Estancia, City of Moriarty and Village of Willard, EMW Gas is a local public body distributing natural gas to approximately 5000 consumers in the Estancia Valley. EMW employs approximately 20 employees and is located in Estancia, New Mexico with a small field office in Moriarty.

3. Proposal Submission

Proposals should be submitted following the guidelines listed in this RFP. Additional information, options, fee alternatives and materials are welcome, but should be submitted in addition to following the specifics listed in this RFP. Proposals become public record, *proposers should carefully label proprietary information.*

Sealed proposals which are clearly marked, “**2019-3 INDEPENDENT AUDIT SERVICES PROPOSAL**,” on the outside of the package shall be submitted in person, via USPO or Carrier to:

Kay Brown, Chief Procurement Officer
416 5th Street
Estancia, NM 87016

Only proposals received on or before 6 p.m., Monday, April 15, 2019 shall be considered.

All proposals shall include a statement that the submitter is authorized to offer this proposal by his/her company and may bind the company under contract if selected.

4. Solicitation Timeline

EMW Gas intends to finalize the vendor selection process according to the following schedule. Any changes in this schedule will be at the sole discretion of EMW Gas.

April 4, 2019	RFP Available and Posted
April 15, 2019	Proposals Due
April 16, 2019	Proposals evaluated/negotiation with selected vendor
April 16, 2019	Award Announced
April 17, 2019	Proposed Audit Contract Submitted for Approval through the OSA-Connect Portal
Upon OSA Approval	Contract Executed and Purchase Order Issued

5. Service Requirements

- Response Time: Two-hour telephone support response time.

Company Requirements

All third party out-sourced partnerships must be disclosed in the proposal.

Proposers must possess any licenses or registrations required to do business in the State of New Mexico and be listed on NM Office of the State Auditor 2019 Approved Firm List as of 03/28/2019. Awarded vendor must present a completed IRS W-9 form when upon award. It is the responsibility of each IPA to contract in accordance with any restrictions and notify EMW Gas Association of restrictions. Awarded vendor must comply with all Federal, State and Local rules and regulations.

Specific Proposal Requirements

Proposers shall respond the following in their proposals in any order:

1. Company Information

- a. Provide company profile, background, history, size, locations, certifications, and credentials. Note experience with GASB 34, 35, 68 and all relevant pronouncements.
- b. Describe all staff that will be utilized to perform contractual duties of proposal, their certifications, experience, and duties. Describe each staff member's responsibilities concerning executive, project and management of the EMW Gas account.
- c. Provide governmental audit experience in New Mexico. Note experience with Public Employees Retirement Association records.
- d. Provide company's practices for staying current on regulations, legislation, certifications and compliance especially as it relates to best governmental practices.
- e. Provide three references with contact information for similar sized or larger agencies that the proposer is currently auditing or has audited within the last three years.
- f. Provide a current Certificate of Professional Liability Insurance

2. Security

Describe proposer's strategy and expertise for securing clients' data. Include company policies as well as any security certificates possessed.

3. Level of Service

Describe service levels to be provided to EMW Gas in the following areas:

- a. Provide audit start and end date if awarded.
- b. Response protocols/timeframe to EMW client questions. Describe the hours of operation for phone support.
- c. Describe how proposer would report to EMW Gas concerning audit schedule.
- d. Key staff availability during normal working hours.
- e. How does proposer plan the service level agreement be enforced?

4. Fees

The following should be included as a base along with all fees associated with the proposed contract for services:

- Estimated Hours and Fees - Audit Services (including Gross Receipts Tax)
 - Initial Year - FY2019
 - First Renewal Year (Second Year) - FY2020
 - Second Renewal Year (Third Year - FY2021)
- Optional Fees:
 - Extra Consultation Work outside the proposal

5. Evaluation Factors: Responses shall be reviewed on these critical factors and will be weighted as follows:

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| 1. Company experience, certifications, expertise & references | 40% |
| 2. Service Levels | 30% |
| 3. Fees | 30% |

6. Additional Contact Information

All questions concerning this RFP must be directed to:

Kay Brown, Chief Procurement Officer

Phone: 505-384-2369

Fax: 505-384-2234

Email: kay@emwgas.org

**Address: P.O. Box 118
Estancia, NM 87016**