



Purchasing Services Office

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

Letter of Addendum

TO: All Offerors

FROM: Meradeth Montoya, Associate Director of Purchasing

DATE: 4/6/2026

RE: RFP Number: RFP26030026- Amendment No. 2
Commodity: Audit Services

Q1: On page 3, section 1.5, which states the offer must be delivered to the Purchasing Services Office and notes the office is closed from 12:00 p.m. to 1:00 p.m., can you please clarify what the recommended “last safe” time is for a courier to arrive on the due date?

A1: Offerors are responsible for coordinating with their selected courier to ensure timely delivery prior to the submission deadline. NMIMT recommends confirming delivery schedules directly with the courier to avoid delays.

Q2: On page 4, section 1.13, which requires tabs for each SOW designation, should the technical proposal strictly mirror the numbering in the Statement of Work, or is there a separate Evaluation Criteria section to follow?

A2: Proposers should organize their technical proposal based on the evaluation criteria outlined on page 5 of the RFP.

Q3: On page 4, section 1.13, which requires the cost section in a separate, sealed envelope, should the cost data on the thumb drive be placed in a separate folder, or is a separate physical drive required to ensure a blind evaluation of the technical proposal?

A3: Yes. The cost data on the thumb drive should be separated from the technical proposal to preserve the blind evaluation process.

Q4: On page 5, section C, regarding plans for using agency staff, including internal auditors, does the internal audit department perform testing over key internal controls, and if so, is that work available for external auditor reliance under auditing standards?

A4: Currently, NMT does not have an internal auditor.

- Q5:** On page 11, section 15.4, please clarify whether financial statement preparation is required only for the initial contract year or whether pricing should assume both auditor prepared and Institute prepared financial statements for renewal years.
- A5:** Financial statement preparation is required for all years proposed. FY 2025 has already been completed and is not required under this solicitation.
- Q6:** On page 11, sections 15.1 through 15.2, for planning purposes, please provide historical information on the number of federal programs, major programs, and expected clusters subject to Single Audit testing.
- A6:** NMIMT currently administers sixteen (16) federal programs, including funding from the Department of Defense, Department of Energy, NASA, National Science Foundation, Department of the Interior, Department of Transportation, Department of Health and Human Services, Department of Agriculture, Economic Development Administration, Department of Labor, Department of the Treasury, Student Financial Assistance, Department of Education, Small Business Administration, National Endowment for the Arts and Humanities, and Department of Homeland Security. Major programs include two (2) programs: the Student Financial Assistance Cluster and the State and Local Homeland Security National Training Program. Expected clusters subject to Single Audit testing include three (3) clusters: the Research and Development Cluster, Student Financial Assistance Cluster, and TRIO Cluster.
- Q7:** On page 5, section 4.1.1, please clarify whether NMIMT maintains an internal audit function and whether proposers are permitted to rely on internal audit work in accordance with professional standards.
- A7:** NMT does not maintain an internal audit function at this time.
- Q8:** On page 7, section 5.11, please confirm whether the listed insurance requirements apply uniformly to professional audit services or whether adjustments are permitted.
- A8:** The insurance requirements are part of a standard boilerplate RFP and apply uniformly. However, Offerors may request adjustments, which will be reviewed by the Institute.
- Q9:** On pages 4 through 6, sections 1.13 and 4, the RFP does not include a dedicated section outlining the required proposal format or response structure. Please confirm whether NMIMT prefers proposers to organize their technical proposals following the Evaluation Criteria set forth in Section 4, with narrative responses aligned to Sections I through IV, or whether an alternative format is preferred.
- A9:** NMIMT prefers proposers to organize their technical proposals based on the evaluation criteria outlined on page 5 of the RFP.
- Q10:** Please provide the audit fees for FY 2024 and FY 2025 and indicate whether those amounts include any fee overruns or amendments.
- A10:** There were no fee overruns. Additional fees were required in FY 2025 due to delays related to Uniform Guidance. FY 2024 additional fees were related to increased audit work for patents associated with the Research Park.

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