

City of Las Vegas Request for Professional Service Quotations

1. Scope of Work:

The Contractor shall perform the following consulting services in accordance with the Audit Rule and the American Institute of Certified Public Accountants (AICPA) consulting standards for the period between January 1, 2016 and the contract date. The contract will consider whether specific sampled transactions are compliant with relevant laws, regulations, policies and procedures and will utilize the U.S. Government Accountability Office's Green Book as the basis for making recommendations to the City of Las Vegas ("City") regarding potential improvements to financial and administrative practices. Relevant laws, regulations, policies and procedures include those which address issues affecting personnel, procurements, conduct of government officials, budget adjustment processes and for discrete events such as document destruction and insurance claims.

- a) Identify perceived conflicts of interest between those charged with governance, including executive management, and contractors or employees.
- b) Assess a sample of at least twenty transactions or events for compliance with laws, regulations, policies and procedures while considering their impacts upon procurement and personnel processes.

The Office of the State Auditor ("Office") designated the City for a Special Audit on September 29, 2017 and this Scope is issued pursuant to that designation. The identification of sampled transactions or events will take into account information provided by the Office and will otherwise be judgmentally based upon publicly available information, including City records, and interviews which include those charged with governance, executive management and employees.

2. Delivery and Reproduction:

The Contractor shall prepare and deliver an organized and bound report to the City, including all transactions and events responsive to the scope of work, no later than February 1, 2018, and in accordance with Section 2.2.2.15 NMAC.

3. Evaluation:

This professional services contract will be advertised publicly and provided to all approved Independent Public Accountants authorized to provide these services. The evaluation process will be independently monitored by the Office of the State Auditor with points awarded as follows:

Responsiveness, knowledge and understanding:	35%
Staff experience and training:	35%
Fixed Price:	20%
Sample of relevant prior work:	10%

The award will be made in order to best meet the needs of the City in accordance with 1.4.1.52 NMAC.

Responses from firms are due by 12:00 noon on November 6th. The evaluation by the City is anticipated on November 9th at 9:00 am. The contract will be executed by November 15th, 2017. Six copies of the request for bid need to be submitted to the City Clerk Casandra Fresquez at 1700 N. Grand Ave., Las Vegas, NM 87701 with a notification of the submission provided to Hamish Thomson, CPA/CFF, CFE at Hamish.Thomson@osa.state.nm.us.