



**Request for Proposal  
RFP# 21-02**

Professional Auditing Services

# INFORMATION SHEET

**PROPOSALS DUE:** June 17, 2021, 3:00 pm

**Proposals should be mailed or hand delivered to:**

City of Bloomfield  
ATTN: Kimberly Simpson, CPO, Finance Director  
915 N. 1<sup>st</sup> Street  
Bloomfield, NM 87413

**FINAL DATE FOR QUESTIONS:** June 7, 2021, 10:00 AM

**For further information contact:** Kimberly Simpson, CPO, Finance Director  
City of Bloomfield  
Phone: 505-632-6308  
Email: [ksimpson@bloomfieldnm.gov](mailto:ksimpson@bloomfieldnm.gov)

**Location of Where Work Will Be Performed:**

City of Bloomfield, 915 N. 1<sup>st</sup> St., Bloomfield, NM 87413

*In compliance with this request for proposals and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiations.*

Name and Address of Firm:

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PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

BY: \_\_\_\_\_ NAME: \_\_\_\_\_  
(Signature) (Please print)

TITLE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_ EIN/TIN: \_\_\_\_\_

**PLEASE RETURN THIS PAGE WITH PROPOSAL**

**NOTICE TO OFFERORS**  
City of Bloomfield, NM  
RFP #21-02 Professional Auditing Services  
Closing Date: June 17, 2021 at 3:00 PM

The City of Bloomfield is accepting proposals from interested and qualified firms to solicit competitive sealed proposals for the award of a contract to provide professional auditing services for the City.

RFP documents may be obtained online by accessing the City's purchasing webpage through [www.bloomfieldnm.gov](http://www.bloomfieldnm.gov) under **Public Notices**. Additional information can be obtained by contacting Kimberly Simpson at (505) 632-6308 or [ksimpson@bloomfieldnm.gov](mailto:ksimpson@bloomfieldnm.gov).

Proposals must be sealed and plainly marked with RFP #21-02, the date June 17, 2021 and the time of 3:00 PM. Proposals should be delivered to the City of Bloomfield at 915 N. First St., Bloomfield, New Mexico 87413, until the hour of 3:00 PM on June 17, 2021.

**Publication Data:**

City of Bloomfield website: [www.bloomfieldnm.gov](http://www.bloomfieldnm.gov) , May 13-June 17, 2021  
Farmington Daily Times: May 13, 15, 17, 19, 21, and 23, 2021  
Albuquerque Journal: May 24, 26, and 28, 2021

## **I. INTRODUCTION AND GENERAL INFORMATION**

The City of Bloomfield (the "City") is seeking proposals from qualified independent firms of Certified Public Accountants to perform an audit of the City's financial statements for the fiscal year ending June 30, 2021 with the option on the part of the City to extend the contract for three (3) additional one (1) year terms. The successful auditor shall furnish all labor, materials, equipment, and supervision necessary for the audit services.

## **II. NATURE OF SERVICES REQUIRED**

### **A. Scope of Work to be Performed:**

1. The City desires the auditor to express an opinion on the fair presentation of the financial statements of the City in conformity with generally accepted accounting principles.
2. Financial Audit - The Auditor will examine the financial statements of the City in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States; and the Specifications for Audits of Authorities, Boards, and Commissions issued by the Auditor of Public Accounts of the State of New Mexico.
3. The examination shall result in the preparation of financial statements for the audited records of the City with the Auditor's opinion thereon. The Auditor's opinion shall be unqualified and the Auditor shall furnish to the City on a timely basis its reasons for disclaiming an opinion, issuing a qualified opinion, or rendering an adverse opinion.
4. The Auditor shall also conduct the examination in accordance with Government Auditing Standards and State and Local laws and regulations where applicable.
5. The Audit must also comply with the provisions of OMB Circular A-133 since the City is the recipient of grant and loan awards from the Federal Government. The Auditor shall take necessary actions and conduct appropriate tests as required to insure the audit report complies with the provisions of OMB Circular A-133.
6. The Auditor shall issue a report on internal controls to the City's Finance Department containing recommendations to strengthen internal control in accordance with the Specifications for Audits of Authorities, Boards, and Commissions.
7. Data required for the audit to be coordinated by the City Finance Director.
8. The Auditor will start the audit by October 1 and will be on site at the City of Bloomfield for a period of not less than 2 weeks.
9. The Auditor shall provide a preliminary report to the City Finance Director no later than November 15 of each year.
10. The Auditor will submit the final report to the New Mexico Office of the State Auditor no later than December 15 of each year.

