

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE

Request for Proposal

09-10: BUSINESS RISK ASSESSMENT / INTERNAL AUDIT SERVICES

Acknowledgement: Please acknowledge receipt of this RFP by completing the information requested below and faxing to 717/780-2325 upon receipt.

Please also include this page with your response.

Vendor Name:		Contact Name:			
Address (include city, state, zip):					
Phone:		Fax:		Email:	

Check One:	We will	<input type="checkbox"/>	Will Not	<input type="checkbox"/>	be responding to this RFP.
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If not responding, please explain briefly:	

Dates:

Date of Issue: **Wednesday – August 27, 2008**

Deadline for Questions: **Tuesday – September 9, 2008 – by 11:30AM**

Responses to the Questions: **Thursday – September 11, 2008 – by 4:30PM**

Submit Notice of Intent to Submit Proposal Due Date: **– Tuesday – September 16, 2008 – by 11:00AM**

PROPOSAL DUE DATE: **Wednesday - September 24, 2008 – by 11:30AM**

BID OPENING DATE: **Wednesday – September 24, 2008 - by 12:00PM**

Finalist’s Interviews: **Thursday - October 16, 2008**

Board Meeting: **Tuesday - November 4, 2008** (Please note: Final official bid results will be released after this date. All vendors who respond to the RFP will receive an award notification letter in the mail within one week of this date.)

HACC Information and Proposal Delivery:

Address: Purchasing Department/W130

One HACC Drive

Harrisburg PA 17110-2999

Contact: Garry Crider, Director of Purchasing

Phone: 717/780-1164

Fax: 717/780-2325

Request For Proposal
HACC, Central Pennsylvania Community College
#09-10

for

BUSINESS RISK ASSESSMENT / INTERNAL AUDIT SERVICES

for

HACC, CENTRAL PENNSYLVANIA COMMUNITY COLLEGE
Harrisburg, PA

DEADLINE TO SUBMIT PROPOSALS:

Wednesday - September 24, 2008 – by 11:30AM

PROPOSALS MUST BE DELIVERED TO:
HACC, CENTRAL PENNSYLVANIA COMMUNITY COLLEGE
PURCHASING DEPARTMENT
ONE HACC DR
HARRISBURG, PA 17110

For information concerning the RFP process, required format and the schedule of activities,
Please direct questions to:

Garry Crider, Director of Purchasing
HACC, Central Pennsylvania Community College
Purchasing Department
Harrisburg PA 17110
Telephone: 717-780-1164

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 A. EXHIBIT A (SEPARATE DOCUMENT)

 1. EXHBIT A-1: RISK ASSESSMENT SERVICES WORKSHEET (09-10 Risk Assessment – Internal Audit Cost Proposal
 Worksheets.xls)

 2. EXHIBIT A-2 INTERNAL AUDITING SERVICES WORKSHEET (09-10 Risk Assessment – Internal Audit Cost
 Proposal Worksheets.xls)

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1. KEY DATES

Important dates including proposal deadlines are shown below. Formal addendum to this RFP will be issued to the Proposers notifying of any changes to these dates. Dates indicated are tentative and may be changed during the RFP process due to revision(s) of any part of the Request for Proposal because of questions from Proposers and/or additional information requested after the Proposal Opening.

ACTIVITY	DATE & TIME
Advertisement – Date of Issue	Thursday – August 27, 2008
Deadline for Questions	Tuesday – September 9, 2008 – by 11:30AM
Responses to Questions due back to bidders	Thursday – September 11, 2008 – by 4:30PM
Submit Notice of Intent To Submit Proposal Due	Tuesday – September 16, 2008 – by 11:00AM
Deadline to Submit Proposals	Wednesday – September 24, 2008 – by 11:30AM
Bid Opening	Wednesday – September 24, 2008 – by 12:00PM
Finalist’s Interviews	Thursday – October 16, 2008
Award of Contract	After Tuesday – November 4, 2008 BOT Meeting

