

LOVING MUNICIPAL SCHOOLS
603 W Cottonwood __ P.O. Box 98 __ Loving, NM 88256

REQUEST FOR PROPOSAL
#22-23-0002

PUBLIC SCHOOL AUDIT SERVICES

1. PURPOSE OF THIS REQUEST FOR PROPOSAL:
 - A. The Loving Municipal School Board of Education invites you to submit a proposal to provide **AUDIT SERVICES FOR THE 2022-23, 2023-24, and 2024-25 Fiscal Years.**
 - B. Proposals will be received no later than **THURSDAY, APRIL 6, 2023 AT 2:00 PM MDT.** Late proposals will not be accepted. It is the responsibility of the respondent to ensure that their proposal has arrived at its destination prior to the appointed date and time.

2. CONTACT INFORMATION
 - A. Loving Municipal Schools has designated contact persons who are responsible for the conduct of this procurement whose names and telephone numbers are listed below.

- i. Questions regarding the RFP General Conditions should be directed to:

LOVING MUNICIPAL SCHOOLS
Business Office
Attn: Oralia Galindo-Romero, Business Manager
Telephone: (575) 745-2007

- ii. Questions concerning the Scope of Work and Evaluation of Proposals should be directed to:

LOVING MUNICIPAL SCHOOLS
Business Office
Attn: Oralia Galindo-Romero, Business Manager
Telephone: (575) 745-2007

The Proposal is divided into three general areas – I) General Instructions; II) Scope of Work and Evaluation Criteria; and III) Audit Fee Proposal Form

I. GENERAL INSTRUCTIONS

- A. Non-responsive proposals will not be considered.

- B. Submit five (5) copies of your signed proposal in one sealed envelope (following the Board's outline). All requirements in the Request of Proposal should be addressed in your proposal.

C. **MODIFICATION OR WITHDRAWAL OF PROPOSALS**

C.1 Procedure: Proposals may be modified or withdrawn prior to the established due date in accordance with the Procurement Code Section 13-1-28 through 12-1-199 NMSA 1978. The established due date is either the date and time announced for receipt of proposals or receipt of modifications to proposals, if any: or if discussions have begun, it is the date and time by which best and final offers must be submitted. It is understood that only Offerors who submitted proposals by the time announced for receipt of proposals may submit best and final offers. Modifications and/or withdrawal of proposals prior to the established due date may be made by delivering written notice to the Business Office.

C.2 The Procurement Code requires sealed bids or proposals. Therefore, the Loving Municipal Schools cannot accept proposals which are transmitted by using facsimile equipment or by email.

D. **RECEIPT OF PROPOSALS**

D.1 Proposals will be time and date stamped upon receipt and will be held in a secure place until the established due date and time. Proposals shall be opened publicly in the order they are received, and shall be opened in the presence of two or more school district officials.

E. **EVALUATION OF PROPOSALS**

E.1 The evaluation of proposals will be performed by an Evaluation Committee appointed by Mr. Lee White, Superintendent. During this time, the Procurement Officials and/or Evaluation Committee members may initiate discussions with the Offerors who submit responsive, responsible proposals for the purpose of clarifying aspects of the proposals; however, proposals may be accepted and evaluated without such discussion. Discussions **shall not** be initiated by the Offerors.

E.2 Evaluation Factors: The award of the contract shall be made to the responsible offeror whose proposal is most advantageous to the Loving Municipal School District, taking into consideration the following evaluation factors:

a. Capability of Firm – firm should indicate the following:

- i. Resources to perform size and type of audit;
- ii. How the firm will meet independence standards to perform audit;
- iii. If computer aid techniques are utilized;
- iv. Timelines of prior year audits;
- v. Peer review results;
- vi. GASB, GAAS, and SAS experience

30 points

b. Work Requirements and Audit Approach – auditor should state:

- i. Knowledge of agency needs and objectives including providing listing of special services your firm is able to provide to the district as they relate to current state and federal regulations;
- ii. Proposal contains realistic estimate of time to complete major segments of the audit: planning, interim fieldwork, and reporting due to the State Auditor by November 15.

15 points

c. Technical Experience – Proposal should include team experience and indicate attendance at annual state auditor continuing education seminars or other related meetings.