11. Report preparation, including editing and printing, shall be the responsibility of the Auditor. The final timeline for the Auditors shall be confirmed when the contract is awarded.
12. The Auditor will present preliminary findings to the City Finance Director, City Manager and/or City Mayor prior to acceptance by the New Mexico Office of the State Auditor.
13. After the final report is accepted by the New Mexico Office of the State Auditor, the Auditor will present the report to the City Council in a timely fashion.

**B. Auditing Standards to be followed:**

To meet the requirements of this request for proposal, the Audit shall be performed in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in the Government Auditing Standards issued by the Comptroller General of the United States; OMB Circular A-133, Audits of States, Local governments, and Non-Profit Organizations; and Specifications for Audits of Authorities, Board, and Commissions, issued by the Auditor of Public Accounts of the State of New Mexico.

**C. Reports to be issued:**

Following the completion of the audit of the fiscal year's financial statements, the Auditor shall issue:

1. A report on the fair presentation of the City's financial position, including results from operation and cash flows in conformity with generally accepted accounting principles.
2. A report on compliance and internal controls over financial reporting based on the audit of the financial statements.
3. A report on compliance and internal controls that shall include all material instances of non-compliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance and internal controls.
4. Certificates of no default as required by the City's financing agreements.
5. Financial reports.
6. In the required report(s) on compliance and internal controls, the Auditor shall communicate any reportable conditions found during the audit. Reportable conditions that are also material weaknesses shall be identified as such in the report. Non-reportable conditions that are also material weaknesses shall be reported in a separate letter to management which shall be referred to in the reports(s) on compliance and internal controls. The Auditor shall be required to make an immediate written report of all irregularities and illegal acts, or indications of illegal acts of which they become aware to the City Manager, City Finance Director and the City Council.

7. In all reports to the City Manager, City Finance Director and the City Council, it is the Auditor's responsibility, under generally accepted auditing standards, to include:
  - a. Significant accounting policies;
  - b. Management judgments and accounting estimates;
  - c. Significant audit adjustments;
  - d. Other information in documents containing audited financial statements;
  - e. Disagreements with management;
  - f. Management consultation with other accountants;
  - g. Major issues discussed with management prior to retention;
  - h. Difficulties encountered in performing the audit.
  
8. The Auditor will be required to present the report to the City Council at a regularly scheduled meeting after the audit has been returned from the New Mexico Office of the State Auditor.

**D. Working Paper Retention and Access to Working Papers**

The Auditor's programs and work papers will be available for routine review by the City upon request. The Auditor will retain work papers related to the City's audit for three years after final issuance of the audit reports and make such work papers available to the Auditor's successor in the event of a contract termination without additional charge to the City or successor auditor. The City will have all right, title, and interest in or to all specified or unspecified interim and final products, work plans, project reports and or presentations, data, documentation, computer programs and/or applications, and documentation developed or generated during the completion of this project, including without limitation, unlimited rights to use, duplicate, modify or disclose any part thereof, in any manner and for any purpose, and the right to permit or prohibit any other person including the Auditor from doing so.

**III. DESCRIPTION OF THE "CITY"**

Bloomfield was incorporated as a Village in 1953 and incorporated as a City in 1966. The City is authorized to acquire, finance, contract, operate, and maintain water treatment and distribution systems, sewer collection and treatment systems, and other facilities or combinations thereof, and to borrow money and issue its revenue bonds to pay all or any part of the cost of such systems and facilities and related financing costs. The City is governed by a five (5) member City Council. The City Council regularly meets twice a month and holds special meetings as required.