2. PROPOSAL SUBMISSION CONTENTS

Proposals must include all information required by the following sections:
(Reference Section VI)

- I. Title Page
- II. Cover Letter
- III. Profile of Your Firm
- IV. Staff and Experience
- V. Your Risk Assessment and Internal Audit approach
- VI. Cost Fee Proposal
- VII. References and Other

3. DEFINITIONS

The following terminology shall be used throughout this Request for Proposal.

campus-HACC, Central Pennsylvania’s Community College – five campuses – Gettysburg, Harrisburg, Lancaster, Lebanon, and York

contract-shall be used herein to refer to the purchase order(s) generated by the final award.

Contractor shall be used herein to refer to the Vendor receiving the final award.

Purchaser-HACC, Central Pennsylvania Community College

response or proposal-as used herein shall be understood to mean the written proposal to provide services.

RFP-Request for Proposal

College-HACC, Central Pennsylvania Community College, Harrisburg, PA

Vendor, Bidder, Contractor, Proposer, Supplier-as used herein shall be understood to mean the company, firm or corporation formally submitting a response to this RFP.

I. PROGRAM REQUIREMENTS

A. PURPOSE

HACC, Central Pennsylvania Community College formally invites responses to provide information to be used in the decision to provide BUSINESS RISK ASSESSMENT / INTERNAL AUDIT SERVICES as further described herein. The College reserves the right to accept or reject any and all proposals, to waive any irregularities or informalities in any proposal(s) and to award the contract in the best interests of the College.

All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions and the submission of other terms and conditions and other documents as part of an Offerors response will be waived and have no effect either on this RFP or any contract that may be awarded resulting from this solicitation. The submission of any other terms and conditions by an Offeror may be grounds for rejection of the Offerors proposal. Offeror specifically agrees to the conditions set forth in the above paragraph by the signature of its authorized representative on the execution of proposal page contained herein.

B. PROJECT PRICE CHANGES

Any changes in project work scope that alters costs must have prior approval from the Vice President for Finance and College Resources.

HACC, Central Pennsylvania Community College Director of Purchasing shall be the authorized representative of the College for purposes of interpretation of contract requirements.

C. CONTRACT STANDARDS

After the Contract(s) are awarded (see award of Contract below) it will be the Contractor representative's responsibility to confirm with the College's authorized representatives, whether or not there is correct and sufficient funds available for the project through the issuance of a Purchase Order.

D. INVOICES AND STATEMENTS

Invoices must be descriptively itemized and must clearly indicate the applicable College Purchase Order number, including the Project Name and Location as well as the HACC account number, and must be submitted in duplicate at time of project completion before payment can be authorized.

A copy of the invoice statement is to be submitted to the "Bill to. . ." location identified per the Purchase Order.

Any invoices submitted without an approved college Purchase Order referenced is subject to being classified as a gift to the College.

E. FINAL INSPECTION AND PROJECT ACCEPTANCE

Determination of adequacy of performance project completion shall be the responsibility of the Project Manager. Neither the College nor the Project Manager nor any agent thereof on behalf of the College will supervise or be responsible for the actions of the Contractor's employees, subcontractors, or subcontractor's employees.

The Project Manager for this project shall be **Barbara Hutchinson, Controller at 717-780-2356.**

F. PAYMENT

The College will make payment to the contractor from the approved invoice. Payment will be accomplished within thirty (30) days of project acceptance or invoicing, whichever is later, if the project is as specified and statements are in proper form.

Proposers may include in their response their ability to accept credit card payments and any additional costs related to providing this capability.

II REQUEST FOR PROPOSAL

HACC, Central Pennsylvania Community College formally invites responses to this Request for Proposal to provide BUSINESS RISK ASSESSMENT / INTERNAL AUDIT SERVICES as further described herein.

