



**Request for proposal
Audit Management System**

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Section A: Background

Cytonn Investments is an independent investments management firm, with offices in Nairobi - Kenya and D.C. Metro - U.S. We are primarily focused on offering alternative investment solutions to global and local institutional investors, individual high net-worth investors, and diaspora investors interested in the East-African region. Our investments are in real estate and private equity. Real estate investments are made through our development affiliate, Cytonn Real Estate, where we currently have over Kes. 82 billion (USD 820 mn) of projects under mandate across ten projects. In private equity, we invest in banking, insurance, education, hospitality and technology. Our financial services investments in Sub Saharan Africa are made through our Cytonn Financial Services Fund (CFSF) through which we are the 6th largest shareholder in NIC Bank in Kenya. Investments in education and hospitality are made through Cytonn Education Services and Cytonn Hospitality, respectively.

Section B: Objectives & Scope of work

This RFP seeks to identify a system that will help Cytonn manage all its audit related activities. The system is meant to support all types of audits that may include Operational audits, IT audits, quality audit, both routine and ad hoc audits.

The system is also required to provide end-to-end functionalities for managing the audit cycle from audit planning, scheduling, to development, to fieldwork, reporting and follow up of audit recommendations

Section C: Technical Requirements for the audit management tool

- Risk assessment and Analysis
- Audit Universe management
- Audit Planning and Scheduling
- Audit Resource and Time Management
- Audit Fieldwork
- Audit Issue Management

- Audit Reports: Having both a repository of various templates and also the ability to configure audit reports
- Increased visibility of QMS (Quality Management Systems)
- Create multiple checklist templates for different audit types.
- Offline access
- Audit trail

Section D: Financial Proposal

In preparing the financial proposal, service providers are expected to consider all costs associated with the assignment including:

- a) Remuneration for all staff required for the assignment. A breakdown of the costs by activity and timing should be provided
- b) The financial proposal should clearly identify, as a separate amount, the local taxes, duties, levies and other charges imposed by the law

The service providers shall express their price in Kenya Shillings, while those in percentage shall be applicable in Kenya Shillings as well.

The Proposals must remain valid for 90 days after the submission date. During this period, the vendor is expected to keep available the professional staff proposed for the assignment. The Client will complete negotiations during this period.

Section E: Agreement

The service providers selected to provide the above-referenced services will be expected to enter into a contract before commencement of works

Section F: Rejection of Proposals

Cytonn Investments Management Plc reserves the right to reject all of the responses received as a result of this RFP. Cytonn Investments Management Plc does not intend to award a contract solely based on responses to this RFP or otherwise pay for the information solicited or obtained in response to this RFP.

Section G: Incurred Cost

Cytonn Investments Management Plc will not be liable for any cost incurred by the vendor for any work performed through and including the execution of a contract for professional services, prior to the execution of a contract.

Section H: Completeness of the Submitted Proposal

The proposal shall address all items completely and thoroughly, and shall be signed by an officer of the firm authorized to bind the vendor to its provisions.

Section I: Service Provider Responsibilities

The vendor shall provide all professional services as described under the Scope of Services and to maintain those capabilities until notification that their proposal was unsuccessful. Exclusion of any service for the project may serve as cause for rejection.

Section J: Acceptance of RFP Content

Cytonn Investments Management Plc will review the Proposals and make a recommendation to the Client, based upon an evaluation of the following criteria:

Experience in works of similar nature

- Past performance record
- Details of organization
- Demonstrations of technical competency
- Size and categories (by qualification and experience) of staff;
- Availability of key staff with the relevant experience
- Capacity to carry out the work, proposed scope of services being offered to carry out the works effectively;

Section K: Compensation

Cytonn Investments Management Plc and the selected vendor will formalize the scope of services and negotiate a fee.

Section L: Responses

To be considered, a copy of the proposal must be submitted to Cytonn Investments Management Plc addressed to procurement@cytonn.com on or before 2nd July 2018 at 2:00pm

Section M: Non-Collusion

It is understood that you/your firm understand that the business discussions between yourself, ourselves and our Client may contain sensitive and proprietary information and which shall need to be kept confidential at all times, other than where; the information is or becomes public knowledge (without fault of the Party concerned); or if and to the extent that information is required to be disclosed by a Party to a regulatory or governmental authority or otherwise by law (in which case that Party shall keep the other Party informed of such disclosure). This obligation is not limited in time, and shall continue even after these business discussions cease to exist. In addition, each Party shall use all reasonable efforts to ensure that its employees, agents and representatives (and those of its Affiliates) comply with these confidentiality obligations.