**-NOTICE-**

##### **Request for Proposal Number: 25-341-9010-00003**

**TITLE:** **Service Organization Control (SOC) Audit Services**

**PURPOSE:**

The purpose of the Request for Proposal (RFP) is to solicit sealed proposals from qualified and experienced auditing firms for the procurement of Services Organization Controls (SOC) 2 Type II Audit Services for the New Mexico Department of Finance and Administration (DFA).

The objective of this RFP is to select a qualified independent auditing firm approved by the New Mexico Office of the State Auditor to perform SOC 2 Type II Audit Services for DFA based on the American Institute of Certified Public Accountants (AICPA) standards for Service Organization Control (SOC). The audits will assess the department’s internal controls related to security, availability, processing integrity, confidentiality, and privacy to ensure that DFA meets industry and regulatory standards for safeguarding sensitive data and ensuring operational reliability. The audit will include the review of key financial and human resource management systems, specifically DFA’s SHARE Financial Supply Chain Management (FCSM) Human Capital Management (HCM) system and Enterprise Learning Management (ELM).

**GENERAL INFORMATION:**

All questions about the contents of the RFP document shall be directed to:

**Procurement Manager:**   
Mark Melhoff, Procurement Manager

Email: marks.melhoff@dfa.nm.gov

**ISSUANCE**: The Request for Proposals will be issued on **Friday, October 18, 2024**. Organizations interested in obtaining a copy may access and download the document from the Internet at the following address: <https://nmdfa.bonfirehub.com/>

**PROPOSAL DUE DATE AND TIME**: Proposals must be received by the Procurement Manager **no later than 3:00 PM MST ON Friday, November 15, 2024.** Proposals received after this deadline will not be accepted.

Please be advised that the document **Service Organization Control (SOC) Audit Services** **RFP# 25-341-9010-00003** located at <https://nmdfa.bonfirehub.com/> is the overriding document. All dates and information should be confirmed in this master document.