

**Audit Services RFP**  
**17-667-1800-0002**  
**Questions and Answers**

#	Question & Answers	Response
1	In the prior year, how long was the audit team out in the field and how many auditors were on the team?	There were approximately 2-3 auditors on the team, a certain number cannot be provided regarding how long the audit team was out in the field, however, it was estimated that could have potentially be out in the field at least 2-3 months total.
2	Is NMED open to having interim work performed before year end? Has NMED had interim work performed as part of their previous year's audit?	The New Mexico Environment Department ("NMED") is open to having interim work performed during the month of June such as strategizing for the audit, reviewing the Prepared by Client (PBC) listing, etc. In the previous year's audit, NMED did not have any interim work performed prior to the year end.
3	What corrective actions have been made in relation to findings 2012-003 and 2016-003 related to the financial close and reporting process? Does the agency believe the corrective actions taken has resolved the issues identified in the findings?	NMED believes that the appropriate actions have been taken to resolve these issues.
4	What month will the auditors have the ability to begin interim fieldwork?	NMED may allow auditors to begin interim fieldwork in June.
5	When does your accounting department plan to close the books?	NMED plans on closing their books as soon as possible, however, no later that at least one month prior to the audit being due to the State Auditor's Office.
6	How many personnel and number of weeks were the auditors on site in the previous year?	There were at times 2-3 personnel on site for the previous year's audit. The auditors were on site approximately 2-3 months during the previous year's audit.
7	Is there anything you would like to see improved from the last audit cycle to this year?	Not at this time.

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8	Was there any turnover in the accounting department during FY17?	There was turnover in the Budget/Grants section, however, this section is currently fully staffed.
9	Are there any significant monetarily changes in federal awards and any change in personnel, or systems affecting the federal programs for FY17?	Currently, there isn't any significant monetary changes in the federal awards, personnel or federal programs.
10	What were the contract fees for the single audit in FY16?	Please refer to <a href="http://www.saonm.org/contact_log_for_ipas">http://www.saonm.org/contact_log_for_ipas</a>
11	Would the Department consider the possibility of interim work in May, in June or early work in July? If so, would a contract also be in place to support that work	NMED is open to having interim work performed during the month of June such as strategizing for the audit, reviewing the Prepared by Client (PBC) listing, etc. A contract for the FY17 audit would be effective on July 1st.
12	Would the latest date that a contract might be available be around July 1?	Yes.
13	How are cost allocations of personnel made to programs? Are they computer based in some manner?	Each Bureau is different, cost allocations in some Bureaus are done on a quarterly basis, some Bureaus have 100% certifications to a federal grant and require quarterly certifications, others charge to special revenue funds.
14	Has the department made a significant response to prior year findings?	NMED has tried to resolve many of the previous year's audit findings and have instituted controls to prevent the same audit findings in FY17.
15	Does the Department expect changes to funding or programs for FY2017? Are there significant new initiatives for 2017?	The General Fund has been reduced from the prior year and the special revenue funds have also been reduced during the legislative session.
16	Are there new instances of pollution remediation activities in 2017?	None known at this time.

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17	Is there supposed to be an attachment for the following, as these forms were not included with the original RFP? 1. Offeror Signed Employee Health Coverage Form. 2. Signed Affidavit pursuant to Governmental Conduct Act. 3. Resident Veterans Preference Certification.	Please see Amendment #1 to the RFP for items 1 & 2. For item 3 please refer to <u>pg. 21, Section 33. New Mexico Preferences. Paragraph B.</u> The New Mexico Preferences shall not apply when the expenditures for this RFP includes federal funds. We will use federal funds.
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