

Questions & Answers

1. What is your preferred timing of the interim and final procedures?

Answer: We are open to proposals for interim work but prefer interim work to be implemented as soon as the contract has been executed and SHARE access has been implemented. Offeror should provide its proposed plan and timeline as requested in the RFP.

2. Has there been turnover in compliance or financial staff?

Answer: The agency had minimal financial staff turnover from FY21, with a new ASD director beginning in November 2021.

3. How many audit journal entries were there for the 6.30.2021 audit?

Answer: Due to the lack of an ASD Director during financial statement close and audit work, the agency contracted with a firm to reconcile and submit post-close adjusting entries to prepare the records for working trial balance and SEFA. The agency entered around 90 post-close journal entries across all funds. There were no audit entries subsequent to the contractor's work. The agency anticipates that there will be few audit journal entries in fiscal year 2022 now that the ASD Director opening has been filled.

4. Has DFA implemented GASB 87?

Answer: The agency utilizes short term leases with vendors under the GSD contracts.

5. What significant changes in federal funds does DFA expect for FY22?

Answer: The agency expects an increase in expenditures for the Emergency Rental Assistance Program.

6. Regarding the layout of the proposal, Section III.C. Proposal Format on page 17 of the RFP instructs offerors to provide the letter of transmittal and campaign contribution forms first followed by the table of contents, proposal summary, then the mandatory requirements. However, page 19, Section IV.A. Mandatory Specifications says to provide the eligibility items, financial stability items, then the letter of transmittal form and campaign contribution form. Please specify where you would like the letter of transmittal form and campaign contribution disclosure form.

Answer: Section III. C. mandates the order of presentation of the proposal. Section IV. A. gives additional details of each section of the presentation.

For the order to presentation, please follow Section III. C.

I see how the order of Section IV. A. can cause confusion. I apologize for the oversight in its presentation. We will change the order of items in Section IV in future Requests for Proposals to eliminate the confusion.

7. What is DFA's desired timeframe for the audit?

Answer: The agency prefers interim testing to be implemented as soon as reasonably practicable after the contract has been executed. The agency prefers the draft audited financial statements to be completed and ready for review and approval by October 15, 2022.

8. When will the draft financial statements and SEFA be available?

Answer: SEFA will be available on August 15, 2022. Working Trial Balance will be available on August 30, 2022. Draft Financial Statements will be available September 30, 2022.

9. Are records available electronically?

Answer: Yes, the agency's keeps records electronic, and the auditor will receive access to SHARE which stores a majority of the financial records.

10. What is DFA's expectations of auditors being on site?

Answer: The agency expects the auditors to follow the agreed upon timeline and will accommodate both on-site and remote work as needed by the audit team.

11. What is the budget for the financial statements and the single audit?

Answer: Due to the Emergency Rental Assistance audit requirements now expected the audit budget is no longer relevant.

12. In the RFP Section titled *IV. B, 2*. Can you please clarify how you would like firms to prove their compliance with CPE requirements? Would you like firms to submit a list of courses for each team member for the past three years, or a brief statement that the team member is in compliance.

Answer: The agency prefers at a minimum a listing of team members with their license number, the total reported CPE hours in the prior 3 years and a summary amount of technical and non-technical hours. Firms may elect to disclose additional information such as the areas of CPO (auditing, GASB, etc) to supplement the minimum requested.

13. In the RFP Section titled *IV. B, 2*. Can you please clarify how you would like firms to provide proof of licensure in New Mexico? Would you like firms to provide licenses of each team member?

Answer: Provided proof should include the license of each team member.

14. Can you detail the contract amounts for 2021 by category (financial audit, single audit, and financial statement prep)? Can you indicate how much was related to any change orders?

Answer: Financial audit \$61,040, single audit\$18,460, financial statement prep \$6,730 and change order to single audit \$9,880 (plus NM gross receipts tax).