



Resubmitting a Returned Contract or Amendment

This guide will walk you through how to review returned contract comments, make the required corrections, and successfully resubmit your contract or amendment to the Office of the State Auditor.

1. Review Returned Contract Comments

On the **View Contract Forms** page, you'll notice that your contract no longer shows a '**Submitted**' status. Instead, it now appears as '**Returned for Corrections**,' indicating that action is needed before it can be resubmitted.

View Contract Forms

Before you generate a new contract, please check the table below to see if one has already been created.

Generate Form +

Search:

Show 10 entries

Last Updated	Fiscal Year	Last Updated By	Status	Audit Report Letter	Action
07/16/2025	2026	Kateri Agency	Executed		Contract Approval Letter Amend
07/24/2025	2029	Casey Rivera	Amendment Complete		View
07/24/2025	2026	Casey Rivera	Amendment Draft		Edit
07/31/2025	2025	Casey Rivera	Returned for Corrections		Edit

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Next >

Showing 1 to 4 of 4 entries

Click **Edit** to view your rejection comments and edit the contract

Click **Edit** to view your rejection comments and edit the contract

There will be a notification in red at the top of the Contract Form with the reasons for denial.

Casey Rivera | Logout

OSA-Connect
Online Portal
New Mexico Office of the State Auditor

Agency Dashboard >

Agency Profile >

View Contract Forms >

FAQs >

Contract Data Form for Audits

This contract has been denied. Each section can contain additional information.
Reason: Please account for the single audit in your fee and hour breakdown and provide the Gross Receipts Tax.
Please enter all contract information below. If not applicable, please put N/A in the field.

I. Agency Contact Information

Agency Type

Local Public Body (LPB) - Do Not Qualify for Tiered System

Name Of Agency

Demo State Agency

Address Of Agency

2540 Camino Edward Ortiz

Phone # Of Agency

Fax # Of Agency

Denial notes will appear at top of contract form.

There will also be denial notes in the section that needs correction

VI Fee and Hour Breakdown

This section has been denied.
Reason: Single Audit is not accounted for. Please provide GRT
Do not use commas - numbers only



Category	[Year 1] Hours	[Year 1] Cost
Financial Statement Audit	120	\$15,000.00
Financial Statement Preparation	80	\$4,300.00
Federal Single Audit		\$0.00
Other allowed non-audit services		\$0.00

2. Common Reasons for Returned Contracts/Amendments

- **Missing Hours**
 - The number of audit hours is not listed in the Fee and Hour Breakdown section.
- **Missing GRT**
 - Gross Receipts Tax (GRT) is not included in the Cost and Fee Table.
- **Federal Single Audit Marked Without Financial Details**
 - The Federal Single Audit box is checked in the Single Audit Requirement section, but no corresponding hours or compensation are listed in the Fee and Hour Breakdown section.
- **Financial Details Provided, But Single Audit Not Marked**
 - Hours and fees for a Federal Single Audit are listed in the Fee and Hour Breakdown, but the Federal Single Audit box is not selected in the Single Audit Requirement section.

3. Make Corrections

Review the returned contract reason shown in red at the top of your contract form and in the section that needs correction.

Make the necessary updates directly in the contract form. Be sure to:

- Add any missing information (e.g., hours, GRT, or audit details)
- Correct any mismatches between sections
- Double-check for completeness before resubmitting

VI Fee and Hour Breakdown

This section has been denied.
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Do not use commas - numbers only

Category	[Year 1] Hours	[Year 1] Cost
Financial Statement Audit	120	\$15,000.00
Financial Statement Preparation	80	\$4,300.00
Federal Single Audit		\$0.00
Other allowed non-audit services		\$0.00
Component Units		\$0.00
Other		\$0.00
SUBTOTAL		\$19,300.00
Gross Receipts Tax		\$0.00
TOTAL	200	\$19,300.00



VI Fee and Hour Breakdown

This section has been denied.
Reason: Single Audit is not accounted for. Please provide GRT
Do not use commas - numbers only

Category	[Year 1] Hours	[Year 1] Cost
Financial Statement Audit	120	\$15,000.00
Financial Statement Preparation	80	\$4,300.00
Federal Single Audit	100	\$8,000.00
Other allowed non-audit services		\$0.00
Component Units		\$0.00
Other		\$0.00
SUBTOTAL		\$27,300.00
Gross Receipts Tax		\$1,600.00
TOTAL	300	\$28,900.00

4. Resubmit to the OSA for review

Once you've made all necessary corrections, scroll to the bottom of the contract form and click **'Preview'**

Other		\$0.00
SUBTOTAL		\$27,300.00
Gross Receipts Tax		\$1,600.00
TOTAL	300	\$28,900.00

Additional Information

Agency Contract Reference Number

Number Of Copies **Save Progress and Finish Later**

1

Other Provisions

Click here to preview and submit to OSA

Save Information > Preview ✓

On the Preview page review your corrected contract and then click Save & Notify OSA to submit the contract for review

Save & Print Save & Notify OSA Cancel

Download copy

Submit to OSA

Contract No.

STATE OF NEW MEXICO
AUDIT CONTRACT

Demo State Agency

hereinafter referred to as the "Agency," and

Kateri CPAs LLC

hereinafter referred to as the "Contractor," agree:

As required by the Audit Rule, Section 2.2.2.1 NMAC et seq., Contractor agrees to, and shall, inform the Agency of any restriction placed on Contractor by the Office of the State Auditor pursuant to Section 2.2.2.8 NMAC, and whether the Contractor is eligible to enter into this Contract despite the restriction.

1. SCOPE OF WORK (Include in Paragraph 25 any expansion of scope)



Submission will be confirmed with a green notification banner

Back

Information saved and email sent successfully

Contract No.

STATE OF NEW MEXICO
AUDIT CONTRACT

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Still need help or have questions about why your contract was returned? Email: agencyhelp@osa.nm.gov

Experiencing technical issues? Email: helpdesk@osa.nm.gov