- i. GASB experience;
- ii. Governmental audit experience;
- iii. Attendance at continuing professional education seminars or meetings on auditing, accounting, and regulations directly related to state and local government audits and the agency;
- iv. Must submit a copy of the Audit Organization's peer review report.

40 points

d. Team Qualifications – Firm should list qualifications and actual team make-up proposed to conduct the audit.

5 points

e. Cost

10 points

Total Points 100 points

F. DISCLOSURE

- F.1 Contents: The contents of any proposal shall not be disclosed so as to be available to competing Offerors during the negotiation process.

G. **AWARD and CONDUCT**

- G.1 Procedure: The award of the Audit and Conduct of the Solicitation shall be made in accordance with the Procurement Code Section 13-1-28 through 13-1-199 NMSA 1978 and 2.2.2. NMAC "Requirements for Contracting and Conducting Audits of Agencies". The recommendation for IPA will be submitted to the Office of the State Auditor (State of Auditor) on or before May 1, 2023. The contract to be awarded will be effective after the School District's recommendation is reviewed and approved by the State Auditor. The term of the contract will be a multi-year proposal to provide services, not to exceed a term of three (3) years including all extensions and renewals. The term of the contract shall be one (1) year with the option to extend for two (2) successive one (1) year terms, terms and conditions as stated in the original proposal subject to approval by the State Auditor.
- G.2 Prospective IPAs must be willing to sign the standard State of New Mexico Audit Contract form or their proposal will be considered non-responsive. A "sample" Contract Form is included in this solicitation for your review.
- G.3 Publicizing Award: The Evaluation Committee will make a recommendation to the Board of Education for the award of a contract to be announced at a **Regular Board of Education meeting** to be held on **Tuesday, April 18, 2023 at 5:30 pm** in the Board Room of the Loving Municipal Schools. However, this date is subject to change at the discretion of the Board of Education, upon recommendation of the Evaluation Committee, or other unforeseen circumstances that could cause a delay. After a successful contractor is announced, notice of award shall be available at the District's Business Office. The CPO will also send out notification of the acceptance or rejection of each offeror.
- G.4 Payments: The schedule of payments will be agreed upon during final negotiations.
- G.5 Appropriations: This contract shall be contingent upon sufficient appropriations being or having been made by the New Mexico Legislature for the performance of the contract. If sufficient authorizations and appropriations are not or have not been made by the New Mexico Legislature, the contract shall terminate immediately upon written notice by the School District to the contractor.

H. **CONFIDENTIALITY**

- H.6 Offerors may request, in writing, non-disclosure of confidential data. Such data shall accompany the proposal and shall be readily separable from the proposal in

order to facilitate eventual public inspection of the non-confidential portion of the proposal.

I. **STATUS OF OFFERORS**

- I.1 Offerors, its agents and employees must be independent contractors performing services for the Board of Education and not employees of the Board.
- I.2 Offerors, its agents and employees, shall not be entitled to annual leave, retirement group health insurance, or any other benefits that accrue to an employee of the Board, and shall not be covered by worker's compensation of the Loving Municipal Schools.

J. **SUBCONTRACTING**

- J.1 All personnel engaged in the work represented by this proposal shall be fully qualified and authorized to perform such services as the contract may require. No work may be subcontracted nor may the Offeror assign any interest in the agreement without prior written consent of the Loving Municipal School Board of Education. No assignment or transfer shall relieve the Offeror from his/her obligations and liabilities.

K. **CONFLICT OF INTEREST**

- K.1 Offeror warrants that it has no interest, and shall acquire no interest which would directly or indirectly conflict in any manner or degree with the performance of this proposal. No person or selling agency may be employed or retained to solicit or secure this contract upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee expecting bona fide employees or bona fide established commercial or selling agencies maintained or utilized by Offeror for the purpose of securing business. For violation or breach of this warranty, Loving Municipal Schools reserves the right to cancel the contract as a result of this solicitation without liability or, at its discretion, to deduct price or consideration or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.
- K.2 In signing this proposal the Offeror certifies that he/she has neither directly nor indirectly entered into action in restraint of the free competitive process in connection with this solicitation.

