



**REQUEST FOR PROPOSALS
PROPOSAL NUMBER: 25-26-20**

**AUDIT SERVICES
Finance Department**

Return Sealed Proposals to:

SAN JUAN COUNTY
Central Purchasing Office
213 S. Oliver Drive
Aztec, NM 87410

Attn: Jaime Jones

Contract Analyst

Phone: 505-334-4548

E-Mail: jjones@sjcounty.net

CLOSING DATE: April 15, 2026

TIME: 5:00 pm (Local Prevailing Time)

NIGP Commodity/Services Codes: 946.20 Audit Services

-
- **Proposal of Offerors Form must be completed in full and returned with the Proposal Offer.**
 - This proposal is subject to the Terms and Conditions shown on the following pages and any/all additional instructions.
 - Do not return the Request for Proposal (RFP) in case of "No Response".
 - Proposal must be received in the County's Central Purchasing Office by the Proposal Closing Date and Local Time as indicated above. **Any proposal received after the specified time and/or date will not be accepted and will be returned to the sender unopened. Emailed Proposals will not be accepted.**
 - **Submit Proposal Offer in an opaque, sealed envelope. Identify the envelope with Project Name, Proposal Number, Proposal Closing Date, and Offeror Name. Submit the Proposal Offer in accordance with the Request for Proposal.**

Failure to complete the proposal documents in accordance with all instructions provided is cause for this office to reject the proposal.

THE PROCUREMENT CODE SECTIONS 13-1-28 THROUGH 13-1-99 NMSA 1978, IMPOSES CIVIL AND CRIMINAL PENALTIES FOR ITS VIOLATION. IN ADDITION, THE NEW MEXICO CRIMINAL STATUTES IMPOSE FELONY PENALTIES FOR BRIBES, GRATUITIES AND KICKBACKS.

ACKNOWLEDGEMENT OF RECEIPT FORM

PROPOSAL NO.: 25-26-20

AUDIT SERVICES

15 PAGES (INCLUDING ACKNOWLEDGEMENT AND CAMPAIGN DISCLOSURE)

NOTE: ONLY POTENTIAL OFFERORS WHO COMPLETE AND RETURN THIS FORM WILL RECEIVE COPIES OF ADDENDUMS, IF ISSUED.

PROPOSAL INFORMATION:

In acknowledgement of receipt of the above referenced Proposal Packet, the undersigned agrees that he/she has received a complete copy.

OFFEROR NAME

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINTED NAME OF AUTHORIZED REPRESENTATIVE

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NO.: _____

E-MAIL: _____

RETURN TO:
Jaime Jones
Contract Analyst
SAN JUAN COUNTY
(505) 334-4548
jjones@sjcounty.net

Emailed copies of the Acknowledgement of Receipt form will be accepted. Emailed Proposal responses will not be accepted.

TERMS AND CONDITIONS:
(Unless otherwise specified)

1. **GENERAL.** When the Chief Procurement Officer issues a purchase document in response to the Offeror proposal, a binding contract is created.
2. **FORM OF SUBMISSION.** Each proposal shall be typewritten on standard 8 ½" x 11" paper and placed within a binder with tabs delineating each section. One (1) original and five (5) copies of the Proposal shall be supplied. **Only one Proposal may be submitted by each individual Offeror. Proposals shall be submitted sealed. The outside package should clearly identify the Project Name, Proposal Number, Proposal Closing Date and Name of Offeror.**

In addition to the above requirements, the Offeror must provide one (1) electronic copy organized in the format requested with each tab's information as a separate file on a Flash Drive in one of these formats: Adobe PDF (pdf), Microsoft Word (doc), or Microsoft Excel (xls). The electronic copy must be organized and laid out in the same format as outlined in Contents of Proposal Offer, with each tab as a different folder.

