

**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0A1 / Noyau 0A1**

**See Part 2, Section 3**

**Submission of Arrangements**

**Gatineau**

**Quebec, K1A 0S5**

**Bid Fax: (819) 997-9776**

**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

This document contains a security requirement.

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Services Procurement-Instruments Management  
Division/Approvisionnement de services-Gestion des  
instruments

11 Laurier St. / 11, rue Laurier

10C1, Place du Portage III

Gatineau

Quebec

K1A 0S5

|  |  |
|--|--|
| <b>Title - Sujet</b><br>AUDIT AND RELATED SUPPORT SERVICES   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>E60ZG-060004/G   | <b>Date</b><br>2012-12-18  |
| <b>Client Reference No. - N° de référence du client</b><br>E60ZG-060004  | <b>Amendment No. - N° modif.</b><br>005                                    |
| <b>File No. - N° de dossier</b><br>006zq.E60ZG-060004  | <b>CCC No./N° CCC - FMS No./N° VME</b>                                     |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$\$ZQ-006-24330   |  |
| <b>Date of Original Request for Supply Arrangement</b> 2012-04-23<br><b>Date de demande pour un arrangement en matière d'app. originale</b>  |  |
| <b>Solicitation Closes - L'invitation prend fin<br/>at - à 02:00 PM<br/>on - le 2014-03-31</b>   | <b>Time Zone<br/>Fuseau horaire</b><br>Eastern Daylight<br>Saving Time EDT |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Jim Finlayson   | <b>Buyer Id - Id de l'acheteur</b><br>006zq                                |
| <b>Telephone No. - N° de téléphone</b><br>(819) 956-6489 ( )   | <b>FAX No. - N° de FAX</b><br>(819) 997-2229                               |
| <b>Delivery Required - Livraison exigée</b>  |  |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>VARIOUS   |  |
| <b>Security - Sécurité</b><br>This revision does not change the security requirements of the solicitation.<br>Cette révision ne change pas les besoins en matière de sécurité de l'invitation. |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

|  |                          |                          |
|--|--------------------------|--------------------------|
| <b>Acknowledgement copy required</b>   | <b>Yes - Oui</b>         | <b>No - Non</b>          |
| <b>Accusé de réception requis</b>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>The Offeror hereby acknowledges this revision to its Offer.</b><br><b>Le proposant constate, par la présente, cette révision à son offre.</b>   |                          |                          |
| <b>Signature</b>   | <b>Date</b>              |                          |
| Name and title of person authorized to sign on behalf of offeror. (type or print)<br>Nom et titre de la personne autorisée à signer au nom du proposant.<br>(taper ou écrire en caractères d'imprimerie) |                          |                          |
| <b>For the Minister - Pour le Ministre</b>   |                          |                          |

**This amendment is raised to:**

- 1) Update SACC clauses pertaining to the Code of Conduct.
- 2) Update Supply Arrangement Authority contact information.
- 3) Amend closing dates to occur on week days.
- 4) Add a requirement to submit a soft copy of arrangements
- 5) Change elements of Technical Evaluation Plan
- 6) Add Questions and Answers from previous RFSA amendments
- 7) Change text to require submission of full arrangements after failing to qualify

**1) Update SACC clauses pertaining to the Code of Conduct.**

- **At Part 2, Section 2 Standard Instructions, Clauses and Conditions:**

**Delete:** In its entirety

**Insert:** The following

**2 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2012-11-19) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days

Insert: ninety days (90) days

- **At Part 4, Annex A, Section 1.1.1 Mandatory Technical Criteria**

**Delete:** First row of table

**Insert:** The following

| REQUIREMENTS   | MEETS<br>REQUIREMENTS<br>(YES/NO) | SUBSTAN-<br>TIATING<br>DETAIL | CROSS<br>REFERENCE<br>TO<br>RESPONSE |
|--|-----------------------------------|-------------------------------|--------------------------------------|
| <b><u>SACC Manual Standard Instructions 2008 (2012-11-19), paragraph 04, Definition of a Supplier: "Supplier" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting an arrangement. It does not include the parent, subsidiaries or other affiliates of the Supplier, or its subcontractors.</u></b> |                                   |                               |                                      |

- **At Part 5 Certifications:**

**Delete: The following**

**1. Code of Conduct Certifications - Certifications Required Precedent to Issuance of a Supply Arrangement**

- 1.1** Suppliers should provide, with their arrangement or promptly thereafter, a complete list of names of all individuals who are currently directors of the Supplier. If such a list has not been received by the time the evaluation of arrangements is completed, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Suppliers must submit the list of directors before issuance of a supply arrangement, failure to provide such a list within the required time frame will render the arrangement non-responsive.

The Supply Arrangement Authority may, at any time, request that a Supplier provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html)) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the arrangement being declared non-responsive.

- **At Part 6, Section 3.1 General Conditions:**

**Delete: In its entirety**

**Insert: The following**

**3.1 General Conditions**

2020 (2012-11-19) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

- **At Part 6, Section 8 Priority of Documents:**

**Delete: In its entirety**

**Insert: The following**

**8. Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the articles of the Supply Arrangement;

- 
- (b) the general conditions 2020 (2012-11-19), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex B to Part 4, Service Streams and Resource Requirements
- (d) the Supplier's arrangement dated \_\_\_\_\_ (*insert date of arrangement*) (*if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on \_\_\_\_\_" or "as amended \_\_\_\_\_". (Insert date(s) of clarification(s) or amendment(s), if applicable).*

## 2) Update Supply Arrangement Authority contact information

- At Part 2, Section 4.1 Enquiries - Request for Supply Arrangements

**Delete: In its entirety**

**Insert: The following**

- 4.1 All enquiries must be submitted in writing to the Supply Arrangement Authority listed below, no later than seven (7) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Jim Finlayson  
 PASS SA Authority  
 PWGSC/STAMS/PSPD/ZQ division  
 Telephone: 819-956-6489  
 Fax: 819-997-2229  
 Email: [jim.finlayson@tpsgc-pwgsc.gc.ca](mailto:jim.finlayson@tpsgc-pwgsc.gc.ca)

- At Part 6, Section 5.1 Supply Arrangement Authority

**Delete: In its entirety**

**Insert: The following**

### 5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Jim Finlayson  
 PASS SA Authority  
 Supply Team Leader  
 Public Works and Government Services Canada  
 Acquisitions Branch, Professional Services Procurement Directorate  
 Place du Portage, Phase 3, 11C1  
 11 Laurier Street  
 Gatineau QU K1A 0S5  
 Telephone: 819 - 956-6489  
 Facsimile: 819 - 997-2229

E-mail address: [SPSVAAautorité.PASSSAAuthority@tpsgc-pwgsc.gc.ca](mailto:SPSVAAautorité.PASSSAAuthority@tpsgc-pwgsc.gc.ca)

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

### 3) Amend closing dates to occur on week days

- **At Part 2, Section 3 Submission of Arrangements:**

**Delete: In its entirety**

**Insert: The following**

### 3. Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date and time below and place indicated on page 1 of the Request for Supply Arrangements.

| Quarter | Submission Period                 | Closing Date<br>(at 2:00 pm) | Evaluation Period              |
|---------|-----------------------------------|------------------------------|--------------------------------|
| 1       | April 01 to June 30               | June 30                      | July 01 to September 30        |
| 2       | July 01 to September 30           | September 30                 | October 01 to December 27      |
| 3       | October 01 to December 28<br>2012 | December 28<br>2012          | January 01 to March 28 2012    |
| 4       | January 01 to March 29<br>2013    | March 29<br>2013             | April 01 to June 27 2013       |
| 1       | April 01 to June 28 2013          | June 28 2013                 | July 01 to September 29 2013   |
| 2       | July 01 to September 30<br>2013   | September 30<br>2013         | October 01 to December 29 2013 |
| 3       | October 01 to December 30<br>2013 | December 30<br>2013          | January 01 to March 30 2014    |
| 4       | January 01 to March 31<br>2014    | March 31<br>2014             | April 01 to June 29 2014       |

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

#### 4) Add a requirement to submit a soft copy of arrangements

- **At Part 3, Section 1 Arrangement Preparation Instructions**

**Delete: In its entirety**

**Insert: The following**

##### 1. Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

- |             |  |
|-------------|--|
| Section I:  | Technical Arrangement (four (4) hard copies)<br>(one (1) soft copy on USB stick) |
| Section II: | Certifications (one (1) hard copy)<br>(one (1) soft copy on USB stick)           |

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, suppliers are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

##### **Section I: Technical Arrangement**

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Please refer to Annex "B" to Part 4 - Service Streams and Minimum Mandatory Requirements.

It is requested that each arrangement include a cover page which displays the following information:

- Identification of the stream(s) for which the arrangement is being submitted (e.g. Stream 1 - Internal Audit)
- Section number (e.g. Section 1 - Technical Response)
- Submitted by:
  - Name of Supplier,
  - Procurement Business Number (PBN),
  - Address,

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005

File No. - N° du dossier

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Buyer ID - Id de l'acheteur

006zq

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- 
- 0 Telephone Number,
  - 0 Fax Number and e-mail
  - 0 address.

## **Section II: Certifications**

Suppliers must submit the certifications required under Part 5.

### **5) Clarify elements of Technical Evaluation Plan**

- **At Part 4, Annex A, Section 1.1.1 Mandatory Technical Criteria**

**Delete: MT2)**

**Insert: The following**

**MT2)** For each stream for which an arrangement is being submitted, the Supplier must provide a corporate profile demonstrating that they have a minimum of five (5) named internal resources as follows:

- 1 - Partner/Managing Director
- 1 - Project Manager/Leader
- 3 - at Senior Auditor or Auditor level

and the internal resources must meet the stream minimum mandatory requirements listed in Annex B to Part 4, Section 5.

