



Agenda Item Number: 4-18-13.6

**SANDOVAL COUNTY  
BOARD OF COUNTY COMMISSIONERS**

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**Date of Commission Meeting:**

April 18, 2013

**Division / Elected Office:**

Office of the County Manager

**Staff Contact:**

Phillip Rios, County Manager

**Title of Item:**

Request for Proposal and Award Bid for Audit Services

**Action Requested:**

Request for a Motion to Award Bid for Audit Services to Griego Professional Services, LLC, an Independent Public Accounting Firm, for a Total Amount of \$107,000 and Approval to Submit Firm to the Office of the State Auditor.

**Summary:**

The Office of the State Auditor has authorized the County to issue a request for proposals for professional services by an independent public accountant to conduct the County's fiscal year-end 2013 financial and compliance audit. Our recommended firm must be approved and submitted to the State Auditors by a May 1, 2013 deadline.

Audit Services will be provided for three years at the annual costs submitted in their cost proposal (see fiscal impact below). Recommend Board of County Commission approval.

**Attachments:**

Evaluation Sheet

**FISCAL IMPACT**

\$ 34,240.00 will be budgeted in Fiscal Year 2013-2014 (310 hours)

\$ 34,240.00 will be budgeted in Fiscal Year 2014-2015 (310 Hours)

\$ 38,520.00 will be budgeted in Fiscal Year 2015-2016 (350 Hours)



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**STAFF ANALYSIS SUMMARY**

**County Manager:** N/A

**Initiating Elected Official /  
Division Director:** N/A

**Legal:** Recommend Approval. PFT 4/8/2013

**Finance:** Funds will be budgeted in FY 13/14-Recommend  
Approval CCH 4/05/13

Procurement Process has been followed.  
Recommend Approval: LO 4/05/13

AUDIT SERVICES  
RFP# FY13-FINANCE-01

<b>EVALUATION COMMITTEE REPORT</b>	
<b>DEPT/DIV</b>	Finance
<b>RFP TITLE</b>	Audit Services
<b>RFP NUMBER</b>	FY13-FINANCE-01
<b>DATE OF REPORT</b>	4/3/13
<b>ASSEMBLED BY</b>	Liz Otten, Procurement Officer / Sandoval County Finance Department
<b>PHONE/EMAIL</b>	(505) 404-5873 or lotten@sandovalcountynm.gov

The purpose of this report is to concisely summarize the activity and recommendations of the evaluation committee process. The Evaluation Committee Report will be written by the Procurement Officer or designee, approved by the evaluation committee, signed by the evaluation committee, and become part of the procurement file.

**Scores and Justifications**

1. General Auditing Experience

<b>Offeror</b>	<b>Score</b>	<b>Justification for Points Awarded</b>
Accounting & Consulting Group	14/20	Documentation was provided regarding general auditing experience
Axiom CPAs and Advisors	14/20	Documentation was provided regarding general auditing experience
Griego Professional Services	18/20	This firm has the most experience with Sandoval County and other governmental agencies
Heinfeld, Meech & Co.	13/20	Documentation was provided regarding general auditing experience
Kubiak & Melton	9/20	This firm did not provide documentation of extensive experience with other agencies and has not worked with Sandoval County previously

2. Registration, Licensing, and Conflict of Interest

<b>Offeror</b>	<b>Score</b>	<b>Justification for Points Awarded</b>
Accounting & Consulting Group	20/20	Proof of Registration and Licensing was included
Axiom CPAs and Advisors	20/20	Proof of Registration and Licensing was included
Griego Professional Services	20/20	Proof of Registration and Licensing was included
Heinfeld, Meech & Co.	20/20	Proof of Registration and Licensing was included
Kubiak & Melton	20/20	Proof of Registration and Licensing was included

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3. General Qualifications and Knowledge

<b>Offeror</b>	<b>Score</b>	<b>Justification for Points Awarded</b>
Accounting & Consulting Group	18/20	This firm provided documentation of knowledge in regard to providing audit services to other counties in New Mexico
Axiom CPAs and Advisors	15/20	This firm provided documentation of knowledge in regard to providing audit services to other counties in New Mexico
Griego Professional Services	20/20	This firm provided documentation of extensive knowledge and qualification for meeting the needs of Sandoval County
Heinfeld, Meech & Co.	13/20	Very little knowledge of county environment
Kubiak & Melton	10/20	No documentation of knowledge of county environment provided