L. **RIGHT TO PROTEST**

- L.1 Any Offeror who is aggrieved in connection with a procurement may protest to

the Loving Municipal Schools, Oralia Galindo-Romero, Business Manager.

- L.2 The protest shall be submitted in writing within fifteen (15) calendar days after the facts or occurrence giving rise thereto. The CPO will review the request and respond in writing to the aggrieved.

M. **RESTRICTIONS**

- M.1 The Procurement code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for violations. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.
- M.2 The proposal and subsequent contract are to be governed by the laws and statutes of the state of New Mexico, Sections 13-1-28 through 13-1-199 NMSA 1978.

N. **DATE, TIME AND PLACE TO SUBMIT PROPOSALS**

- N.1 Proposals must be delivered on or before the due date and time. Proposals received after said due date and time will not be accepted.
- N.2 Office hours for receipt of proposals are Monday through Thursday, 8:00 am - 4:30 pm, excluding any holidays.
- N.3 Mailing and Delivery Address: Proposals may be mailed to the Business Office of the Loving Municipal Schools, at the following address:

Loving Municipal Schools
Attn: Oralia Galindo-Romero, Business Manager
RE: RFP SCHOOL AUDITOR
P.O. Box 98
Loving, NM 88256

OR

Proposals may be hand-delivered or sent by courier to the following physical address:

Loving Municipal Schools
Attn: Oralia Galindo-Romero, Business Manager
RE: RFP SCHOOL AUDITOR
603 W. Cottonwood
Loving, NM 88256

- N.4 Any questions regarding the General Conditions of this solicitation must be directed to the Business Manager, Oralia Galindo-Romero @ 575-745-2007.
- N.5 Any questions regarding the Scope of Work and the evaluations of proposals under this solicitation shall be directed to the Business Manager, Oralia Galindo-Romero.

II. SCOPE OF WORK AND EVALUATION CRITERIA

- A. **This audit must be completed in a timely manner in conformance with current State Auditor Regulations. The Loving Municipal School District desires that the IPA use auditing methods that employ the fullest use of technology and are not disruptive to the outgoing work of the School District. This audit must be conducted in accordance with generally accepted auditing standards**
- B. This Request for Proposal (RFP) invites qualified New Mexico accounting firms to provide Fiscal and Compliance Audit Services for the Loving Municipal School District for the 2022-2023 fiscal year.
 - i. The audit must be in compliance to with Section 2.2.2.8.C of 2.2.2. NMAC requirements for contracting and conducting Governmental Audits. Procedures and data conforming to the requirements stated in 2.2.2 NMAC and OMB Circular A-133 shall be included in the audit.
 - ii. The scope of work includes:
 - 1. Financial Statement Audit
 - 2. Federal Single Audit
 - 3. Financial Statement Preparation
 - 4. Other non-audit services like depreciation schedule updates
- C. In addition to the above, please provide the following information:
 - 1) List of Public School audits performed in the last two years
 - 2) List of any late audits and the reason(s) they were late
 - 3) List of three (3) or more references including telephone numbers, at least two (2) to be from Public School Districts
 - 4) GASB, GAAS, and SAS experience
 - 5) Section 2.2.2. 14C of 2.2.2. NMAC, requires that audit firms provide their most recent external quality control review report to the agency upon submitting a bid proposal or offer
 - 6) Proof of Professional Liability Insurance and the amount
 - 7) A statement of the IPA's auditing methods and statement preparation methods that emphasize the use of technology so as to reduce the emphasis on

the School District staff to reproduce materials for the IPA's use.

8) Per State Auditors Rule 2.2.2 NMAC Appendix B, the auditor will provide:

	Hours	Amount
a) Cost associated with Preparing Financial Statements	XXXX	XXXXXX
b) Cost associated with Financial Statement Audit	XXXX	XXXXXX
c) Cost associated with Federal Single Audit	XXXX	XXXXXX
d) Gross Receipts Tax	XXXX	XXXXXX
e) Total Contract Amount	<u>XXXX</u>	<u>XXXXXX</u>

D. All proposals must be submitted in writing, no electronic transmittal of proposal will be accepted. Please submit five (5) copies for evaluation purposes.