- **At Part 4, Annex A, Section 1.1.2 Point Rated Technical Criteria**

**Delete: RT1a) applicable to streams 1,3,4,5,6 and 8**

**Insert: The following**

| <b>SUPPLIER RATED REQUIREMENT WORKSHEET: TO BE COMPLETED FOR EACH WORK STREAM - APPLIES TO STREAMS 1, 3, 4, 5 6 AND 8.</b> |                             |                   |                        |  |
|--|-----------------------------|-------------------|------------------------|--|
| <b>REQUIREMENTS</b>  | <b>REQUIRED INFORMATION</b> | <b>MAX POINTS</b> | <b>POINTS received</b> | <b>SUBSTANTIATING DETAIL &amp; CROSS REFERENCE TO PROPOSAL</b> |
| <b>RT1 -</b>   | <b>Audit Projects</b>       |                   |                        |  |

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| REQUIREMENTS   | REQUIRED INFORMATION  | MAX POINTS   | POINTS received | SUBSTANTIATING DETAIL & CROSS REFERENCE TO PROPOSAL |
|--|---|--|-----------------|---|
| RT1.a)<br>Project scope and relevance to the Work-stream | <p>The Bidder should demonstrate how the project relates to the stream by providing details for this project, including but not limited to:</p> <ul style="list-style-type: none"> <li>- Name of client organization;</li> <li>- Name, email address, phone and fax number of client reference;</li> <li>- Scope, size in dollars and resources, and project timeframe (from-to dates in month/year);</li> <li>- Level of effort in professional days; and</li> <li>- Objective and outcome of the project</li> <li>- Description of the supplier's role(s) and responsibility(ies) in the project:</li> </ul> <ul style="list-style-type: none"> <li>• 10 points if the project is directly related to the stream;</li> <li>• 7.5 points if the project is strongly related to the stream;</li> <li>• 4 points if the project is somewhat related to the stream; and</li> <li>• 0 points if the project is not related to the stream.</li> </ul> <p>Note: References may be contacted to verify work experience.</p> | <p>10 pts per project - up to 4 projects</p> <p>Max 40 pts</p> |                 |   |

- At Part 4, Annex A, Section 1.1.2 Point Rated Technical Criteria

Delete: RT1a) applicable to streams 2 and 7

Insert: The following

| SUPPLIER RATED REQUIREMENT WORKSHEET: TO BE COMPLETED FOR EACH WORK STREAM - APPLIES TO STREAMS 2 AND 7. |                      |            |                 |   |
|--|----------------------|------------|-----------------|---|
| REQUIREMENTS   | REQUIRED INFORMATION | MAX POINTS | POINTS received | SUBSTANTIATING DETAIL & CROSS REFERENCE TO PROPOSAL |
| RT1 -  | Audit Projects       |            |                 |   |



| REQUIREMENTS   | REQUIRED INFORMATION  | MAX POINTS   | POINTS received | SUBSTANTIATING DETAIL & CROSS REFERENCE TO PROPOSAL |
|--|---|--|-----------------|---|
| RT1.a)<br>Project scope and relevance to the Work-stream | <p>The Bidder should demonstrate how the project relates to the stream by providing details for this project, including but not limited to:</p> <ul style="list-style-type: none"> <li>- Name of client organization;</li> <li>- Name, email address, phone and fax number of client reference;</li> <li>- Scope, size in dollars and resources, and project timeframe (from-to dates in month/year);</li> <li>- Level of effort in professional days; and</li> <li>- Objective and outcome of the project</li> <li>- Description of the supplier's role(s) and responsibility(ies) in the project:</li> </ul> <ul style="list-style-type: none"> <li>• 10 points if the project is directly related to the stream;</li> <li>• 7.5 points if the project is strongly related to the stream;</li> <li>• 4 points if the project is somewhat related to the stream; and</li> <li>• 0 points if the project is not related to the stream.</li> </ul> <p>Note: References may be contacted to verify work experience.</p> | <p>10 pts per project - up to 2 projects</p> <p>Max 20 pts</p> |                 |   |

- **At Part 4, Annex B, Streams and Minimum Mandatory Requirements, Note:**

**Delete:** In its entirety

**Insert:** The following

**Note:** Each individual proposed must possess, at a minimum a certificate from a recognized Canadian university or college, or the equivalent as established by a recognized Canadian academic credentials assessment service\*, if obtained outside Canada.

\*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following internet link: <http://www.cicic.ca/indexe.stm>

The experience of the proposed resources must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

## 6) Add Questions and Answers from previous RFSA amendments

**At Part 4, Annex C Questions and Answers:**

**Insert:** The following

- Q.15 On page 4 of Solicitation No. E60ZG-060004/G for the PASS SA Refresh, it states "This Refresh for Supply Arrangement (RFSA) cancels and supersedes previous RFSA #E60ZG-06004/F dated January 6, 2012 with a closing date of February 21, 2012."

However, on page 39 of Solicitation No. E60ZG-060004/G for the PASS SA Refresh, it states "A Request for Supply Arrangement will be issued in accordance with the process set out below to allow new suppliers to become qualified. Existing pre-qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement."

We have signed a contract (dated March 23, 2012) under this Supply Arrangement. We require clarification that as a result of the issuance of this new RFSA (which "cancels and supersedes previous RFSA #E60ZG-06004/F dated January 6, 2012 with a closing date of February 21, 2012."), do we as a pre-qualified supplier with a valid contract, have to submit a response to this RFSA?

- A15. This RFSA does supersede the previous RFSA, however, if you are a pre-qualified supplier under E60ZG-060004/F, you will be receiving notification by e-mail to confirm your acceptance to the E60ZG-06004/G. Upon receipt of confirmation, we will be issuing an amendment to your SA.

- Q16. We also want to clarify that should we be in a position to apply for a new workstream in the future, would we simply prepare a response accordingly to the RFSA requirements for the specific workstream within the quarterly timelines outlined in the RFSA?

- A16. Correct.

- Q17. As a single resource (i.e. myself) incorporated company (registered with PS On-Line), I believe I meet the mandatory criteria as an Auditor under Stream 6 – Financial Accounting Services but MT2 seems to imply that you need at least 5 resources to bid on any stream. It also contradicts the mandatory requirements for an Auditor under Stream 6 by requiring that each resource have one of the certifications indicated i.e. CA, CGA, etc.

- A17. This procurement vehicle is for the delivery of various professional audit support services required on an "as and when requested" basis by Federal Departments, Crown Corporations and Agencies, in support of their various programs, initiatives, operations and projects. The requirement to have five internal resources is mandatory to ensure that the Supplier is an established firm with the appropriate work processes, including quality assurance processes, to perform services as described in the various Streams. Potential suppliers are allowed to form a Joint Venture to meet this requirement.

- Q18. For stream 3, the mandatory requirements require certification as either a Certified Information Systems Manager (CISA), or Certified Information Security Manager (CISM), or Certified Information Systems Security Professional (CISSP). The qualification requirements for this specialty certification from the Canadian Institute of Chartered Accountants would appear to be similar to the above noted certifications. Would you consider including a CA-IT certification as one of the allowable certifications under Stream 3?

- A18. To be eligible for Workstream 3, resources must possess either a Professional Designation in any one of the following: CA, or CMA, or CGA, or CIA; OR A degree/diploma from a recognized university or college, which is relevant to the work-stream; AND a CISA, or CISM, or CISSP

---

**7) Change text to require submission of full arrangements after failing to qualify****At Part 6, Section 7 On-going Opportunity for Qualification,****Delete: Failure to Qualify:**

PWGSC will notify all suppliers that fail to qualify and identify the reason(s) their arrangement has been non-compliant.

During the three (3) months following notice to a supplier of its failure to qualify, that supplier may submit additional documentation supporting its qualification. Provided the Supplier advises PWGSC, within such period, that it considers its arrangement complete, PWGSC will then, subject to Canada's right to conduct evaluations in cycles, re-evaluate the updated arrangement.

Where PWGSC has notified a supplier that it has failed to qualify a second time, PWGSC will not evaluate further arrangements from that supplier (or any supplier that includes or is otherwise comprised of that supplier) for a period of six (6) months.

**Insert: Failure to Qualify:**

PWGSC will notify all suppliers that fail to qualify and identify the reason(s) their arrangement has been non-compliant.

In order for suppliers to qualify, suppliers must resubmit a complete arrangement. PWGSC will then, subject to Canada's right to conduct evaluations in cycles, evaluate the arrangement.

Where PWGSC has notified a supplier that it has failed to qualify a second time, PWGSC will not evaluate further arrangements from that supplier (or any suppliers that include or are otherwise comprised of that supplier) for the next two (2) quarterly refreshes as per PFSA Part 2, Section 3 Submission of Arrangements.

## **REFRESH - E60ZG-060004/G**

### **Request for Supply Arrangement**

#### **Stage 1**

##### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Security Requirement
4. Overview of the two stage procurement process
5. Definitions

##### **PART 2 - SUPPLIER INSTRUCTIONS**

1. Arrangements Requested
2. Standard Instructions, Clauses and Conditions
3. Submission of Arrangements
4. Enquiries - Request for Supply Arrangements
5. Applicable Laws
6. Security

##### **PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

1. Arrangement Preparation Instructions

##### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

Annex A to Part 4 - Evaluation Procedures

Annex B to Part 4 - Stream Descriptions and Minimum Mandatory Requirements

Annex C - Questions and answers

##### **PART 5 - CERTIFICATIONS**

Annex A to Part 5 - Certifications Precedent to Issuance of a Supply Arrangement

##### **PART 6 - SUPPLY ARRANGEMENT, RFP and RESULTING CONTRACT**

###### **A. SUPPLY ARRANGEMENT**

1. Arrangement
2. Security Requirement

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Amd. No. - N° de la modif.

005

Buyer ID - Id de l'acheteur

006zq

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3. Standard Clauses and Conditions
4. Term of Supply Arrangement
5. Authorities
6. Identified Users
7. On-going Opportunity for Qualification
8. Priority of Documents
9. Certifications
10. Applicable Laws
11. Management of Pre-qualified Supplier's List and Supply Arrangements

Appendix 1 to Part 6A - Security Requirements Check List (SRCL)

#### **B. Request for Proposal (RFP) and Resulting Contract**

1. Request for Proposal and Resulting Contract
2. Minimum Instruction to Bidders under each RFP
3. Bid Solicitation Process
4. Bid Solicitation Documents
5. Security Requirements

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005

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006zqE60ZG-060004

Buyer ID - Id de l'acheteur

006zq

CCC No./N° CCC - FMS No/ N° VME

## Stage 1

### PART 1 - GENERAL INFORMATION

This section provides general information on the requirement and the Supply Arrangement (SA) method of supply.