**IV. TIME REQUIREMENTS**

The following is a list of key dates in reference to this request for proposal: (subject to change)

Request for proposal issued:	May 13, 2021
Due date for receipt of proposals:	June 17, 2021
Interviews with selected proposers:	Week of June 21, 2021
Award of Contract:	July 15, 2021
Starting date of contract:	August 1, 2021

## **V. PROPOSAL DEADLINE SUBMISSION**

To be considered, 1 original and 4 copies of the request for proposal should be submitted by 3:00pm, June 17, 2021 by mail or in person to the City:

ATTN: Kimberly Simpson, CPO, Finance Director  
City of Bloomfield  
915 N. 1<sup>st</sup> Street  
Bloomfield, NM 87413

The City reserves the right to reject any and all proposals submitted. Proposals submitted after the above date and time will not be accepted. The City will not assume responsibility for reproduction where an insufficient number of copies have been supplied. In any such case, the City in its discretion may choose to notify the Proposer of the deficiency and request that an adequate number of copies be submitted within 24 hours. Failure to supply sufficient number of copies will be grounds for the City to reject the proposal. Electronic submission of proposals are not acceptable and such proposals will be rejected.

Proposals submitted will be reviewed by a committee comprised of the City Finance Director, City Manager and other City staff as directed. The selection criteria to be used in the evaluation of this proposal are detailed in Section 7 and include both technical and business qualifications. A recommendation from the committee will go to the City Council for approval. A contract award is expected to be in place by August 1, 2021.

## **VI. PROPOSAL REQUIREMENTS**

Proposals should be as thorough and as detailed as practical so that the City may properly evaluate the Proposer's capabilities to provide the required services. The following items must be submitted as a complete proposal:

### **A. Title Page**

Must contain the RFP name and title; name of the Proposer's firm, local address, telephone number, email address, name of the contact person, and date.

### **B. Letter of transmittal and representations of the Proposer to include:**

1. The qualifications and experience of the firm in auditing similar entities; including names, addresses, and telephone numbers of at least three (3) persons who may be contacted for reference. The auditing experience should be described in detail to include scope of work, dates, and type of reports issued. State the number of years the firm and managing office have been in business and identify locations of other offices that will be involved in performing the scope of services and their role in the services.
2. A list of the personnel to be assigned to the audit engagement, including a list of their professional qualifications and relevant experience.
3. The Proposer's approach to the audit engagement, interface with personnel, effects of electronic data processing, audit risk and materiality, and timing of the audit work.

4. The name, position, and the telephone number of the contact person authorized to conduct negotiations and discuss the proposal.
5. A statement of assurance that the firm is independent in accordance with the code of Professional Ethics of the AICPA' and will comply with all Federal, State, and Local laws and regulations in the performance of this engagement.
6. A statement indicating the firm's participation in an external quality control review program and a copy of the most recent external quality control review report.
7. A description of the firm's participation in governmental financial organizations such as the Government Finance Officers Association (GFOA), New Mexico GFOA, etc., as well as the firm's participation in the GFOA certificate program, AICPA sponsored or other comparable quality programs.
8. A statement of assurance that all requirements stated in this Request for Proposal are acceptable and will become part of the final contract.
9. An approximate date the audit will begin, including preliminary field work, as well as approximate dates for delivery of the financial statements and Auditor's reports. Please note that there will be special certifications required from the Auditor to enable the City to comply with federal grant and loan requirements. These certifications will be due on dates separate from the audit reports.

