

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
2-STEP REQUEST FOR BID (RFB) TITLE: Student Travel Program Audit Services
2-STEP RFB NUMBER: e920-016
2-STEP RFB CLOSING DATE AND TIME: May 18, 2020 @ 3:00PM



ADDENDUM #2

Issued: May 8, 2020

ADDENDUM PURPOSE:

- To replace original Requirements Checklist, with attached, "Revised" Requirements Checklist
- Replace original Price Proposal, with attached, "Revised" Price Proposal
- To provide the attached questions & answers

All other specifications, terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: All proposals MUST BE RECEIVED **electronically** (NEW) by 3:00pm Eastern Standard Time on **May 18, 2020**.

REMINDER: Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time at vendor.proposals@montgomerycollege.edu. **No responses will be accepted after this date and time.**

Company Name

Authorized Signature

Date

Printed/Typed Signature

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REVISED

ATTACHMENT A – REQUIREMENTS CHECKLIST

Please an "X" in each corresponding column as it relates to your organization's ability to meet or not meet solicitation requirements.

REQUIREMENT	MEETS REQUIREMENT	DOES NOT MEET REQUIREMENT
Experience/past audits of the same scope of work with proven risk mitigation recommendations that address the unique needs of non-traditional student populations.		
Must have experience auditing liability gaps, participant waivers, and travel agencies' terms and conditions.		

COMPANY NAME

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SECTION 5 – PRICE PROPOSAL

All costs incurred in the delivery of all student travel program audit services listed herein. Provide range of hours and pricing in the table below

	Range of Hours (ROH)	Range of Pricing (ROP)
Staff		
Manager		
Partner		

EXAMPLE: Staff: **ROH:** 100hrs - 200hrs _ **ROP:** \$15,000 - \$25,000

OPTION ITEM:

Provide list, along with ROH and ROP for any positions that would be included in the project, but not listed above.

The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Offeror's omission.

By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the RFB specifications, stipulations, and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.

Company Name

Name

Title

Authorized Signature and Date

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Vendor Questions	College Answers
Section 2.6: Does the Internal Audit and Advisory Services Director consider itself independent and objective? If so, what is the organizational structure to support this?	The Internal Audit and Advisory Services Director conforms to the standards promulgated by The IIA IPPF. Please refer to the Montgomery College website for more information about the organizational structure.
Section 2.6: This section indicates that the workpapers are the “property of the College”. Auditing standards allow auditors to make available workpapers at the discretion of the auditor to remain independent. Is there flexibility in the language as to ownership of workpapers?	The engagement proposal is for a consulting firm that will act in a co-source capacity, and the Chief Audit Executive at Montgomery College (title: Internal Audit and Advisory Services Director) has overall responsibility for supervising the engagement (The IIA IPPF Standard 2340). Please identify any other standards that prospective bidders are asking to be considered for workpapers.
Section 4.1: The last paragraph indicates that the response should align with the requirements in Paragraph 5.2, RFP Outline however the document appears to end at Paragraph 4.2.7. Should the outline in Section 4.2.1 be followed instead?	Change second sentence of last paragraph in section 4.1 to read: “All responses must comply with the sequence and items outlined in section 4.2.1”
Section 2.2: Can you approximate the scope of the project? How many students have taken trips in the past 3 years? Approximately how many trips will be reviewed as part of the cost analysis?	There is no current central inventory of how many students have taken trips across all the programs. Study abroad and travel abroad programs have more data available to the audit than the other programs. An inventory is one of the deliverables, Section 2.4.1. Bidders should look at publicly available information on the Montgomery College website for a historical view of study abroad and travel abroad programs. It is not known how many trips occur in the other types of programs. Section 2.4.1.
Section 2.3: Approximately how many hours are expected of the vendor to accomplish the objectives in this section?	The prospective bidders should estimate the hours expected to accomplish this work and provide the hours in the responses.
Section 5: If the response to question 5 is not known or highly subjective, may a range of price be quoted on the response?	Yes, see attached, “REVISED PRICE PROPOSAL”
Can you provide some information on the background and need for this engagement? Was there a specific incident or driver?	Montgomery College’s internal audit department performs risk-based audits using a hybrid of agile auditing and annual audit planning. As an institution of higher education serving students, any student function is considered a high-risk, and the travel programs have never been audited before because 1) the internal audit function at the College is new, 2) the probability of risk events for student travel has been low, historically. In 2019, there was a travel abroad trip canceled by the third party travel vendor selected by the College to facilitate the trip. As such, the incident raised the risk probability attributable to student travel.