#### Reissue of Request for Supply Arrangements

This Refresh for Supply Arrangement (RFSA) cancels and supersedes previous RFSA #E60ZG-06004/F dated January 6, 2012 with a closing date of February 21, 2012.

Subsequent to the establishment of the SAs, Canada will post a permanent Notice of Proposed Procurement (NPP) on GETS, which will permit additional Suppliers to qualify and be added to the list of Qualified Suppliers upon entering into a Supply Arrangement with Canada. No existing pre-qualified Supplier will be removed from the pre-qualified Suppliers' list because of the addition of new pre-qualified Suppliers to the pre-qualified Suppliers' list.

**The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to do so.**

#### 1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, the security requirement, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A - Supply Arrangement, 6B - Bid Solicitation and Resulting Contract Clauses:

6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;  
6B, includes the instructions for the bid solicitation process within the scope of the SA;

#### 2. Summary

- 2.1 This procurement vehicle is for the delivery of various professional audit support services required on an "as and when requested" basis by Federal Departments, Crown Corporations and Agencies, in support of their various programs, initiatives, operations and projects.
- 2.2 **The Supply Arrangements have no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to do so.**

**2.3** The period for awarding contracts under the Supply Arrangement begins upon issuance of the resulting Supply Arrangement from this Refresh RFSA.

**2.4 THIS REFRESH RFSA WILL RESULT IN THE ISSUANCE OF A SERIES OF SUPPLY ARRANGEMENTS (SAs):**

The SAs will be issued to all suppliers who submitted a responsive arrangement.

**2.4.1 Suppliers can qualify under the SAs as follows:**

Qualify under one or more streams in order to be allowed to submit arrangements for requirements where Canada specifies the required stream(s).

**2.5 This Refresh RFSA will:**

**2.5.1** Allow new interested suppliers to qualify under one or more streams and become pre-qualified suppliers under the Professional Audit Support Services Supply Arrangement (PASS SA);

**2.5.2** Allow current pre-qualified suppliers with valid SA(s) to qualify under one or more additional streams they had not pre-qualified under existing valid SAs.

**2.5.3** Pre-qualified suppliers are instructed to order the REFRESH RFSA #E60ZG-060004F and all its related amendments through the government electronic tendering system at the following web site: [www.MERX.com](http://www.MERX.com) and to submit their proposed arrangements to the bid receiving unit as directed herein in Part 2, paragraph 3, Submissions of Arrangements.

**2.5.4** All pre-qualified suppliers holding valid Supply Arrangements who qualify technically and meet all requirements of the Refresh RFSA, including Security requirement and certifications, will be an amendment to there SA, which will include the streams for which they qualified under this Refresh RFSA.

**2.6** The requirement is subject to the provisions of the World Trade Organization - Agreement on Government Procurement (WTO-AGP), and the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

**3. Security Requirement**

There is a security requirement associated with the requirement of the Supply Arrangement. For additional information, see Part 4 - Evaluation Procedures and Basis of Selection, and Part 6A - Supply Arrangement

**4. Overview of the Procurement Process**

This Refresh RFSA is the first stage of a two-stage procurement process:

- Stage 1 establishes the SA framework and a list of pre-qualified suppliers.
- Stage 2 is further to a competitive process using an RFP, among pre-qualified suppliers holding valid SAs under specified stream(s) which should result in contract(s) award with Federal Departments, Crown Corporations and Agencies.

**4.1 Stage 1 - Refresh Request for Supply Arrangement (RFSA) and subsequent Issuance of Supply Arrangements (SA).**

- 4.1.1 For Stage 1, this competitive Refresh RFSA covers the aforementioned eight streams of services.
- 4.1.2 Suppliers that qualify technically and meet all requirements of this RFSA will be issued a SA. The SA will identify the streams under which they pre-qualify.
- 4.1.3 All SAs will follow the format detailed in Part 6 of this Refresh RFSA. With the exception of specific streams and administrative details applicable to individual suppliers, it is expected that all SAs will be similar.
- 4.1.4 The SAs will be available for use by Canada upon signature and issuance of the SAs by PWGSC. A supplier will be deemed as being added to the pre-qualified suppliers' list upon signature of the SA.
- 4.1.5 PWGSC will notify, by email, all suppliers who fail to qualify and identify the detailed reason(s) why their arrangement has been rejected. PWGSC does not intend to conduct in-person debriefings for this RFSA.

## **4.2 Stage 2 - Bid Solicitation and Resulting Contract**

- 4.2.1 For Stage 2, Canada will determine under which stream a requirement will be procured. Only pre-qualified suppliers holding a valid SA covering the stream will be eligible to compete under a Request for Proposal (RFP) or be awarded a sole source contract for that requirement.

### **4.2.1.1 Canadian Content**

The services covered by the RFP issued against Resulting Supply Arrangements in Stage 2, may be limited to Canadian services as defined in clause A3050T (2010-01-11) Canadian Content Definition.

### **4.2.1.2 Contract Options**

- Option 1 - Single Contract
- Option 2 - Single Task-Based Contract
- Option 3 – Multiple Contracts
- Option 4 – Multiple Task Based Contracts

- 4.2.2 Authorized clients, with valid User Agreements with PWGSC, may issue, under their own contracting authority, contracts and if applicable subsequent amendment(s) for requirements not exceeding their contracting delegation from Treasury Board.

## **5.0 Definition**

- 5.1 The following definition applies in this document unless the context otherwise requires:

"Authorized Client": refers to any government department, crown corporation or agency that holds a valid User Agreement with PWGSC to directly issue RFP's and award resulting contracts against the SAs.



## PART 2 - SUPPLIER INSTRUCTIONS

### 1.0 Arrangements requested

- 1.1 Suppliers are invited to submit an arrangement for the purpose of establishing a supply arrangement (SA), with Canada for the provision of various professional audit services for Federal Departments, Crown Corporations and Agencies.
- 1.2 Suppliers holding valid supply arrangements who want to qualify for new streams must submit one technical arrangement per additional stream and the required certifications and security information, in accordance with the Arrangement Preparation Instructions specified in Part 3.

### 2. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2012-11-19) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days  
Insert: ninety days (90) days

### 3. Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date and time below and place indicated on page 1 of the Request for Supply Arrangements.

| Quarter | Submission Period                 | Closing Date<br>(at 2:00 pm) | Evaluation Period              |
|---------|-----------------------------------|------------------------------|--------------------------------|
| 1       | April 01 to June 30               | June 30                      | July 01 to September 30        |
| 2       | July 01 to September 30           | September 30                 | October 01 to December 30      |
| 3       | October 01 to December 28<br>2012 | December 28<br>2012          | January 01 to March 31 2012    |
| 4       | January 01 to March 29<br>2013    | March 29<br>2013             | April 01 to June 28 2013       |
| 1       | April 01 to June 28 2013          | June 28 2013                 | July 01 to September 30 2013   |
| 2       | July 01 to September 30<br>2013   | September 30<br>2013         | October 01 to December 31 2013 |

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| 3 | October 01 to December 30 2013 | December 30 2013 | January 01 to March 31 2014 |
| 4 | January 01 to March 31 2014    | March 31 2014    | April 01 to June 30 2014    |

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

#### **4. Enquiries - Request for Supply Arrangements**

- 4.1 All enquiries must be submitted in writing to the Supply Arrangement Authority listed below, no later than seven (7) calendar days before the Request for Supply Arrangements (RFSa) closing date. Enquiries received after that time may not be answered.

Jim Finlayson  
PASS SA Authority  
PWGSC/STAMS/PSPD/ZQ division  
Telephone: 819-956-6489  
Fax: 819-997-2229  
Email: [jim.finlayson@tpsgc-pwgsc.gc.ca](mailto:jim.finlayson@tpsgc-pwgsc.gc.ca)

- 4.2 Suppliers should reference as accurately as possible the numbered item of the RFSa to which the enquiry relates. Care should be taken by suppliers to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

#### **5. Applicable Laws**

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the suppliers.

#### **6. Security**

Under Part 4, section 3, Security Requirement: Bidders must supply their company Designated Organization Screening number and the proposed resources security number and expiry date.

### PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

#### 1. Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

- |             |  |
|-------------|--|
| Section I:  | Technical Arrangement (four (4) hard copies)<br>(one (1) soft copy on USB stick) |
| Section II: | Certifications (one (1) hard copy)<br>(one (1) soft copy on USB stick)           |

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, suppliers are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. Please refer to Annex "B" to Part 4 - Service Streams and Minimum Mandatory Requirements.

It is requested that each arrangement include a cover page which displays the following information:

- Identification of the stream(s) for which the arrangement is being submitted (e.g. Stream 1 - Internal Audit)
- Section number (e.g. Section 1 - Technical Response)
- Submitted by:
  - Name of Supplier,
  - Procurement Business Number (PBN),
  - Address,
  - Telephone Number,
  - Fax Number and e-mail
  - address.

#### Section II: Certifications

Suppliers must submit the certifications required under Part 5.

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## ANNEX "A" TO PART 3 FIRM PROFILE

1. Complete legal name and business address of the Supplier

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Telephone No. ( ) \_\_\_\_\_

Fax No. ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Web Site Address: \_\_\_\_\_

2. Supplier's designated single point of contact for all SA issue

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_

Fax No. ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

3. Supplier's Procurement Business Number(PBN): \_\_\_\_\_

***No SA will be awarded to a Supplier until a valid PBN is provided to the PWGSC SA Contracting Authority.***

- 3.1 As a potential supplier to the Government of Canada an important feature is the Procurement Business Number (PBN) created using the Canada Customs and Revenue Agency Business Number to uniquely identify a company and its branches, divisions, or offices, where appropriate.
- 3.2 All Canadian companies are required to have a PBN prior to receive any supply arrangements in result of this RFSA. Non-Canadian companies are strongly encouraged to obtain a PBN.
- 3.3 Companies may register for a PBN in the Supplier Registration Information (SRI) Service on line at the Contracts Canada Internet site at: <http://contractscanada.gc.ca>. In order for companies to be sourced by government buyers, they must complete the registration process and activate their account in the SRI service.
- 3.4 For non-Internet registration, please contact the Contracts Canada InfoLine at 1-800-811-1148 or (819) 956-3440, in the National Capital Area, to obtain the telephone number of the Supplier Registration Agent nearest you.

