

NM Taxation and Revenue Department  
 Audit Contract Proposal Evaluation Form  
 FY14 RFP - Financial Audit

Agency Contact: David Robbins Phone # 827-0369  
 Audit Firm Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Evaluation Criteria		Points	Points Awarded
<b>Section I</b>	<b>Capability of Firm</b>		
	A) The firm has the resources to perform the type and size of audit required. # of firm team members _____. Total audit hours available _____.	0 - 5	
	B) External Quality Control Review (Peer Review). 1. Peer Review Results: Obtain most recent copy of the external quality control review report including letters of comments. 2. Opinion Received _____ Unqualified _____ Qualified _____ If report is less than modified (adverse) <b>STOP HERE. FIRM DOES NOT QUALIFY.</b> 3. Results of reference checks and agency's prior experience with firm (check should include timeliness, planning, technical expertise, etc.)	0 - 5	
	C) Organization and completeness of proposal or bid for audit services.	0 - 10	
		0 - 5	
	<b>Section I Total</b>		
<b>Section II.</b>	<b>Work Requirements &amp; Audit Approach</b>		
	A) Auditor knowledge of agency needs and product to be delivered.	0 - 5	
	B) Proposal or bid contains a sound technical plan and realistic estimate of time to complete the audit. Start Date _____ End Date _____	0 - 5	
	C) Plans for using agency staff, including internal auditors.	0 - 3	
	D) If the proposal or bid is for a multi-year contract, approach for planning and conducting the work efforts of subsequent years.	0 - 2	
	<b>Section II Total</b>		
<b>Section III.</b>	<b>Technical Expertise</b>		
	A) Government audit experience of audit firm Name of on-site manager _____	0 - 15	
	B) Information systems (IT) audit experience of audit firm.	0 - 10	
	C) Audit Team Experience: 1. Specialization in your type of government (e.g. state agencies, schools, hospitals, counties, cities, etc.) including component units (housing authorities, charters schools, foundations)	0 - 10	
	D) Attendance at continuing professional education seminars or meetings on auditing, accounting and regulations directly related to state and local government audits and the agency.	0 - 5	
	<b>Section III Total</b>		
<b>Section IV.</b>	<b>Firm Strengths or Weaknesses</b>		
	Specify:	0 - 5	
	<b>Section IV Total</b>		

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Section V	Evaluation of Audit Fees		
Note: If you have a multi-year proposal, add the total of each year together to arrive at one total for the combined three year period (example: 3 yr proposal, each years fee is \$5,000. The combined total is \$15,000, which would be used in the calculation below.)		Maximum Points	Points Awards
Complete the Calculation Insert the lowest cost proposal (from all proposals received and divide it by the cost of the proposal the agency is recommending	\$ _____ \$ _____ = _____	0-10	
Times (x) by 10 Total points awarded	x 10 _____ _____		
New Mexico Business Preference (must include copy of a valid resident business certificate)	5	5	
<b>FINAL SCORE</b>		100	

	Evaluated By	
Name & Title _____	_____	Date: _____
Name & Title _____	_____	Date: _____
Name & Title _____	_____	Date: _____
Name & Title _____	_____	Date: _____
Name & Title _____	_____	Date: _____