

STATE OF NEW MEXICO  
CRIME VICTIMS REPARATION COMMISSION

MICHELLE LUJAN GRISHAM  
GOVERNOR



FRANK ZUBIA  
DIRECTOR

**THE CRIME VICTIMS REPARATION COMMISSION IS SOLICITING BIDS FOR  
THE FISCAL YEAR ENDED 2023 AGENCY AUDIT**

**Invitation to Bids (ITB): #24-780-P706-00900**

The Crime Victims Reparation Commission (CVRC) is a State Agency located at 6200 Uptown Blvd. NE, Suite 210 in Albuquerque, New Mexico 87110. This agency is responsible for the processing of crime victims requests for financial assistance and reimbursements. Our agency also administers state and federal grants, which includes:

Services, Training, Officers and Prosecutors (STOP) Violence Against Women Act (VAWA) and the Sexual Assault Services Program (SASP) Formula Grants from the Office of Violence Against Women (OVW)

Victims of Crime Act, VOCA Victim Assistance Formula Grant, VOCA Victim Compensation Formula Grants and Discretionary grants which are federally funded programs from the Office for Victims of Crime (OVC)

**GENERAL CRITERIA**

We are in need of a Financial Statement Audit, Federal Single Audit and Financial Statement Preparation service. Due to increased agency budget audit fee is negotiable. The proposal award may be utilized for multiple years; however, the term of the contract is for one year.

**SCOPE OF WORK**

Scope of work is outlined in the Public Finance, 2.2.2 NMAC Audit Rule 2023 Requirements for Contracting and Conducting Audits of Agencies. Audit Guidelines can be found on Office of the State Auditor website: <http://www.saonm.org/>

**COST OF AUDIT:**

1. Financial Statement Audit	_____ Hours	\$ _____
2. Federal Single Audit	_____ Hours	\$ _____
3. Financial Statement Preparation	_____ Hours	\$ _____
4. Other (specifically identify)	_____ Hours	\$ _____
Sub-Total		\$ _____
Gross Receipt Tax		\$ _____
Total Compensation		\$ _____

**BID DUE: May 17, 2023 at 4:00PM Mountain Standard Time**

***ELECTRONIC-ONLY BID SUBMISSION***

**DELIVERY INSTRUCTION:** One (1) electronic version sent to: [cvrc.admin@state.nm.us](mailto:cvrc.admin@state.nm.us)

**AGENCY CONTACT:** Cindy Mok, (505) 795-4653

**BIDS RECEIVED AFTER THE DEADLINE ARE DEEMED NON-RESPONSIVE.**

All bids will be date and time stamped as they received electronically. A record will be kept of the names and submittals times of all IPAs who submit bids. Any late bids will not be opened and will be recorded as received late.

**DEADLINE DATE IS WEDNESDAY, MAY 17, 2023 AT 4:00PM  
MOUNTAIN STANDARD TIME**