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## JOINT VENTURE CONTRACTOR

(a) The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members: *[list all the joint venture members named in the Contractor's original bid]*.

(b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:

(i) \_\_\_\_\_ has been appointed as the "lead member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;

(ii) By giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and

(iii) All payments made by Canada to the lead member will act as a release from all the members.

(c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.

(d) All the members are jointly and severally or solidarity liable for the performance of the Contract.

(e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the provisions of the General Conditions.

(f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

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**ANNEX B to PART 3****REGIONS DEFINITION*****For information purposes only.***

| <b>Region</b>            | <b>Description</b>   | <b>Suppliers to check off the regions where they are capable to provide the services</b> | <b>Suppliers should list the cities within the regions for work where Canada will not incur travel and living expenses*</b> |
|--------------------------|--|--|---|
| Pacific Region           | The entire province of British Columbia<br>The entire Yukon Territory  |  |   |
| Western Region           | The entire province of Alberta;<br>The entire province of Saskatchewan;<br>The entire province of Manitoba; and<br>The Northwest Territories   |  |   |
| Ontario Region           | The province of Ontario with the exception of the National Capital Region  |  |   |
| Quebec Region            | The province of Quebec with the exception of the National Capital Region   |  |   |
| Natiional Capital Region | Bounded on the west by a north-south line running from Petawawa to Kingston, as far north as Maniwaki, Quebec, on the east by the Ontario-Quebec border on the south by the St. Lawrence River (includes Gatineau-Maniwaki and Masson-Angers areas). |  |   |
| Atlantic Region          | The entire province of New Brunswick;<br>The entire province of Nova Scotia;<br>The entire province of Prince Edward Island; and<br>The entire province of Newfoundland, including Labrador  |  |   |

**\* Canada reserves the right to limit the solicitations for regional requirements to the pre-qualified suppliers not charging travel and living expenses.**

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

#### 1.1. Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

- 1.1.1.1 Canada will assess a supplier's technical capability to perform work that may be required under the resulting series of Supply Arrangements. To this end, Canada requires each supplier to demonstrate their potential to provide professional audit support services by proposing individuals that meet or exceed the minimum mandatory requirements specified in Annex "B" to Part 4 and by submitting curriculum vitae (CV's) and supporting documentation, as applicable, of the proposed individuals.

Under this Refresh RFSA, suppliers can qualify technically:

- 1) Under one or more stream(s) listed in Annex "B" to Part 4.

##### 1.1.2 Point Rated Technical Criteria

- 1.1.2.1 Annex "B" to Part 4 describes the streams under which the supplier may attempt to qualify as well as their respective minimum mandatory requirements.

- 1.1.2.2 For each CV submitted, suppliers must ensure that:

- a) the proposed stream and the individual's name are clearly indicated;
- b) compliance with each minimum mandatory and educational requirement for the proposed resources is fully and completely demonstrated in the arrangement; and
- c) the CV must clearly demonstrate where, when and how the stated qualifications and professional experience of the resources were acquired. All professional experience must be fully documented and substantiated in the arrangement submitted to PWGSC. When demonstrating months of experience, overlapping months do not count more than once.

- 1.1.2.3 For the purpose of resource qualifications, experience gained through formal education will not be considered work experience. All requirements for work experience must be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided that they are related to the required services.

- 1.1.2.4 For the arrangement to be deemed technically responsive and considered further, the bid must meet all of the mandatory requirements and must obtain a minimum of 75% of the overall responsive score for the requirements which are subject to point rating specified in Annex A to Part 4 "Mandatory Technical and Point Rated Requirements".

### 1.2 Conditions Precedent to Supply Arrangement Issuance and Certifications



Canada will review bids for compliance with Annex "A" to Part 5 entitled "Certifications". Any arrangement not meeting the Conditions Precedent to Supply Arrangement Issuance and the Certification Requirements will be excluded from further consideration.

## **2. Basis of Selection - Mandatory Technical Evaluation Criteria**

### **2.1 Basis of Selection - Minimum Point Rating (S1002T)**

1. To be declared responsive, an arrangement must:

- (a) comply with all the requirements of the Request for Supply Arrangements; and
- (b) meet all mandatory technical evaluation criteria; and
- (c) obtain the required minimum of points overall for the technical evaluation criteria which are subject to point rating

2. Arrangements not meeting (a), (b) or (c) above will be declared non-responsive.

Suppliers meeting all the requirements of 1.1 and 1.2 above will receive one Supply Arrangement for all streams for which they have been technically compliant.

## **3. Security Requirement**

1. Before issuance of a supply arrangement, the following conditions must be met:

- (a) the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;
- (b) the Supplier's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6A - Supply Arrangement. The Supplier must provide each resources' security number and expiry date;
- (c) the Supplier must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Suppliers are reminded to obtain the required security clearance promptly. Any delay in the issuance of a supply arrangement to allow the successful supplier to obtain the required clearance will be at the entire discretion of the Supply Arrangement Authority.

3. For additional information on security requirements, suppliers should consult the "[Security Requirements for PWGSC Bid Solicitation - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

[Note to suppliers: In the case of Joint Ventures or Amalgamations, the highest level of corporate security attainable through CIISD of PWGSC is the lowest level held by any single member of the JV or amalgamation. For example: a Joint Venture with five (5) members is comprised of four members holding a valid Facility Security Clearance (FSC) at the Secret level and one member holding a valid Designated Organization Screening (DOS). The highest corporate security level for which the Joint Venture would be considered under this SA framework would be DOS, until such time as the member holding a valid DOS clearance has requested sponsorship via the Supply Arrangement Authority and obtained a valid FSC at the secret level issued by CIISD.]

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#### **4. Financial Viability**

SACC Manual clause S0030T (2011-05-16) Financial Viability

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**ANNEX "A" TO PART 4 EVALUATION PROCEDURES****MANDATORY TECHNICAL AND POINT RATED REQUIREMENTS**

Suppliers are requested to complete the worksheet included in this Annex for each of the streams in relation to which the Supplier is requesting consideration, and in accordance with the RFSA. **For example, if a Supplier is seeking consideration for all eight streams, eight (8) separate worksheets must be submitted.**

In addition, suppliers are requested to provide detailed information to describe where and how work experience was acquired. Failure to provide such information will result in the experience being excluded for evaluation purposes.

**1.1.1 MANDATORY TECHNICAL REQUIREMENTS**

| <b>REQUIREMENTS</b><br><br><b><u>SACC Manual Standard Instructions 2008 (2012-11-19), paragraph 04, Definition of a Supplier: "Supplier" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting an arrangement. It does not include the parent, subsidiaries or other affiliates of the Supplier, or its subcontractors.</u></b>   | <b>MEETS<br/>REQUIREMENTS<br/>(YES/NO)</b> | <b>SUBSTAN-<br/>TIATING<br/>DETAIL</b> | <b>CROSS<br/>REFERENCE<br/>TO<br/>RESPONSE</b> |
|---|--|--|--|
| <p><b>MT1)</b> For each stream for which a response is being submitted, the Supplier must submit completed projects with the dollar value for each stream as follows:</p> <p><u>Stream 1</u> - Internal Audit Services;<br/> <u>Stream 3</u> - Information Technology and Systems Audits;<br/> <u>Stream 5</u> - External Audits;<br/> <u>Stream 8</u> - Recipient/Contribution Audits</p> <p>Four (4) completed* projects within the past five (5) years from date of bid closing, valued at more than \$40,000.00 for the relevant stream .</p> <p><u>Stream 4</u> - Forensic:<br/> Four (4) completed* projects within the past five (5) years from date of bid closing, valued at more than \$50,000.00 for the relevant stream .</p> <p><u>Stream 6</u> - Financial Accounting Services:<br/> Four (4) completed* projects within the past five (5) years from date of bid closing, valued at more than \$20,000.00 for the relevant stream .</p> <p><u>Stream 2</u> -Practice Inspections; and<br/> <u>Stream 7</u> -Internal Control Training:</p> <p>Two (2) completed* projects within the past five (5) years from date of bid closing, valued at more than \$10,000.00 for the relevant stream .</p> <p>The information provided in the Supplier Rated Requirement Worksheet will be used to assess each project. If more than the</p> |  |  |  |

|  |  |  |  |
|--|--|--|--|
| required number of projects are submitted, only the required number of projects by order of presentation will be evaluated.  |  |  |  |
| <b>*Suppliers must put in start and end dates of each project.</b>   |  |  |  |
| <p><b>MT2)</b> For each stream for which an arrangement is being submitted, the Supplier must provide a corporate profile demonstrating that they have a minimum of five (5) named internal resources as follows:</p> <ul style="list-style-type: none"> <li>1 - Partner/Managing Director</li> <li>1 - Project Manager/Leader</li> <li>3 - at Senior Auditor or Auditor level</li> </ul> <p>and the internal resources must meet the stream minimum mandatory requirements listed in Annex B to Part 4, Section 5.</p>  |  |  |  |
| <p><b>MT3) APPLICABLE ONLY TO Stream 5 - External Audit:</b></p> <p>Suppliers must provide a corporate profile that demonstrates the Supplier's experience in this stream. The supplier must demonstrate the following:</p> <ul style="list-style-type: none"> <li>A. a minimum of five (5) cumulative years of experience within the past ten (10) years from date of bid closing in providing external audit of financial statements and/or related services described in Annex B to Part 4, Section 5;</li> <li>B. The ability to provide opinions on financial statements and</li> <li>C. That they are licensed to sign financial statements in Canada</li> </ul> |  |  |  |

### 1.1.2 POINT RATED TECHNICAL CRITERIA

Only the bids that meet all the requirements of the mandatory requirements will be rated. Bids not meeting any one of the mandatory requirements will not be considered further in the evaluation process. **Bidders should refer to the appropriate Stream and ensure that the Bidder addresses each rated criteria in the applicable table.**

