

# Hobbs Municipal Schools

Central Office 1515 East Sanger P.O. Box 1030 Hobbs, New Mexico 88241 575-433-0100 Fax: 575-433-0142



Hobbs High School  
433-0200

Alternative Learning Center  
433-0226

Freshman High School  
433-1100

Highland Jr. High  
433-1200

Houston Jr. High  
433-1300

Broadmoor Elementary  
433-1500

College Lane Elementary  
433-2600

Coronado Elementary  
433-2300

Edison Elementary  
433-1600

Jefferson Elementary  
433-1700

Mills Elementary  
433-2400

Sanger Elementary  
433-1800

Southern Heights Elementary  
433-1900

Stone Elementary  
433-2500

Taylor Elementary  
433-2000

B.T. Washington Elementary  
433-2100

Will Rogers Elementary  
433-2200

Nutritional Services  
433-0220

Federal Programs  
433-0400

Dalton Tabor Office Complex  
433-0600

Jenkins-Nunan Center  
433-0025

Warehouse/Maintenance  
433-1728

## Addendum No. 1 RFP # 2324-16

April 2, 2023

Prospective Proposers and all concerned are hereby notified of the following changes in the Request for Proposals documents for the above-listed RFP. These changes shall be incorporated in and shall become an integral part of the RFP documents.

- 1. Page 5 section J - date of Audit Rule was left off as HMS had not received the official Audit Letter. Please see attached official letter from Office of State Auditor.**

If you have any questions, please contact us.

Sincerely,

Jessica Munoz Alvarado  
Accounting Manager/CPO  
575-433-0100  
[alvaradoj@hobbsschools.net](mailto:alvaradoj@hobbsschools.net)

Please return a signed copy of this addendum notice with your RFP.

X: \_\_\_\_\_

Date: \_\_\_\_\_



## State of New Mexico Office of the State Auditor

### SENT VIA EMAIL

Agencies and Local Public Bodies  
Subject to the Audit Act

*Re: Notification- Contracting for Audit or Agreed-Upon Procedures Services for Fiscal  
Year 2024*

Dear Agencies and Local Public Bodies subject to the Audit Act,

In accordance with the Audit Act, NMSA 1978, Sections 12-6-1 through 12-6-14, and the Audit Rule, 2.2.2 NMAC, the Office of the State Auditor (OSA) hereby notifies the agencies whose audits will not be conducted directly by the OSA to seek proposals for audits of Fiscal Year 2024. The Audit Rule and the audit contracts reflect the OSA's continued focus on production of a timely statewide Annual Comprehensive Financial report, increased accountability, and enhanced accessibility to audit results.

As a reminder, all agency audit and agreed upon procedure contracts must be submitted through the OSA-Connect portal ([www.osa.nm.gov](http://www.osa.nm.gov)). All local public bodies that fall under the tiered system must submit a certification or contract for an agreed-upon procedures engagement through OSA-Connect. The deadlines for all agencies to submit a draft contract to the OSA using the online OSA-Connect portal are available in Section 2.2.2.8 NMAC of the Audit Rule. Agencies and IPAs must ensure contract recommendations are approved prior to work commencing. The OSA will not process hard copy contracts and will not sign contracts. Each agency's contract will be sent electronically for review and approval. The OSA will transmit an approval or rejection letter to each agency, and if approved, the agency will obtain the necessary signatures. After the contract has been signed, the agency must upload the fully executed version in the OSA-Connect portal. Contracts will be processed in the order they are submitted. To obtain access to OSA-Connect to process contracts, please contact Bernadet Martinez at [bernadet.martinez@osa.nm.gov](mailto:bernadet.martinez@osa.nm.gov) or (505) 476-3800.

Through the OSA's annual review of IPA firms, IPAs may be restricted regarding governmental audit work in the State of New Mexico under the Audit Rule. It is the responsibility of each IPA to contract in accordance with any restrictions and notify existing or potential clients of restrictions exist.

The following items are on our website at [www.osa.nm.gov](http://www.osa.nm.gov):

- **Progress Billing Form** – Please copy the form onto your IPA letterhead for use in progress billing pursuant to 2.2.2.8(M)(3) NMAC.
- **List of Approved IPAs** – This list includes IPAs who submitted firm profiles and were approved by the OSA to conduct financial audits and/or agreed upon procedures engagements. Inclusion on this list does not mean in every instance that an IPA is free from restriction.

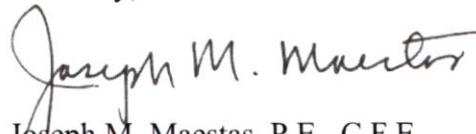
For delivery and release of audit reports, the OSA requires submission of an electronic copy of the draft report, management representation letter, and the IPA review guide. The OSA requires submission of **final** audit reports or **final** AUP reports through the OSA-Connect portal.

Please submit correspondence to the following e-mail or physical address:

Office of the State Auditor  
2540 Camino Edward Ortiz, Suite #A  
Santa Fe, New Mexico 87507  
[Bernadet.martinez@osa.nm.gov](mailto:Bernadet.martinez@osa.nm.gov)

Thank you and do not hesitate to contact the OSA with any questions.

Sincerely,



Joseph M. Maestas, P.E., C.F.E  
New Mexico State Auditor

Cc: Ricky Bejarano, Deputy State Auditor  
Andréa Salazar, General Counsel