

Independent Audit Request for Proposal Checklist

340B Compliance Tool | Quantum 5D Consulting | 2026

This tool contains a checklist of considerations for covered entity leaders when developing a request for proposal (RFP) document to solicit independent 340B compliance audit proposals.

Considerations	Completed
Entity leadership will determine specific proposal components. Consider including a cover letter that outlines the purpose of solicitation, expectations and general provisions for proposal submission, award criteria, and the scope of 340B operations included in the audit request.	☐
RFP Section 1. Audit firm overview	☐
a. Firm's industry competence and specialization in 340B and/or pharmacy auditing	
b. Firm's experience in serving other 340B covered entities, noting those that have undergone a HRSA audit and the audit findings	
c. Corporate references	
RFP Section 2. Audit team qualifications	☐

- a. Qualifications and relevant experience, including biographies of staff who would be assigned to the project
- b. 340B-specific staff training (including 340B University OnDemand completion, 340B University live session attendance, continuing education, and other relevant proficiencies)
- c. Experience working with similar 340B covered entity types
- d. Level of involvement of key partners and managers

RFP Section 3. Audit methodology and project management



- a. Specific areas of focus, including how each item is addressed under the audit approach
- b. Detailed testing procedures of each audit phase
 - i. Eligibility, diversion, duplicate discount, inventory/record-keeping, 340B OPAIS record, standard operating procedures, etc.
- c. Methods used to manage the overall project and client correspondence
- d. Breakdown of engagement expectations on-site and off-site
- e. Detailed descriptions of data needed for the audit

RFP Section 4. Findings and recommendations at the audit conclusion



- a. Detailed technical report; methodologies employed, and a risk assessment for each finding
- b. Corrective action plan to include immediate and long-term steps for remediation, necessity of a self-disclosure, and a plan for ongoing preventive strategies/education/auditing

Entity leadership may choose to evaluate submitted bids based on the level and robustness of audit procedures that assess compliance standards included in PVP education tools website (see 'Auditing and



Compliance' section for your CE type). One example is the Self-Audit:
Policy and Procedure tool.

Proprietary and Confidential — Quantum 5D Consulting

quantum5dconsulting.com | info@quantum5dconsulting.com | (410) 921-3989

© 2026 Quantum 5D Consulting. All rights reserved.