CITY OF SANTA FE

The Purchasing Memo

Date: November 5, 2026

To: Governing Body and Finance Committee

From: Destiny Duran, Finance Administrative Manager

Via: Monica F. Maestas, Finance Director

Matthew T. Bonifer, Accounting Officer

Subject: Professional Services Agreement for Audit Services

Vendor Name: Carr, Riggs, & Ingram, LLC

Munis Vendor Number: 9560

ITEM AND ISSUE:

Finance respectfully requests your review and approval of an amendment to contract number 3260455 with Carr, Riggs, & Ingram, LLC for Professional Services Agreement for Audit Services. Amendment number two in by The Office of the State Auditor (OSA) hereby provides direction for separating the Single Audits from Financial Audits due to the delayed issuance of a Final Version of the 2026 Uniform Guidance by the Federal Government. Any audit contract that requires a separate single audit will also require a contract amendment to break the one-cover report into two separate reports. This communication is intended to assist with the contract amendment process in the OSA Connect system. Important considerations for a compensation increase to the original contract amounts include (but are not limited to):

- Separate Management Representation Letters for each report.
- Two exit conferences.
- Agency requests for second presentation at a public meeting.
- Updated report language.
- Professional standards requirements for dual-dated reports.

Fee and hour section changes:

There is no need to update the fee and hour breakdown section of the contract if there is no change to compensation. If there is a change to compensation update the fee and hours section of the contract as follows:

Delete the original Fee and Hour Breakdown Section in its entirety and:

Replace this section with the

Original financial statement audit fee and hours

Original financial statement preparation fee and hours

Updated single audit fee and hours;

Original Other allowed non-audit services (if any)

Original Component Units fee and hours (if any)

Original Other fee and hours (if any)

Updated gross receipts tax; and **Updated total.**

The only amounts that will change from the original contract are those costs associated with the single audit. All other amounts should stay the same. Keep the updated cost of the single audit on the "single audit" row, do not include this in the "other" row.

CONTRACT NUMBER:

The FY26 Munis contract number is 3260455.

BACKGROUND AND SUMMARY:

The City of Santa Fe is required to engage an IPA (Independent Public Accountant) to conduct an annual financial audit in accordance with the Audit Rule 2.2.2 NMAC. This includes review of the internal controls and compliance requirements applicable to the City of Santa Fe, Santa Fe Solid Waste Management Agency, and the Audit Rule (Section 2.2.2.1 NMAC et. Seq.)

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: General Fund/Fund 100

Munis Org Name/Number: Accounting/1000142

Munis Object Name/Number: Audit Services/510330

Budget Officer / Designee: _____ **Date:** Nov 6, 2026

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-111, RFP

Request for Proposals (RFP) - A Request for Proposals (RFP) was issued in accordance with NMSA 1978, Section 13-1-112 through Section 13-1-117 and applicable procurement regulations. The solicitation was released on **March 14, 2025** and proposals were due on **April 15, 2025.** A total of **3 proposals** was received and evaluated against the published criteria, including performance metrics, technical responses, price, and other relevant factors. Following the evaluation, **Carr, Riggs & Ingram, LLC** achieved the highest overall score and was determined to be the most

advantageous offeror to the City. Accordingly, the award of the contract is recommended to **Carr, Riggs & Ingram., LLC** to provide the requested services.

Chief Procurement Officer (CPO)/Designee: _____ **Date:** Nov 6, 2026

CPO Comment/Exceptions: _____

ATTACHMENTS:
Original contract packet (with previous contract amendments)

Purchasing_Memo_V9_11.5.26 CRI Amendment 2

Final Audit Report 2026-11-06

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By:	ERMINIA TAPIA (emtapia@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAr5NnnSZUTKeBa3Y-O6tK903K5OTnr0Vi
Documents:	Purchasing_Memo_V9_11.5.26 CRI Amendment 2.pdf (3 pages)
Number of Documents:	1
Document page count:	3
Number of supporting files:	0
Supporting files page count:	0

"Purchasing_Memo_V9_11.5.26 CRI Amendment 2" History

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