Interested parties are invited to submit proposals to HACC, Central Pennsylvania Community College, Purchasing Department, One HACC Drive, W130A, Harrisburg PA 17110. Proposals will be accepted until **Wednesday, September 24, 2008, by 11:30AM.**

This Request for Proposal contains the instructions governing the proposals to be submitted the materials to be included therein, requirements that must be met to be eligible for consideration, and general guidelines for submission of proposals.

A. WORKSCOPE

The Workscope for this Request for Proposal is defined in detail in Section IX: Exhibits / Specifications.

B. MANDATORY SITE VISIT

NONE REQUIRED.

C. RFP CLARIFICATION

Proposers may request an explanation of the intent or content of this RFP and clarification of procedures used for this procurement. No interpretation made to any Proposer as to the meaning of the RFP shall be binding on the College unless repeated in writing and distributed as an addendum by the College Purchasing Department. Official written responses to all relevant written questions will be mailed or faxed by HACC, Central Pennsylvania Community College Purchasing Department.

Requests for written explanation or clarification shall be made in writing and submitted in an envelope marked "Questions Related to RFP #09-10" to HACC, Central Pennsylvania Community College, Purchasing Department, ATTN: Garry Crider, Director of Purchasing, One HACC Drive, Harrisburg PA 17110, or by Fax 717-780-1164. Email Questions are acceptable cgrider@hacc.edu. Such requests must be received no later than **Tuesday, September 9, 2008, by 11:30AM.**

Failure of the Proposer to make appropriate inquires, evaluate any special conditions, or to verify requirements of this RFP shall not relieve the Contractor of the responsibility of fulfilling the contract in accordance with the terms of this RFP.

Communication concerning the Request for Proposal can only be with Garry Crider, Director of Purchasing (717-780-1164 or cgcrider@hacc.edu). Oral communication with any other College employee, unit, department, or organization concerning their RFP is not binding on the College and shall in no way modify the RFP, or the obligation of the College or the Vendor, and may deem the Proposer's proposal void.

The college will evaluate a Proposer's "confidence in its own ability to perform" based on a given Proposer's willingness to provide the College with meaningful contractual assurances and remedies.

In summation of the College's general objectives regarding this Request for Proposal, the College has a sincere desire to award the transaction based on reliable information. In other words, Proposers to this RFP will have demonstrated their agreement that whether verbal or written, the company can perform to the requirements of this Proposal.

D. ADDENDA TO THE RFP

In the event that it becomes necessary to revise any part of this RFP, HACC, Central Pennsylvania Community College Purchasing Department will provide addenda in writing to the Proposers. No oral statements, explanations, or commitments by whomsoever made shall be of any effect except as the same are confirmed in writing by the College Purchasing Department.

E. EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT

HACC, Central Pennsylvania Community College is committed to affirmative action in accordance with state and federal laws and regulations providing for equal employment opportunity. HACC, Central Pennsylvania Community College will not contract with any firm that is not an equal opportunity employer.

In accordance with federal and state laws, the contractor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, color, national origin, sex, age, marital status, religion, creed, political belief, mental or physical disability, or status as Vietnam era or disabled veteran. The contractor will comply with the Americans with Disabilities Act of 1990.

F. NON DISCRIMINATION

HACC, Central Pennsylvania Community College is committed to non discrimination and equal employment opportunity. HACC, Central Pennsylvania Community College will not contract with any firm that is not an equal opportunity employer.

G. ACCEPTANCE OF PROPOSALS

The College reserves the right in awarding the contract to consider the competency, responsibility, and suitability of the Proposer, as well as the services provided. The College further reserves the right to accept or reject any or all proposals, to waive any irregularities or informalities, and to award the contract in the best interest of the College. Neither the College nor any agent thereof on behalf of the College will be obligated in any way by any Proposer's response to this RFP.

III GENERAL CONTRACTUAL REQUIREMENTS

A. EXAMINATION OF CONTRACT CONDITIONS

It is the intent of HACC, Central Pennsylvania Community College through this Request For Proposal and contract conditions contained herein, to establish to the greatest possible extent, complete clarity regarding the requirements of both parties to the contract resulting from the Request For Proposal.

