



## **ADDENDUM NO. 1**

### **RFP No. 2026-003**

### **Assurance and Advisory Services**

**Date: May 06, 2026**

#### **Purpose of Addendum**

This Addendum is issued to clarify the contents of the RFP in response to questions received from a prospective Offeror.

**Question No. 1:** What are the expectations for performance of the work? Any preference as to whether the work is performed virtually, on-site, or a hybrid model? If on-site work is required, what are the expectations?

#### **NMFA Response to Question No. 1:**

The NMFA anticipates a hybrid service delivery model. While certain activities may require on-site presence to ensure effective collaboration and operational continuity, the majority of tasks—including routine work, communications, and reporting—are expected to be performed remotely. This approach provides flexibility while maintaining the high-quality standards required for NMFA operations.

**Question No. 2:** Do you prefer our presentations to be conducted virtually or in person?

#### **NMFA Response to Question No. 2:**

See above.

**Question No. 3:** How many software platforms does NMFA use to manage its financing programs (including the PPRF), the Venture Capital program, and the housing program?

#### **NMFA Response to Question No. 3:**

The NMFA is transitioning its loan servicing and accounting systems to – Fundingio and SageIntacct, along with a its CRM to Salesforce.

**Question No. 4:** Can NMFA provide a preferred timeline for each phase of the work, including project start, completion, and required presentations? The Fee and Cost Schedule section of the RFP mentions a four (4) year commitment to the rate schedule offered. Is the intent of this project to cover multiple fiscal years or does NMFA intend for the project to take place in one (1) fiscal year?

#### **NMFA Response to Question No. 4:**

At a high level, the New Mexico Finance Authority conducts three core activities each fiscal year as part of its established risk-management and oversight framework: completion of the Enterprise Risk Assessment, development of the annual Assurance and Advisory Plan, and execution of the approved Plan. Together, these components form the foundation of NMFA's integrated approach to identifying key risks, prioritizing mitigation efforts, and supporting continuous operational improvement.

**Question No. 5:** Please describe the primary drivers for this scope of work.

#### **NMFA Response to Question No. 5:**

Key program goals include the identification and mitigation of significant risks, fostering a culture of continuous improvement, and ensuring ongoing compliance with applicable standards and requirements.

**Question No. 6:** Has NMFA conducted any prior ERM or internal audit work prior? If so, please describe the nature of the work and whether work was conducted internally or by external parties.

#### **NMFA Response to Question No. 6:**

Yes. The New Mexico Finance Authority conducts an annual Enterprise Risk Assessment (ERA) or an update thereof as part of its established risk-management practices. This work is performed collaboratively with the Internal Auditor and the Operational Excellence Department, ensuring that risk identification, evaluation, and monitoring are aligned with organizational objectives and supported by cross-functional expertise.

**Question No. 7:** Would NMFA be willing to consider extending the deadline by one week to allow responders to thoroughly incorporate NMFA's responses to our questions into our proposal?

#### **NMFA Response to Question No. 7:**

No.

**Question No. 8:** If an extension of the proposal deadline is not possible, would NMFA consider responding to questions on a rolling basis in addition to releasing the addendum on May 13th?

#### **NMFA Response to Question No. 8:**

Complete.

**Question No. 9:** Please describe your current ERM program. For example, what are the key components, what is the governance and leadership around the program, and what do your current ERM activities entail? Please describe how up-to-date and current each component of the program is today.

#### **NMFA Response to Question No. 9:**

Please refer to the responses provided for Questions 4 and 5. In addition, the program maintains a focus on identifying and supporting the management of emergent risks. The Enterprise Risk Assessment (ERA) will require a light refresh in the upcoming fiscal year, and the development or adoption of a more robust risk register and tracking system will be essential to strengthening ongoing risk management efforts.

**Question No. 10:** Does NMFA currently have a Risk Officer or a designated individual responsible for managing the ERM program? If so, please describe the nature of the role and responsibilities.

#### **NMFA Response to Question No. 10:**

The NMFA's Chief Risk Officer oversees all aspects of the program, reporting directly to the CEO and Audit Committee.

