

**REQUEST FOR PROPOSAL – AMENDMENT**

Reference Number: SEN-033 13/14	Amendment No. 002	Date: March 6, 2014
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Amendment Details:**This amendment is issued to make the following modifications:**

- 1- To modify mandatory criterion M1 & M2 and rated criterion R1: remove senior manager from the requirements.
- 2- To modify mandatory criterion M2: increase the years of experience from two (2) to three (3).

Amendment Issued by: Daniel Tilsley	Telephone Number: 613-415-9129
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At Part 4 – Evaluation Procedures and Basis of Selection, section 2 – Mandatory Criteria:

Delete:

M1. Resources' Experience

The senior manager(s)/partner(s) responsible for the audit team must have CPA, CA designation(s), along with extensive experience (minimum 10 years) in providing financial audit services in the public sector and Federal Government. Please include a detailed summary of the designations and work experience for the proposed resource(s).

Insert:

M1. Resources' Experience

The partner responsible for the audit team must have CPA, CA designation(s), along with extensive experience (minimum 10 years) in providing financial audit services in the public sector and Federal Government. Please include a detailed summary of the designations and work experience for the proposed resource.

At Part 4 – Evaluation Procedures and Basis of Selection, section 2 – Mandatory Criteria:

Delete:

M2. Resources' Reference

External financial audits should be a main service in the senior manager(s)/partner(s)' contractual work. The Bidder must provide a list of three (3) recent public sector audits of financial statements completed within the last two (2) years.

The description must include:

- Client (name of the organization);
- Contact name;
- Phone number; and
- Brief history of work performed including:



- Date performed.

The Office of the Senate Ethics Officer reserved the right to contact the referees to confirm that the work was completed in a satisfactory manner.

Public sector is defined as municipal, provincial, parliamentary precinct and federal department and agencies.

Insert:

M2. Resources' Reference

External financial audits should be a main service in the partners' contractual work. The Bidder must provide a list of three (3) recent public sector audits of financial statements completed within the last years (3) years.

The description must include:

- Client (name of the organization);
- Contact name;
- Phone number; and
- Brief history of work performed including:
 - Date performed.

The Office of the Senate Ethics Officer reserved the right to contact the referees to confirm that the work was completed in a satisfactory manner.

Public sector is defined as municipal, provincial, parliamentary precinct and federal department and agencies.



At Part 4 – Evaluation Procedures and Basis of Selection, section 3 – Rated Evaluation Criteria:

Delete:

R1. Experience

The Bidder's senior manager(s)/partner(s) should demonstrate experience within the last twenty-five (25) years which is above and beyond the minimum ten (10) years identified in M1.

The Bidder should include detailed information in their proposal on how they meet the experience required.

Insert:

R1. Experience

The Bidder's partner should demonstrate experience within the last twenty-five (25) years which is above and beyond the minimum ten (10) years identified in M1.

The Bidder should include detailed information in their proposal on how they meet the experience required.