Before submitting a proposal, the Contractor shall be thoroughly familiar with all contract conditions referred to in this document, and any addenda issued before the proposal submission date. Such addenda shall form a part of the RFP and shall be made a part of the contract. It shall be the Contractor's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date.

By submitting a response to this RFP contractor represents that:

- 1) The contractor has read and understands the Contract specifications and conditions.
- 2) The contractor will perform the work in compliance with Commonwealth of Pennsylvania, Federal and Local Laws, Regulations, Standards, Ordinances and Codes.

B. ASSIGNMENT OR TRANSFER

This contract may not be assigned or transferred in whole or in part, without the written permission of HACC's Purchasing Department, nor may any rights to any monies due or to become due hereunder be assigned.

C. INDEPENDENT CONTRACTOR

The Contractor is an independent contractor providing services for HACC, Central Pennsylvania's Community College.

D. INDEMNIFICATION

The Contractor shall hold HACC, Central Pennsylvania Community College harmless from any liability, costs, or penalties in any way resulting from the performance of the services related to this contract or from the conduct or actions of any persons provided by the Contractor for performance of this agreement and will indemnify the College for any costs of defense paid because of actions of the Contractor or its employees in the performance of this agreement.

E. CONTRACT MANAGER

HACC, Central Pennsylvania Community College Purchasing Department shall be the authorized representative of the College for purposes of interpretation of contract requirements. Determination of adequacy of performance shall be the responsibility of the Project Manager. Neither the College nor the Project Manager nor any agent thereof on behalf of the College will supervise or be responsible for the actions of the Contractor's employees, subcontractors, or subcontractor's employees.

F. TERM OF CONTRACT AND INSTALLATION

The Contractor and HACC, Central Pennsylvania Community College agree that a Business Risk Assessment agreement resulting from this RFP shall be for a period from the date of award through project completion and acceptance by the College.

The Contractor and HACC, Central Pennsylvania's Community College agree that an Internal Auditing Services agreement resulting from this RFP shall be for:

The term of the agreement is to be three (3) years from the first day of service.

Subject to termination at anytime by either party on written notice sent by certified mail, not less than ninety (90) days prior to the announced date of termination subject to contract extension clause below.

Option to renew:

The contract may be renewed for two (2) additional one- (1) year term by mutual written agreement between the College and the firm. If the contract is renewed the same terms and conditions as set forth in this document apply

IV RIGHTS AND REMEDIES

A. ARBITRATION

All disputes between the parties to this agreement arising out of or in connection with the contract documents shall be submitted for arbitration. If arbitration is selected by the College, the College shall also select the number of arbitrators and the manner of arbitration, which shall be either: (1) arbitration according to the rules of the American Arbitration Association; or (2) referral to one of more arbitrators mutually agreed upon by the parties.

When a written decision of the College states that (1) the decision is final but subject to arbitration and (2) a demand for arbitration of a claim covered by such decision must be made within thirty (30) days after the date on which the party making the demand received the final written decision, then failure to demand arbitration within said thirty (30) days' period shall result in the College's decision becoming final and binding upon the College and Contractor.

In responding to a claim brought by a Contractor, the College shall have a minimum of forty-five (45) days in which to respond to a revised claim prior to the arbitration hearing.

B. LITIGATION

In the event that any term of this contract is the subject of litigation, it is hereby agreed that the parties in that litigation shall pay their own attorney's fees and court costs incurred including court costs and attorney's fees incurred in appellate proceedings.

C. VENUE AND JURISDICTION

The terms and conditions herein constitute the sole and entire agreement among parties and the laws of the State of Pennsylvania shall govern any disputes. The Dauphin County Court of Common Pleas shall have exclusive jurisdiction over any and all litigation arising from the terms of this agreement.

D. RIGHT TO AUDIT

The College and appropriate designated representatives reserve the right to audit the College account records and other financial records of the Contractor, as they pertain to the College. Such audits, shall be performed by auditors selected by the College only if deemed necessary by the College.

