



**GLOBAL SPECTRUM LP–  
REQUEST FOR PROPOSAL  
AUDITING SERVICES  
FOR THE YEAR ENDING JUNE 30, 2024**

**I PURPOSE**

Global Spectrum LP is requesting a proposal from independent certified public accounting firms to perform a certified audit for the fiscal year beginning July 1, 2023, and ending June 30, 2024, for The Rio Rancho Event Center. The venue is managed by Global Spectrum LP, on behalf of the City of Rio Rancho.

**II BACKGROUND**

The City of Rio Rancho is the owner of the Rio Rancho Event Center. The management and operations of the facility is established under an agreement with Global Spectrum LP. The agreement between the City of Rio Rancho and Global Spectrum LP requires an annual independent audit on the accounts and records kept by Global Spectrum LP for the facility. Management of the facility commenced on April 1, 2009.

**III SCOPE OF ENGAGEMENT**

The Firm will be engaged for the following purposes:

- A. To perform a certified audit of the Rio Rancho Event Center’s financial statements for the year ended June 30, 2024, in accordance with Generally Accepted Auditing Standards (GAAP), the purpose of which is to express an opinion on the accuracy of the financial statements presented in conformity with GAAP.
- B. To provide a management letter with the above reference audit report.
- C. To provide a letter expressing an opinion as to the effectiveness of the internal controls.

The Firm shall provide approximately four (4) bound copies of the audited financial statements and four (4) copies of the management letter.

**IV TERMS AND CONDITIONS**

**Submission of Proposals**

- A. Proposals must be received on or before June 26, 2024.

Rio Rancho Event Center  
3001 Civic Center Circle, NE  
Rio Rancho, New Mexico 87144  
Attention: Felicia Fischer, Director of Finance  
Telephone: (505) 891-7314  
E-mail: [felicia.fischer@oakviewgroup.com](mailto:felicia.fischer@oakviewgroup.com)

B. Questions

1. Submit questions about this request via email or by telephone as noted above by Monday, June 3, 2024.
2. Replies will be provided to all firms by Friday, June 7, 2024.

C. Award

The award of the contract shall be at the sole discretion of the City of Rio Rancho. The contract award term is for one (1) year with the option to extend for four (4) years (June 30, 2024, 2025, 2026, 2027).

V CONTENT AND EVALUATION

Global Spectrum LP will conduct an initial review to establish responsiveness. Responsiveness will be confirmed through determining if the respondent has met all mandatory requirements outlined in this RFP and submitted all required sections on their response. Any submission not in compliance with the mandatory requirements will be deemed “non-responsive”:

- A. Qualifications of the Firm as a whole, and local office specifically and of audit personnel to be assigned to the engagement. Describe the roles of supervisory audit personnel and attach resumes or biographies of each.
- B. A list of five current Audit Clients, including contact names and information.
- C. Provide a general audit plan or approach in conducting the audit and indicate the assistance to be provided by Global Spectrum staff.
- D. Timing and fees for the engagement. Global Spectrum fiscal year ends on June 30, 2024; the audits may be performed in August 2024. Global Spectrum LP must receive final bound copies of the audited financial statements no later than September 30, 2024.
- E. Estimated fees for the audit shall be expressed in terms of estimated hours required to complete the audits for each of the audit personnel multiplied by the respective hourly rates. Out-of-pocket expenses should be listed separately and included in the total estimated fee. Also state a guaranteed not-to-exceed fee for each audited contract year for the next four (4) years.