3. **DEBARRED OR SUSPENDED CONTRACTORS.** A business (contractor, subcontractor or supplier) that has either been debarred or suspended pursuant to the requirements of §13-1-177 through §13-1-180, and §13-4-11 through §13-4-17 NMSA 1978 as amended, shall not be permitted to do business with San Juan County and shall not be considered for award of the contract during the period for which it is debarred or suspended.
4. **CONFLICT OF INTEREST.** The successful Offeror covenants that neither it nor its officers, directors, agents and employees, have any interest and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the required services.
5. **AMENDMENT.** An Offeror may submit an amended proposal before the due date and time. An amended proposal shall be complete, as it will be substituted for the earlier proposal(s), and shall be clearly identified as an amendment. The County will not merge, collate or assemble proposal materials.
6. **WITHDRAWAL.** An Offeror may withdraw its Proposal at any time prior to the deadline for receipt of proposals. An Offeror desiring to withdraw a proposal shall submit a written request to the Bid/Contract Administrator signed by the Offeror's duly authorized representative(s).
7. **PROPOSAL OFFER FIRM.** Responses to the RFP, including costs, shall be firm for ninety (90) days after the due date for receipt of proposals.
8. **COST OF PREPARING RFP.** Any cost incurred by the Offeror in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.
9. **CONFIDENTIALITY.** Each proposal will be kept confidential until a contract is awarded. Following award of a contract, all documents pertaining to each proposal shall be open for public inspection, except for any material, which is designated by the Offeror as proprietary or confidential. Proprietary or confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information. The County will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential." Such data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion. If a citizen of this State requests disclosure of data for which an Offeror has made a written request for confidentiality, the Central Purchasing Department shall examine the Offeror's Proposal and make a written determination which specifies which portions of the proposal should be disclosed in accordance with applicable New Mexico law. Unless the Offeror takes action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.
10. **PUBLICATION.** Offeror shall secure from the County written approval prior to publication of any information that

pertains to the potential work or activities, which are solicited in this procurement.

11. **LEGAL REVIEW.** Since Offerors will be bound by the specifications, terms and conditions herein, it is strongly recommended that each Offeror obtain legal advice concerning the proposal.
12. **GOVERNING LAW / VENUE.** The laws of the State of New Mexico shall govern this procurement and any resulting contract. Any action to enforce terms and conditions herein shall be brought only in the Eleventh Judicial District Court, San Juan County, State of New Mexico.
13. **CONTRACT DOCUMENTS.** The Contract Documents shall consist of this Request For Proposal, the Response of the successful Offeror, a separate written contract and the County's Purchase Order.
14. **CONTRACT TERMS AND CONDITIONS.** A contract between the County and the successful Offeror shall follow the format specified by the County. The County reserves the right to impose, as it sees fit, additional terms and conditions upon the successful Offeror, should conditions warrant. The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal, will be incorporated into and become part of the contract.

Should an Offeror object to any of the County's terms and conditions, as contained in the document, that Offeror shall propose specific alternative language that would be acceptable to the County. General references to the Offeror's terms and conditions, or attempts at complete substitutions are not acceptable to the County and will result in disqualification of the Offeror's proposal. The Offeror shall provide a brief explanation of the purpose and impact, if any, of each proposed change, following by the specific proposed alternate wording.

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the County and the selected Offeror and shall not be deemed an opportunity to amend the Offeror's proposal.

15. **CONTRACT AMENDMENTS.** The County reserves the right to make changes or revisions to the scope of work as required during the term of the contract if it determines it to be necessary or desirable. No changes, revisions, modifications, or amendments of any of the terms or conditions of the contract specifications and requirements shall be valid unless reduced to writing by the County. Verbal discussions or agreements shall not bind the County.
16. **TERMINATION OF CONTRACT.** In case of a breach on any provision of a contract, the County reserves the right to terminate the contract, procure the services from other sources, or take other steps, as it deems appropriate. Additionally, the County reserves the right to cancel a contract at any time, for any reason, without penalty, by giving at least thirty (30) days written notice to the successful Offeror. Written notice shall be deemed delivered when deposited in the United States Mail and certified.

In addition, any contract awarded as a result of the Request For Proposal may be terminated if sufficient appropriations or authorizations do not exist. The County's decision concerning whether sufficient appropriations or authorizations exist will be final.