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**SUPPLIER RATED REQUIREMENT WORKSHEET; TO BE COMPLETED FOR EACH STREAM**

| <b>SUPPLIER RATED REQUIREMENT WORKSHEET: TO BE COMPLETED FOR EACH WORK STREAM - APPLIES TO STREAMS 1, 3, 4, 5 6 AND 8.</b> |  |  |                        |  |
|--|--|--|------------------------|--|
| <b>REQUIREMENTS</b>  | <b>REQUIRED INFORMATION</b>  | <b>MAX POINTS</b>  | <b>POINTS received</b> | <b>SUBSTANTIATING DETAIL &amp; CROSS REFERENCE TO PROPOSAL</b> |
| <b>RT1 -</b>   | <b>Audit Projects</b>  |  |                        |  |
| RT1.a)<br>Project scope and relevance to the Work-stream   | <p>The Bidder should demonstrate how the project relates to the stream by providing details for this project, including but not limited to:</p> <ul style="list-style-type: none"> <li>- Name of client organization;</li> <li>- Name , email address, phone and fax number of client reference;</li> <li>- Scope, size in dollars and resources, and project timeframe (from-to dates in month/year);</li> <li>- Level of effort in professional days; and</li> <li>- Objective and outcome of the project</li> <li>- Description of the supplier's role(s) and responsibility(ies) in the project:</li> </ul> <ul style="list-style-type: none"> <li>• 10 points if the project is directly related to the stream;</li> <li>• 7.5 points if the project is strongly related to the stream;</li> <li>• 4 points if the project is somewhat related to the stream; and</li> <li>• 0 points if the project is not related to the stream.</li> </ul> <p>Note: References may be contacted to verify work experience.</p> | <p>10 pts per project - up to 4 projects</p> <p>Max 40 pts</p> |                        |  |
| RT1.b)<br>Supplier involvement   | <p>The Bidder should demonstrate the Suppliers involvement to the project:</p> <ul style="list-style-type: none"> <li>• 10 points if the supplier was responsible for the project and all deliverables;</li> <li>• 7.5 points if the supplier did not have overall responsibility but had significant involvement in the project;</li> <li>• 4 points if the supplier provided resources for the project but did not have a significant involvement; and</li> <li>• 0 points if the supplier had minor involvement in the project.</li> </ul> <p>Note: References may be contacted to verify work experience</p>   | <p>10 pts per project up to 4 projects</p> <p>Max. 40 pts</p>  |                        |  |
| <b>RT2</b><br>Quality Assurance Approach   | <p>Description of quality assurance approach for project activities ranging from initial identification to completion of requirements and fulfillment of client expectations.</p> <ul style="list-style-type: none"> <li>• 10 points if the supplier description is extensive and outstanding;</li> <li>• 7.5 points if the supplier description satisfactorily addresses this rated criteria;</li> <li>• 4 points if the supplier description partially addresses this rated criteria; and</li> </ul>   | 10   |                        |  |

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|  |   |           |  |  |
|--|---|-----------|--|--|
|  | <ul style="list-style-type: none"> <li>0 points if the supplier description is unsatisfactory to the rated criteria.</li> </ul> |           |  |  |
| <b>Total Point Rated Criteria is 90 points - for streams 1, 3, 4, 5, 6 &amp; 8</b> |   | <b>90</b> |  |  |
| <b>Minimum pass mark 75% or 67.5 points</b>  |   |           |  |  |

**SUPPLIER RATED REQUIREMENT WORKSHEET: TO BE COMPLETED FOR EACH WORK STREAM - APPLIES TO STREAMS 2 AND 7.**

| REQUIREMENTS  | REQUIRED INFORMATION  | MAX POINTS   | POINTS received | SUBSTANTIATING DETAIL & CROSS REFERENCE TO RESPONSE |
|---|---|--|-----------------|---|
| <b>RT1 -</b>  | <b>Audit Projects</b>   |  |                 |   |
| RT1.a)<br>Project scope and relevance to the Stream | <p>The Bidder should demonstrate how the project relates to the stream by providing details for this project, including but not limited to:</p> <ul style="list-style-type: none"> <li>- Name and description of client organization;</li> <li>- Name, email address, phone and fax number of client reference;</li> <li>- Scope, size in dollars and resources, and project timeframe (from-to dates in month/year);</li> <li>- Level of effort in professional days; and</li> <li>- Objective and outcome of the project</li> <li>- Description of the supplier's role(s) and responsibility(ies) in the project:</li> </ul> <ul style="list-style-type: none"> <li>• 10 points if the project is directly related to the stream;</li> <li>• 7.5 points if the project is strongly related to the stream;</li> <li>• 4 points if the project is somewhat related to the stream; and</li> <li>• 0 points if the project is not related to the stream.</li> </ul> <p>Note: References may be contacted to verify work experience.</p> | <p>10 pts per project up to 2 projects</p> <p>Max. 20 pts</p>  |                 |   |
| RT1.b)<br>Supplier involvement                      | <p>The Bidder should demonstrate the Suppliers involvement to the project:</p> <ul style="list-style-type: none"> <li>• 10 points if the supplier was responsible for the project and all deliverables;</li> <li>• 7.5 points if the supplier did not have overall responsibility but had significant involvement in the project;</li> <li>• 4 points if the supplier provided resources for the project but did not have a significant involvement; and</li> <li>• 0 points if the supplier had minor involvement in the project.</li> </ul> <p>Note: References may be contacted to verify work experience.</p>   | <p>10 pts per project up to 2 projects</p> <p>Max. 20 pts.</p> |                 |   |
| <b>RT2 Quality</b>                                  | The Bidder should describe their quality assurance approach for project activities ranging from initial   |  |                 |   |

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| REQUIRE-<br>MENTS  | REQUIRED INFORMATION  | MAX<br>POINTS | POINTS<br>received | SUBSTANTIATING DETAIL<br>& CROSS REFERENCE TO<br>RESPONSE |
|--|---|---------------|--------------------|---|
| <b>Assurance<br/>Approach</b>  | <p>identification to completion of requirements and fulfillment of client expectations.</p> <ul style="list-style-type: none"> <li>• 10 points if the supplier description is extensive and outstanding;</li> <li>• 7.5 points if the supplier description satisfactorily addresses this rated criteria;</li> <li>• 4 points if the supplier description partially addresses this rated criteria; and</li> <li>• 0 points if the supplier description is unsatisfactory to the rated criteria.</li> </ul> | 10            |                    |   |
| <b>Total Point Rated Criteria is 50 points - for streams 2 and 7</b> |   | <b>50</b>     |                    |   |
| <b>Minimum pass mark 75% or 37.5 points</b>                          |   |               |                    |   |

**ANNEX B to PART 4****STREAMS AND MINIMUM MANDATORY REQUIREMENTS**

**Note:** Each individual proposed must possess, at a minimum a certificate from a recognized Canadian university or college, or the equivalent as established by a recognized Canadian academic credentials assessment service\*, if obtained outside Canada.

\*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following internet link: <http://www.cicic.ca/indexe.stm>

The experience of the proposed resources must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

**1 Stream 1: Internal Audit Services**

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The range of activities under this stream could include:

- Value-for-money audit;
- Compliance audit;
- Assurance audit;
- Management controls audit;
- Operational audit;
- Horizontal or sectoral audits led by the Comptroller General; and
- Develop audit or assurance methodologies to meet the requirements of the Treasury Board Policy on Internal Audit

**Minimum Mandatory Qualifications and Experience for the Resource Categories:**

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this stream. User departments can not reduce these minimum requirements but, if necessary, user departments may increase these requirements at the Request for Proposal (RFP) stage:

**Partner/Managing Director**

- Education/Professional Qualifications:
  - o Professional Designation in any one of the following: CA, or CMA, or CGA, or CIA
- Experience:
  - o Must have a minimum of eight (8) cumulative years of audit experience within the past ten (10) years, including at least two (2) cumulative years of experience in internal audit.

**Project Manager/Leader**

- Education/Professional Qualifications
  - o Professional Designation in any one of the following: CA, or CMA, or CGA, or CIA.
- Experience



- o Must have a minimum of six (6) cumulative years experience of audit experience within the last ten (10) years including at least two (2) cumulative years experience in internal audit.

### Senior Auditor

- Educational/Professional Qualifications
  - o Professional Designation in any one of the following: CA, or CMA, or CGA, or CIA; OR
  - o A degree from a recognized university\* (see note above), which is relevant to the stream.
- Experience
  - o Must have a minimum of three (3) cumulative years of audit experience within the past ten (10) years.

### Auditor

- Education/Professional Qualifications
  - o Professional Designation in any one of the following: CA, or CMA, or CGA, or CIA; OR
  - o a degree/diploma from a recognized university\* (see note above) relevant to the stream and/or the Statement of Work.
- Experience -
  - o Must have a minimum of two (2) cumulative years experience in the audit within the last ten (10) years.

### Junior Auditor

- Education/Professional Qualifications
  - o Must be in the process of obtaining a degree/diploma from a recognized university or college which is relevant to the stream, or completing in the process of completing an apprentice program relevant to the stream.

## 2. Stream 2: Practice Inspections

Among the requirements of the Treasury Board Policy on Internal Audit is the adherence to professional standards and rigorous methodology in the delivery of internal audit services. This stream will therefore require the services of internal audit professionals who have the expertise and objectivity needed to assist in conducting Practice Inspections of the internal audit function within a department or agency.

### Minimum Mandatory Qualifications and Experience for the Resource Categories:

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this stream. User departments can not reduce these minimum requirements but, if necessary, user departments may increase these requirements at the Request for Proposal (RFP) stage:

Please note that as of April 1, 2009, it is mandatory that firms qualify either a Partner/Managing Director Resource OR a Project Manager/Leader Resources in The Institute of Internal Auditors (IIA) Certified Internal Auditor (CIA) program. Further, it is expected that, this resource qualify in The IIA's quality assessment training course. These required qualifications will be included in Requests for Proposals (RFPs) as the internal audit community moves to a more mature state.

### Partner/Managing Director

- Education/Professional Qualifications
  - o Professional Designation in any one of the following: CA, or CMA, or CGA, or CIA
- Experience
  - o Must have a minimum of eight (8) cumulative years of audit experience within the past ten (10) years, including at least two (2) cumulative years of experience in internal audit.