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<p>What key questions is Montgomery College hoping to address through this review? For example, are there specific identified travel programs or risks that Montgomery College would like the selected firm to provide assurance that controls are functioning effectively? Are there specific areas of the travel program that Montgomery College hopes to benchmark or assess from an advisory perspective (e.g., cost benefits analysis referenced below)?</p>	<p>Please refer to the scope of work: management of the programs (effectiveness); review of practices and processes (risk mitigation) and regulations (compliance), liability (risk mitigation).</p>
<p>Could you provide additional detail as to the co-sourcing roles and expectations (e.g., to what extent will the Internal Audit and Advisory Services Director participate in work activities, meetings, testing, reporting, etc.)?</p>	<p>The Internal Audit and Advisory Services Director (CAE) will support the successful bidder in developing the strategy and audit planning by phone or video chat, and oversee the engagement for final decisions as needed. The audit memo and kickoff/exit meeting will be executed by the CAE with the successful bidder participating in a kickoff/exit meeting. The audit program would be executed by the successful bidder. Section 2.2, the selection for the cost analysis will be determined in collaboration with the CAE. Deliverables, Section 2.4, include a draft report for review by the CAE.</p>
<p>Section 2.4 requests a “cost benefits analysis” related to this audit. Are you able to provide more details as to the goals and nature of such analysis? For example, is Montgomery College seeking assessment of the College’s current cost benefits assessment of each program (i.e., validating that the current process is well-designed and consistently executed) or is the College looking for the contracted firm to perform this analysis for a subset or for all travel programs?</p>	<p>This should read “cost analysis,” as stated in Section 2.3 and Section 2.2. The benefits are not expected to be analyzed in this engagement.</p> <p>The College does not have a central repository to track the student trips. The cost analysis will help the College understand the hard and soft costs for selected trips, which could further provide information for future decision-making.</p>
<p>Section 2.4 requests a “catalog/inventory of all the programs available to travelers that identifies program characteristics, risks, gaps, and safeguards.” Understanding that the development of such a catalog could be a significant undertaking, could you provide some information as to what elements of this already exist? Would Montgomery College be satisfied with a risks and controls matrix addressing all programs but summarized by major category of travel activity?</p>	<p>A risks and controls matrix, or another form of a risk assessment, would be helpful for any audit program developed for Section 2.3, Objective 1. Section 2.4 asks for a catalog/inventory because to have this view would be valuable data to the College. The audit seeks this catalog in order to provide useful information to the leaders and be able to begin to build a central repository. Bidders should look at publicly available information on the Montgomery College website for a historical view of study abroad and travel abroad programs and might find that it is not a “significant undertaking.” The significance of the undertaking as perceived by any bidder should be priced accordingly.</p>
<p>In Section 1.10.2.2, the RFP states “Offeror has provided all documentation and samples requested in the Scope of Work/Specifications”. Do samples refer to references? Is there additional information you would like to fulfill this requirement?</p>	<p>Change Section 1.10.2.2 to read: “Offeror has provided all documentation requested in Section 4.2”</p>

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Could you inform of us of any budget limitations or thresholds?	Budget information is not available.
The proposal both requests electronic submissions and requests no electronic submissions. To clarify, are you requesting electronic submissions?	When responding to this solicitation, follow submittal instructions outlined in Section 4.1. Delete the following statement from solicitation cover page: "Proposal will not be accepted via facsimile or electronic mail."
Due to the current environment, are you still looking to have a signed hard copy of the proposal sent, as well as the electronic submission, or does the electronic submission replace the hard copy submission?	Unfortunately, one hard copy proposal must be submitted when responding to this solicitation.
Can you clarify in section 4.1 that section 5.2 was incorrectly stated and section 4.2 was meant?	Change second sentence of last paragraph in section 4.1 to read: "All responses must comply with the sequence and items outlined in section 4.2.1"
Are Student Travel Programs related to Athletics anticipated to be in scope, as this proposal states all Student Travel Programs?	Yes.
Approximately how many departments are in scope that would need to be interviewed?	Each academic dean would be subject to this scope. Procedures used to gather information could include interviews, ICQs, surveys, etc. There are approximately 12 deans.
Is there a current inventory of all student trips that would be in scope?	There is no current inventory. This is one of the deliverables, Section 2.4.1.
How many student travel programs/trips occur on an annual basis (campus-wide/for all College locations)?	Bidders should look at publicly available information on the Montgomery College website for a historical view of study abroad and travel abroad programs. It is not known how many trips occur in the other types of programs. Section 2.4.1.
Do you have an anticipated start date for the audit/timeframe for the audit to be performed?	The anticipated audit kickoff would be the end of May, subject to change. The anticipated timeframe is two months (Section 2.5).
Does the College anticipate that all of the work will be done by the successful firm or does the College have resources that could be leveraged to perform some of the audit (e.g., members of the Internal Audit and Advisory Services team)?	The Internal Audit and Advisory Services team will support strategy and planning, and oversee the engagement as the CAE. The audit program would be executed by the successful bidder.
Will the Director of Internal Audit and Advisory Services or designee be able to help facilitate scheduling meetings with key process owners?	Yes.
Does the Internal Audit and Advisory Services Department utilize standard sampling methodologies that the successful firm would be expected to use (if so, can that be shared), or will the approach to sampling be agreed upon with the Director and the successful firm?	Agreed upon with the Director and the successful firm. This engagement does not require statistically valid sampling. The trips for cost analysis will use judgmental selection.
For the three year look back and populations needed for testing, will the College be able to provide the raw	It is expected that the firm will request information and the College will be able to provide it. There is not a

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financial data and population files associated with all of the in-scope travel programs?	central repository for all the information, so this question applies to Section 2.4.2 of the RFB, "data mine....catalog/inventory...." The planning phase of the audit will help identify the points of contact and the data that will be sought.
Are there any key systems that are used for Student Travel Programs?	There are no key systems used.
Are there any key third parties used for Student Travel Programs (e.g., travel agencies, software-as-a-service providers, etc.)?	Travel agencies are used as third parties for facilitation and payment collection of some of the travel programs, but not all.

***** End of Questions & Answers *****