

**LEGAL NOTICE**

**REQUEST FOR PROPOSALS  
ACCOUNTANT (PART-TIME)  
FLOOD CONTROL AUTHORITY**

The Eastern Sandoval County Arroyo Flood Control Authority (ESCAFCA) requests competitive sealed proposals for an Accountant on a contractual basis.

The solicitation documents, which include criteria for selection, scope of work and any additional information, can be obtained via the ESCAFCA website at [www.escafca.com](http://www.escafca.com), or by calling [505] 771-7110.

If mailed, sealed proposals must be submitted to ESCAFCA Secretary Ida Fierro, c/o Town of Bernalillo, PO Box 638, Bernalillo, NM 87004; or via email in pdf format to [dwelch@escafca.com](mailto:dwelch@escafca.com) no later than 4:00 p.m., local time, on Thursday October 19, 2017.

Dated this   10   day of October, 2017



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Larry A. Blair, P.E.  
Executive Engineer  
ESCAFCA

**EASTERN SANDOVAL COUNTY ARROYO FLOOD CONTROL AUTHORITY  
(ESCAFCA)  
ACCOUNTANT (PART-TIME)  
REQUEST FOR PROPOSALS**

A. CRITERIA FOR SELECTION AND WEIGHT TO BE GIVEN.

1. Education and training, and knowledge/experience of the firm/ individual(s) relating to local government accounting/bookkeeping, as required by the NM Department of Finance and Administration Local Government Division [DFA-LGD] , and experience with software systems acceptable to DFA-LGD, or the ability to adapt quickly is critical. CPA desirable. – 40 points.
2. Ability to advise and assist ESCAFCA in relation to Scope of Work shown below – 40 points.
3. Price [hourly rate]– 20 points.

B. SCOPE OF WORK/SCHEDULE OF DUTIES.

1. The Authority has estimated that these services will require 8 hours per month, but this time may vary both up or down as the need arises.
2. Receive approved invoices from the ESCAFCA Administrator and/ or Executive Engineer and prepare checks for signature from appropriate checking accounts. (Estimated 8 checks per month), plus prepare payment requisitions for submittal to New Mexico Finance Authority (Estimated 4 per month).
3. Receive and reconcile bank statements each month.
4. Prepare financial statements each month for each account, for review by the ESCAFCA Board at its regular meeting.
5. Maintain necessary records for audit purposes.
6. Respond to inquiries/reports from other agencies, such as IRS, Department of Labor, etc.
7. Terms of the contract shall be for one (1) year, but may be extended or renewed yearly for three (3) additional years.
8. Payment under the ESCAFCA contract shall not exceed \$10,000 per year, without prior written approval from the ESCAFCA Board of Directors.

C. SUBMITTAL INFORMATION

1. If mailed, one original of the proposal must be received no later than 4:00 p.m. on Thursday, October 19, 2017 in a sealed envelope addressed to:

ESCAFCA Secretary Ida Fierro  
c/o Town of Bernalillo  
PO Box 638  
Bernalillo, New Mexico 87004

The envelope should clearly indicate: ESCAFCA Accountant

If delivered, proposal shall be addressed to same at 829 Camino del Pueblo, Bernalillo, NM 87004.

Alternatively, the proposal may be submitted electronically in pdf format to [dwelch@escafca.com](mailto:dwelch@escafca.com).

2. Proposal shall be limited to two (2) pages, and shall address the CRITERIA FOR SELECTION outlined in A, above.

A completed Campaign Contribution Disclosure Form [CCDF] must also be submitted. It is available on the ESCAFCA website as part of this Request for Proposals

3. ESCAFCA reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
4. Proposals will be reviewed by a Selection Advisory Committee appointed by the ESCAFCA Board Chair . Interviews may or may not be conducted with all or some of the firms submitting proposals.
5. Discussions and negotiations may be conducted with reasonable offerors, but proposals may be accepted without such discussion and negotiation.

- D. The Procurement Code, NMSA 1978, SS 13-1-28 through 13-1-199 (1984 as amended) imposes civil and criminal penalties for its violation. In addition, the New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

- E. Questions may be referred to Larry Blair, Executive Engineer, at 505-249-1035.

ESCAFCA

CAMPAIGN CONTRIBUTION DISCLOSURE FORM  
PROSPECTIVE CONTRACTOR

NAME: \_\_\_\_\_

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250.00) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

**THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBERS, OR THEIR REPRESENTATIVES HAVE MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other

thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**"Family member"** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of:

- (a) a prospective contractor, if the prospective contractor is a natural person; or
- (b) an owner of a prospective contractor.

**"Pendency of the procurement process"** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**"Prospective contractor"** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

**"Representative of a prospective contractor"** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

For the purposes of this procurement, the applicable public officials are the ESCAFCA Board of Directors named below:

Sal Reyes, Chairman  
P O Box 386  
Algodones NM 87001

Jack Torres  
579 Calle Rio Grande  
Bernalillo, NM 87004

Leroy Lovato  
P O Box 714  
Bernalillo NM 87004

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By:

Relation to Prospective Contractor:

Date Contribution(s) Made:

Amount(s) of Contribution(s)

Nature of Contribution(s)

Purpose of Contribution(s)

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

Date

Title (position)

— OR —

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250.00) WERE MADE to an applicable public official by me, or my family members or my representatives.

\_\_\_\_\_  
Signature

Date

Title (position)