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### **Project Manager/Leader**

- Education/Professional Qualifications:
  - o Professional Designation in any one of the following: CA, or CMA, or CGA, or CIA
- Experience:
  - o Must have a minimum of six (6) cumulative years of audit experience within the past ten (10) years, including at least three (3) cumulative years of experience in internal audit.

### **Senior Auditor**

- Education/Professional Qualifications -
  - o Professional Designation in any one of the following: CA, or CMA, or CGA, or CIA
- Experience
  - o Must have a minimum of three (3) cumulative years of internal audit experience within the past ten (10) years.

### **Auditor**

not required in this stream

### **Junior Auditor**

not required in this stream

## **3 Stream 3: Information Technology and Systems Audits**

This stream will require the services of professionals to assess the adequacy of a range of activities that could include the following:

- Information technology security;
- Business continuity planning/preparedness;
- Information management policy compliance;
- Systems under development;
- Service management;
- Information technology strategic plans;
- Governance processes related to information technology;
- Configuration management and change control;
- Electronic data interchange and electronic funds transfer;
- Data Migration and data integrity;
- Internal control on financial systems; and
- System life cycle technical and organizational development.

Also required under this stream are professional services to provide business and technical information support services to audit organizations and could include anyone of the following:

- Data extraction and basic and advanced data analyses;
- Technical configuration of audit software;
- Business customization of audit software;
- Training and other services for the implementation of audit software;
- Post implementation reviews and evaluations of audit software; and
- Management of information technology consulting services, including technology strategy development, to audit organizations.

### **Minimum Mandatory Qualifications and Experience for the Resource Categories:**

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the Request for Proposal (RFP) stage:

#### **Partner/Managing Director**

- Education/Professional Qualifications -
  - o Professional Designation in any one of the following: CA, or CMA, or CGA, or CIA; **OR**
  - o a degree/diploma from a recognized university or college, which is relevant to the stream;
- AND**
- o CISA, or CISM, or CISSP.
- Experience -
  - o Must have a minimum of eight (8) cumulative years experience in the audit of information technology and systems within the last ten (10) years.

#### **Project Manager/Leader**

- Education/Professional Qualifications
  - o Professional designation in any one of the following: CA, or CMA, or CGA, or CIA; **OR**
  - o a degree/diploma from a recognized university or college\* (see note above), which is relevant to the stream;
- AND**
- o Certified Information Systems Manager (CISA), or Certified Information Security Manager (CISM), or Certified Information Systems Security Professional (CISSP).
- Experience:
  - o Must have a minimum of six (6) cumulative years experience in the audit of information technology and systems within the last ten (10) years.

#### **Senior Auditor**

- Education/Professional Qualifications:
  - o Professional Designation in any one of the following: CA, or CMA, or CGA, or CIA; **OR**
  - o a degree from a recognized university or college\* (see note above), relevant to the Stream;
- AND**
- o CISA, or CISM, or CISSP.
- Experience
  - o Must have a minimum of three (3) cumulative years experience in the audit of information technology and systems within the last ten (10) years.

#### **Auditor**

- Education/Professional Qualifications -
  - o Degree/Diploma from a recognized university or college\* (see note above), relevant to the stream and/or the Statement of Work.
- Experience -
  - o Must have a minimum of two (2) cumulative years experience in the audit of information technology and systems within the last ten (10) years.

#### **Junior Auditor**

- Education/Professional Qualifications -
  - o Must be in the process of obtaining a degree/diploma from a recognized university or college, which is relevant to the stream, or in the process of completing an apprentice program relevant to the stream.

#### 4. **Stream 4: Forensic Audits**

The range of activities under this stream could include:

- Forensic accounting;
- Establishment of effective continuous auditing for fraud detection;
- Fraud and allegation investigations;
- Attestation of testimony in the courts;
- Business evaluations of damages;
- Anti-Fraud Programs - Fraud Awareness and Prevention Processes;
- Administrative inquiries;
- Evolving fraud related accounting/legal standards; and
- Computer skills related to the various requirements of forensic requirements.

#### **Minimum Mandatory Qualifications and Experience for the Resource Categories:**

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the Request for Proposal (RFP) stage:

##### **Partner/Managing Director**

- Education/Professional Qualifications:
  - o Professional Designation in any one of the following: CA, or CMA, or CGA, or CIA or CFE;
- Experience -
  - o Must have completed a minimum of four (4) forensic audit projects, each valued at more than \$50,000, in the past four (4) years, AND must have a minimum of five (5) cumulative years of experience in forensic audit in the past ten (10) years.

##### **Project Manager/Leader**

- Education/Professional Qualifications
  - o Professional Designation in any one of the following: CA, or CMA, or CGA, or CIA, **OR**
  - o A CFE or CFI accompanied by a degree/diploma from a recognized university or college\* (see note above), which is relevant to the stream; **OR**
  - o A police studies diploma including RCMP College and 20 years experience with a police service.
- Experience:
  - o Must have completed a minimum of three (3) forensic audit/investigation projects, each valued at more than \$50,000, in the past four (4) years, AND must have a minimum of five (5) cumulative years of experience in forensic audit /investigation in the past ten (10) years.

##### **Senior Auditor**

- Education/Professional Qualifications:
  - o Professional designation in any one of the following: CA, or CMA, or CGA; or CIA, **OR**
  - o A CFE accompanied by a degree/diploma from a recognized university or college\* (see note above), which is relevant to the stream; **OR**
  - o A police studies diploma including RCMP College and 15 years experience with a police service.
- Experience -
  - o Must have participated in a minimum of two (2) forensic audit /investigation projects, each valued at more than \$50,000, in the past four (4) years, AND must have a minimum of three (3) cumulative years of experience in forensic audit /investigation in the past ten (10) years.

##### **Auditor**

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- Educational/Professional Qualification
  - o Professional Designation in any one of the following: CA, or CMA, or CGA, or CFE, **OR**
  - o a Police studies diploma including RCMP College and 10 years experience with a police service.
- Experience:
  - o Must have participated in a minimum of one (1) forensic audit /investigation project, valued at more than \$50,000, in the past four (4) years, and must have a minimum of one (1) cumulative year of experience in forensic audit /investigation in the past ten (10) years.

#### **Junior Auditor**

- Education/Professional Qualifications -
  - o Must be in the process of obtaining a degree/diploma from a recognized university or college which is relevant to the stream, or in the process of completing an apprentice program relevant to the stream, **OR**
  - o Must have a police studies diploma including RCMP College and 5 years experience with a police service.

#### **Administrative Support Clerk**

- Provides general administrative support under the direction of the forensic audit professionals. This category falls under the Audit Support Specialist category described in this Statement of Work.

### **5. Stream 5: External Audit Services**

The range of activities under this stream could include:

- Financial statement audit readiness assessment;
- Financial statement audit; and
- Other external assurance work as outlined in the CICA Handbook

#### **Minimum Mandatory Qualifications and Experience for the Resource Categories:**

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the Request for Proposal (RFP) stage:

#### **PARTNER/MANAGING DIRECTOR**

- Professional Qualifications:
  - o Professional Designation in any one of the following: CA, or CMA, or CGA.
- Experience:
  - o Must have a minimum of eight (8) cumulative years of experience in external audit of financial statements and related services within the past ten (10) years.

#### **PROJECT MANAGER/LEADER**

- Professional Qualifications:
  - o Professional Designation in any one of the following: CA, or CMA, or CGA;
- Experience:
  - o Must have a minimum of six (6) cumulative years of experience in external audit of financial statements and related services within the past ten (10) years.

#### **SENIOR AUDITOR**

- Professional Qualifications:

- o Professional Designation in any one of the following: CA, or CMA, or CGA
- Experience:
  - o Must have a minimum of three (3) cumulative years of experience in external audit of financial statements and related services within the past six (6) years.

#### AUDITOR

- Education/Professional Qualifications:
  - o Professional designation in any one of the following: CA, or CMA, or CGA; OR
  - o A degree/diploma from a recognized university or college\* (see note above), with a specialization relevant to the stream and/or the Statement of Work.
- Experience:
  - o Must have a minimum of two (2) cumulative years of experience in external audit of financial statements and related services within the past five (5) years

#### JUNIOR AUDITOR

- Education/Professional Qualifications:
  - o Must be in the process of obtaining a degree/diploma from a recognized university or college which is relevant to the stream, or in the process of completing an apprentice program that is relevant to the stream.

#### 6. Stream 6: Financial and Accounting Services

This stream will require the services of professionals to provide expert services and advice in support of one or more of the following activities:

- Financial reporting control frameworks;
- Financial statement or report preparation;
- Accounting standards interpretation;
- Policy monitoring;
- Accounting standards research;
- Financial and Accounting Services; and
- Statements of responsibility for stewardship and/or internal control.

#### Minimum Mandatory Qualifications and Experience for the Resource Categories:

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the Request for Proposal (RFP) stage:

#### PARTNER/MANAGING DIRECTOR

- Professional Qualifications:
  - o Professional Designation in any one of the following: CA, or CMA, or CGA,
- Experience:
  - o Must have a minimum of eight (8) cumulative years experience in financial and accounting and related services within the last ten (10) years.

#### PROJECT MANAGER/LEADER

- Professional Qualifications:
  - o Professional Designation in any one of the following: CA, or CMA, or CGA;
- Experience:
  - o Must have a minimum of six (6) cumulative years experience in financial and accounting and related services within the last ten (10) years.

**SENIOR AUDITOR**

- Professional Qualifications:
  - o Professional Designation in any one of the following: CA, or CMA, or CGA.
- Experience:
  - o Must have a minimum of three (3) cumulative years experience in financial and accounting and related services within the last six (6) years.

**AUDITOR**

- Education/Professional Qualifications:
  - o Professional designation in any one of the following: CA, or CMA, or CGA; OR
  - o A degree/diploma from a recognized university or college\* (see note above), relevant to the stream and/or the Statement of Work.
- Experience:
  - o Must have a minimum of two (2) cumulative years of experience in financial and accounting and related services within the last five (5) years.

**JUNIOR AUDITOR**

- Education/Professional Qualifications:
  - o Must be in the process of obtaining a degree/diploma from a recognized university or college which is relevant to the stream, or in the process of completing an apprentice program that is relevant to the stream

**7. Stream 7: Internal Control Training**

This stream will require the services of professionals to deliver Internal Control Training. The training services may include, but is not limited to, internal audit; financial management; financial reporting; financial policy and accounting. The training would be required to cover all aspects of internal control in the Canadian Federal government environment.