E. Evaluation Criteria will be in accordance with Rule 2, NMAC 2.2 Requirement for Contracting and Conducting Audits of Agencies, Appendix A, Parts I and II which include the following:

PART I

Section I	Capability of Firm
Section II	Work Requirements and Audit Approach
Section III	Technical Expertise
Section IV	Firm Strengths or Weaknesses

PART II

Cost	Evaluated separately for the top 3 choices (In accordance with Section 13-1-117 NMSA 1978, the Loving Municipal School District is not required to select the lowest price proposed)
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F. It is anticipated that the School District will require eight (8) bound and one (1) pdf copies of the Audit.

G. The School District requires an unofficial copy of the audit report submitted to the Business Manager, Oralia Galindo-Romero at least 20 days prior to the audit due date of November 15 to the State Auditor's Office in order to complete the Managers Discussion and Analysis (MD&A).

H. LIQUIDATED DAMAGES: The Loving Municipal Schools believes that a timely audit is a

positive reflection of the fiscal affairs of the School District. The Loving Municipal School District desires that the IPA make every good faith effort to meet deadlines and complete the terms of the contract in a timely manner. In accordance with section 2.2.2.2.9 D of 2.2.2 NMAC, upon unjustified failure to meet delivery requirements, the IPA may be liable for liquidated damages equal to .5% per annum of the total audit contract (before gross receipts tax) for each working day beyond the stipulated due date.

III. AUDIT FEE PROPOSAL

- A. I/We certify that our proposal addresses all criteria required in the Request for Proposals (RFP) and that I/We have read and understand the Scope of Work as presented in the Request for Proposals and Rule 2, NMACC 2.2.
- B. This cost will be negotiated only if conditions change so as to greatly increase (or decrease) the amount of work required to be performed by the auditor.
- C. Nothing in this publication shall be deemed valid if found to be in conflict with state law.

Loving Municipal School District
603 W. Cottonwood __ P. O. Box 98 __ Loving, NM 88256
Telephone (575) 745-2000 Fax (575) 745-2002

REQUEST FOR PROPOSALS (RFP) CONDITIONS

Instructions to Vendors: The Loving Municipal School District (District) Board of Education and its authorized representatives are hereafter referred to as "Owner." When the District issues a purchase document in response to the Vendor's proposal, a contract is created.

1. The District reserves the right to accept or reject any or all proposals and the right, but not the obligation, to waive minor technicalities. This RFP implies no obligation on the part of the buyer, nor does the buyer's silence imply acceptance or rejection of any proposal offer.
2. RFP must be submitted in a sealed envelope and shall not be considered if they are received by the Owner after the date and time specified in the Advertisement for the RFP. All sealed proposals must be submitted on the official documents or forms provided by the Owner. All proposals must be properly completed and supported by required documentation and be signed by a responsible and authorized person from the bidding firm. The outside of the sealed envelope must be marked with the RFP Name, Number, and Time & Date of Opening as instructed in the RFP.
3. Proposals will not be opened publicly, but shall be opened in the presence of the Procurement Officer and one or more District Employees. Proposals and modifications will be time stamped upon receipt and held in a secure place until the established due date. The contents of any proposal shall not be disclosed so as to be available to competing offerors during the negotiation process.
4. In the event the successful vendor fails to deliver as and when promised, the District reserves the right to cancel its contract and offeror agrees that the District may charge seller with any loss or expense sustained as a result of such failure to deliver as promised.
5. If service delivered hereunder is covered by any patent, copyright, trademark or application thereof, the successful vendor will indemnify and hold harmless the District from any and all losses, costs, expenses, and legal fees on account of any claims or legal actions.
6. The Owner will not be responsible for any service performed without its purchase order or a contract, signed by the authorized representative.
7. **The successful vendor shall comply with all Federal, State and Local Laws, Ordinances and Regulations pertaining to work under his charge and shall bear all expenses associated with such compliance. The Contractor agrees to comply with state laws and rules applicable to workers' compensation benefits for its employees. If the Contractor fails to comply with the Workers' Compensation Act and applicable rules when required to do so, this agreement may be terminated by the contracting agency." The Contractor will be responsible for obtaining all required insurance.**

NEGOTIATIONS AND AWARD

Proposals may be modified or withdrawn prior to the established due date. The established due date is either the time and date announced for receipt of proposals or receipt of modifications to proposals, if any; or if discussions have begun, it is the time and date by which best and final offers must be submitted, provided that only offerors who submitted proposals by the time announced for receipt of proposals may submit best and final offers.

