

**LONG BEACH COMMUNITY COLLEGE DISTRICT
CONTRACTS MANAGEMENT G-4
4901 EAST CARSON STREET
LONG BEACH, CA 90808
(562) 938-4034
Fax: (562) 938-4640**

**REQUEST FOR PROPOSALS (RFP) #12-1004
FINANCIAL AUDITING SERVICES – SBDC NETWORK**

**ADDENDUM NO. 1
January 20, 2012**

This Addendum forms a part of the Contract Documents and modifies the original Request for Proposals.

Note: It is the responsibility of all proposers to notify all subcontractors from whom they request bids and from whom they accept bids of all changes contained in this addendum.

ADDENDUM NO. 1 CONTENTS:

I. Revision to Request for Proposals

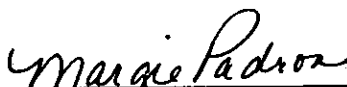
- a. Submittal date is changed from 4:00 p.m. on Tuesday, January 24, 2012 to 4:00 p.m. on Tuesday, February 7, 2012.
- b. Technical questions are to be received no later than 5:00 p.m. Thursday, January 26, 2012. Email questions to mpadron@lbcc.edu with a copy to bmorales@lbcc.edu.
- c. Delete pages 1, 2 & 3 and replace with revised pages 1, 2 & 3 dated January 20, 2012 attached hereto.

II. Attachments

- a. Revised January 20, 2012 Request for Proposals pages 1, 2, & 3
- b. Certification Re Criminal History

*****END OF ADDENDA NO. 1*****

LONG BEACH COMMUNITY COLLEGE DISTRICT



Margie Padron
Deputy Director, Purchasing & Contracts

1/20/12
Date

*RFP 12-1004
Addendum No. 1
January 20, 2012*

**REVISED JANUARY 20, 2012
REQUEST FOR PROPOSALS (RFP):
Independent Financial Auditing Services
Small Business Development Center Network**

INFORMATION AND INSTRUCTIONS

Overview

Long Beach Community College District is seeking proposals for Internal Financial and Performance Audit Services (hereafter referred to as "internal audit") to provide independent internal audit services for the Los Angeles SBDC Network. *Only firms with SBDC internal audit experience will be considered.*

Work Tasks and Requirements

1. In 2012, perform internal audit of all seven (7) SBDC Service Centers (subcontractors) for calendar year 2011.
2. In 2013, perform internal audit of the Lead Center for calendar year 2012.
3. In 2014, perform internal audit of all service centers (anticipated to be 9 but not to exceed 10) for calendar year 2013.
4. Internal audit to be performed to OMB requirements (A-21, A-110, A122 & A-133) and CFR and USC pertaining to the SBDC program, additional SBDC program requirements per the Office of Small Business Development Centers (OSBDC), ASBDC Accreditation Standards, and LBCCD sub-recipient agreement.
5. Performance portion of the internal audit includes validating expenditures with metrics in the SBDC data collection system – WebCATS, and verification of Center performance milestones.
6. Provide final matrix/spreadsheet showing analysis of key center/program financial and performance metrics for benchmarking purposes.
7. Review and collect documents from sub-recipients to be specified per SBDC program, including on-site review as necessary.
8. Generate a draft report per center and meet with SBDC Lead Center staff to review draft internal audit report and findings.
9. Meet with each Service Center to review draft internal audit and findings for each sub-recipient.

10. Generate final comprehensive report of internal audit activity performed and findings for each sub-recipient. Provide 20 copies of final report to the Lead Center.
11. Perform and complete all internal audit activities and submit final reports by September 30th of each year.

