

New Mexico State Auditor's Office
 Agency Audit Contract Proposal Evaluation Form
 Part Two

Gadsden Ind. Sch. Dist

Name of Agency

Laura Garcia

Phone # (505) 882-61

Agency Contact

DBG

Audit Firm

Cost is to be evaluated ONLY upon completion of Part One of this two-part evaluation form. Evaluate cost separately for the top THREE CHOICES ONLY from Part One. ADD parts One and Two in making your FINAL recommendation.

EVALUATION OF AUDIT FEES

<p>Please 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.)</p>	Maximum Points	Points Awarded
<p>COMPLETE THE CALCULATION:</p> <p>Insert the lowest cost proposal (from all proposals received) and divide it into the cost of the proposal the agency is recommending</p> <p>\$ 98,700</p> <p>=</p> <p>Total Points Awarded</p>	10	10

BREAKDOWN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
	1 st Year Hours FYE 6/30	1 st Year Cost FYE 6/30	2 nd Year Hours FYE 6/30	2 nd Year Cost FYE 6/30	3 rd Year Hours FYE 6/30	3 rd Year Cost FYE 6/30
Financial Statement Audit		12,500		13,000		13,500
Federal Single Audit		12,500		13,000		13,500
Financial Statement Preparation		4,900		4,900		4,900
Other allowed nonaudit services		2,000		2,000		2,000
Other (housing authorities, or other component units)						
SUB TOTAL	450	31,900		32,900		33,900
Gross Receipts Tax						
TOTAL COMPENSATION						

SCORE	Maximum Points	Points Awarded
SCORE, Part One: Bring forward score from Part One of Evaluation Form	90	90
FINAL SCORE	100	100

NEW MEXICO STATE AUDITOR'S OFFICE

Audit Contract Proposal Evaluation Form

Part One

Name of Agency Gadsden Ind. Sch. Dist.
 Agency Contact Laura Garcia Phone # (505) 882-6243
 Audit Firm Name DBG Date Completed 6/17/06

Evaluation Criteria	Points	Points Awarded
Section I. Capability of Firm		
A) The firm has the resources to perform the type and size of audit required. # of firm team members <u>14</u> Total audit hours available _____	0-5	5
B) The firm meets independence standards to perform your audit.	0-2	2
C) External Quality Control Review (Peer Review) 1. Peer review results: Obtain most recent copy of the external quality control review report including letter of comments 2. - Opinion received _____ Unmodified <u>10</u> Modified <u>5</u> If report is less than modified (adverse) STOP HERE. FIRM DOES NOT QUALIFY. 3. Results of reference checks and agency's prior experience with firm (check should include timeliness, planning, technical expertise, etc.).	0-10	10
D) Organization and completeness of proposal or bid.	0-10	10
	0-3	3
Section I Total		30
Section II. Work Requirements & Audit Approach		
A) Knowledge of audit objectives, agency needs, and product to be delivered.	0-5	5
B) Proposal or bid contains a sound technical plan and realistic estimate of time to complete major segments of the audit: planning; interim fieldwork; fieldwork; and reporting. Start Date <u>6/26/06</u> End Date <u>11/10/06</u>	0-5	5
C) Plans for using agency staff, including internal auditors.	0-3	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	2
Section II Total		15
Section III. Technical Experience		
A) Governmental audit experience of on-site manager Name of on-site manager <u>E. Craig Gibson</u>	0-10	10
B) Team audit experience: 1. Specialization in your type of agency (e.g., state agencies, schools, hospitals, counties, cities, etc.)	0-10	10
2. GASB 34 and 35 Experience	0-10	10
3. Experience with component units (housing authorities, charter schools, foundations)	0-5	5
C) 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	5
Section III Total		40
Section IV. Firm Strengths or Weaknesses		
Specify <u>Specialized Govt. Audit Unit</u>	0-5	5
Section IV Total		5
Total All Sections		90

Submit a copy of this form for the proposal selected to the State Auditor along with the Agency recommendation letter.

New Mexico State Auditor's Office
Agency Audit Contract Proposal Evaluation Form

Part Two

Gadsden Independent School District

Name of Agency

Maribel Aguilar

Phone # (505) 882-624

Agency Contact

Dunbar, Broadus, Gibson LLP

Audit Firm

Cost is to be evaluated ONLY upon completion of Part One of this two-part evaluation form. Evaluate cost separately for the top THREE CHOICES ONLY from Part One. ADD parts One and Two in making your FINAL recommendation.

