



***Doña Ana Mutual Domestic Water Consumers Association***  
***Mailing Address: P.O. Box 866 • Doña Ana, NM • 88032***  
***Physical Address: 5535 Ledesma Dr • Las Cruces, NM 88007***  
***(575) 526-3491 Office • (575) 526-9306 Fax***

May 17, 2021

Subject: Request for Audit Proposal  
To: All Proposals  
From: Doña Ana Mutual Domestic Water Consumers Association

The Doña Ana Mutual Domestic Water Consumers Association will be accepting audit proposals from Certified Public Accountants for providing audit services of the financial records of the Doña Ana Mutual Domestic Water Consumers Association for a period of two years (2020 – 2021 and 2021 – 2022 years). The term of the contract shall be one year with the option to extend the contract for one additional year at the same price, terms, and conditions as stated in the original proposal. Either party may terminate the contract or proposal for the remaining years.

The sealed proposals are to be delivered no later than **2:00 P.M., May 28, 2021,**

***Doña Ana Mutual Domestic Water Consumers Association***  
***Attn: Jennifer J. Horton, Executive Director***  
***PO Box 866 Dona Ana, NM 88032(mailing) or***  
***5535 Ledesma Drive, Las Cruces, NM 88007 (physical)***

Any proposal received after the above-stated time and date will be returned unopened. **PLEASE MARK OUTSIDE OF ENVELOPE- AUDIT PROPOSAL. The proposals will be opened at 2:00 P.M. on May 28, 2021 at 5535 Ledesma Drive, Las Cruces, NM 88007.** Proposals will not be accepted by fax or email.

Audit is to be performed in accordance with generally accepted auditing standards, rules, and regulations of the New Mexico State Auditor. Audit must be completed in a timely manner according to deadline set by the State Auditor. Audit is to be conducted by personnel that have experience in auditing special district financial statements.

Please refer to the Audit Rule 2009,2.2.2 NMAC from the State Auditor's Office of the State of New Mexico.

We would ask that the Auditor conducting the annual audit be available in the event that the Doña Ana Mutual Domestic Water Consumers Association Board of Directors requested their presence at a public meeting. The Doña Ana Mutual Domestic Water Consumers Association Board of Directors may participate in the district's audit exit conference.

The Doña Ana Mutual Domestic Water Consumers Association reserves the right to reject any or all proposals when it is in the best interest of the Association. The contract will be awarded based on what is most advantageous to Dona Ana Mutual Domestic Water Association. Please include a list of the last three special districts audited.

The Doña Ana Mutual Domestic Water Consumers Association will require the IPA to prepare the Financial Statements and Federal Tax Return as part of the Audit contract.

We propose to do the audit as required by above specifications for the Doña Ana Mutual Domestic Water Consumers Association for the total sum of: \$\_\_\_\_\_ that includes all the funds and grants.

Below is a breakdown of that cost:

	Hours	Cost
Financial Statement Audit	_____	_____
Financial Statement Preparation	_____	_____
Single Federal Audit	_____	_____
Federal Tax Return	_____	_____
Gross Receipts Tax	_____	_____
Total	_____	_____

Signature \_\_\_\_\_

Name of Firm \_\_\_\_\_

Address & Phone \_\_\_\_\_