E. FORCE MAJEURE

Neither party to this Agreement will be liable to the other for any failure or delay in performance under this Agreement due circumstances beyond its reasonable control including, without limitation, Acts of God, accident, labor disruption, acts, omissions and defaults of third parties, and official governmental and judicial action not the fault of the party failing or delaying in performance.

V PROPOSAL SUBMISSION

To receive consideration, proposals shall be made in agreement with the instructions as stated in this RFP, and such proposals and awards made therein shall be subject to all of the terms and conditions hereof:

A. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.

B. INCURRED COST

The College is not liable for any costs incurred by the Proposer in the preparation and presentation of their proposals.

C. SIGNATORIES

The proposal shall include information as requested throughout the RFP. The signature of all persons authenticating the proposal shall be printed and written in longhand in the designated area on page one (1) of the RFP. The proposal shall be signed with ink or indelible pencil.

D. ALTERNATE PROPOSALS

A Contractor may submit an Alternate Proposal(s). The Alternate Proposal(s) may be submitted, showing in detail, where the Alternate Proposal differs from the requested specifications.

E. PROPOSAL DEADLINE

To be considered for selection, proposals shall arrive at HACC, Central Pennsylvania Community College Purchasing Department, One HACC Drive, Harrisburg, PA, 17110, by **11:30AM** on or before **Wednesday, September 24, 2008**. Proposals must be in a sealed container, clearly marked "**Proposal RFP #09-10- BUSINESS RISK ASSESSMENT / INTERNAL AUDIT SERVICES**".

The mailing of proposals shall allow for normal mail delivery time to ensure timely receipt of their proposals by HACC, Central Pennsylvania Community College Purchasing Department. Proposals arriving after the deadline will not be considered. All proposals become the property of the College.

F. NUMBER OF COPIES AND MAILING OF PROPOSAL

Six (6) copies of the General Proposal will be submitted in a sealed container clearly marked with the name of the Proposer and labeled "GENERAL PROPOSAL - RFP #09-10". One (1) of the copies shall be marked "Master Copy" and will contain original signatures in all locations requiring a Contractor signature. The remaining copies do not require original signatures.

The proposals must be addressed as follows:

Proposal RFP # 09-10
HACC, Central Pennsylvania Community College
Purchasing Department
ATTN: Garry Crider, Director of Purchasing
One HACC Drive
Harrisburg PA 17110

VI FORMAT FOR PROPOSAL

A. INTRODUCTION

Any term or condition stated in this RFP document shall be considered accepted by the Contractor unless specifically objected to by the Contractor. The College may accept or reject Vendor's alternative proposals to the terms of this RFP. A proposal may be rejected if it is incomplete or conditional.

B. COST PROPOSAL

Respond to all the questions found in See Section X: Cost Proposal Sheet

VII EVALUATION

A. PROPOSAL PROCESS / EVALUATION CRITERIA

The award of the contract to the successful bidder will be predicated on the proposal most advantageous to HACC, Central Pennsylvania's Community College, in the sole opinion of the College. The College is not bound and will not accept any proposal based on cost alone, but will make an award based on the evaluation of such factors as:

1. Firm's Profile
2. Staff and Experience
3. Scope and Approach
4. References
5. Cost

A short list of no more than five (5) firms will be established. Those firms selected will be notified on Friday, October 3, 2008 and will be invited to interview before HACC's selection committee on Thursday, October 16, 2008.

It is the opinion of the College that will determine the final award. It will be made to the firm that best meets the above factor, assuring adequate service to the College.

Firms are instructed to submit their "best offer". Consideration by the College will be based on the material submitted without negotiation. However, the College will retain the right to negotiate and interview with the legal experts of the firm or firms deemed to be finalist(s).

If significant errors or omissions are found under the requirements of the RFP, the proposal will be rejected.

By submitting a proposal, the firm agrees to be governed by the terms and conditions as set forth in this document. No change or deviation from the terms set forth in this document is permitted without the approval of HACC, Central Pennsylvania's Community College.

