



Purchasing Services Office

801 Leroy Place
Socorro, NM 87801
(575) 835-5886

Letter of Addendum

TO: All Offerors

FROM: Meradeth Montoya, Assistant Director of Purchasing

DATE: 4/4/2025

RE: RFB Number: RFP#2503016C- Amendment No. 1
Commodity: Audit Services

Please Note: This amendment is issued to amend the RFP as detailed below

- Q1) Please provide prior year fees by engagement broken down by area as detailed in section 15.6 of the RFP. Also please provide any additional fees paid in relation to these engagements.
- A1) Project budget-related information is not included in this RFP.
- Q2) Section 4.1.1 discusses results of reference checks, how many references are required for this proposal?
- A2) A minimum of three, with university experience preferred.
- Q3) What is the Institute's preferred timeline?
- A3) June 1 through October 31 with submission to the state auditor's office prior to the due date. Also required is a presentation later after the audit is approved and printed to the board of regents.

Q4) Section 4.2 says that the price portion should remain sealed? Do you need two separate documents – one technical, one fee – to be submitted?

A4) There should be two separate documents; the price quote in 15.6 should be included in a sealed envelope.

ALL OFFERORS ARE REQUIRED TO CONFIRM THE RECEIPT OF THIS AMENDMENT IN THEIR RESPONSE.
ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN UNCHANGED.