



**QUESTIONS & ANSWERS TO
REQUEST FOR PROPOSALS**

ASSURANCE AND ADVISORY SERVICES

DATE ISSUED: OCTOBER 4, 2021

DATE OF ANSWERS: OCTOBER 22, 2021

Question: Is there an existing plan for assurance services that would include the departments scheduled/expected to be reviewed in a given year, along with the size/scope of the review (i.e. are there various levels of reviews for assurance services and are they clearly defined?)

Answer: The NMFA is in the process of identifying several key risk areas and programs. This preliminary work will likely be complete early in calendar year 2022. The NMFA anticipates performing between 3 to 5 significant reviews per year, as well as a yearly assurance assessment of its system that is the sub-ledger of record, to include automated functionalities and security roles testing.

Question: In the event that an assurance plan does not exist, should Offerors propose a risk assessment to support the risk-based development of such a plan?

Answer: Although the NMFA does not anticipate requiring assistance with an assurance plan for the coming year, the NMFA would expect the contract resulting from the RFP to have a term of four years. Thus, proposed pricing for assessments in coming years is helpful.

Question: Is there a specific number of hours that should be planned/allocated for advisory services? Similar to the above, if there are known advisory projects, can those be shared at this time to inform our scoping and pricing?

Answer: Although there are not any pre-determined advisory projects at this time, the Assurance and Advisory services will be part of NMFA's effort towards excellence. This means that advisory services will be tailored to assist the NMFA in initiating new programs and improving the process, systems, work-flow and risk management and mitigation measures at the NMFA.

Projects could include assisting with the proper implementation and configuration of its sub-ledger of record and the integration of tools such as Salesforce and others across the NMFA's programs and functions.

The NMFA anticipates at least an equal split between advisory and assurance services, with a likely heavier weighting on the advisory side. This is due in large part to the NMFA being in a state of transition to new tools and functionality, making it more important to properly design and implement these tools – with testing to come later.

Question: Accessibility and availability of individuals assigned is an evaluation area – is this in reference to our ability to dedicate individuals to you at certain points/portions of the year?

Answer: The NMFA seeks a provider with the ability to advise the NMFA across a wide breadth of issues on a timely basis. This would include a combination of structured advisory work, in addition to as needed consulting work. The NMFA anticipates setting up a weekly or bi-weekly call with the selected Offeror. Such call can then be cancelled if not needed. Notwithstanding the above, it is a key consideration that the NMFA be in a position to access advice as needed.

Question: Is there a requirement for work to be performed on-site for all/some portion of the contract duration?

Answer: The NMFA anticipates that most work can and will be performed remotely. That said, there may be portions of projects or instances wherein work or a report should be provided in person.