VIII. AWARD

The College will review all proposals. The College reserves the right to cancel the selection process or the negotiations when a selection is made, or at anytime prior to entering into a formal written agreement with the Contractor.

The College intends to execute a contract with the Contractor(s) submitting the proposal which the College determines to best meet the College's requirements. The College will be the sole judge of the acceptance of any and all proposals.

In awarding the contract, the College may take into consideration: the references, experience, responsibility, reputation, financial standing of the respondent, and the ability of the Contractor to provide an advantageous time schedule for providing service. The inability of any respondent to meet the requirements may be cause for rejection of his/her proposal.

After selection approval by the colleges Board of Trustees, HACC, Central Pennsylvania Community College Purchasing Department will cause a contract/purchase order to be prepared for signatures by both parties. A contract(s) will be issued to the responsible Contractor(s) whose proposal is the most advantageous to the College, taking into consideration all evaluation factors. No other evaluation criteria, other than that outlined in this proposal, will be used.

IX. EXHIBITS / SPECIFICATIONS
For 09-10 BUSINESS RISK ASSESSMENT / INTERNAL AUDIT SERVICES

HACC, Central Pennsylvania’s Community College (“HACC”) is currently soliciting proposals for business risk assessment services and related outsourced internal audit services.

College

Overview HACC is an accessible, affordable, high quality public comprehensive, two year co-educational institution established in 1964. The main campus is located in an area of the City of Harrisburg known as Wildwood Park, on an attractive 215 acre wooded site just minutes north of the central business district of Harrisburg, Pennsylvania’s state capital. It is one of the 14 community colleges in the Commonwealth of Pennsylvania operating in accordance with the provisions of the Community College Act of 1963. The college serves an 8-county primary service area in Central Pennsylvania and has campuses in Gettysburg, Harrisburg, Lancaster, Lebanon, and York, Pennsylvania

HACC has nearly 200 degree, certificate and diploma programs. The degree programs include Associate in Arts, Associate in Science, career degrees and transfer degrees that include agreements with four-year institutions that allow for a smooth transition from HACC toward a bachelor’s degree. HACC also serves as a premier workforce development institution. HACC educates 19,000 full-time and part-time credit students and 35,000 noncredit and workforce development students at the college’s various locations.

Student Semester Tuition and Fees for 2008-09 (based on a 12 credits):

Locally Sponsored Student	\$1,314.00
Non-sponsored Student	\$2,316.00
Out-of-State Student	\$3,402.00

HACC employs 290 full-time faculty, 714 part-time faculty, 548 full-time staff and 65 part-time staff. The 2008-09 operating budget is \$131,500,000. The HACC Foundation endowment is \$29 million.

Financial highlights for the year ended June 30, 2007 are as follows:

• Total Assets:	\$139,058,931
• Total Liabilities:	49,991,472
• Total Net Assets:	
o Invested in Capital Assets, Net of Related Debt	\$ 53,032,829
o Unrestricted	<u>36,034,630</u>
o Total	<u>89,067,459</u>
• Total Liabilities & Net Assets:	<u>\$139,058,931</u>
• Total Operating Revenues	\$82,034,708
• Total Operating Expenses	<u>126,537,925</u>
Operating Income Loss	(44,503,217)
• Total Non-Operating Revenues, Net	<u>45,985,658</u>
• Net Income Before Capital Contributions	1,482,441
• Total Capital Contributions	<u>10,052,795</u>
• Increase in Net Assets	<u>\$11,535,236</u>

For more general information about the College please refer to the College’s website at www.hacc.edu.

X. COST PROPOSAL SHEET
For
09-10: BUSINESS RISK ASSESSMENT / INTERNAL AUDIT SERVICES

INFORMATION TO BE PROVIDED

In order to simplify the review process and obtain the maximum degree of comparison, proposals must be organized in a standard format. **The proposal should indicate whether your firm is proposing on the business risk assessment, internal auditing services or both. If proposing on both, the business risk assessment and internal auditing services should be divided into separate sections with associated fees, expenses and staffing for each section.** The following outline for organizing the proposal shall be used to provide necessary information.