**Question No. 11:** Do you currently use a risk management application or tool to manage your ERM program and catalog risks? If so, please describe.

**NMFA Response to Question No. 11:**

The NMFA currently utilizes Microsoft 365 tools but is open to considering upgraded technology.

**Question No. 12:** Does NMFA have a completed enterprise risk register today? If so, are risks documented, scored, analyzed, and prioritized? How current is the risk register?

**NMFA Response to Question No. 12:**

See answer to Question 9. Risks are documented, scored, analyzed and prioritized.

**Question No. 13:** How would you describe the maturity of your ERM program in relation to the services you are requesting? Are you looking for external guidance to mature and strengthen your existing program, or are you looking for assistance in establishing and executing your ERM program? Please provide additional information and context.

**NMFA Response to Question No. 13:**

Although the program is still in its early stages, the New Mexico Finance Authority is seeking a partner focused on executing the established requirements rather than redefining them. Nonetheless, NMFA recognizes that continuous improvement is essential, and constructive recommendations that strengthen program performance are always welcome.

**Question No. 14:** Could you please elaborate on your expectations as they relate to the first bullet point of section 1.2 in the Scope of Procurement outlined in the RFP, which states, "Continuously monitor internal and external environments for new or evolving risks." Are you looking for risk scanning services, the consultant to conduct periodic risk assessments, or assistance in establishing internal processes for ongoing risk management practices in your organization?

**NMFA Response to Question No. 14:**

Assistance in ensuring that effective ongoing risk management practices are in place.

**Question No. 15:** Could you please provide additional detail on NMFA's needs related to the third bullet point of section 1.2 in the Scope of Procurement outlined in the RFP, which states, "Provide timely analysis of emerging risk trends relevant to the organization's mission and operations"?

**NMFA Response to Question No. 15:**

Assistance in ensuring that risk trends are appropriately categorized, triaged and mitigated.

**Question No. 16:** Does NMFA currently have an internal audit program? If so, please describe the nature of the program, individuals involved, and how current information may be.

**NMFA Response to Question No. 16:**

See answers to questions 4, 5 and 6.

**Question No. 17:** Does NMFA currently conduct internal or external audits on existing controls, policies and procedures? If so, please describe the nature and extent of these efforts, and if they are conducted by internal or external parties.

**NMFA Response to Question No. 17:**

As part of the Annual Assurance and Advisory Plan, such audits are generally performed by the Internal Auditor.

**Question No. 18:** Regarding Scope 1.3 Assurance Activities, has NMFA established the scope of the audits and risk reviews required, or will the selected vendor be responsible for this?

- a. Is NMFA looking for the selected vendor to also perform and execute the internal audits identified?

**NMFA Response to Question No. 18:**

The selected vendor will support NMFA in performing the Enterprise Risk Assessment (ERA), which serves as the foundation for identifying priority risk areas each fiscal year. Following completion of the ERA, significant risks are incorporated into the Annual Assurance and Advisory Plan for further evaluation. NMFA conducts audits to assess the adequacy and effectiveness of internal controls and business processes, ensuring that identified risks are appropriately mitigated. The selected vendor is expected to perform the audit work in collaboration with NMFA staff.

**Question No. 19:** Regarding Scope 2.2 Business Process Improvement, has NMFA identified the scope of workflows for the selected vendor to evaluate?

**NMFA Response to Question No. 19:**

Consistent with the prior question, NMFA relies on the Enterprise Risk Assessment (ERA) and ongoing emergent-risk monitoring to identify and prioritize key risk areas. For areas of elevated concern, NMFA may elect to perform an assurance engagement to test the design and operating effectiveness of existing processes and controls, or alternatively, pursue advisory support – to process improve – namely strengthen or redesign processes where controls are still developing or not yet mature.

**All Other Provisions Unchanged**

Except as specifically stated in this Addendum, all terms, conditions, and requirements of the RFP remain unchanged.

**Acknowledgement of Addenda No. 1:**

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_