REQUEST FOR QUOTATION

RFQ Number: 11-002
Request Date: June 27, 2011

TO:

_____
_____
_____
_____

Special Notes:

1) This is a request for **Open Market Pricing**.
2) Quotations may be e-mailed to gladys_rivera@prp.uscourts.gov or faxed to (787) 771-1264 to the attention of Mrs. Gladys Rivera, Administrative Analyst by July 14, 2011, 5:30 p.m. (local time). Hand carried quotations are to be delivered by the same time at the U.S. Probation Office, Federico Degetau Federal Office Building, 150 Carlos Chardón Ave., Rm 400, San Juan, PR 00918-1767 to the attention of Mrs. Gladys Rivera, Administrative Analyst in a sealed envelope. Use the attached quote sheet for a price quotation broken down by task with any supporting documentation for the price attached.

   A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer. It will also be awarded based on the date availability of your firm.

4) Quotes and questions concerning this RFQ should be addressed to the person stated below no later than July 14, 2011:

   Mrs. Gladys Rivera
   Administrative Analyst
   U.S. Probation Office
   Federico Degetau Federal Office Building
   150 Carlos Chardón Ave., Rm 400
   San Juan, PR 00918-1767

Sincerely,

Eustaquio Babilonia, Chief
U.S. Probation Officer

grr

Attachment

Quote Sheet for RFQ Number: 11-002

Item No.	Short Description	List of Tasks	Quantity	Unit	Unit Price	Extended Price
1	(Fill in short description such as "copier".)	(Fill in detailed product specification or product description.)	(Fill in requested quantity.)	(Fill in unit, such as "each".)	(Contractor will fill in.)	(Contractor will fill in.)
2						
3						
4						
5		(Continue on additional sheet(s), if necessary.)				

Vendor's Name

Vendor's Phone Number/Fax Number/E-mail

Vendor's Street Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Date

Quantity Discount

Tax Identification

Printed or Typed Name of Signature

Discount Terms or Net 30?

Performance Start Date

DUNS Number

Statement of Work
U.S. Probation Office
District of Puerto Rico
June 27, 2011

1 Description:

The contractor shall present a proposal to perform internal control evaluation and an internal audit for the year periods of from March 1, 2010 to February 28, 2011. This internal control should meet the court requirement of conducting a comprehensive and independent internal control evaluation. Personnel assigned should have hands-on expertise in reviewing internal controls that are required by our Administrative Office of the US Courts.

1.1 Introduction:

We want to perform our local internal audit that should be performed on an annual basis. The same should be completed by August 31, 2011.

1.2 Scope:

The contractor shall be able to cover the following services:

A) Organizational Profile
B) Financial & Budgetary Reporting

C) Management Control Methods
   1) Internal Control Procedures Manual
   2) Internal Control Evaluations
   3) Training
D) Losses and Shortages
E) Automated Financial Systems
F) FAS4T (Financial Program)
G) Firearms Control
H) Fund Control
I) Payment Authorization Processing
J) Procurement & Property
K) Small Purchase Credit Cards
L) Phone Cards
M) Government Travel Cards
N) Internet Usage Policy
O) Seized/Abandoned Property
P) Protective Ballistic Vests

2 Description of Deliverables:

The contractor shall be able to submit a Planning Schedule once the project is awarded. This schedule should include description of work and due dates. This schedule should include a Kickoff Meeting and a Closing Summary Meeting. The contractor must submit a written financial related audit report with findings and recommendations.

3 Schedules for Performance and Delivery:

Once the bid has been awarded, we require a completion date on August 31, 2011.

4 Submittal of Quotes:

All Requests for Quotation shall be received no later than July 14, 2011. Any quotation received after this date will not be considered in the evaluation process. Please include in your proposal past experiences in auditing federal government agencies (if applicable).

5 Pricing

Please submit a total award fixed price to complete the required task.