I. Title Page

Indicate the name of the firm, address, Federal Taxpayer Identification Number, telephone number, fax number, name and title of the contact person, name(s) of principal(s) assigned to negotiate for firm (if any), and the name of the individual or company who will manage the project.

II. Cover Letter

Each proposal will have a Cover Letter on the letterhead of the company or organization submitting the proposal. The Cover Letter must include the following information:

- a. Brief summary of your understanding of the College's requirements outlined in the RFP, the services you propose to provide to the college, and the firm's ability to provide the services specified in the RFP.
- b. A Statement that the Contractor is willing to perform the work described in the RFP and to enter into a contract with HACC, Central Pennsylvania Community College to perform the work. The Cover Letter must be signed by a person having the authority to commit the Contractor to a contract.
- c. Certification as to correctness of the proposal and the authority of person signing to bind Contractor. (complete form Section XIII: Proposal Certification).
- d. Acknowledgment and/or exceptions taken to the proposed terms and conditions.

III. Profile of Your Firm

- a. Briefly describe your firm's structure, size and whether the firm is local, regional or national.
- b. State the location of the office from which service is to be performed and the number of staff employed at that office.

- c. Describe the range of activities performed by this local office.
- d. Detail your firm's higher education related experience including the number of personnel skilled in higher education audits.
- e. Provide a listing of higher education and nonprofit clients for which you provide similar services. Please note separately which clients you have performed business risk assessment services, internal audit services, or both.

IV. Staff and Experience

- a. Identify the partner, manager, and other key staff members who would be assigned to this engagement. Describe their roles and experiences with organizations of like size and complexity in the higher education field.
- b. Describe commitments you will make to preserving staff continuity, including your staff turnover during the past three years.
- c. Describe the accessibility of your team to our management team and financial staff during the engagement period.
- d. Describe the most important contributions your firm can make in performing business risk assessment services and/or internal audit services for HACC, based upon your current knowledge of the College.
- e. Describe unique capabilities of your firm and team. Describe how those capabilities will benefit HACC.

IV. Your Business Risk Assessment and Internal Audit Approach:

- a. Describe your business risk assessment work plan for HACC given your knowledge of our College. Please describe the following:
 - 1. Scope of your business risk assessment.
 - 2. Methodology to develop plan.
 - 3. Approach to assessment process (identifying, analyzing and rating various business risks throughout the College).
 - 4. Deliverables, recommendations, etc.
 - 5. Provide a well-defined timetable for the project with applicable milestones.
 - 6. Estimated total number of hours to complete this engagement.
- b. Describe your internal audit work plan for HACC given your knowledge of our College. Please describe the following:
 - 1. Scope of audit plan.
 - 2. Methodology to design audit programs.
 - 3. Approach to execution of audit programs (addressing, monitoring, and mitigating the risks identified in the business risk assessment).
 - 4. Deliverables, recommendations, etc.

5. Provide emergency fraud audits.
 6. Provide options for our consideration for a proposed multi-year outsourced internal audit plan to address identified risks.
 7. Estimated total number of hours required annually.
- c. Describe your IT audit capabilities.
 - d. Describe your firm's views regarding the most critically important business issues and enterprise risks faced by a college of our size and profile.
 - e. Provide a summary of the best practices used throughout the higher education field in the area of business risk assessment and management.
 - f. Describe how you will interact with College's management team and finance staff.
 - g. Describe how you will interact with the College's Board of Trustees Finance Committee.
 - h. Provide any other information which you feel will assist the College in making its decision.

