

# Mayor

Nathan Dial

**Mayor Pro tem**

Noah Sedillo

# Trustees

Stella Chavez

Manuel Romero

**Request for Proposals**

**for**

**Fiscal Year 2017-18 Audit**

**(July 1, 2017- June 30, 2018)**

The Town of Estancia, New Mexico is inviting sealed proposals from interested Independent Public Accountants to perform an audit for the fiscal year 2017-18. The Town is requesting proposals to prepare and complete all year-end financial statements, conduct a financial and compliance audit of the general purpose financial statements and the combining, individual fund, and account group financial statements of the Town for the period of July 1, 2017 to June 30, 2018. The Town of Estancia reserves the option of renewing the initial contract on an annual basis for two (2) additional successive fiscal years pursuant to Section 13-1-150 NMSA 1978 and F. (3) of the State Auditor’s Rule.

The Town is made up of the following departments: Finance and Administration, Library, Public Works, Police, Fire, Parks and Recreation, and Planning and Zoning.

Six original proposals should be received no later than April 26, 2018 at 5:30 pm at the Town of Estancia Clerk’s office- PO Box 166, Estancia, New Mexico 87016. Proposals after this due date will not be accepted.

Proposals will be opened and evaluated before a decision will be made by the evaluation committee, (the Town of Estancia Board of Trustees).

General Criteria

The audit shall be in conformance with State Auditor Rule 2.2.2 NMAC.

The evaluations shall be based on the following factors:

 **Weight**

1. Capability of Firm 30
2. Work Requirements & Audit approach 15
3. Technical Experience 40
4. Firm strengths and weaknesses 5
5. Cost 10

Total 100