4. Communications, Reporting, Attendance, and Availability

<b>Offeror</b>	<b>Score</b>	<b>Justification for Points Awarded</b>
Accounting & Consulting Group	18/20	This firm provided adequate documentation about ability to meet communication, reporting, attendance, and availability needs of Sandoval County
Axiom CPAs and Advisors	15/20	This firm provided little documentation about ability to meet the communication, reporting, attendance, and availability needs of Sandoval County
Griego Professional Services	20/20	This firm is familiar with and agrees to meet the communication, reporting, attendance, and availability needs of Sandoval County
Heinfeld, Meech & Co.	5/20	Firm no longer has offices located in New Mexico
Kubiak & Melton	13/20	This firm provided little documentation about ability to meet the communication, reporting, attendance, and availability needs of Sandoval County

5. Cost

<b>Offeror</b>	<b>Score</b>	<b>Justification for Points Awarded</b>
Accounting & Consulting Group	12/20	Cost proposal was moderate
Axiom CPAs and Advisors	15/20	Cost proposal was moderate
Griego Professional Services	18/20	Cost proposal was lowest
Heinfeld, Meech & Co.	10/20	Cost proposal was high
Kubiak & Melton	0/20	Federal Audit was not included in Cost

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**\* Resident Preference or Resident Veteran's Preference (5 or up to 10 additional points)**

<b>Offeror</b>	<b>Documentation Provided / Preference Awarded?</b>
Accounting & Consulting Group	Resident Business Certificate Included: 5 additional points
Axiom CPAs and Advisors	Resident Business Certificate Included: 5 additional points
Griego Professional Services	Resident Business Certificate Included: 5 additional points
Heinfeld, Meech & Co.	Not Applicable
Kubiak & Melton	Not Applicable

**Financial Stability**

<b>Offeror</b>	<b>Pass/Fail</b>
Accounting & Consulting Group	Pass: Statement of Financial Stability Included / Sealed Credit Report
Axiom CPAs and Advisors	Pass: Statement of Financial Stability Included
Griego Professional Services	Peer Review Included: Pass or Fail
Heinfeld, Meech & Co.	Pass: Overview statement included – page 17
Kubiak & Melton	External Quality Review Included: Pass or Fail

**Letter of Transmittal**

<b>Offeror</b>	<b>Pass/Fail</b>
Accounting & Consulting Group	Pass: Included in proposal & signed
Axiom CPAs and Advisors	Pass: Included in proposal & signed
Griego Professional Services	Pass: Included in proposal & signed
Heinfeld, Meech & Co.	Pass: Included in proposal & signed
Kubiak & Melton	Pass: Included in proposal & signed

**Campaign Contribution Disclosure Form**

<b>Offeror</b>	<b>Pass/Fail</b>
Accounting & Consulting Group	Pass: Included in proposal & signed
Axiom CPAs and Advisors	Pass: Included in proposal & signed
Griego Professional Services	Pass: Included in proposal & signed
Heinfeld, Meech & Co.	Pass: Included in proposal & signed
Kubiak & Melton	Pass: Included in proposal & signed

**Employee Health Coverage Form**

<b>Offeror</b>	<b>Pass/Fail</b>
Accounting & Consulting Group	Pass: Included in proposal & signed
Axiom CPAs and Advisors	Pass: Included in proposal & signed
Griego Professional Services	Pass: Included in proposal & signed
Heinfeld, Meech & Co.	Pass: Included in proposal & signed
Kubiak & Melton	Fail: Not included in proposal

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**Total Points Awarded & Recommendation**

Offeror	100 Possible	Preference Points Awarded (Based on Documentation Provided in Proposal)
Accounting & Consulting Group	87	Includes 5 points for Resident Preference
Axiom CPAs and Advisors	84	Includes 5 points for Resident Preference
Griego Professional Services	101	Includes 5 points for Resident Preference
Heinfeld, Meech & Co.	61	N/A
Kubiak & Melton	52	N/A

**EVALUATION COMMITTEE MEETING**

Reason for Meeting	Date of Meeting	Summary of Meeting
Evaluation of Proposals submitted for the "Audit Services" RFP	4/04/13	Evaluation Committee members reviewed and scored proposals submitted in response to RFP

**SUMMARY OF AWARD RECOMMENDATION**

*The proposal submitted by Griego Professional Services received the highest scores and is therefore recommended as the finalist to be awarded the Sandoval County Audit Services Contract. The proposal submitted by Griego Professional Services was the most comprehensive including documentation of extensive experience, knowledge, and understanding of the priorities and auditing needs of Sandoval County. Griego Professional Services also provided all of the documentation requested in the Request for Proposals.*

Recommended Offeror: Griego Professional Services

Signatures of Evaluation Committee Members:

Name	Agree/Object	Signature	Date
Cassandra C. Herrera	AGREE		04/05/13
Joyce Roybal	Agree		4/5/13
Phillip Rios	Agree		4/12/13
Liz Otten			4/05/13

Printed Name and Signature of Procurement Officer

Date