17. **SPECIFICATIONS.** It is the intent of the County to make this Request For Proposal in such a manner as to be open to all qualified Offerors. Any specification that tends to limit or eliminate a qualified Offeror shall be brought to the attention of the County not less than ten (10) days before the date when responses are due. Failure to bring such a matter to the attention of the County shall bar the Offeror from asserting a later claim in this regard.
18. **INDEMNITY.** The Offeror awarded the contract agrees, as material consideration for this Agreement, to defend, indemnify, and hold harmless the County, its Elected Officials, agents, and employees from and against any and all claims arising out of any asserted negligent act, error or omission of the Offeror, its officers, directors, employees or agents or arising in any way from this agreement or the Offeror's activities hereunder. The indemnity agreed to in this paragraph shall not extend to liabilities, claims, damages, losses or expenses, including attorney fees arising out of: The preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specifications by the County, or the agents or employees of the County, or the giving of or the failure to give directions or instructions by the County, or the agents or employees of the County, where such giving or failure to give directions or instructions is the primary cause of bodily injury to persons or damage to property.

- 19. LICENSING.** The Offeror awarded the contract shall possess a current license in the State of New Mexico, and shall obtain and hold such additional licenses as are reasonably required to accomplish his or her duties under this Agreement.
- 20. STATUS OF OFFEROR.** The successful Offeror and its officers, directors, agents and employees, are independent contractors performing services for the County and are not employees of the County. The Offeror and its officers, directors, agents and employees, shall not accrue leave, retirement, insurance, bonding, use of County vehicles, or any other benefits afforded to employees of the County. The Offeror shall perform his/her obligations under this Contract as necessary and appropriate under all Federal, State, and local laws, codes, ordinances, rules, regulations, and standards applicable to this type of service. The County will not supervise the Offeror in the day-to-day performance of this Contract.
- 21. DISCRIMINATION / EQUAL EMPLOYMENT OPPORTUNITY / CIVIL RIGHTS.** The successful Offeror shall be an equal opportunity employer, and shall not discriminate with regard to race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental handicap or serious medical condition as specified in N.M.S.A. 1978, §§ 28-1-7 (as amended) in the performance of this contract. The successful Offeror agrees to abide by all Federal and State laws, rules, and regulations pertaining to equal employment opportunity, discrimination, and civil rights.
- 22. NOTICE.** The New Mexico Procurement Code, N.M.S.A. 1978, §§ 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities and kickbacks.
- 23. TAXES.** The Offeror awarded the Contract shall be responsible for the payment of all federal, state, and local taxes on monies received pursuant to this Agreement.
- 24. ASSIGNMENT.** An Offeror shall not transfer, sell, assign, sublicense, pledge or otherwise dispose of in any way its interest in any contract which may result from this solicitation, or assign any claims for money due or to become due under any contract, without having first obtained the prior written consent of the County to do so. Any attempt by an Offeror to do any of the foregoing without such consent shall be null and void, and may result in disqualification of the Offeror or termination of any contract resulting from this solicitation. The County's consent to any of the foregoing shall not constitute consent to any other act, nor shall such consent relieve the Offeror from any of its duties to perform all agreements, covenants, and conditions set forth in this solicitation or any resulting contract.
- 25. RECORDS.** All records and documents are property of San Juan County and shall be returned to San Juan County upon termination of any contract.
- 26. PERFORMANCE BOND.** The County reserves the right to require a performance bond from the Offeror awarded a contract if deemed to be in the best interest of the County. The bond shall be acquired and paid for by the Offeror and shall be in form satisfactory to the County.
- 27. CODES LAWS / REGULATIONS.** The successful Offeror shall be properly licensed and shall meet and comply with all applicable Federal, State, and local government codes, laws, regulations, and requirements in the performance of the work described herein.
- 28. INSURANCE.** The successful Offeror is required to carry and maintain during the period of the contract General Liability, Auto and Workman's Compensation insurance from an insurance company or companies with a Best Rating of A, or better, licensed to do business in the State of New Mexico and admitted by the Department of the State of New Mexico. At a minimum, each Offeror must carry comprehensive General Liability Insurance and Automobile Insurance with combined single limits of not less than \$1,000,000.00 and Workman's Compensation in amounts as required by the New Mexico Workers Compensation Act. The successful Offeror must also carry and maintain during the period of the contract Errors and Omissions Insurance coverage (Professional Liability Insurance) with limits of not less than \$1,000,000.00, from an insurance company or companies with a Best Rating of A, or better.

