

APPENDIX A

ORGANIZATIONAL REFERENCE QUESTIONNAIRE

The New Mexico Mortgage Finance Authority, as part of the RFP process, requires Offerors to submit a minimum of three (3) business references as required within this document. The purpose of these references is to document Offeror's experience relevant to the scope of work in an effort to establish Offeror's responsibility.

Offeror is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the Reference Form by email directly to: Yvonne Segovia, Controller, MFA at ysegovia@housingnm.org by **May 17, 2019 at 4:00 p.m.** for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal. Business references provided may be contacted for validation of content provided therein.

EXTERNAL AUDIT SERVICES RFP

ORGANIZATIONAL REFERENCE QUESTIONNAIRE FOR:

OFFEROR'S NAME:	
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This form is being submitted to your company for completion as a business reference for the company named above. This form is to be returned to the New Mexico Mortgage Finance Authority via e-mail at:

Name: Yvonne Segovia, Controller
 Address: 344 4th St. SW
 Albuquerque, NM 87102

Telephone: (505) 767-2253
 Fax: (505) 243-3289
 E-mail: ysegovia@housingnm.org

No later than **May 17, 2019 4:00 p.m.**, and must **NOT** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the Controller listed above.

Company providing reference:	
Contact name and title/position:	
Contact telephone number:	
Contact e-mail address:	
Description of services provided:	
Dates services provided (starting and ending):	
Total Revenues:	\$
Total Assets:	\$

- How would you rate the timeliness of the audit work conducted and the reports provided?
 ____ (3=Excellent 2=Satisfactory 1=Unsatisfactory 0=Unacceptable)
 COMMENTS:

- How would you rate how the work was planned and executed?

____ (3=Excellent 2=Satisfactory 1=Unsatisfactory 0=Unacceptable)
COMMENTS:

3. How would you rate the accounting knowledge and the technical expertise demonstrated?
____ (3=Excellent 2=Satisfactory 1=Unsatisfactory 0=Unacceptable)
COMMENTS:

4. How would you rate the level of staff support or auditor training required?
____ (3=Excellent 2=Satisfactory 1=Unsatisfactory 0=Unacceptable)
COMMENTS:

5. Who was the principal representative/Manager and on-site Supervisor involved in your audit and how would you rate them individually? Please comment on skills, knowledge, behaviors or other factors on which you based the rating?
____ (3=Excellent 2=Satisfactory 1=Unsatisfactory 0=Unacceptable)

Name: _____ Rating: _____

Name: _____ Rating: _____

COMMENTS:

6. With which aspect(s) of this Offeror's services are you most satisfied?
COMMENTS:

7. With which aspect(s) of this Offeror's services are you least satisfied?
COMMENTS:

8. Would you recommend this Offeror's services?
COMMENTS: