



LEGAL NOTICE

REQUEST FOR QUALIFICATIONS (RFQ #2026-005)

TEMPORARY GOVERNMENTAL ACCOUNTING AND AUDIT READINESS SUPPORT SERVICES

The City of Lovington is requesting Statements of Qualifications from qualified firms to provide Temporary Governmental Accounting and Audit Readiness Support Services.

Services may include governmental accounting support, account reconciliations, audit preparation assistance, preparation of financial schedules, documentation organization, responses to auditor requests, capital asset accounting, lease accounting, GASB implementation assistance, and related consulting services.

Interested firms may obtain a copy of the Request for Qualifications from the City of Lovington Procurement Office located at 214 S. Love Street, Lovington, NM 88260, by email request to LBoldt@lovington.org, or on the City's [website](#).

Statements of Qualifications will be accepted until **3:00 p.m. MST on July 10, 2026**, at which time the qualification period will close.

Qualifications shall be submitted to:

Leslie Boldt, Chief Procurement Officer

City of Lovington
214 S. Love Street
Lovington, NM 88260
LBoldt@lovington.org

The City of Lovington reserves the right to reject any or all qualifications, waive technical irregularities, and accept the proposal deemed most advantageous to the City.

Published this 24 day of JUNE, 2026.

CITY OF LOVINGTON

Leslie Boldt
Chief Procurement Officer



REQUEST FOR QUALIFICATIONS

RFQ#2026-005

**Temporary Governmental Accounting
and
Audit Readiness Support Services**

Due

3:00 p.m. (MST)

July 10th, 2026

SUBMIT SEALED RFQ TO:

**Leslie Boldt, Chief Procurement Officer, City of Lovington
214 S. Love St., Lovington, NM 88260**

LBoldt@lovington.org

PURPOSE

The City of Lovington is seeking Statements of Qualifications from qualified firms to provide temporary governmental accounting and audit readiness support services.

The City is currently working to address audit delays, complete outstanding reconciliations, prepare required financial schedules, organize supporting documentation, and respond to auditor requests. The purpose of this engagement is to provide additional technical capacity and specialized accounting support to supplement existing staff resources and facilitate the timely completion of outstanding accounting and audit-related activities. These services are intended to

be temporary in nature and focused on assisting the City in becoming current with accounting and audit preparation requirements.

CITY OVERSIGHT AND ADMINISTRATION

The selected contractor shall work under the direction and supervision of the City's Deputy Finance Director, City Manager, or their designee.

The contractor's role shall be limited to providing temporary accounting support, reconciliation assistance, audit readiness services, documentation support, and other related accounting functions as assigned by the City.

The contractor shall not assume responsibility for the City's financial management, accounting policies, internal controls, financial reporting decisions, or statutory responsibilities. Such functions shall remain under the authority and oversight of City administration.

The City intends for this engagement to supplement existing staff resources and provide specialized technical assistance during a period of staffing transition and increased audit-related activity.

SCOPE OF SERVICES

The selected firm may be requested to provide some or all of the following services:

Accounting Support

- General ledger reconciliations
- Review and organization of accounting records
- Assistance with correcting outstanding accounting items
- Preparation of supporting schedules, such as accounts receivable/accounts payable
- Documentation review and organization
- Capital Asset subsidiary ledgers updates and depreciation calculations
- Determination of lease calculations
- Assistance with implementation of GASB 101 compensated absences

Audit Readiness Services

- Preparation of audit schedules
- Assistance in gathering and organizing supporting documentation
- Assistance responding to auditor requests
- Audit preparation support

- Financial statement support as directed by the Deputy Finance Director, City Manager, or their designee

Consulting and Technical Assistance

- Assistance in identifying outstanding accounting issues
- Recommendations for process improvements
- Assistance in developing procedures to improve accounting efficiency
- Knowledge transfer and staff support as requested

The City reserves the right to modify the scope of work during contract negotiations.

PROCUREMENT JUSTIFICATION

The City of Lovington has an immediate operational need to obtain temporary governmental accounting and audit readiness support services to assist with reconciliations, financial schedules, documentation organization, audit preparation, and related accounting functions.

The City is currently experiencing a staffing transition within its finance department and requires additional technical capacity to support ongoing financial operations, audit readiness efforts, and compliance requirements.

Delays in completing these activities may impact the City's ability to complete annual audit requirements, maintain timely financial reporting, respond to auditor requests, and ensure the accuracy and completeness of financial records.

The services sought require specialized expertise in governmental accounting, municipal finance, financial reporting, account reconciliations, audit preparation, and New Mexico local government accounting practices. The City utilizes Tyler Incode 10 accounting software.

The selected contractor will work under the direction of the Deputy Finance Director, City Manager, or their designee. The engagement is intended to supplement existing staff resources and provide specialized technical assistance during a period of staffing transition and increased audit-related workload.

Accordingly, the City intends to utilize an expedited Request for Qualifications (RFQ) process with an abbreviated response period. This approach maintains competition and transparency while allowing the City to obtain qualified assistance as quickly as practicable. The expedited schedule is intended to address an urgent operational need and is not being conducted as an emergency procurement.

Expedited RFQ Schedule – Governmental Accounting & Audit Readiness Services

Activity	Date
RFQ Issued	June 24 th
Questions Due	July 1st
Responses to Questions Issued	July 2nd
Qualifications Due	July 10th
Evaluation Committee Review	July 11 th –14th
Contract Negotiation	TBD
Award Recommendation Finalized	July 14th
Commission Approval	Next Available Meeting
Contract Execution	Immediate
Notice to Proceed	Immediate
Services Begin	TBD

Procurement Justification for Timeline

Due to the City's immediate need for temporary governmental accounting support services, staff recommends an expedited procurement schedule. The schedule provides firms with one week to review the solicitation and submit questions and an additional six days following the issuance of responses to prepare and submit qualifications. This approach balances the need for competition and adequate response time with the City's need to obtain qualified assistance as quickly as practicable.

Suggested Evaluation Criteria

Criteria	Points
Governmental Accounting Experience	20
Audit Preparation Experience	25

Criteria	Points
Qualifications of Assigned Personnel	20
Availability and Ability to Begin Work Immediately	25
Cost Proposal	10
Total	100