**Minimum Mandatory Qualifications and Experience for the Resource Categories:**

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the Request for Proposal (RFP) stage:

**Partner/Managing Director**

- Education/Professional Qualifications -
  - o Professional Designation in any one of the following: CA, or CMA, or CGA; or CIA, OR
  - o A graduate degree from a recognized university\* (see note above), with a specialization in business, finance or accounting.
- Experience
  - o Must have a minimum of five (5) cumulative years experience in Audit within the past ten (10) years, including at least three (3) cumulative years of experience mapping and assessing key controls, **AND**
  - o Must have a minimum of two (2) years of experience in developing or delivering internal control training.

**Project Manager/Leader**

- Education/Professional Qualifications
  - o Professional Designation in any one of the following: CA, or CMA, or CGA; or CIA, **OR**

- o A graduate degree from a recognized university\* (see note above), with a specialization in business, finance or accounting.
- Experience
  - o Must have a minimum of five (5) cumulative years experience in Audit within the past ten (10) years, including at least three (3) cumulative years of experience mapping and assessing key controls, **AND**
  - o Must have a minimum of one (1) year of experience in developing or delivering internal control training.

#### **Senior Auditor**

- Education/Professional Qualifications
  - o Professional Designation in any one of the following: CA, or CMA, or CGA, or CIA.
- Experience -
  - o Must have a minimum of two (2) cumulative years of experience in audit within the past six (6) years, including at least one (1) cumulative year of experience mapping and assessing key controls, **AND**
  - o Must have a minimum of six (6) months of experience in developing or delivering internal control training.

#### **Auditor**

- not required in this stream

#### **Junior Auditor**

- not required in this stream

### **8. Stream 8: Recipient/Contribution Agreement Audit**

This stream will require the services of professionals to provide expert services and advice in support of recipient/contribution agreement audit.

A Recipient audit is an independent assessment to provide assurance on a recipient's compliance with a funding agreement. The scope of a recipient audit may address any or all financial and non-financial aspects of the funding agreement.

#### **Minimum Mandatory Qualifications and Experience for the Resource Categories:**

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the Request for Proposal (RFP) stage:

#### **PARTNER/MANAGING DIRECTOR**

- Education/Professional Qualifications:
  - o Professional designation in any one of the following: CA, or CMA, or CGA, or CIA.
- Experience:
  - o Must have a minimum of eight (8) cumulative years of audit experience within the past ten (10) years, including at least two (2) cumulative years of experience in recipient/contribution agreement audit.

#### **PROJECT MANAGER/LEADER**

- Education/Professional Qualifications:
  - o Professional designation in any one of the following: CA, or CMA, or CGA, or CIA.



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- Experience:
  - o Must have a minimum of six (6) cumulative years of audit experience within the past ten (10) years, including at least two (2) cumulative years of experience in recipient/contribution agreement audit.

#### **SENIOR AUDITOR**

- Education/Professional Qualifications:
  - o Professional designation in any one of the following: CA, or CMA, or CGA, or CIA.
- Experience:
  - o Must have a minimum of three (3) cumulative years of audit experience within the past ten (10) years, **OR**
  - o Must have a minimum of three (3) cumulative years in managing transfer payments within the past ten (10) years

#### **AUDITOR**

- Education/Professional Qualifications:
  - o Professional designation in any one of the following: CA, or CMA, or CGA; or CIA, **OR**
  - o A degree/diploma from a recognized university or college\* (see note above), relevant to the stream and/or the Statement of Work
- Experience -
  - o Must have a minimum of two (2) cumulative years experience audit experience within the last ten (10) years.

#### **JUNIOR AUDITOR**

- Education/Professional Qualifications:
  - o Must be in the process of obtaining a degree/diploma from a recognized university or college, which is relevant to the stream, or in the process of completing an apprentice program that is relevant to the stream.

### Annex C Questions and Answers

- Q.1 Is the PASS SA intended to include environmental auditing.
- A.1 No it does not include environmental auditing, only covers the scope of Internal Audit and Internal Control Policy.
- Q.2 Is this Refresh to allow new suppliers to be considered.
- A.2 Yes
- Q.3 For the projects to be submitted in MT1, must they be projects completed by the firm or by the proposed personnel?
- A.3 The projects submitted must be completed by the firm.
- Q.4 I am a partner in a firm specializing in audit, how do I get qualified under the Professional Audit Support Services (PASS) supply arrangement.
- A.4 You must go into [www.Merx.com](http://www.Merx.com) and download the document and follow the instructions in the Refresh document, specifically in, PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS. Reference Number PW-\$\$ZQ-006-23546 Solicitation Number E60ZG-060004/F
- Q.5 Why doesn't PWGSC have an Aboriginal Set-Aside for this refresh? Most refreshes have the Aboriginal Set-Aside for Aboriginal companies to bid.
- A.5. When the PASS SA was put in place in July 2008, after consultations with the clients and the industry, the Office of the Comptroller General and PWGSC were of the opinion, that there were not enough Aboriginal firms to justify an Aboriginal Set-Aside. An Aboriginal firm can submit an arrangement and become qualified under the PASS refresh.
- Q.6 As part of the Supply Arrangement that is submitted in response to PASS RFSA E60ZG-060004/F, are suppliers required to also submit some or all of the financial information detailed in SACC Manual clause S0030T (2011/05/16) Financial Viability?
- A.6 This would only be at the RFP in Stage 2, if requested by the contracting authority.
- Q.7 Our firm has individuals that are security cleared through their previous employers. What is required of our firm in order for our employee's clearance to be transferred over? We will be bidding on the Request for Supply Arrangement E60ZG-060004/F Audit and Related Support Services and would like to make sure we fulfill all requirements before we bid.
- A.7 The firm must request that their security be transferred/duplicated to your firm prior to Supply Arrangement issuance..
- Q.8 What is the process for obtaining a Designated Organization Screening number?
- A.8 A firm must request sponsorship through the Contracting Authority and then go through the process with CISD..
- Q.9 Could you kindly clarify that if a company wishes to bid on multiple streams, do they submit 1 bid per stream, or all streams in 1 bid?

|  |                            |                                 |
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- A.9 A separate technical proposal must be submitted for each stream and one certifications (even if more than one stream is proposed) for which a Bidder submits an offer.
- Q.10 In relation to Annex B to Part 4, the Minimum Mandatory Requirements, what is the effective start and end date for experience within the past 10 years? (Months to be included in the cumulative years' experience for each resource.). Example: is the past 10 years including up until the due date of this proposal? Or As of January/ February of 2012?
- A.10 10 years/120 months experience is from date of bid closing.
- Q.11 Under Annex "A" to Part 3, in the case of a Joint Venture, is it necessary to get a JV PBN or can the PBN numbers of each of the JV Members be cited?
- A.11 The Joint Venture must have its own JV PBN number.
- Q.12 We have a Joint Venture with another company and they don't have a Security Clearance; we are the Lead Member of the Joint Venture. The security clearance will be in process, but will our bid still be compliant?
- A.12 All members of a Joint Venture must have their security clearance before Supply Arrangement award, so the JV will not be issued a supply arrangement until all members are security cleared..
- Q.13 With respect to Part 5 Certifications, can you provide detail about what we need to provide for section 1.3 Status and Availability of Resources and Section 1.4 Education and Experience. Do we need to print out the clauses from the SACC Manual and provide a signature to certify compliance?
- A13 By signing the front page of the RFSA, you agree to these certifications.
- Q.14 Under Annex "A" to Part 4, Bidders need to demonstrate projects valued at a minimum value. Does this value (i.e. \$40,000.00) include of exclude GST/HST?
- A.14 The \$40,000 excludes GST/HST.
- Q.15 On page 4 of Solicitation No. E60ZG-060004/G for the PASS SA Refresh, it states "This Refresh for Supply Arrangement (RFSA) cancels and supersedes previous RFSA #E60ZG-06004/F dated January 6, 2012 with a closing date of February 21, 2012."
- However, on page 39 of Solicitation No. E60ZG-060004/G for the PASS SA Refresh, it states "A Request for Supply Arrangement will be issued in accordance with the process set out below to allow new suppliers to become qualified. Existing pre-qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement."
- We have signed a contract (dated March 23, 2012) under this Supply Arrangement. We require clarification that as a result of the issuance of this new RFSA (which "cancels and supersedes previous RFSA #E60ZG-06004/F dated January 6, 2012 with a closing date of February 21, 2012."), do we as a pre-qualified supplier with a valid contract, have to submit a response to this RFSA?
- A15. This RFSA does supersedes the previous RFSA, however, if you are a pre-qualified supplier under E60ZG-060004/F, you will be receiving notification by e-mail to confirm your acceptance to the E60ZG-06004/G. Upon receipt of confirmation, we will be issuing an amendment to your SA.

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Q16. We also want to clarify that should we be in a position to apply for a new workstream in the future, would we simply prepare a response accordingly to the RFSA requirements for the specific workstream within the quarterly timelines outlined in the RFSA?

A16. Correct.

Q17. As a single resource (i.e. myself) incorporated company (registered with PS On-Line), I believe I meet the mandatory criteria as an Auditor under Stream 6 – Financial Accounting Services but MT2 seems to imply that you need at least 5 resources to bid on any stream. It also contradicts the mandatory requirements for an Auditor under Stream 6 by requiring that each resource have one of the certifications indicated i.e. CA, CGA, etc.

A17. This procurement vehicle is for the delivery of various professional audit support services required on an “as and when requested” basis by Federal Departments, Crown Corporations and Agencies, in support of their various programs, initiatives, operations and projects. The requirement to have five internal resources is mandatory to ensure that the Supplier is an established firm with the appropriate work processes, including quality assurance processes, to perform services as described in the various Streams. Potential suppliers are allowed to form a Joint Venture to meet this requirement.

Q18. For stream 3, the mandatory requirements require certification as either a Certified Information Systems Manager (CISA), or Certified Information Security Manager (CISM), or Certified Information Systems Security Professional (CISSP). The qualification requirements for this specialty certification from the Canadian Institute of Chartered Accountants would appear to be similar to the above noted certifications. Would you consider including a CA-IT certification as one of the allowable certifications under Stream 3?

