

REQUEST FOR QUOTATION

RFQ Number: 16-001

Request Date: September 5, 2016

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 Ms. Gladys Rivera, Contracting Officer by September 20, 2016, 5:30 p.m. (eastern time). Hand carried quotations are to be delivered 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, Contracting Officer in a sealed envelope. The date and time stated above apply to hand carried quotations, e-mailed quotations, or faxed quotations. 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.
- 3) Questions concerning this RFQ should be addressed to the person stated below no later than September 18, 2016:

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

Sincerely,

Gladys Rivera
Contracting Officer
(787) 408-7348 (Cellular)
(787) 771-1264 (Facsimile)

Attachment

**Statement of Work
U.S. Probation Office
District of Puerto Rico
September 5, 2016**

1 Description:

The contractor shall present a proposal to perform internal control evaluation and an internal audit for the period of September 1, 2015 to August 31, 2016. 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 Introduction:

According to our Guide to Judiciary Policy, we are required to perform local internal audits that should be performed on an annual basis. This request for quotation meets our policy as required by the Administrative Office of the US Courts.

.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 with 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, the contractor should commence immediately with the Kickoff Meeting. This Kickoff Meeting will require the presence of the Chief Probation Officer.

4 Submittal of Quotes:

All Requests for Quotation shall be received no later than September 20, 2016 by the end of the closing day. Any quotation received after this date will be disqualified and 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 according to our stated requirements.