



Solicitation No.: **5000015225**

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**This RFP is only for pre-qualified Suppliers for Stream #6 Financial Accounting Services against Professional Audit Support Services (PASS) Supply Arrangement (E60ZG-060004)**

**DESCRIPTION OF REQUIREMENT:**

The Investments in Forest Industry Transformation (IFIT) program requires services to assess project financial information and to perform a company-level financial analysis of program applicants that are shortlisted. This work forms part of the program's standard due diligence process for projects considered for funding.

The primary objective of this contract is twofold:

- Firstly, to have four templates developed, for project and financial level assessment for each of the General Stream and more streamlined Small Enterprise Stream. The associated framework for how to conduct the assessment is also required (e.g. list of documents to review to what end).
- Secondly, to obtain services to review and assess the IFIT project financial information (budget, assets and partners); and, if requested by NRCan, to perform a financial risk assessment of the company and its affiliates. This two phase assessment would be conducted for a portion of the shortlisted projects, based on available contribution funding.

A secondary objective of this contract is to obtain ad hoc financial analysis outside the risk assessment process outlined above on an as-needed basis throughout the duration of the contract. For example, if a recipient company is sold and the program is considering a novation agreement to support the new legal entity, the IFIT program may require an opinion on the financial health of the company external to the initial financial risk assessment. NRCan may also require validation of financial information submitted by an applicant or one of its agents, for example, financial metrics within their business plan.

The four tasks included within the scope align with the primary and secondary objectives above:

- Task 1: Development of Templates (4) for the summary report of findings and Assessment Framework at the start of the engagement
- Task 2: Conduct the Project Assessment (PA) and provide NRCan with a summary report of findings
- Task type 3: Conduct the Company Financial Risk Assessment (CFRA) as required based on results from PA (Phase I assessment) and provide NRCan with a summary report of findings
- Task type 4: Ad hoc analysis on an as needed basis

**DURATION OF CONTRACT:**

The estimated period is from date of contract award to March 31, 2017.

**EVALUATION PROCESS AND SELECTION METHODOLOGY**

**Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)**

To be declared responsive, a bid must:



- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.

The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria will be recommended for award of a contract.

#### **SECURITY REQUIREMENTS:**

The following security requirement (SRCL) and related clauses) applies and form part of the resulting Contract:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/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. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror **MUST NOT** remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.