Each Offeror is asked to submit a Certificate of Insurance, commensurate with the above requirements,

along with their proposal Offer. The Offeror selected for an award under this solicitation shall provide the appropriate certificates of insurance to the County prior to award of a contract. The County shall be named as an Additional Insured on the General Liability policy required by this section.

CONTENTS OF PROPOSAL OFFER

The proposal Offer submitted by the Offeror shall, at a minimum, contain the following:

To be considered for award of a contract pursuant to this RFP, each proposal shall contain the materials required herein, a response to the specifications and requirements and other items identified in the Evaluation/Award section, and shall comply with the format described. Failure to provide required documentation and information as requested may result in rejection of the Firm's proposal.

PROPOSAL FORMAT/CONTENTS.

The proposal must be organized and sectioned in the following format and must contain, **at a minimum**, all listed items in the sequence indicated. There is no page limit.

SECTION 1. (Provide as listed).

- A. IDENTIFY THE FIRM AND CONTACT PERSON. Firm shall identify the partner submitting the proposal, and shall further identify its organizational structure (e.g. sole proprietorship, corporation, etc.), whether the firm is authorized to do business in the State of New Mexico, and where the firm is based, where its principal place of business is located and, if a corporation, where it is incorporated. Firms shall include the names, titles and telephone numbers of people whom the County may contact for clarification or further information.
- B. BIND THE OFFER. Each Firm shall identify, by title and/or position, the person authorized by the firm to enter into a Contract with the County. That person shall sign the proposal. The proposal shall bind the firm to complete the work described in the Request for Proposal.
- C. ACCEPTANCE OF TERMS. Each proposal shall explicitly indicate the firm's acceptance of the additional terms and conditions set forth in this RFP. If the firm proposes alternative terms and conditions, it shall set each out with specificity in its proposal. The County will not be obligated to accept any such terms and conditions and may consider submission of it to be an exception.
- D. FIRM PROFILE. Each proposal shall provide a firm profile as requested.

SECTION 2. REQUIRED FORMS.

The following forms are required and must be signed by an authorized representative, when applicable.

- A. Proposal Offer Page.
- B. Firm Profile
- C. Current Certificate of Insurance.
- D. Campaign Contributions Disclosure Form.
- E. A valid copy of the In-State Resident / Native American Business / Veteran / Native American Veterans Preference, if applicable.

IN-STATE RESIDENT / NATIVE AMERICAN BUSINESS PREFERENCE.

Pursuant to section 13-1-21 NMSA 1978, to be considered for the 8% in-state resident / Native American business preference, the Offeror shall include its in-state resident preference number and a valid copy of the Certificate provided to it by the New Mexico Taxation and Revenue Department.

All Offerors/Contractors may apply for an In-State Resident Preference Number with the State of New

Mexico Taxation and Revenue Department. For questions, please call the New Mexico Taxation and Revenue Department at 505-827-0951

RESIDENT VETERANS / NATIVE AMERICAN VETERAN'S PREFERENCE.

Pursuant to Sections 13-1-21 and 13-1-22 NMSA 1978, to be eligible for the 10% resident veterans / Native American veteran's preference, the Offeror shall include a valid copy of the resident veterans preference Certificate provided to the Offeror by the New Mexico Taxation and Revenue Department. This preference is separate from the in-state preference and is not cumulative with that preference.

All Offerors/Contractors may apply for a Resident Veterans Preference Number with the State of New Mexico Taxation and Revenue Department. For questions, please call the New Mexico Taxation and Revenue Department at 505-827-0951.

CRITERIA.

POINTS.

New Mexico Business/Veterans Preference

+10% of Total Points

Points will be awarded based on Offerors ability to provide a copy of a current Resident Business Certificate or Resident Veterans Certificate.

SECTION 3. RESPONSE TO SCOPE OF SERVICES.

Each Proposal shall provide a written response to each specification and requirement. If an Offeror is unable to provide an item, which is required by the specifications, it shall take written exception to the specification.

SECTION 4. COST PROPOSAL.