Proposal Instructions

Proposals shall be prepared in letter format and are to be submitted as directed in the transmittal letter that accompanies this RFP. Proposals shall contain the following:

1. A statement declaring the proposer's interest in contracting with the District for the specified services;
2. A description of the proposing firm, including legal form (sole proprietorship, partnership, corporation/state of incorporation), date of founding, location, number of employees, etc.;
3. A description of any special qualifications or credentials possessed by the proposing firm, particularly those that distinguish the firm from its competitors; including prior experience performing financial and performance audits of SBDC networks, or demonstrated knowledge of SBDC program requirements and financial operations, including knowledge of SBDC data collection system - WebCATS.
4. Certification that the Auditor is a properly licensed certified public accountant in good standing with the AICPA and CSCP;
5. Certify that the firm is not debarred, suspended or ineligible to contract by any public agency;
6. A statement indicating proposing firm's agreement to execute a confidentiality and conflict of interest agreement with regards to access to SBDC client information, for all persons who will perform the work;
7. A statement whether the proposer can satisfy the District's insurance requirements, as described in the Standard Terms and Conditions that accompany this RFP;
8. A list of other relevant auditing engagements completed, with month and year the work was performed, name or other description of the clients, and descriptions of the work performed;
9. At least three (3) client references for the proposer, including name of firm, address, telephone number and contact person;
10. Resume(s) of the person(s) who will perform the work;

11. A brief work plan or description of the proposed approach to completing the work, including a schedule for work completion;
12. A specific description of what documents and physical resources (e.g., office space, equipment) beyond what is offered in this RFP would be required from the District or other sources in order to complete the work;
13. A fee proposal for completing the work, preferably expressed as a firm fixed price but other forms of pricing (e.g., cost-plus-fixed fee, time-and-expense) are also acceptable; include an hourly rate fee schedule and provide a breakdown per year of the fee proposal;
14. A statement that the proposal shall remain in effect for not less than 90 days from the date of submittal;
15. A declaration of exceptions to, or deviations from, the scope of work or other requirements of the RFP, if any;
16. A signature by a person authorized to bind the offering firm to the terms of the proposal;
17. Name, telephone, email address of contact person during the RFP process; and
18. Completed and signed Certification Re Criminal History (attached); and
19. Notarized original Non-Collusion Affidavit and a completed and signed W-9

The District will evaluate the proposals received in accordance with the following criteria:

1. Qualifications and experience of the proposing firm and its staff;
2. Work plan and schedule;
3. Competitiveness of fee proposal; and
4. Miscellaneous other factors, including acceptability of exceptions or deviations, if any, and completeness of proposal.

The District expects to select a Contractor and award a contract by **March 27, 2012**, with work to begin immediately thereafter.

CERTIFICATION RE CRIMINAL HISTORY

I, _____, am the _____ of _____ ("Vendor").
(Printed or Typed Name) (Title) (Name of Firm)

I declare, state, and certify all of the following:

1. "Vendor" proposes to enter into a contract ("Contract") with the Long Beach Community College District ("District") to provide _____ services.

2. I am aware of the provisions of the following code sections of the State of California with respect to certain felonies: violent felonies, as that term is used at Penal Code §667.5(c); serious felonies, as that term is used at Penal Code §1192.7(c); sex offense felonies, as that term is used at Education Code §87010; and, controlled substance offense felonies, as that term is used at Education Code §87011 (collectively, "specified Felonies").

3. I acknowledge that, for the purposes hereof, any offense in any other jurisdiction which would have been a felony under any of said code sections if committed in the State of California also is a Specified Felony.

4. I have personal knowledge of and/or have made due and diligent inquiry with respect to the following and, based on said knowledge and/or inquiry, I certify that no person who has been convicted of a Specified Felony shall provide services to District under the Contract if awarded to Design Build Entity.

5. I am aware and acknowledge that, if any person who has been convicted of a Specified Felony provides services to District under the Contract, then, in the sole discretion of District: a) the same may constitute a material breach of the Contract; and/or, b) the same may be grounds for termination of the Contract for cause.

6. I am authorized to execute this Certification re Criminal History on behalf of Design Build Entity.

I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct.

Executed at _____ this _____ day of _____ 2012.
(City and State)

(Signature)