

COMMUNITY COLLEGE OF ALLEGHENY COUNTY
PURCHASING DEPARTMENT
800 ALLEGHENY AVENUE, PITTSBURGH, PA 15233

ADDENDUM NO. 1
RFP 3165
Independent Audit of the Annual Security Report (ASR)
Development and Clery Compliance Process
AUGUST 3, 2026

The following additional information is hereby made a part of this RFP:

Various questions and answers:

1. Please confirm whether the College intends for its 2026 Annual Security Report to be the focus of this review (i.e., the report that must be published on or before October 1, 2026). – **The 2026 ASR can be apart of the audit. The purpose of the review is to help CCAC create a repeatable industry excepted process to create its ASR in the future.**
2. Has CCAC previously undergone:
 - a. A Clery compliance review by the Department of Education? – **No.**
 - b. An internal audit? – **No.**
 - c. An external Clery assessment? – **No.**

If so, will prior reports be made available? – **Yes.**

3. As it relates to the requested Crime Classification Review, does CCAC anticipate a comprehensive review of all applicable records and classifications or a risk-based sampling methodology? Will the review pertain to a single calendar year (presumably, 2025) or the three most recent calendar years covered in the upcoming report (2025, 2024, and 2023)? Additionally, can CCAC provide the approximate number of records maintained within each reporting source or records management system (e.g., Maxient, Campus Safety/Security reports, CSA reports, Title IX/Civil Rights reports, etc.) that may be subject to review? This information will assist proposers in accurately estimating the level of effort, project timeline, and associated costs. – **The college currently uses Maxient and Incident tracker to document events. The Office of Institutional Compliance/Title IX/Civil Rights maintains a separate departmental spreadsheet for tracking cases and reports any Clery Reportable Crimes to Safety & Security monthly. We combine these reports with incident reports received from our compliance office to create the ASR.**

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4. Regarding the review of Annual Security Report policy statements, please clarify the intended scope of the assessment. Will CCAC provide written policies and procedures corresponding to each ASR policy statement for comparison purposes? Further, should proposers assume the review is limited to assessing consistency between ASR policy statement disclosures and applicable regulations, written policies, and documented procedures, or should the review also include interviews and testing to evaluate whether institutional practices are operating in accordance with those disclosures, policies, and procedures? If operational assessments, interviews, and testing are expected, please identify the approximate number of stakeholders and functional areas that the College anticipates would be included as part of this component of the review.
 - a. The college will provide written policies and procedures corresponding to each ASR policy statement.
 - b. Stakeholders/functional areas that manage applicable policies/procedures will be made available as needed. Likely functional areas/departments include Safety & Security, Student Conduct, Title IX/Civil Rights, Deans of Students.
5. The RFP identifies “documentation standards” as an area to be evaluated in Section H, Documentation and Internal Controls. Please clarify what is meant by “documentation standards” in this context and identify the specific documentation categories, records, and processes that CCAC expects the selected consultant to evaluate as part of this review. – Yes, we are requesting a review/evaluation of the processes and procedures we currently utilize to capture Clery Reportable data, document incidents, and record keeping ensuring Clery Act/VAWA compliance.
6. With respect to the Training Program Review, should proposers assume that the evaluation is limited to training provided to individuals with Clery Act compliance responsibilities, such as crime classification, Clery geography determinations, and Campus Security Authority reporting responsibilities? Are there specific areas the College seeks to have evaluated? – Yes, the areas that are responsible for Clery Act compliance include Emergency Management/Safety & Security, Student Conduct, and Title IX/Civil Rights.
7. The RFP identifies as a project objective the assessment of “compliance with all applicable Clery Act regulations.” However, several Clery Act compliance program elements are not specifically referenced within the Scope of Services, including, for example, Daily Crime Log procedures, Timely Warning procedures, Emergency Notification procedures, annual testing of emergency response and evacuation procedures, VAWA prevention programs, and hazing-related policy and disclosure requirements. Please clarify whether CCAC intends for these or other Clery Act compliance areas to be evaluated as part of this engagement, or whether the consultant's review should be limited to the specific scope areas identified in the RFP. We recognize that many of these topics are reflected in required Annual Security Report policy statement disclosures. However, evaluating whether the College's operational practices and compliance obligations in these areas are being performed in accordance with regulatory requirements would generally involve a substantially broader assessment than determining whether ASR policy statement disclosures are consistent with applicable regulations and written institutional policies and procedures. Accordingly, please clarify the intended scope of review for these compliance areas.