**C. Inquiries concerning the request for proposal should be directed to:**

Kimberly Simpson, CPO, Finance Director  
City of Bloomfield  
915 N. 1<sup>st</sup> Street  
Bloomfield, NM 87413  
Telephone: 505-632-6308  
Email: [ksimpson@bloomfieldnm.gov](mailto:ksimpson@bloomfieldnm.gov)

**D. Acceptance of Proposals:**

Proposals shall be signed by an authorized representative of the firm. All information requested must be submitted. Failure to submit all requested information may result in the rejection of the submission. Mandatory elements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation. The original and each copy shall be bound in a single volume. All documentation submitted with the proposal shall be contained in that single volume.

The City reserves the right to accept or reject any and all proposals, to waive informalities, and to reissue any request for proposals. The City reserves the right to contract with firms not party to the resultant contract for similar work if it determines this to be in the best interest of the City.



**VII. EVALUATION PROCEDURES**

Proposals meeting the proposal requirements in Section VI (6) will be evaluated and scored. The following represents the principal selection criteria which will be considered during the evaluation process.

**A. EVALUATION PROCESS**

1. All Respondent proposals will be reviewed for compliance with the requirements and specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Respondent for clarification of the response.
3. The Evaluation Committee may use other sources to perform the evaluation.
4. Responsive proposals will be evaluated based on the proposal requirements listed in the RFP. Specific factors listed in Table 1 have been assigned a point value. The respondents with the highest scores will be selected as finalist based upon the proposals submitted. The respondents whose proposals are most advantageous to the City of Bloomfield taking into consideration the evaluation factors will be recommended for award. However, please note that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

**B. EVALUATION POINT SUMMARY**

**TABLE 1-Evaluation Point Summary**

<b>Factors –</b>	<b>Points Available</b>
<b>Technical Qualifications:</b>	
1. Skill, experience, independence, and training of the firm and specified persons who will be performing the service required.	200
2. Prior experience and reputation of the Proposer in auditing New Mexico Municipalities.	200
3. The Proposers understanding of the City's system of accounting obtained through prior experience or discussion with staff.	200
4. Availability for service and consultation.	100
5. Familiarity with OMB Circular 133 requirements	100
6. Non-binding but realistic estimates for costs of audit services.	100
7. Ability to complete and submit the audit to meet required deadlines.	100

<b>Business Qualifications:</b>	
1. Title Page	Yes/No
2. Information sheet (page 1)	Yes/No
3. Respondent is independent and licensed to practice in New Mexico.	Yes/No
4. Respondent is on the NM State Auditors List of IPA's	Yes/No
5. Respondent adheres to the instructions in this request for proposal on preparing and submitting the proposal	Yes/No
6. Respondent submits a copy of its last external quality control review report and the firm has a record of quality audit work.	Yes/No
7. Respondent submits a financial statement in accordance with generally accepted accounting standards and practices.	Yes/No
8. Appendix A: Acknowledgement of Receipt Form	Yes/No
9. Appendix B: Campaign Contribution Disclosure Form	Yes/No
10. Appendix C: Reference Questionnaire, minimum of three (3)	Yes/No
11. Completed W9 ( <a href="https://www.irs.gov/forms-pubs/about-form-w-9">https://www.irs.gov/forms-pubs/about-form-w-9</a> )	Yes/No
<b>TOTAL:</b>	<b>1,000 points</b>

## VIII. SELECTION PROCESS & AWARD OF CONTRACT

The selection will be in accordance with the competitive negotiation for professional services as defined in NMAC Section §2.2.28 of the Code of New Mexico, as amended. The City shall engage in individual interviews with two or more Proposers deemed fully qualified, responsible, suitable on the basis of initial responses, and with emphasis on professional competence to provide the required services.

Such Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise pertinent to the audit. Proposals will be screened and selection will be made on the basis of the criteria listed in the RFP as depicted in Section VII (7). Proprietary information must be clearly identified as such.

At the conclusion of the discussion, the City shall select in order of preference two or more proposers whose professional qualifications and proposed service are deemed most meritorious. Negotiations shall then be conducted beginning with the proposer ranked first.

