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DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

DHSEM – Responses to Offeror Questions

1. **What was the audit team composition with the current auditor (team size, members)?**
We do not have exact records of the audit team composition from the current auditor. However, based on our observations and interactions, the audit team typically consisted of approximately 2 to 4 members.
2. **What were the total hours and fees proposed the last time the DHSEM issued an RFP for the same services?**
Hours and fees were not published as part of the previous RFP, and no official record of the proposed amounts is available. In past RFP's. Last two audit contract totals excluding GRT were \$89,440.00 and \$93,288.00.
3. **Are the audits conducted remotely, using a hybrid model, or in-person full-time? Is the DHSEM open to audits being performed remotely?**
Audits have generally been conducted using a hybrid model, combining remote work with on-site visits as necessary. DHSEM is open to remote audit procedures, provided communication and performance standards are maintained.
4. **Have there been recent changes in key personnel in any of the DHSEM's accounting/finance functions or are there changes known for the future (retirements)?**
There have been recent personnel changes and additional transitions may occur as part of normal organizational adjustments. No major or disruptive changes are currently anticipated.
5. **What do you like about your current auditing experience? What do you wish you could change about your current auditing experience?**
We have been generally satisfied with our previous auditors and have not encountered significant issues. Clear, open communication throughout the audit process is what we value most. If any improvements were desired, it would be enhanced consistency and timeliness in updates.
6. **Is there anything specifically that you are looking for in a potential new professional services firm?**

We are seeking a firm that emphasizes clear, consistent communication and keeps us well-informed throughout all stages of the audit.

7. **Who are the individuals to oversee the preparation of the financial statements and accrual conversion entries? What is their level of experience and expertise?**

The CFO will be the primary individual responsible for overseeing the preparation of financial statements and accrual conversion entries. Additional staff will be identified and introduced to the selected firm as appropriate.

8. **When are trial balances typically available?**

Preliminary trial balances become available following year-end closing procedures set by the Department of Finance and Administration (DFA). Fully adjusted trial balances are generally available within 30 days after the system close.

9. **What is the desired timeline for the audits?**

Interim audit procedures are expected to begin shortly after the contract award. Final audit deliverables must be submitted to the Office of the State Auditor by **November 26, 2025**.

10. **Does the DHSEM expect any significant changes in the accounting system or other systems relevant to financial reporting during the contract term?**

No significant changes to the accounting or financial reporting systems are expected during the contract term.

11. **Is the majority of supporting documentation maintained electronically (e.g., PDF), such as checks, vendor invoices, cash receipts, timecards, personnel files?**

Yes, the majority of supporting documentation is maintained electronically, primarily in formats such as PDF.

12. **Does the DHSEM use service organizations? Examples include payroll processors, workers' compensation or medical claims processors, hosted data centers, cloud service providers, and managed security providers. If so, approximately how many and for which transaction cycles?**

DHSEM handles most transactions internally. While state-level oversight agencies may utilize external service providers, DHSEM itself does not directly engage third-party service organizations for functions like payroll, claims, or transaction processing.

13. **Are there any significant changes in operations expected for the contract term?**

No significant operational changes are anticipated during the contract period.

14. **What accounting, financial reporting, and other information technology systems does DHSEM use? Does DHSEM have an inventory management system?**

DHSEM uses the **SHARE** system for accounting and financial reporting. For inventory management, DHSEM uses the **Equip** system.

15. **The Table of Contents of the RFP lists "Performance Surety Bond" on page 26 and "Performance Bond" on page 28; "Performance Surety Bond" is listed on page 21. However, "Performance Bond" is not defined within the RFP. Please clarify what is required for the "Performance Surety Bond."**

"Performance Bond" and "Performance Surety Bond" are used interchangeably in this RFP. A **letter of surety** from a licensed bonding agency will be sufficient to meet this requirement.

16. **Table of Contents states "V. B. 4. B.4 Desirable Specifications (see table)", "Desirable Specification" is not listed in the table which is on page 26. Does that category have a point value or is it Pass/Fail?**

This has been addressed through an official amendment. “Desirable Specifications” were not scored but for clarity added them into the scoring matrix.

17. **In the event the responses are not issued on Monday, May 26, would the deadline for proposals be delayed by a comparable timeline? (For example, if the response to written questions is May 27, would the proposal be due on May 31?)**

The current RFP posting is the second issuance after the first round did not result in a selection. Due to limited time available for evaluation and award, the **proposal deadline will not be extended**. If no acceptable proposals are received by the deadline, the RFP will be reposted.