

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.

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.

Request For Proposal Rfp For Library Management System

SJ Ball



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