Each Firm shall provide a cost proposal. The Firm's pricing shall be Inclusive of any additional costs, direct or indirect, if necessary, in providing these services (i.e. travel time, mileage, supplies, etc.). Pricing shall be for eight (8) years and detailed in the following format:

BREAKDOWN	☐	☐	☐			
	1 st Year	1 st Year	2 nd Year	2 nd Year	3 rd Year	3 rd Year
	Hours	Cost	Hours	Cost	Hours	Cost
	FYE 6/30/	FYE 6/30/	FYE 6/30/	FYE 6/30/	FYE 6/30/	FYE 6/30/
Financial Statement Audit	_____	_____	_____	_____	_____	_____
Federal Single Audit	_____	_____	_____	_____	_____	_____
Financial Statement Preparation	_____	_____	_____	_____	_____	_____
Other allowed nonaudit services	_____	_____	_____	_____	_____	_____
Other (housing authorities, or other component units)	_____	_____	_____	_____	_____	_____
SUB TOTAL	_____	_____	_____	_____	_____	_____
Gross Receipts Tax		_____		_____		_____
TOTAL COMPENSATION		_____		_____		_____

AUDIT SERVICES – FINANCE DEPARTMENT

Scope of Services

San Juan County is requesting proposals (RFP's) from qualified auditing firms approved by the New Mexico Office of the State Auditor (OSA) for Audit Services of the San Juan County Finance Department for an eight-year term. Contract for audit services is limited to one year and renewed annually if mutually agreed by the County and Firm.

The firm's RFP must be specific and address the following specifications and requirements:

San Juan County, herein referred to as the County, seeks an Independent Public Accountant (IPA) firm interested in conducting financial and compliance audits for the County. Firms must be qualified and in good standing with the New Mexico Office of the State Auditor. The firm shall be skilled, experienced, knowledgeable, financially solvent, and fully capable of providing the services required under this proposal. The firm shall have sufficient ability, capital, facilities, and staffing to enable successful and proper execution of the required services and shall perform its work with that standard of care, skill and diligence normally provided by a professional organization in the performance of similar services.

The audit shall be conducted in accordance with the following:

- Generally Accepted Government Auditing Standards (GAGAS)
- Codification of Statements on Auditing Standards (SAS)
- 2 CFR 200 Uniform Guidance
- AICPA Audit Guide, Government Auditing Standards and 2 CFR 200 Audits
- AICPA Audit and Accounting Guide, State and Local Governments
- State of New Mexico's 2.2.2 NMAC – Requirements for Contracting and Conducting Audits of Governmental Entities (Audit Rule).
- Guidelines on Reporting and Attestation Requirements of Uniform Financial Reporting Standards (UFRS) for Public Housing Authorities Not-for-Profit Multifamily Program Participants and their Independent Accountants which is available on the Real Estate Assessment Center (REAC) website at www.hud.gov
- The financial statements and notes to the financial statements shall be prepared in accordance with Governmental Accounting and Financial Reporting Standards (GASB).

The firm shall submit a cost breakdown for the following services:

- Financial Statement Audit
- Federal Single Audit
- Blended Component Unit – Housing – Section 8
- Blended Component Unit – Criminal Justice Training Authority
- Discretely Presented Component Unit – Communications Authority
- Discretely Presented Component Unit – San Juan Water Commission

Preliminary procurement schedule:

<i>Activity</i>	<i>Date</i>
Issue RFP	April 1, 2026
Deadline to Submit Questions	April 8, 2026
Proposal Due Date	April 15, 2026
Presentations/Interviews (as needed)	Week of April 20, 2026
Final Award	April 27, 2026
Contract with State Auditor	No later than May 1, 2026

Additional Information:

- County staff will prepare the financial statements with minimal guidance from the auditors. County may rely on guidance and assistance as to the best approach to implement new standards.

- Current expenditure budget for the 2026 fiscal year as of March 2026 includes:
 - Total budget (including all component units): \$210,232,966
 - Housing Authority - \$1,952,500
 - Criminal Justice Training Authority \$285,643
 - Communications Authority \$7,082,921
 - San Juan Water Commission \$10,257,610 (operating \$4,453,819)
- Number of employees including all component units – 781

The firm must be willing to sign the standard electronic contract form as provided by the New Mexico Office of the State Auditor or the proposal will be considered non-responsive.

The firm shall submit a brief (2-3 page) firm profile identifying staff to be assigned to the County Audit, as well as individual staff and firm experience.