EVALUATION OF AUDIT FEES

Please 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 Awarded
<p>COMPLETE THE CALCULATION:</p> <p>Insert the lowest cost proposal (from all proposals received) and divide it into the cost of the proposal the agency is recommending</p> <p style="text-align: right;">\$ <u>98,700</u></p> <p style="text-align: right;">= <u>10</u></p> <p style="text-align: right;">= Total Points Awarded</p>	10	10

BREAKDOWN	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	1 st Year Hours FYE 6/30/06	1 st Year Cost FYE 6/30/06	2 nd Year Hours FYE 6/30/07	2 nd Year Cost FYE 6/30/07	3 rd Year Hours FYE 6/30/08	3 rd Year Cost FYE 6/30/08
Financial Statement Audit		<u>12,500</u>		<u>13,000</u>		<u>13,500</u>
Federal Single Audit		<u>12,500</u>		<u>13,000</u>		<u>13,500</u>
Financial Statement Preparation		<u>4,900</u>		<u>4,900</u>		<u>4,900</u>
Other allowed nonaudit services						
Other (housing authorities, or other component units)		<u>2,000</u>		<u>2,000</u>		<u>2,000</u>
SUB TOTAL	<u>450</u>		<u>450</u>		<u>450</u>	
Gross Receipts Tax						
TOTAL COMPENSATION		<u>31,900</u>		<u>32,900</u>		<u>33,900</u>

SCORE	Maximum Points	Points Awarded
SCORE, Part One: Bring forward score from Part One of Evaluation Form	90	<u>90</u>

NEW MEXICO STATE AUDITOR'S OFFICE

Audit Contract Proposal Evaluation Form

Part One

Name of Agency Gadsden Independent School District
 Agency Contact Maribel Aguilar Phone # (505) 882-6245
 Audit Firm Name Dunbar, Broadbent, Gibson LLP Date Completed 6-19-06

Evaluation Criteria		Points	Points Awarded
Section I. Capability of Firm			
A) The firm has the resources to perform the type and size of audit required. # of firm team members <u>1</u> Total audit hours available <u>450</u>	0-5		<u>5</u>
B) The firm meets independence standards to perform your audit.	0-2		<u>2</u>
C) External Quality Control Review (Peer Review) 1. Peer review results: Obtain most recent copy of the external quality control review report including letter of comments 2. - Opinion received <u>Unmodified</u> Unmodified <u>10</u> Modified <u>5</u> If report is less than modified (adverse) STOP HERE. FIRM DOES NOT QUALIFY. 3. Results of reference checks and agency's prior experience with firm (check should include timeliness, planning, technical expertise, etc.).	0-10		<u>10</u>
D) Organization and completeness of proposal or bid.	0-10		<u>10</u>
	0-3		<u>3</u>
Section I Total			<u>30</u>
Section II. Work Requirements & Audit Approach			
A) Knowledge of audit objectives, agency needs, and product to be delivered.	0-5		<u>5</u>
B) Proposal or bid contains a sound technical plan and realistic estimate of time to complete major segments of the audit: planning; interim fieldwork; fieldwork; and reporting. Start Date <u>6/26/06</u> End Date <u>11/10/07</u>	0-5		<u>5</u>
C) Plans for using agency staff, including internal auditors.	0-3		<u>3</u>
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		<u>2</u>
Section II Total			<u>15</u>
Section III. Technical Experience			
A) Governmental audit experience of on-site manager Name of on-site manager <u>Martene Strickler</u>	0-10		<u>10</u>
B) Team audit experience: 1. Specialization in your type of agency (e.g., state agencies, schools, hospitals, counties, cities, etc.)	0-10		<u>10</u>
2. GASB 34 and 35 Experience	0-10		<u>10</u>
3. Experience with component units (housing authorities, charter schools, foundations)	0-5		<u>5</u>
C) 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		<u>5</u>
Section III Total			<u>40</u>
Section IV. Firm Strengths or Weaknesses			
Specify <u>Have extensive knowledge in school districts</u>	0-5		<u>5</u>
<u>I have worked with GISD this yr. so</u>			
<u>they are familiar with acct. & audit</u>			
Section IV Total			<u>5</u>
Total All Sections			<u>90</u>

Submit a copy of this form for the proposal selected to the State Auditor along with the Agency recommendation letter.