

**2018-19 SUPERINTENDENT**  
**Ms. Elaine Romero**  
[elaine.romero@mesavista.org](mailto:elaine.romero@mesavista.org)

## *Mesa Vista Consolidated Schools*

*District No. 6*

*P.O. Box 309*

*Ojo Caliente, NM 87549*

*Telephone: (505) 583-2645*

*Fax No.: (505) 583-2815*



"Where Our  
Children Come  
First!"

### **BOARD OF EDUCATION**

Mr. Marvyn Jaramillo, President  
Mrs. Kisha Maestas, Vice-President  
Mr. Moises Pena, Secretary  
Mr. John Garcia, Member

May 9, 2018

Greetings,

The Mesa Vista Consolidated Schools is inviting qualified entities whom are willing to provide financial services for the District beginning June 1, 2018 and ending on June 30, 2019.

Interested parties are invited to provide a written quote inclusive of the scope of service requirements listed below for the 13 months of services beginning June 1, 2018 and ending on June 30, 2019. The District will not consider any quote that exceeds \$60,000.00 excluding gross receipts tax for the period of service. Written quotes are to be submitted by 4 PM on May 21, 2018. It is the responsibility of the entity submitting the quote to ensure that the original written quote and two copies are submitted to the Mesa Vista Consolidated Schools Office of the Superintendent no later than the date and time specified above. Late submissions will not be considered.

Written quotes are to be submitted to:

**Mesa Vista Consolidated Schools**  
**Office of the Superintendent**  
**C/O Superintendent Elaine Romero**  
**Highway 285, Junction 111**  
**Ojo Caliente, NM 87549**

### **SCOPE OF SERVICE REQUIREMENTS:**

**Purpose:** In collaboration with the Superintendent of Schools, the successful bidder will provide, oversee, and maintain the fiscal operations of the School District including: payments to employees and vendors; budget development and management; procurement management; centralized procurement and acquisition of needed goods, services, and construction requirements; centralized warehousing, receiving, and distribution; accounting, fixed asset, and audit services.

### **Overview of Required Services:**

- **Payments and Disbursements**
  - Payroll
  - Vendor Payment
- **Accounting Services**
  - Financial Systems Management
  - Financial Training
  - Student Activity Fund Management

- Student Activity Fund Audit
- **Budget**
  - Budget Development
  - Budget Management
  - Budget Analysis
- **Revenues**
  - Revenues/Receipts
  - Major funds include State Equalization Guarantee, Impact Aid, IDEA B, Title I and State Flow through including Title III and Student Activity Funds. The District also has Capital Improvement Funds and a Bond Building Fund.
- **Purchasing (Must comply with the New Mexico State Procurement Regulations)**
  - Solicitations
  - Awards
- **Supply Services**
  - Warehouse Services
  - Property Inventory
  - Surplus Auctions

Interested bidders are to submit a comprehensive written quote that describes the bidders experience with and capacity to provide the financial services listed above for the Mesa Vista Consolidated Schools beginning June 1, 2018 and ending on June 30, 2019. Prior successful experience supporting New Mexico Public Schools should be documented in the written quote. Mesa Vista Schools is seeking a vendor with demonstrated New Mexico Public School financial services experience. In addition, bidders are encouraged to submit a draft “financial services proposed contract” that will outline the contractual expectations that the bidder has of the Mesa Vista School District. Vendors are also expected to submit a proposed price for the financial services to be provided for the course of the thirteen-month contractual service period. Price for services is one of the considerations in the decision to award this quote but will be considered only as one aspect in the overall design of the proposed quote. The District reserves the right to reject any and/or all quotes, waive technicalities and to proceed otherwise when the best interests of the District shall be realized thereby.

By way of information, the Mesa Vista Consolidated Schools serves 250 students in grades Pre-Kindergarten through twelfth grade. The District payroll supports 60 employees who are paid every two weeks. The District received an unmodified financial audit opinion for School year 2017. The District’s FY 17 audit is available on the New Mexico State Auditor’s website. I have included a copy of the District’s FY 17 audited balance sheet as a courtesy to inform your quote proposal.

If you have questions regarding the process, please contact Elaine Romero, Superintendent of Schools at Mesa Vista Consolidated Schools (505-583-2815) or email [Elaine.Romero@mesavista.org](mailto:Elaine.Romero@mesavista.org).

Thank you in advance for your consideration to provide a written quote for this important responsibility. We look forward to hearing from you.

Sincerely,

Elaine Romero,  
2018-19 Superintendent