The Offeror shall provide a minimum of four (4) references (i.e. clients to whom the same or similar types of services are being provided). The reference listing shall include current clients which services have been provided to within the past three (3) years, service descriptions, dates, and technical requirements, along with each client's contact person(s) and telephone number(s). The County reserves the right to contact references/clients for verification and pertinent information.

EVALUATION / AWARD

Responsive proposals will be evaluated in the following manner. Any proposal that is incomplete or deficient may be rejected before evaluation.

Firms/Offerors may be required by the County to provide on-site presentations of their proposals and make best and final offer to assist in the evaluation process. All expenses associated with such presentations are the sole responsibility of the Firm/Offeror.

A. EVALUATION COMMITTEE:

Each accepted responsive proposal shall be evaluated by an Evaluation Committee comprised of San Juan County personnel, representatives appointed by the Central Purchasing Office, or a combination thereof.

B. EVALUATION CRITERIA:

The Evaluation Committee shall evaluate each proposal according to the criteria set forth below. Any proposal that is incomplete or deficient may be rejected.

<u>CRITERIA</u>	<u>POINTS</u>
1. <u>Capability of Firm</u>	<u>100</u>
- The firm has the resources to perform the type and size of audit required. # of firm team members/Total audit hours available	
- The firm meets independent standards to perform audit.	
2. <u>Audit Approach</u>	<u>500</u>
- Approach to understanding of internal controls	50
- Firms' ability to prepare their own documentation of internal controls through interview of County staff or audit firm requirement for County staff to complete templated forms	150
- Approach to substantive test of details	50
- Firms' ability to test substantive balances from County provided documents over firm required templates	150
- Firms' ability to adapt to schedule changes or delays in providing required documents	100

3. Technical Experience 100

- Governmental audit experience of on-site manager
- Team audit experience: specialization in county audits, experience with component units and housing authorities

4. Firms' Strengths or Weaknesses 100

5. Cost 200

Price offered is responsive to the RFP requirements and instructions and is realistic in respect to specifications and requirements. The County shall not award any cost increase beyond the proposed rate. The Cost Score will be evaluated using the following equation.

Add the total of each year together to arrive at one total for the combined eight-year period.

$$\frac{\text{Price of Lowest Quote}}{\text{Price of this Quote}} \times \text{Maximum Price Score (200)} = \text{Price Score of this Quote}$$

6. In-State Resident / Native American Business or Veterans / Native American Veterans Preference 100

Up to Additional 100 points to be added for In-State and/or Veterans Preference

Total Possible Points: 1100

NOTE: Any contract award made to a Firm by the County is subject to approval and acceptance by the State Auditor.

C. COMMITTEE'S RECOMMENDATION:

The Evaluation Committee shall rank each responsive proposal according to the numerical score achieved by the Offeror after evaluation according to the criteria. A responsive proposal with the most highly ranked proposal will be recommended to the Board of County Commissioners or its delegate for award or further consideration. NOTE: Any contract award made to an Offeror by the County is subject to approval and acceptance by the State Auditor.

D. INVESTIGATIONS:

The County may, at its option, contact a given Offeror for clarification of its proposal or for additional information. The Offeror SHALL NOT initiate discussions with the County. The County may make such investigations as necessary to determine the ability of the Offeror to meet the specifications and adhere to the terms and conditions set forth within this Request for Proposal and in the accompanying documents. The County will reject any proposal that is not a "responsible Offeror" as that term is defined in N.M.S.A. 1978. §§ 13-1-83.

F. RIGHT TO DISCONTINUE PROCUREMENT:

The County reserves the right to waive minor irregularities in an Offeror's proposal. The County also reserves the right to waive mandatory requirement(s) so long as all responding vendors fail to meet the mandatory requirement(s) and the failure to do so does not otherwise materially affect the procurement. The County reserves the right to cancel this Request for Proposal at any time, and to reject any or all proposals, or otherwise to proceed in the best interests of the County. This Request for Proposal in no manner obligates the County or any of its agencies to the eventual purchase of any product or service, whether explicitly described or implied herein, until confirmed by a written contract and/or Purchase Order.

QUESTIONS / SUGGESTIONS:

Questions and/or suggestions concerning this Request for Proposal shall be submitted in writing no later than seven (7) days prior to the Proposal Closing Date and shall be directed to:

Jaime Jones, Contract Analyst
Phone: (505) 334-4548
Email address: jjones@sjcounty.net

Offerors are specifically notified that any attempt to contact any person other than the party listed above concerning this procurement, may be cause to reject said respondent(s) from further consideration.

Note: Information provided in this Request For Proposal shall only be used for the purpose of submitting a Proposal Offer to the County and shall not be used, released, or disclosed for any other purpose or use.

PROPOSAL OF OFFEROR

AUDIT SERVICES

PROPOSAL NO. 25-26-20

The undersigned declares that the amount and nature of the service to be furnished is understood and that the nature of this proposal is in strict accordance with the conditions set forth and is a part of this Proposal, and that the undersigned Offeror has read and understands the specifications and conditions of the Proposal.

The undersigned, in submitting this proposal, represents that the Offeror is an equal opportunity employer, and will not discriminate with regard to race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental handicap or serious medical condition as specified in N.M.S.A. 1978, §§ 28-1-7 (as amended) in the performance of this contract.

The undersigned hereby proposes to perform necessary professional services upon the conditions stated in this proposal after notice of award and execution of a contract.

The rates/fees contained in our proposal are valid for sixty (60) days from the opening of the proposals unless otherwise stated here.

- If applicable, acknowledges receipt of the following Addendum(s):

Addendum No: _____ Date: _____ Addendum No: _____ Date: _____

Addendum No: _____ Date: _____ Addendum No: _____ Date: _____

Respectfully submitted,

By (Individual authorized to contractually bind the Offeror), the Offeror expressly indicates their acceptance and agreement to incorporate the Terms and Conditions specified in this Request for Proposal:

(Printed Name)

(Signature)

(Title)

(Date)

(Offeror Name)

(Street Address)

(City, State & Zip Code)

(Phone No.)

(E-Mail Address)

OFFERORS MUST PROVIDE RESPONSES FOR ALL QUESTIONS ON THIS FORM. PLEASE DO NOT REFERENCE ANOTHER SECTION OF THE PROPOSAL FOR YOUR RESPONSE.



Sam Gonzales, Chair
Sandra Lanier, Commission Pro-Tem
GloJean Todacheene, Commissioner
Gary McDaniel, Commissioner
Terri Fortner, Commissioner

Shane Ferrari, Sheriff
Alyssa Kuhn, Clerk
Carol Taulbee, Treasurer
Jimmy Voita, Assessor

SAN JUAN COUNTY
100 South Oliver Drive
Aztec, NM 87410-2432

January, 2026

ATTN: SAN JUAN COUNTY CONTRACTORS

Subject: Campaign Contribution Disclosure Law

To whom it may concern:

Effective May 17, 2006, state legislation requires that any prospective contractor seeking to enter in to a contract with San Juan County, must file a Campaign Contribution Disclosure Form (copy enclosed) with the County. Campaign Contribution Disclosure Forms will be required for **each** Request for Proposal submitted, sole source award, or small purchase professional service contract with San Juan County.

The Campaign Contribution Disclosure Form must be filed by any prospective contractor whether or not they, their family member, or their representative has made any contributions exceeding two hundred and fifty dollars (\$250), to an applicable state or local public official **prior** to execution of a contract. Campaign contributions made during the two (2) 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, requires the filing of a Campaign Contributions Disclosure Form if the campaign contribution amount exceeded \$250.

A prospective contractor, family member, or representative of the prospective contractor shall not give 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 during the pendency of negotiations for a sole source or small purchase contract. Applicable local public officials for San Juan County are listed above.

Failure to timely complete and return the Campaign Contribution Disclosure Form may delay or prevent business transactions with San Juan County. Should you or a family member, as defined in the Campaign Contribution Disclosure Form, make a future campaign contribution exceeding the \$250 threshold, a Campaign Contribution Disclosure Form must be completed and returned to San Juan County's Central Purchasing Office located at 213 South Oliver Drive, Aztec, New Mexico 87410.

Please contact the Office of Central Purchasing at (505) 334-4551, Monday-Thursday, 7:00 a.m. to 5:30 p.m., should you have any questions or concerns.

Sincerely,

Diana Chapman
Chief Procurement Officer

Enclosure

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2011), 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, which 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-in-law 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:

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)

Signature

Date

Title (position)

Business Name

--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)

Business Name