



Santa Fe Fiesta, Inc.

Post Office Box 4516 • Santa Fe, NM 87502

Please submit responses via email only to: 1712fiesta@comcast.net

Please submit by: [December 31, 2011](#)

Please put the project title (below) in the subject line of the email.

Mailed submissions are allowed.

REQUEST FOR QUOTES

PROJECT: Fiscal Audit

Proposals submitted after the due date will not be considered. Consultants accept all risks of late delivery or spam delivery submittals regardless of fault.

Santa Fe Fiesta, Inc. reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate Santa Fe Fiesta, Inc. to pay any costs incurred by respondents in the preparation and submission of their proposals. Furthermore, the RFQ does not obligate Santa Fe Fiesta, Inc. to accept or contract for any expressed or implied services.

<u>Request for Quotes Information:</u>		<u>Submittals Delivered to:</u>	
RFP Number	RFQ# 2012- ADM1	e-mail address:	1712fiesta@comcast.net
RFP Name:	Fiscal Audit	Subject line:	Fiscal Audit RFQ
Date Issued:	December 1, 2011		
Contact Person:	Aaron Garcia		
Phone #:	505-501-9705		
E-mail Address:	1712fiesta@comcast.net		
Submittals Accepted Until:	December 31, 2011		

General Information

PURPOSE/BACKGROUND: The Santa Fe Fiesta Council is a volunteer organization created by the Official Fiesta Proclamation of our city forefathers on September 16, 1712. The Santa Fe Fiesta Council is comprised of 100 regular members and 20 representatives of civic organizations and businesses. This group of people has a common interest to promote, manage and perpetuate the annual Fiesta de Santa Fe for the benefit of the City of Santa Fe, its citizens and their descendants. The Fiesta Council enlists the cooperation of the local citizenry, the Catholic Church, the local business community and both the City and County of Santa Fe officials. To date, Santa Fe Fiesta, Inc. has nonprofit and tax-exempt status and a Board of Directors

This project requires knowledge and expertise in General Accounting Principles, General Accepted Auditing Standards, IRS form preparation and preparation and mailing of 1099 forms. The project will require that the vendor be fully aware and in compliance with all Federal, State and local statutes, ordinances and requirements for the implementation of stated service.

BRIEF SCOPE OF SERVICES: Vendors shall provide a scope of work and project proposal in accordance with the information provided in this request. The Proposal must include the following elements:

- An estimated proposed schedule (document delivery from council, field work, completed report, etc...)
- Detailed cost estimate.

QUALIFICATIONS: This project will require the service provider to have the following qualifications:

- Licensed and certification with local government entities (if necessary);
- Experience with IRS Form 990 preparation & Form 1099 preparation;
- Experience working with non-profit or public entities; and,
- Knowledge and experience of General Accounting Principles & General Accepted Auditing Standards.

SUBMITTAL REQUIREMENTS: Responses to this RFQ must include the following information:

- A cover letter/statement of interest indicating the business' interest in the project and highlighting its qualifications to perform this project. A summary of firm's experience in requested service areas, as specifically mentioned in the attached scope.
- A description of the firm's experiences working with nonprofits or public markets.
- Statement of qualifications, including related experience with similar types of projects and specific qualifications of key team members.
- Scope of Work and Project Proposal, including a proposed schedule with key milestones and deliverable dates, and cost estimates.
- A minimum of three (3) references relating to completed projects for the services being requested with full name, title, address, and phone and fax numbers.
- Responses must be limited to no more than five (5) sheets excluding specific project examples, references, and covers.

PROPRIETARY PROPOSAL MATERIAL: Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

EVALUATION CRITERIA: Evaluations will be based on the criteria listed below:

- Experience of firm with similar projects;
- Experience of proposed project team and key team members;
- Overall quality of statement of qualifications; and,
- Proposals within budget restrictions and timeframes.

QUESTIONS: Questions regarding this project may be directed to Aaron Garcia via e-mail at 1712fiesta@comcast.net.

CONTRACT NEGOTIATION: Santa Fe Fiesta, Inc. reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract.

ATTACHMENT "A"

Fiscal Audit SCOPE OF SERVICES

PROJECT OBJECTIVE

This project will result in the annual fiscal audit of the Santa Fe Fiesta Council for the period of January 1, 2011 – December 31, 2011.

Contractor must be able to provide a fiscal audit of the finances of the Santa Fe Fiesta Council as well as all tax document preparation for filing and preparation and issuance of 1099 forms to all necessary parties. Contractor will be provided upon award of contract all necessary documents, reports and necessary information to complete and report on the finances of the organization.

The contractor shall be responsible for the following:

- Field work will be scheduled as appropriate in this case and the number of trips to offsite locations is not limited in number.
- The Financial statement will be completed by May 15, 2012.
- Conduct an annual audit to the general membership and report results of said review or audit of all physical properties and assets and reports results to the Board of Directors no later than May 15, 2012.
- Audit Monthly Financial Reports.
- Tax preparation – Form 990.
- Preparation and mailing of 1099 forms.
- Experience and working knowledge of Quick Books Pro 2004 or newer.
- Must follow accepted General Accounting Principles. Audit will be conducted in accordance with auditing standards generally accepted in the United States of America.

PROJECT DESCRIPTION

This project will require the following as minimum requirements:

- Knowledge of General Accounting Principles & General Auditing Standards.
- Knowledge and experience preparing IRS and necessary tax documentation for Non-Profit entity.
- Work with designated personnel on the Santa Fe Fiesta, Inc. organization for implementation of traffic control plan.

ITEMS FURNISHED BY THE SANTA FE FIESTA COUNCIL INC.:

- All necessary fiscal documentation needed for audit (General ledger, financial statements, etc...).
- Contact information for designated personnel having oversight of services.
- Access to Santa Fe Fiesta, Inc. personnel to ask questions.