A18. To be eligible for Workstream 3, resources must possess either a Professional Designation in any one of the following: CA, or CMA, or CGA, or CIA; OR A degree/diploma from a recognized university or college, which is relevant to the work-stream; AND a CISA, or CISM, or CISSP

## PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications to be issued a supply arrangement (SA). Canada will declare an arrangement non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications suppliers provide to Canada is subject to verification by Canada during the arrangement evaluation period (before issuance of a SA) and after issuance of a SA. The Supply Arrangement Authority will have the right to ask for additional information to verify suppliers' compliance with the certifications before issuance of a SA. The arrangement will be declared non-responsive if any certification made by the Supplier is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Supply Arrangement Authority for additional information will also render the arrangement non-responsive.

### 1. Certifications Precedent to Issuance of a Supply Arrangement

The certifications listed below should be completed and submitted with the arrangement, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will so inform the Supplier and provide the Supplier with a time frame within which to meet the requirement. Failure to comply with the request of the Supply Arrangement Authority and meet the requirements within that time period will render the arrangement non-responsive.

#### 1.1 Federal Contractors Program - Certification \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a supply arrangement. If the Supplier, or, if the Supplier is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a supply arrangement.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any arrangements from ineligible contractors, including an arrangement from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Supplier does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Supplier must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Supplier, or, if the Supplier is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Supplier or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

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- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. Has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

## 1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, suppliers must provide the information required below.

### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

Is the Supplier a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Supplier must provide the following information:

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- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

### **Work Force Reduction Program**

Is the Supplier a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Supplier must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

### **Certification**

By submitting the arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

### **1.3 Status and Availability of Resources**

**1.3.1** SACC Manual clause S3005T (2008-12-12) Status and Availability of Resources.

### **1.4 Education and Experience**

**1.4.1** SACC Manual clause S1010T (2008-12-12) Education and Experience

#### When applicable

Each individual proposed must possess, at a minimum a certificate from a recognized Canadian university or college, or the equivalent as established by a recognized Canadian academic credentials assessment service\*, if obtained outside Canada.

\*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following internet link:  
<http://www.cicic.ca/415/credential-assessment-services.canada>

## PART 6 - SUPPLY ARRANGEMENT, RFP and RESULTING CONTRACT CLAUSES

### A. SUPPLY ARRANGEMENT

#### 1. Arrangement

The Supply Arrangement covers the Work described in the Streams and Resource Requirements at Annex B to Part 4 .

#### 2. Security Requirement

- 2.1 The Supplier must, at all times during the performance of the Supply Arrangement hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 2.2 The Supplier personnel requiring access to sensitive work site(s) must each hold a valid Reliability Status, granted or approved by CISD/PWGSC.
- 2.3 Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC.
- 2.4 The Supplier must comply with the provisions of the:
  - (a) Security Requirements Check List **E60ZG-060004-1A**, attached as Attachment 1 to this Part 6A - Security Requirement Checklist (SRCL 1-A)
  - (b) Industrial Security Manual (Latest Edition).

#### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

##### 3.1 General Conditions

2020 (2012-11-19) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

##### 3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements. All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority. Electronic reports must be completed and forwarded to the Supply Arrangement Authority, no later than 15 calendar days after the end of the quarterly report.



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The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

Failure to provide fully completed quarterly reports in accordance with the above instructions may result in the setting aside of the Supply Arrangement and the application of a vendor performance corrective measure.

#### **4. Term of Supply Arrangement**

##### **4.1 Period of the Supply Arrangement**

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to do so.

**4.2** The period for awarding contracts under the Supply Arrangement begins upon issuance of the Supply Arrangement resulting from the Refresh RFSA.

**4.3** Canada may, by notice in writing to all SA suppliers and by posting on MERX, cancel or modify this SA or occupational categories or stream(s) by giving all SA suppliers at least 30 calendar days notice of the modification or cancellation.

#### **5. Authorities**

##### **5.1 Supply Arrangement Authority**

The Supply Arrangement Authority is:

Jim Finlayson  
PASS SA Authority  
Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch, Professional Services Procurement Directorate  
Place du Portage, Phase 3, 11C1  
11 Laurier Street  
Gatineau QU K1A 0S5  
Telephone: 819 - 956-6489  
Facsimile: 819 - 997-2229  
E-mail address: [SPSVAAautorité.PASSSAAuthority@tpsgc-pwgsc.gc.ca](mailto:SPSVAAautorité.PASSSAAuthority@tpsgc-pwgsc.gc.ca)

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

##### **5.2 Supplier's Representative**

#### **6. Identified Users**

The Identified Users include any government department, agency or crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

## 7. On-going Opportunity for Qualification

A Request for Supply Arrangement will be issued in accordance with the process set out below to allow new suppliers to become qualified. Existing pre-qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

**Permanent Notice:** A permanent notice will be posted on the GETS for the duration of the Supply Arrangement describing this procurement vehicle which will invite additional suppliers to submit arrangements to become Suppliers and to be issued SAs for the provision of Services.

**New Suppliers:** Throughout the Supply Arrangement Period, new suppliers may submit bids to become Suppliers. No existing Supplier will be removed from the qualified supplier list because of the addition of new Suppliers.

**Existing pre-qualified Suppliers:** This will also permit pre-qualified Suppliers to submit arrangements for streams for which they are not already qualified.

**Number of Supply Arrangements:** The Supplier acknowledges that Canada may issue an unlimited number of Supply Arrangements and may continue to issue Supply Arrangements to suppliers throughout the Supply Arrangement period.

**Evolving Requirement:** During a Refresh process, PWGSC may add new and (or) remove and (or) modify existing streams.

**Failure to Qualify:**

PWGSC will notify all suppliers that fail to qualify and identify the reason(s) their arrangement has been non-compliant.

In order for suppliers to qualify, suppliers must resubmit a complete arrangement. PWGSC will then, subject to Canada's right to conduct evaluations in cycles, evaluate the arrangement.

Where PWGSC has notified a supplier that it has failed to qualify a second time, PWGSC will not evaluate further arrangements from that supplier (or any suppliers that include or are otherwise comprised of that supplier) for the next two (2) quarterly refreshes as per PFSA Part 2, Section 3 Submission of Arrangements.

## 8. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the articles of the Supply Arrangement;
- (b) the general conditions 2020 (2012-11-19), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex B to Part 4, Service Streams and Resource Requirements
- (d) the Supplier's arrangement dated \_\_\_\_\_ (insert date of arrangement) (if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on

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\_\_\_\_\_” **or** “as amended \_\_\_\_\_”. (Insert date(s) of clarification(s) or amendment(s), if applicable).

## **9. Certifications**

### **9.1 Compliance**

Compliance with the certifications provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

## **10. Applicable Laws**

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **11. Management of Pre-qualified Supplier's List and Supply Arrangements**

The PWGSC PASS SA Authority is the main delegated authority on behalf of Canada and the Minister for the administration and management of this SA.

The PWGSC PASS SA Authority will act as the overall maintainer of the PASS SA pre-qualified supplier's list and will be responsible for ensuring the administration of all SAs.

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## **ATTACHMENT 1 TO PART 6**

### **SECURITY REQUIREMENTS CHECK LIST**

**(see attached document)**

**Stage 2****B. Request for Proposal (RFP) and Resulting Contract****1. Request for Proposal and Resulting Contract****General Information**

1. Under this SA, PWGSC and (or) Authorized Clients will be allowed to issue individual RFPs to pre-qualified suppliers and will be based on the requirements of PWGSC and (or) Authorized Clients for whom the work will be performed. Each RFP will identify the stream(s) relevant to the requirement.
2. Concerning the applicability of the Comprehensive Land Claims in Canada (CLCA), the contracting officers working either for PWGSC or for an authorized client, must:
  - determine if their requirements imply that their procurement activities will take place within a CLCA, by consulting the map: and/or by contacting Acquisition Policy and Process Directorate for guidance (tel: 819-956-4744). If the determination is to the effect that the requirement is within a CLCA, the contracting officers must:
  - follow the instructions in the Supply Manual:  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/ga-sm/chapitre09-chapter09-eng.html#s9-35> and consult the Acquisition Policy and Process Directorate (tel: 819-956-1025 or 819-956-5024 or [RCNAPPRERTGSAEA.NCRACQBCLCAPSAB@tpsgc-pwgsc.gc.ca](mailto:RCNAPPRERTGSAEA.NCRACQBCLCAPSAB@tpsgc-pwgsc.gc.ca) ).

**2. Minimum Instruction to Bidders under each RFP**

1. Unless otherwise indicated in a specific RFP, the following "Instructions to Bidders" will apply to all RFPs issued under this SA:
2. Proposals must clearly identify the personnel proposed and the associated category. Proposed all inclusive per diem rates or firm prices must be in Canadian dollars;
 

The Bidder's per diem rates in response to an RFP and resulting contract(s) will apply to where the Work is to be performed in Canada as may be specified in the RFP and the resulting contract(s).
3. The estimated number of person-days/per diems and travel/material laid down costs provided by Canada are to be used for evaluation of Bidder's proposals only and must not be considered as a commitment by Canada to respect those estimates in any resultant Contract.
4. Unless otherwise indicated in the RFP, it is not acceptable to combine the experience of two (2) or more individuals in order to meet the qualifications required for a given occupational category. Each individual proposed for a category must meet all the qualifications required in the SOW for that category.

**3. Bid Solicitation Documents**

Canada will use the PASS SA RFP template for bid solicitation which will be based on the ongoing updated 2T-HIGH1 template for Professional Services or any other template that is implemented during the SA validity period, available from the PASS SA Authority at [SPSVAAautorite.PASSSAAuthority@pwgsc.gc.ca](mailto:SPSVAAautorite.PASSSAAuthority@pwgsc.gc.ca)

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#### **4. Bid Solicitation Process**

- 4.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.
- 4.2** The bid solicitation will be sent directly to suppliers, or in the future, will be posted on GETS in a section reserved for pre-qualified suppliers.

#### **5. Security Requirements**

Professional Audit Support Services (PASS) Supply Arrangement may have Security Clearances and associated Security Requirement Check Lists (SRCL).