



REQUEST FOR PROPOSAL No. 3165

Independent Audit of the Annual Security Report (ASR) Development and Clery Compliance Process

Issued by

Community College of Allegheny County Procurement Department

Due date: 2:00 P.M. Prevailing Time on Thursday, August 6, 2026

Submit proposals via email to Michael Cvetic at mcvetic@ccac.edu.

REQUEST FOR PROPOSAL No. 3165

1. INTRODUCTION

The Community College of Allegheny County (CCAC) invites qualified firms with demonstrated expertise in higher education Clery Act compliance to submit proposals for an independent audit of the College's Annual Security Report (ASR) development process.

The College seeks a comprehensive review of the policies, procedures, organizational structure, documentation, internal controls, and methodologies used to prepare its Annual Security Report in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. §1092(f)) and applicable federal regulations.

The purpose of this engagement is not simply to review the published ASR, but to evaluate the entire process used to collect, verify, classify, document, approve, publish, and distribute the report.

2. COLLEGE BACKGROUND

The Community College of Allegheny County is a multi-campus public institution serving thousands of students throughout Allegheny County, Pennsylvania.

The College maintains four campuses, and 3 educational centers that require coordinated Clery Act compliance across numerous departments.

The college is a commuter college and does not have resident halls.

3. PROJECT OBJECTIVES

The selected consultant shall:

- Evaluate the College's current ASR preparation process.
- Assess compliance with all applicable Clery Act regulations.
- Identify strengths and areas for improvement.
- Recommend industry best practices.
- Provide practical recommendations that improve efficiency, accountability, documentation, and regulatory compliance.
- Assist the College in reducing institutional compliance risk.

4. SCOPE OF SERVICES

The consultant shall perform a comprehensive assessment including, but not limited to, the following:

A. Governance and Organizational Structure

Review:

- Roles and responsibilities
- Organizational accountability
- Departmental participation
- Clery Committee structure
- Executive oversight
- Reporting relationships

Determine whether governance supports effective Clery compliance.

B. ASR Development Process Review

Evaluate every phase of the ASR creation process including:

- Annual planning
- Timelines
- Project management
- Data collection
- Draft development
- Internal review
- Legal review
- Executive approval
- Publication
- Distribution

Determine whether documented procedures exist and are consistently followed.

C. Crime Statistics Collection

Evaluate procedures for collecting crime statistics from:

- Campus Security Authorities (CSAs)
- Campus Security Department

- Local law enforcement agencies
- Student Affairs
- Human Resources
- Title IX Office
- Residence Life (if applicable)
- Other required reporting offices

Review:

- Documentation
- Timelines
- Validation methods
- Quality assurance
- Record retention

D. Crime Classification Review

Assess procedures used to classify incidents under Clery definitions including:

- Primary crimes
- Violence Against Women Act (VAWA)
- Hate crimes
- Arrests
- Referrals
- Geography determinations

Determine whether adequate documentation supports statistical decisions.

E. Clery Geography

Review procedures for identifying and maintaining:

- On-campus property
- Public property
- Non-campus property
- Leased spaces
- Remote instructional sites

Evaluate documentation supporting geographic determinations.

F. Campus Security Authority Program

Review:

- CSA identification process
- Annual designation
- Training
- Reporting procedures
- Documentation
- Record retention
- Compliance monitoring

Assess whether CSA responsibilities are clearly communicated and documented.

G. Policy Development

Review all ASR policy statements for:

- Regulatory compliance
- Consistency
- Accuracy
- Completeness
- Alignment with institutional policies

H. Documentation and Internal Controls

Evaluate:

- Written procedures
- Checklists
- Standard operating procedures
- Documentation standards
- Audit trails
- Version control
- Approval documentation

Determine whether sufficient internal controls exist.

I. Record Retention

Review documentation supporting:

- Crime statistics
- Policy statements
- Correspondence
- Supporting evidence
- Working papers

Evaluate compliance with federal record retention requirements.

J. Training Program Review

Assess annual training provided to:

- CSAs
- Security personnel
- Administrators
- Clery Committee members

Evaluate training effectiveness and documentation.

K. Risk Assessment

Identify:

- Compliance vulnerabilities
- Process gaps
- Documentation deficiencies
- Operational risks
- Regulatory exposure

Prioritize findings according to risk level.

L. Benchmarking

Compare CCAC's practices with recognized best practices in higher education Clery compliance.

5. DELIVERABLES

The selected consultant shall provide:

Initial Project Plan

Including:

- Timeline
- Milestones
- Information requests
- Interview schedule

Interim Status Updates

Regular progress reports during the engagement.

Draft Audit Report

Including:

Executive Summary

Methodology

Detailed Findings

Strengths

Areas for Improvement

Compliance Gaps

Risk Assessment

Recommendations

Final Audit Report

Incorporating College feedback.

Executive Presentation

Presentation of findings to senior leadership.

Corrective Action Roadmap

Recommendations prioritized by:

- High Priority
- Medium Priority
- Long-Term Improvement

Including estimated implementation effort.

6. CONSULTANT QUALIFICATIONS

The proposer shall demonstrate:

- Significant experience conducting Clery Act compliance reviews
- Experience auditing Annual Security Reports
- Experience with multi-campus colleges or universities
- Knowledge of Department of Education Clery guidance
- Experience conducting federal compliance assessments
- Knowledge of VAWA amendments
- Knowledge of CSA requirements
- Knowledge of higher education emergency management

Preference will be given to firms that have conducted Clery compliance reviews for public institutions of higher education.

7. PROPOSAL CONTENT

Proposals shall include:

1. Cover Letter
2. Company Background
3. Qualifications
4. Project Team

5. Relevant Experience
6. References (minimum three)
7. Proposed Methodology
8. Project Schedule
9. Sample Deliverables
10. Cost Proposal
11. Conflict of Interest Statement

8. EVALUATION CRITERIA

Criteria	Weight
Relevant Experience	30%
Qualifications of Project Team	20%
Understanding of Scope	20%
Proposed Methodology	15%
Cost	10%
References	5%

9. ANTICIPATED SCHEDULE

Milestone	Date
RFP Issued	July 9, 2026
Questions Due	July 28, 2026
Responses Issued	July 31, 2026
Proposal Due	August 6, 2026
Interviews (if needed)	August 2026
Notice of Intent to Award	September 2026
Contract Execution	September 2026
Project Kickoff	September 2026

10. CONFIDENTIALITY

The selected consultant shall maintain the confidentiality of all institutional records, crime reports, security procedures, and personally identifiable information encountered during the engagement.

11. INSURANCE REQUIREMENTS

The successful proposer shall maintain appropriate professional liability, general liability, and workers' compensation insurance as required by the College.

12. RESERVATION OF RIGHTS

The College reserves the right to:

- Reject any or all proposals.
- Waive informalities.
- Request additional information.
- Conduct interviews.
- Negotiate scope and pricing.
- Award all or part of the requested services.
- Cancel the RFP at any time.

13. POINT OF CONTACT

Brian K Johnson

Executive Director of Emergency Management, College Safety and Security

Community College of Allegheny County

Email: bjohnson@ccac.edu

Phone: 412-779-2545

Appendix A – Desired Outcomes

At the completion of the engagement, CCAC expects to receive:

- A comprehensive evaluation of its ASR development process.
- Identification of compliance strengths and weaknesses.
- Recommendations aligned with federal guidance and higher education best practices.
- Practical process improvements.
- Standardized documentation recommendations.
- Internal control enhancements.
- A roadmap for continuous improvement and ongoing Clery compliance.

GENERAL SPECIFICATIONS FOR PROPOSAL SUBMISSION

The College requests that proposals submitted in response to this RFP contain the following information:

A. EXECUTIVE SUMMARY: Provide a concise description of the services that you are proposing to provide, your experience and expertise in providing the described services, the expected timeline over which you expect to be able to complete the work, and the fees and costs that you would charge for the performance of the proposed services.

B. FIRM/COMPANY INFORMATION: Provide a brief overview of your Firm and how the services, capabilities, and/or experience that you are able to provide differentiates you from your competitors. Please also include a description of any specific expertise and/or experience that your Firm has in performing similar projects for any institutions of higher education.

C. PERSONNEL: Provide the name and contact information of the principal or other person that will lead this project for you, as well for other staff members (including any subject matter experts) who will be assigned to work on this project. Include a CV or other description of each such staff member's relevant experience and credentials, and specify the type of work that each staff member will be responsible for performing on this project. If your firm maintains more than one business office, we also request that you provide the location of the office(s) from which the work will be performed and the number of staff employed at that office.

D. DESCRIPTION OF PROPOSED SERVICES. Provide a detailed description of the scope of services your Firm would offer and how your Firm would accomplish the work described. This section should include the following information:

E. FEE SCHEDULE: Provide a detailed fee schedule for the services presented in your proposal. If your proposal includes any expenses to be billed separately from professional fees, provide a detailed estimate of such expenses.

F. REFERENCES: Provide at least three (3) references from current or former clients to whom you have provided similar services, preferably of like size, industry and operational structure to that of the College. For each reference, please include the organization's legal name, contact person, phone number, and specific years of service and description of services provided.

G. MWDBE PARTICIPATION: CCAC is committed to providing maximum opportunities for qualified minority-owned business enterprises ("MBE's"), economically disadvantaged group-owned business enterprises ("DBE's"), and/or women-owned business enterprises ("WBE's"), and has established an overall goal of having 13% MBE and 7% WBE/DBE participation in its contracts and external procurements. In accordance with these goals, responding firms are asked to include the following information in their submissions: (1) if applicable, proof of certification as an MBE/WBE/DBE business or, if qualified but not yet certified, actions that it will take to obtain appropriate certification as an MBE, WBE or DBE; and (2) actions that it will take to ensure that MBE, WBE DBE's are appropriately considered as subcontractors, if applicable.

H. EXCEPTIONS/CHANGES TO PROPOSED CONTRACT: If you will be requesting additions to, exceptions from, or changes in the College's proposed form of Agreement for this engagement, a copy of which is attached, then you must clearly identify and describe all such exceptions, changes or additions that you are requesting. Requested revisions, additions or other changes will be considered in evaluating your response to this RFP and in determining your firm's qualifications.

I. GENERAL SUBMITTAL REQUIREMENTS/CONDITIONS

The terms and conditions set forth below will apply to and govern all proposals submitted in response to this RFP. Your submission of a proposal represents your acknowledgement and agreement to each of these terms and conditions.

- A. Proposals shall clearly indicate the Vendor's full business name and address, and must also include the appropriate contact person's name, phone number, fax number and e-mail address.
- B. Proposals must contain the signature of a duly authorized officer or agent of the Vendor submitting the proposal.
- C. All costs incurred in preparing a response shall be at the Vendor's expense.
- D. Each Vendor submitting a proposal shall furnish the College with such additional information as the College may reasonably require, including audited financial statements or other evidence its current financial condition. The College reserves the right to conduct interviews and/or meetings with any or all Vendors submitting proposals in response to the RFP prior to selection in order to evaluate their qualifications and ability to perform the services described in the RFP. Vendor will be responsible for all costs incurred by it in connection with any such interviews, meetings, or requests for additional information.
- E. Proposals must be held open, and may not be withdrawn, for a period of ninety (90) days from the date that the proposal is opened.
- F. The submission of a proposal shall be prima facie evidence that the Vendor submitting the proposal has full knowledge of the scope, nature, quantity and quality of work to be performed; the requirements of the specifications; and the conditions under which the work is to be performed.
- G. The College reserves the right to conduct pre-contract negotiations with any Vendors that submit proposals.

- H. While it is the intent of the College to enter into a contract with one or more Vendor(s) as a result of this RFP, neither the issuance of this RFP, nor the submission of a proposal to the College, shall commit the College to enter into any contract with, or otherwise engage or utilize the services of any particular Vendor(s). Engagement of any Vendor(s) to provide the services described in this RFP, in whole or in part, shall be subject to and contingent upon negotiation of a Contract with said Vendor(s) that is acceptable to the College.
- I. The College reserves the right to reject any and all proposals, to accept any proposal or portion thereof, and to waive any irregularity in any one or more proposals. The College will not enter into any agreement with a Vendor submitting a proposal until all necessary investigations are made into the responsibility and qualifications of that Vendor, as well as its ability to timely and satisfactorily provide the services described in this RFP and the Vendor's proposal. Neither product pricing nor the amount or type of proposed financial benefit to the College will constitute the sole basis for selecting a Vendor.
- J. The College will not be bound by oral explanations or instructions given by any College employee or agent at any time during the proposal process or after selection of a Vendor.
- K. Modifications to the Scope of Work described in this RFP shall only be valid if issued in writing by the College in the form of a written addendum to the RFP.
- L. The College may negotiate the inclusion, exclusion, or alteration of any language, terms, or conditions prior to the execution of a final Contract, or throughout the term of such Contract.
- M. The final, executed Contract with the selected Vendor(s) will incorporate this RFP document, any addenda to the RFP as issued by the College, and those portions of the selected Vendor(s)' proposal that are designated by College.

- N. Responses to this RFP are subject to the Pennsylvania Right-to-Know Law, 65 P.S. §67.101 et seq. The Right-to-Know Law permits any requestor to inspect and/or copy any record prepared and maintained or received in the course of the operation of a public office or agency that is not subject to the enumerated exceptions under the law. If your response to this RFP contains a trade secret or other information which you deem to be confidential or proprietary, you should include with your response a separate signed written statement to that effect. Should your response become the subject of a Pennsylvania Right-to-Know Law request, you will be notified by the College and asked to identify all trade secrets or confidential and proprietary information that is included in your response. The College will then determine whether the claimed trade secret or confidential and proprietary information is subject to disclosure.

- O. Form of Agreement (awardee only) – See below the CCAC Master Services Agreement.



MASTER SERVICES AGREEMENT
RFP 3165 – CCAC SECURITY/SECURITY PROTOCOLS AUDIT

(Awardee only)

THIS MASTER SERVICES AGREEMENT ("Agreement") is made and entered into as of this day of, by and between **Community College of Allegheny County**, with a business office located at 800 Allegheny Avenue, Pittsburgh, PA 15233 (hereinafter referred to as the "College"), and xxx hereinafter referred to as "Contractor").

RECITALS

WHEREAS, the College has issued a Request for Quotation, Bid Solicitation, Request for Proposal, and/or a Purchase Order (hereinafter individually and collectively referred to as the "Order"), pursuant to

RFP 3154	
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which College seeks to procure certain work and services, as more fully described on the Order; and

WHEREAS, Contractor has submitted a proposal to the College to provide the services described in the Order, a copy of which is attached hereto as Exhibit A (hereinafter the "Proposal") and incorporated by reference;

WHEREAS, the College desires to engage Contractor to provide the services, pursuant to and in accordance with the terms and conditions that this Agreement set forth herein.

NOW, THEREFORE, in consideration of the premises and covenants that this Agreement contains, the receipt and adequacy of which are hereby acknowledged, the parties, intending to be legally bound, agree as follows:

1. Term. The term of this Agreement shall be as specified in the Order unless otherwise stated in the section below. If no date is specified, this Agreement shall begin with the date first stated above and terminate upon satisfactory completion of the services described herein.

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2. Services. Contractor shall fully and faithfully perform the work and services described in the Order and the Proposal and any specifications, scope of work or other documentation attached thereto. Contractor warrants that all work and services performed by or on behalf of it under this Agreement will conform to all terms and specifications set forth in the Order and in the Proposal.

3. Price/Fees: The College shall pay Contractor for the services and work performed by Contractor in accordance with the fees and/or prices set forth in the Proposal.

4. Terms and Conditions: This Agreement, and the services to be performed by Contractor hereunder, will be subject to and governed by College's Standard Terms and Conditions for the Purchase of Goods and Services ("Master Terms"), which are incorporated herein by reference. The Master Terms can be viewed and downloaded at <https://online.flippingbook.com/view/182546862/>. By signing below, Contractor acknowledges its receipt and acceptance of the Master Terms.

5. Insurance Requirements: In addition to the Master Terms, Contractor shall comply with the insurance and indemnification requirements set forth on Exhibit B, which are incorporated herein by reference. Prior to commencing performance of the Services, Contractor shall furnish to the College a properly executed certificate(s) of insurance which evidence all insurance required by Exhibit B. Said certificate(s) of insurance shall be attached herein as Exhibit C.

6. Assignment. Contractor may not assign or subcontract this Agreement or its performance thereof, in whole or in part, without the College's prior written consent.

7. Entire Agreement; Modification. This Agreement, together with the Exhibits and other documents referenced and incorporated herein, sets forth the entire agreement of the parties on the subject matter hereof and supersedes all previous or concurrent agreements between them, whether oral or written. Any proposal, quotation, acknowledgment, confirmation or other writing submitted by Contractor to the College shall not be deemed to amend or modify this Agreement, and will be of no legal effect except to the extent that it serves to identify the work and services to be performed by the Contractor. This Agreement, and the terms set forth in the Master Terms, will control over any conflicting terms or provisions contained in any proposal, invoice or other documentation submitted by Contractor to College. The terms of this Agreement may not be modified or changed except by a writing that both parties sign. This Agreement shall inure to the benefit of the College and Contractor and the College's successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

Vendor Name

**COMMUNITY COLLEGE
OF ALLEGHENY COUNTY**

By: _____

By: Cathy Jacobs

Signature: _____

Signature: _____

Title: _____

Title: Vice President for Finance

Date: _____

Date: _____

Revised 3/3/15

EXHIBITS - The following Exhibits are attached hereto and made a part of this Agreement for all purposes: Exhibit A - Contractor's Proposal Response

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

INSURANCE REQUIREMENTS

FORM B

(Awardee only)

Indemnification. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the Community College of Allegheny County (CCAC), its agents, officers, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of Contractor, its agents, employees, or any tier of its subcontractors in the performance of this Contract. The amount and type of insurance coverage requirements of this Contract will in no way be construed as limiting the scope of indemnification in this Paragraph.

Insurance. Contractor shall maintain during the term of this Contract insurance policies described below issued by companies licensed in Pennsylvania with a current A.M. Best rating of A- or better. At the signing of this Contract, and prior to the commencement of any work, Contractor shall furnish the CCAC Purchasing Department with a **Certificate of Insurance** evidencing the required coverages, conditions, and limits required by this Contract at the following address: Community College of Allegheny County, Purchasing Department, 800 Allegheny Avenue, Pittsburgh, PA 15233.

The insurance policies, except Workers' Compensation and Professional Liability, shall be endorsed to name Community College of Allegheny County, its agents, officers, employees, and volunteers as Additional Insureds with the following language or its equivalent:

Community College of Allegheny County, its agents, officers, employees, and volunteers are hereby named as additional insureds as their interest may appear.

All such Certificates shall provide a 30-day notice of cancellation. Renewal Certificates must be provided for any policies that expire during the term of this Contract. Certificate must specify whether coverage is written on an Occurrence or a Claims Made Policy form.

Insurance coverage required under this Contract is:

- 1) **Commercial General Liability** insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to the liability assumed under the indemnification provisions of this Contract.
- 2) **Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to Contractor's owned, hired, and non-owned vehicles.
- 3) **Workers' Compensation** insurance with limits statutorily required by any Federal or State law and **Employer's Liability** insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.