If a contract that is satisfactory and advantageous to the City can be negotiated at a price considered fair and reasonable, the award shall be made to that proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the proposer ranked second and so on until such a contract can be negotiated at a fair and reasonable price. Proposers must be aware that the contract will be subject to final approval by the State of New Mexico Office of the State Auditor.

**IX. MEETINGS**

Conferences between the Auditor, responsible, staff, and management should be scheduled by the selected Auditor before the preliminary work, during the field work, and at the end of field work. The purpose of the meetings is to keep the City staff and management fully informed on the scope and progress of the audit. A draft of the final report shall be presented to City staff and management for comments by a deadline to be determined.

**X. PAYMENT TERMS**

Interim billings are allowed but are not to exceed 50% of agreed fee. Final payment will be made upon approval of the audit report by the City of Bloomfield City Council and the State of NM Office of the State Auditor.

**XI. OTHER MATTERS:**

**A. Cancellation of Contract:**

The City reserves the right to cancel and terminate any resulting contract in part or in whole without penalty upon 60 (sixty) days written notice to the Auditor. Any contract cancellation notice shall not relieve the Auditor of the obligation to complete an audit commenced prior to the effective date of the cancellation, nor shall it relieve the City of its obligation to pay for services rendered.

**B. Default:**

In case of failure to deliver services in accordance with the contract terms and conditions, the City may procure them from other sources and hold the Auditor responsible for any resulting additional purchase and administrative expenses. This remedy shall be in addition to other remedies which the City may have.

**C. Excusable Delay:**

The City shall not be in default by reason of any failure in performance of the audit agreement in accordance with its terms and if such failure arises out of causes beyond its reasonable control and without fault or negligence of the entity. Such causes may include, but are not limited to, acts of God or public enemy, fires, floods, epidemics, pandemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the reasonable control and without the fault or negligence of the City.

**D. Ethics in Public Contracting:**

The Proposer certifies that its bids or proposals are made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other bidder/ offeror, supplier manufacturer, or subcontractor in connection with its bid or proposal, and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan subscription, advance, deposit of money, services, or

anything of more than nominal value, present or promise unless consideration of substantially equal or great values was exchanged.

The Auditor shall not assign, sublet or transfer interest in the audit agreement without the written consent of the City.

The Proposer shall maintain a workplace that is free of employment discrimination and free of drug use and shall at all times be in compliance with New Mexico Law. Any contract entered into by the City for the services provided hereunder will incorporate these provisions which shall be binding on the Auditor.

#### **E. Proposal Offer Firm**

Responses to this RFP, including proposal prices for services, will be considered firm for one hundred twenty (120) days after the due date for receipt of proposals.

#### **F. No Obligation**

This RFP in no manner obligates the City of Bloomfield to the use of any Respondent's services until a valid written contract is awarded and approved by appropriate authorities.

#### **G. Termination**

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the agency determines such action to be in the best interest of the City of Bloomfield

## **XII. GENERAL INFORMATION ABOUT THE CITY:**

The City of Bloomfield is located in the northwest corner of New Mexico. The City provides water and sewer service and subcontracts solid waste service for approximately 3,200 residential and commercial customers within the City of Bloomfield and San Juan County.

The City's offices are located at 915 N. 1<sup>st</sup> Street, Bloomfield, NM 87413 in San Juan County, NM. Hours of operation are Monday through Thursday, 7:00am – 5:30pm. Offices are closed on Friday.

The City's fiscal year ends on June 30.

The City has 75 full time employees; payroll is completed bi-weekly via direct deposit and physical check; and the City contributes the employer's share to the Public Employees Retirement Association (PERA).

The City Currently issues approximately 100 checks per month through accounts payable.

The City began using purchasing cards (P-cards) July 2020.

The accounting software used by the City is Tyler Incode 10 to include general ledger, accounts payable, bank reconciliation, cashiering, fixed assets, personnel management, purchasing and utility billing. The City's financial records are modified accrual basis

## APPENDIX A: ACKNOWLEDGEMENT OF RECEIPT FORM

CITY OF BLOOMFIELD

RFP #21-02 Professional Auditing Services

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that s/he has received a complete copy, beginning with the title page and ending with APPENDIX C.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later June 1, 2021, by 5:30 PM. Only potential Respondents who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Respondent written questions and the written responses to those questions as well as RFP amendments, if any are issued.

