

**New Mexico Retiree Health Care Authority  
RFP Financial and Compliance Audit Services  
RFP# 24-343-0380-00002**

<b>Vendor Questions</b>		<b>Answers</b>
<b>1</b>	Section I.B of the RFP discusses the number of members and participating employers. How many employers were selected on an annual basis for member census data testing? What were the sample sizes for each employer?	Thirty (30) employers were selected for FY22 audit which is about ten percent (10%) of the total employers.
<b>2</b>	Section I.B. of the RFP discusses the financial accounting system used by NMRHCA. What system does NMRHCA use to maintain member healthcare enrollment and other information? Are there any plans to implement any new systems during the contract period?	NMRHCA uses CareView for enrollment and payment tracking. No plans to implement a new system.
<b>3</b>	Section I.B of the RFP discusses NMRHCA's operating budget for Fiscal Year 2023. What is NMRCHA's budget for audit fees? What were the prior year fees?	FY20-FY22 was \$68,200 - \$70,390. Please refer to OSA website for more information.
<b>4</b>	Section I.B of the RFP provides the physical addresses for the NMRHCA office locations. Was any part of the prior year audits performed remotely? If so, is NMRHCA open to remote or hybrid audits in the future?	Yes. NMRHCA is open to both as mutually determined to meet the requirements of the scope of work.
<b>5</b>	Section I.C. of the RFP discusses the scope of the procurement and professional services to be performed. What are some things you would like to see improved in the financial and compliance audit process compared to previous years?	Our expectation is for offeror to meet the requirements set forth in the RFP including but not limited to Audit Rule, GASB, and deadline requirements.
<b>6</b>	Section II.B.6 of the RFP discusses the proposal evaluation process and the Evaluation Committee. What is the composition (number of individuals and their positions/titles) of the Evaluation Committee who will be evaluating the proposals?	Evaluation Committee will comprised of agency leadership.
<b>7</b>	Section IV.A.1 of the RFP discusses the Scope of Audit Services to be performed. Regarding the Scope of Audit Services:	
	a. The first paragraph under audit services mentions "financial statement preparation and notes." Please elaborate if this means that the auditor prepares the financial statements and notes. If so, does NMRHCA have a senior member of management who possesses suitable skill, knowledge, and experience to oversee those services and assume all management responsibilities?	Yes. NMRHCA's CFO will oversee the services and assume all management responsibilities.

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	b. The third paragraph under audit services discusses other services such as "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions, GASB 75." Please confirm if the scope of services includes an audit of schedules of employer allocations and OPEB amounts by employer (employer schedules).	Yes, the scope includes all the services as stated in the RFP.
	c. Please elaborate on the last sentence of the third paragraph on what is the	Financial Reporting for Postemployment Benefits Other Than
	d. Please provide copies of prior year reports (financial statements, employer schedules, communications to those charged with governance, management letter), as applicable.	This information is located on NMRHCA website under Administration. <a href="https://www.nmrhca.org/administration/financial-documents/">https://www.nmrhca.org/administration/financial-documents/</a>
8	Section IV.B.1.d of the RFP requests our firm to describe at least two project successes and failures of an audit engagement. Please describe what are considered failures	Failures could be conflict between offeror and auditee. What was done to mitigate the issues and what could have been done to prevent them. However, not limited to these examples.
9	Section IV.B.3.c of the RFP requests the offeror to prepare a Technical Plan. When did the prior audit firm typically perform their interim fieldwork and for how many weeks? When did they perform their final fieldwork and for how long?	Interim fieldwork is coordinated between the contractor and the agency based on work needed to complete the audit.
10	Section IV.C.5 of the RFP requests our firm to complete the Cost Response Form. Regarding the Cost Response Form:	
	a. How many hours did the prior year auditor spend on the audits of the financial statements and schedule of employer allocations (as applicable)?	440 hours
	b. How many staff personnel and for how many weeks did the prior year audit firm have working on the audits of the financial statements and schedule of employer allocations?	Four (4) staff and please see answer to "a" above.
	c. What were the prior year's fees for the financial statement audit and audit of the schedule of employer allocations and related schedules?	FY22 was \$70,390
11	Appendix C, Draft Contract, sections 2.A and 2.B discuss the documents required to be delivered to the State Auditor no later than 60 days after notice that the NMRHCA's books and records are ready and available for audit. When are the NMRHCA's books and records usually available for audit?	Mid July kicks off the process, however, books are not closed at this time as adjustments may be required.

Vendor Questions		Answers
<b>12</b>	Appendix C, Draft Contract, section 26 discusses Employer Guide Preparation/Employer Allocation Schedule/GASB 74 & 75. Please provide a copy of the prior year report.	This information is located on NMRHCA website under Employers at <a href="https://www.nmrhca.org/employers/gasb-reporting/">https://www.nmrhca.org/employers/gasb-reporting/</a>
<b>13</b>	<p>Page 3, Section I . E.: The RFP number and zip code were incomplete on the RFP document. Please confirm delivery of proposal address is as follows:</p> <p>Reference RFP Name: Audit Services 24-343-0380-00002</p> <p>Address: New Mexico Retiree Health Care Authority 6300 Jefferson St., NE Suite 150 Albuquerque, NM 87109</p>	<p>Please send all correspondence to:</p> <p>Name: Marie Luna</p> <p>Reference RFP Name: Audit Services RFP# 24-343-0380-00002</p> <p>Address: New Mexico Retiree Health Care Authority 6300 Jefferson St. NE Suite 150 Albuquerque, NM 87109</p>