V. Cost Proposal:

- a. Provide your detailed cost proposal broken out between:
 1. The initial business risk assessment work. (complete first tab Exhibit A-1 of 09-10 Risk Assessment – Internal Audit Cost Proposal Worksheet.xls)
 2. The hourly billing rates and potential fee ranges for the typical work load of subsequent multi-year internal audit projects. Include your approach to fee increases in subsequent years. (complete second tab Exhibit A-2 of 09-10 Risk Assessment – Internal Audit Cost Proposal Worksheet.xls)
- b. Provide a sample copy of your firm's job engagement letter for these services.

VI. References and Other:

Furnish a minimum of three (3) references providing the names and contact information for other similar sized clients, preferably in higher education, for whom the partner and manager that will be assigned to this engagement have worked.

Company Name: _____

Authorized Signature: _____

Name (Printed): _____

Title: _____

Phone: _____

Date: _____

XI. Notification of Intent to Submit Proposal

NOTIFICATION OF INTENT TO SUBMIT PROPOSAL

Please refer to the Request for Proposal Package covering the acquisition to provide BUSINESS RISK ASSESSMENT / INTERNAL AUDIT SERVICES for Proposal Number 09-10: BUSINESS RISK ASSESSMENT / INTERNAL AUDIT SERVICES for HACC, Central Pennsylvania Community College.

If you are interested in submitting a Proposal, please fill out the information requested below and return this form to Garry Crider, Director of Purchasing, HACC, Central Pennsylvania Community College, One HACC Drive, Harrisburg, PA 17110 no later than **Tuesday, September 16, 2008, by 11:00AM**. Or fax this document to 717-780-2325 or e-mail this document to cgcrider@hacc.edu.

Name of Organization _____

Mailing Address _____

Representative's Name _____

Representative's Title _____

Phone Number _____

FAX Number _____

We intend on doing the following: (check one)

- 1. () We will submit a Proposal
- 2. () We will NOT submit a Proposal

If number 2 is checked, please give a brief explanation in the spaces provided.

Signed: _____ Date: _____

XII. Notification of Intent to Attend the Mandatory Site Visit

Notice of Intent to Attend the Mandatory Site Visit

NONE REQUIRED

XIII: PROPOSAL CERTIFICATION

(date)

Purchasing Department
HACC, Central Pennsylvania Community College
One HACC Dr.
Harrisburg, PA 17110

The undersigned certifies that to the best of his/her knowledge: (check one)

- () There is no officer or employee of HACC, Central Pennsylvania Community College who has, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid.
- () The names of any and all public officers or employees of HACC, Central Pennsylvania Community College who have, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid are identified by name as part of this submittal.

The undersigned further certifies that their firm (check one) _____ IS or _____ IS NOT currently debarred, suspended, or proposed for debarment by any state or federal entity. The undersigned agrees to notify the College of any change in this status, should one occur, until such time as an award has been made under this procurement action.

In compliance with Request for Proposal No. W0203-12 for BUSINESS RISK ASSESSMENT / INTERNAL AUDIT SERVICES and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

(firm)

(address)

(signature required)

(phone no.)

(print name)

(fax no.)

(title)

(fed. tax id no.)

**HACC, Central Pennsylvania Community College
Request for Proposal**

09-10– BUSINESS RISK ASSESSMENT / INTERNAL AUDIT SERVICES

HACC, Central Pennsylvania Community College is requesting quotes to provide BUSINESS RISK ASSESSMENT / INTERNAL AUDIT SERVICES. A copy of RFP # 09-10 may be obtained at: www.hacc.edu (click on “Business & Community” – under “Purchasing”, click on “Request for Proposals”) beginning **Wednesday, August 27, 2008**. Responses due by **11:30AM** on **Wednesday, September 24, 2008** in Whitaker Hall room 130A. HACC, Central Pennsylvania Community College reserves the right to accept or reject any or all Proposals. HACC is committed to providing opportunities for Minority Business Enterprises (MBE), and Woman Business Enterprises (WBE). HACC encourages MBE and WBE firms to submit a Proposal for the Work and all bidders to proactively solicit MBE and WBE firms in the bidding and subcontracting process.