FIRM: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Proposal.

**Firm does/does not (circle one) intend to respond to this Request for Proposal.**

Kimberly Simpson  
RFP #21-02 Professional Auditing Services  
City of Bloomfield  
Purchasing Office  
915 N. 1st St., Bloomfield NM 87413  
Phone: 505-632-6308  
Fax: 505-632-6310  
E-mail: [ksimpson@bloomfieldnm.gov](mailto:ksimpson@bloomfieldnm.gov)

## **APPENDIX B: CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

**CITY OF BLOOMFIELD**

**RFP #21-02 Professional Auditing Services**

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS MADE TO: Mayor Cynthia Atencio, Mayor-ProTem Kenneth Hare, Councilor Sue Finch, Councilor Tony Herrera, and/or Councilor George Walter.

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

(Attach extra pages if necessary and use a separate form for each public official that received contributions from the Respondent)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

**—OR—**

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

## **APPENDIX C: REFERENCE QUESTIONNAIRE**

**CITY OF BLOOMFIELD**

**RFP #21-02 Professional Auditing Services**

The City of Bloomfield, as a part of the RFP process, requires Respondents to submit a minimum of three (3) business references as required within this document. The purpose of these references is to document Respondent's experience relevant to the scope of work in an effort to establish Respondent's responsibility.

Respondent is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to:

Kimberly Simpson, Procurement Manager  
915 N. 1st St.  
Bloomfield, NM 87413  
Phone: 505-632-6308  
Email: [ksimpson@bloomfieldnm.gov](mailto:ksimpson@bloomfieldnm.gov)

by June 17, 2021 at 3:00 PM for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal. Business references provided may be contacted for validation of content provided therein.



**City of Bloomfield**  
**RFP #21-02 PROFESSIONAL AUDITING SERVICES**  
**REFERENCE QUESTIONNAIRE**

**FOR:** \_\_\_\_\_

(Name of Respondent – the name of the company you are providing a reference)

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to the City of Bloomfield via email at:

Name: Kimberly Simpson, Procurement Manager  
 Address: 915 N. 1st St., Bloomfield NM 87413  
 Telephone: 505-632-6308  
 Email: [ksimpson@bloomfieldnm.gov](mailto:ksimpson@bloomfieldnm.gov)

no later than June 17, 2021, and **must not** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the City of Bloomfield Procurement Manager listed above. When contacting us, please be sure to include the RFP number listed at the top of this page.

<b>Company providing reference</b>	
<b>Contact name and title/position</b>	
<b>Contact telephone number</b>	
<b>Contact e-mail address</b>	
<b>Project description</b>	
<b>Project dates (starting and ending)</b>	

**QUESTIONS:**

1. In what capacity have you worked with this vendor in the past?
  
2. How would you rate this firm's knowledge and expertise?  
 \_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)
  
3. How would you rate the vendor's flexibility relative to changes in the project scope and timelines?  
 \_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

4. What is your level of satisfaction with hard-copy materials produced by the vendor?  
\_\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)
  
5. How would you rate the dynamics/interaction between the vendor and your staff?  
\_\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)
  
6. Who were the vendor's principal representatives involved in your project and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating? (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

Name: \_\_\_\_\_ Rating: \_\_\_\_\_

Name: \_\_\_\_\_ Rating: \_\_\_\_\_

Name: \_\_\_\_\_ Rating: \_\_\_\_\_

Name: \_\_\_\_\_ Rating: \_\_\_\_\_

COMMENTS:

7. With which aspect(s) of this vendor's services are you most satisfied?

8. With which aspect(s) of this vendor's services are you least satisfied?

9. Would you recommend this vendor's services to your organization again?