7 answer: It is intended that the Scope of Services be inclusive of review and recommendations relative to a complete Clery Act compliance program, including Daily Crime Log procedures, Timely Warning procedures, Emergency Notification procedures, annual testing of emergency response and evacuation procedures, VAWA prevention programs, and hazing-related policy and disclosure requirements. While we currently have areas responsible for all of the aforementioned, our goal is continuous improvement and efficiency related to our policies, procedures, and implementation.

8. Preferred Engagement Delivery

Question:

Does CCAC anticipate that any portion of the engagement must be performed onsite? If so, should proposers assume visits to all campuses and educational centers, and may onsite meetings and stakeholder interviews be consolidated over a limited number of days? - **We would prefer that meetings where possible be conducted in person.**

9. Reporting Timeline

Question:

What is CCAC's desired completion date following the anticipated September 2026 project kickoff, including any Board or committee deadline that should be considered? – **The completion date is negotiable depending on the scope of the project.**

10. Prior Reviews

Question:

Has CCAC previously conducted an internal or external review of its Clery Act compliance program or Annual Security Report development process? If so, will prior reports or related documentation be made available to the selected firm? – **There is no evidence that a CLERY process review has been conducted.**

11. Scope of Interviews

Question:

Approximately how many stakeholder interviews and participating departments should proposers assume when developing the project plan? – **We would like the leadership team and representatives from the faculty and staff to be interviewed. These meetings, if necessary, could be conducted digitally.**

12. Organizational Structure

Question:

Does CCAC maintain a centralized Clery compliance function or coordinator, or are responsibilities distributed across multiple departments? – **The ASR is completed by Executive Director, of Emergency Management/ College Safety and Security or their designee.**

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13. Recent Organizational Changes

Question:

Have there been any significant changes to CCAC's Clery compliance program, organizational structure, or public safety operations within the past two years that should be considered in planning the engagement? – **The process has not been formalized.**

14. Review Period

Question:

What period should proposers assume will be covered by the review, including the number of ASR reporting cycles and years of supporting crime statistics? – **No more than two years, plus our current process.**

15. Location Review Approach

Question:

Should proposers include all four campuses and three educational centers at the same level of review, or may they propose a risk-based approach across locations? – **The college currently produces one report that includes that individually reports the statistics for all locations.**

16. Additional Locations

Question:

Beyond the seven locations identified, are there additional leased, instructional, administrative, or other locations that should be considered in planning the Clery geography review? – **No.**

17. Transaction-Level Testing

Question:

Does CCAC expect the engagement to include transaction-level testing of incident records and reconciliation of source records to published crime statistics? If so, may proposers recommend an appropriate risk-based sample? – **Yes.**

18. Campus Security Authorities

Question:

Approximately how many Campus Security Authorities are currently designated across the College? – **At this time there is no defined list of designated CSAs at the college. However, we do have a list of Officials with Authority (OWAs) designated in our Title IX Procedure.**

19. Policy Statement Deliverables

Question:

Does the requested review of ASR policy statements require identification of gaps and recommended revisions, or preparation of implementation-ready revised policy language? – **Yes.**

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20. Practical Tools and Templates

Question:

Does CCAC expect practical tools or templates—such as an annual compliance calendar, responsibility matrix, evidence checklist, or corrective action tracking tool—to be included in the base scope? – **Yes.**

NOTE:

As a point of clarification, the crime and fire logs will also need to be reviewed for acceptable format etc.

End of Addendum 1

Sign addendum and return to the College with your response.

Company Name

Bidder's Signature

Issued by:
Michael G. Cvetic, Director of Purchasing