



HIGH PLAINS REGIONAL EDUCATION COOPERATIVE

R. STEPHEN AGUIRRE, *Executive Director*

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The High Plains Regional Education Cooperative #3 is requesting proposals from independent public accountants (IPA's) to prepare and audit the Agency's financial statements for the fiscal year ending **June 30, 2021**. The Agency reserves the option of renewing the initial contract on an annual basis for two (2) additional successive fiscal years pursuant to Section 13-1-150 NMSA 1978 and Section 2.2.2.8 of the State Auditor's Rule. Proposal should include estimated hours and cost for financial statement audit, financial statement preparation and if applicable, federal single audit.

Scope of Work

The Agency's financial statements shall be prepared in accordance with the following:

- Accounting and Financial Reporting Standards for Governmental Entities Promulgated by the Governmental Accounting Standards Board;
- State Auditor's Rule; and,
- Agency of Finance and Administration Requirements Related to Financial Statement Presentation and Disclosure.

Audits of the Agency's financial Statements shall cover the entire operations of the Agency. They shall be conducted in conformity with the following auditing standards and requirements:

- Generally Accepted Auditing Standards;
- Generally Accepted Government Auditing Standards issued by the Comptroller General of United States (Current Revision);
- Office of Management and Budget (OMB) Circular A-133;
- State Auditor's Rule; and,
- Agency of Finance and Administration Audit Guidelines for New Mexico State Agencies.

Scope of Procurement

The Agency reserves the option of renewing the initial contract(s) on an annual basis for two (2) additional years or any portion thereof for the purpose of preparation and audit of the Agency's financial statements. In no case will the contract(s), including all renewals thereof, exceed a total of three years in duration.

The Agency has designated the Business Manager to be the contact of this procurement whose name, address and telephone numbers are listed below.

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Any inquiries or requests regarding this procurement should be submitted to the Business Manager in writing. IPA's may contact the Business Manager regarding the procurement. **Proposals must be received by April 9, 2021.**

Background Information:

The Agency's 2020-2021 estimated Budget is \$14,574,917.00. Based on prior year audits, we anticipate around 200 hours to complete the audit.

Questions about the Agency's operations can be addressed to the Business Manager named in this request for proposal.