



REQUEST FOR PROPOSALS No. ACTT/001/2023

PROVISION OF INTERNAL AUDIT SERVICES FOR THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO

RESPONSES TO REQUESTS FOR CLARIFICATION

The table below includes points of clarification raised by prospective proponents and the ACTT's responses to the requests:

Request No.	Date Received at ACTT and media	Date Responded	Question	Response
1- KP	May 10, 2023- Email	May 17, 2023	1. Will Proponents be provided with an approximate number of pieces of documented information (policies, process maps, procedures....) for each of ACTT's five services? This	No. The number of pieces of information will depend on the items included in the audit plan.

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			is needed for completing responses in evidence such as Form F's Work Plan sections #2, 4 & 5.	
		May 17, 2023	2. Section 6 of the Work Plan in Form F requires the Persons/Area Responsible. I would greatly appreciate the names of these persons. I believe that these would be the current heads of the areas responsible for executing the five services.	The Proponent must provide the names of persons from his/her organization responsible for each action area in the RFP.
		May 17, 2023	3. Finally, the last clarification that I would like to seek at this time is the official format of ACTT's audit plan mentioned in #15 on page 11 of the Request for Proposals No. ACTT/001/2023. I am familiar with the following format: a. Title b. Audit number c. Scope d. Requirements e. Name(s) of auditors f. Auditees g. Members of staff to be informed h. Actions	The Proponent is expected to adopt an appropriate format.

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			<ul style="list-style-type: none"> i. Documented information j. Draft audit schedule 	
2-DG	May 16, 2023 – Facebook	May 17, 2023	To audit according to what standard?	Financial audits will reference International Financial Reporting Standards (IFRS) and quality audits will reference the International Standards and Guidelines of the International Network for Quality Assurance Agencies in Higher Education (INQAAHE)