

# Sample Request for Proposal for External Quality Assessment Services

January xx, 200x

Ms. XXX  
c/o ABC Assessment Firm  
123 Any Street  
Anytown, FL 00000

Dear Ms. XXX:

This letter is a Request for a Proposal (RFP) for an External Quality Assessment (QA) of ABC Company Manufacturing, Inc. Internal Audit Services.

**Background:** ABC Company, a public company, manufactures and markets specialty medical surgical devices. Manufacturing facilities are located in three Mid-Atlantic States. Distribution facilities are located in Pennsylvania, Indiana, Louisiana, and Nevada. Sales are made through an outsourced sales organization. In the fiscal year ended Aug. 31, 200x, net revenues were approximately \$2.2 billion and assets exceeded \$2.5 billion. Further information is available on our Web site: [www.abccompany.com](http://www.abccompany.com).

Our Internal Audit Services Department consists of ## professionals, including the vice president who reports to the president/chief executive officer (CEO). The vice president has access to the chairman of the board and the audit committee.

The audit function provides an independent appraisal of key financial and operational controls. The audit department also shares best practices that promote operational efficiencies and cost saving opportunities. Our audit plan is the result of an annual risk assessment. A copy of the approved FY200x Audit Plan is enclosed for your reference.

**Review services to be provided:** This RFP is for an external quality assessment of Internal Audit Services of ABC Company. The selected independent party will:

1. Assess the IA Activity's conformity to The Institute of Internal Auditor's *International Standards for the Professional Practice of Internal Auditing*.
2. Evaluate the IA Activity's efficiency and effectiveness in carrying out its mission (as set forth in its charter and expressed in the expectations of ABC Company management).
3. Identify opportunities to enhance the IA Activity's management of resources and work processes, as well as its value to ABC Company.

The response to this RFP should identify the membership and credentials of the review team, and the primary contact's information. The review team will include **manufacturing** internal audit experience.

The review will be confidential, with the results only provided to designated **ABC Company** representatives. The independent party shall prepare a written report upon completion of the external quality assessment that is addressed to the CEO and the audit committee. **A presentation on the external quality assessment results will be made to the audit committee.**

**Fee Estimate Assumptions:** Your fee estimate should incorporate the following assumptions:

- The project will be performed in **Month, 200x**, with a preliminary report submitted by **April 28, 200x**, and the final report issued by **May 15, 200x**.
- Fees should include the cost, plus any estimated expenses.

**Submission and Selection:** Proposals for the external quality assessment must be submitted by **Jan. 20, 200x**. Internal auditing and our quality assessment oversight committee, which is composed of our chief financial officer, chief legal officer, and a member of our audit committee, will review each proposal. Selection of the provider vendor is tentatively set for **Feb. 1, 200x**, after interviews of finalists. Additional information requests should be coordinated through my office at **+1-000-555-0000**.

**Other Matters:** Please provide references.

We are looking forward to working with you, and please do not hesitate to contact me if you have any additional questions.

Sincerely,

**David P. Auditor**  
**Vice President**, Internal Audit

Attachment

cc: President/CEO  
Quality Assessment Oversight Committee