The Board of Education or their authorized representative reserves the right to negotiate with any or all offerors who submit proposals determined to be acceptable or potentially acceptable. Negotiations may be held to: (1) promote understanding of the Owner's requirements and offerors' proposals, and (2) facilitate arriving at a contract that will be most advantageous to the Owner taking into consideration the evaluation factors set forth in the RFP.

The Procurement Officer will establish procedures and schedules for conducting negotiations. If during negotiations there is a need for any substantial clarification of; or change in the RFP, the request shall be amended to incorporate such clarification or change. A substantial oral clarification of a proposal shall be reduced to writing by the offeror.

Offerors submitting proposals may be afforded an opportunity for discussion and revision of proposals. Revisions may be permitted after submissions of proposals and prior to award for the purpose of obtaining best and final offers. Negotiations may be conducted with responsible offerors who submit proposals found to be reasonably likely to be selected for award. However, proposals may be awarded without discussion.

The **EVALUATION** shall be based on the total of the relative weights for each factor set forth in the RFP. Rating systems shall be used in accordance with state statute. Factors not specified in the RFP shall not be considered.

The **AWARD** shall be made to the responsible offeror or offerors whose proposal is most advantageous to the District, taking into consideration the evaluation factors set forth in the RFP.

PROTEST: Protests of an RFP award shall be submitted in writing within fifteen calendar days of award. Any such protest must include the specific grounds for the protest. By submission of its RFP, each vendor agrees that if such vendor should protest the Owner's failure to award the RFP to him, or protest an award to another vendor, and if such protest is unsuccessful, such vendor shall be liable to the Owner for and shall promptly pay the amount of any and all loss, liability, and expense suffered by the Owner in whole or in part as a result of the unsuccessful protest, including any attorney's fees incurred by

the Owner in defending against the protest. The successful vendor will indemnify and hold the Owner harmless from and against any and all loss, liability, and expense, including attorney fees which result from any protest or other claims by third parties which allege irregularity in the awarding of the RFP, if any such irregularity is, in whole or in part, the vendor's fault.

APPENDIX A – CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

Loving Municipal Schools

AUDITOR RFP #22-23-0002

COMPETITIVE SEALED PROPOSAL

- 1. Name of individual responsible for audit _____
- 2. List of personnel who will conduct audit and number of years' experience preparing school audits :

<u>NAME</u>	<u>EXPERIENCE</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 3. How many employees will be used on site at one time to conduct audit? _____
- 4. Approximate starting date _____
- 5. Approximate hours to complete Audit _____

6. Multi-Year Contact (3 years)	
1 st Year (2022-2023)	\$ _____
2 nd Year (2023-2024)	\$ _____
3 rd Year (2024-2025)	\$ _____
TOTAL COST	\$ _____

Loving Municipal Schools

AUDITOR RFP #22-23-0003

COMPETITIVE SEALED PROPOSAL

The undersigned certifies that he/she has read and understood the following general conditions of bidding, and that the firm represented accepts the conditions and submits the attached bid proposal in full compliance with the General Bid Proposed Conditions.

Firm Name

Signature of Owner, Partner, Officer or Authorized Agent

Address

City, State, Zip Code

Phone Number

Date

Please mark envelope: ***“SEALED AUDIT PROPOSAL”***

REQUEST FOR PROPOSAL

The Board of Education of the Loving Municipal Schools hereby invites the submission of Request for Proposals for **SCHOOL AUDITOR** for the Loving Municipal Schools. RFPs will be received until **2:00 PM MST** on **Thursday, April 6, 2023** at the Loving Municipal Schools, Superintendent Office, 603 W. Cottonwood, P.O. Box 98, Loving, NM 88256, at which time all RFPs will publicly be opened.

The Board of Education reserves the right to reject any or all bids and to waive formalities.

Loving Municipal Schools

Rick C. Fuentes
President

Bid #: 22-23-0002