

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 0B2 / Noyau 0B2
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

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
11C1, Place du Portage III
Gatineau
Quebec
K1A 0S5

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| Title - Sujet PASS Renewal 2015 | |
| Solicitation No. - N° de l'invitation E60ZQ-140002/B | Date 2015-01-21 |
| Client Reference No. - N° de référence du client E60ZQ-140002 | Amendment No. - N° modif. 001 |
| File No. - N° de dossier 006zq.E60ZQ-140002 | CCC No./N° CCC - FMS No./N° VME |
| GETS Reference No. - N° de référence de SEAG PW-\$SZQ-006-28304 | |
| Date of Original Request for Supply Arrangement 2014-12-30 Date de demande pour un arrangement en matière d'app. originale | |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-02-10 | Time Zone Fuseau horaire Eastern Standard Time EST |
| Address Enquiries to: - Adresser toutes questions à: de Leon, Philip | Buyer Id - Id de l'acheteur 006zq |
| Telephone No. - N° de téléphone (819) 956-6489 () | FAX No. - N° de FAX (819) 997-2229 |
| Delivery Required - Livraison exigée | |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: VARIOUS | |
| Security - Sécurité This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation. | |

Instructions: See Herein

Instructions: Voir aux présentes

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

This Amendment 001 is raised to:

- respond to questions submitted; and
- amend the solicitation accordingly.

Questions and Answers - Set 1

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| Q1 | It is our assumption that the Crown is using the same CPSS that we previously used for other SA/SO's, when we log into the system and go to our solicitation dashboard the PASS SA does not appear as a selection under "Open Solicitations". In order to search possible areas other than the CPSS mentioned in the previous question, we tried the link found on page 12 of 56, section 3.3.3 #1 - the link is not working - it takes you to a "Page Not Found" error. Please advise. |
| A1 | The Solicitation template is now available under the Open Solicitations. |
| Q2 | In order to search possible areas other than the CPSS mentioned in the previous question, we tried the link found on page 12 of 56, section 3.3.3 #1 - the link is not working - it takes you to a "Page Not Found" error. Please advise. |
| A2 | There is an error in the URL to which this link points to. The solicitation shall be amended accordingly. |
| Q3 | Recently the PASS SA (E60ZQ-140002) was posted for renewal. The RFSA indicates that the technical bid and certifications are largely to be completed using the CPSS DCC. When I go into CPSS I do not see it under the solicitation dashboard. Could you please advise when it is expected to be accessible? |
| A3 | See the response provided to Q1. |
| Q4 | Can you please advise when Professional Audit Support Services (PASS) Renewal 2015 (E60ZQ-140002/B) will be available on the Solicitation Dashboard? |
| A4 | See the response provided to Q1. |
| Q5 | We saw that PWGSC published a new tender opportunity regarding PASS i.e. E60ZQ-140002/B. Two questions: A) If we cannot complete all the documents and obtain all the necessary certifications on time for February 10, 2015, will PWGSC publish a similar tender opportunity again later this year? B) It is our understanding that by becoming a prequalified supplier, we will have access to tender opportunities that we cannot now see on MERX or on buyandsell.gc.ca, because we are not prequalified. Is this indeed the case? |

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| A5 | <p>A) In accordance with PWGSC's Professional Services National Procurement Strategy, which is available to be viewed on buyandsell.gc.ca (reference: E60ZH-110001/B), suppliers who are not able to qualify for this "Renewal" RFSA will have opportunities to qualify under subsequent "Refresh" RFSA's (definitions of the terms "Renewal" and "Refresh" can be found in the solicitation document) which will be conducted throughout the validity period of the SAs resulting from this solicitation.</p> <p>B) Suppliers will be awarded SAs in the Streams for which they have demonstrated that they meet the requirements set out in these solicitation documents. SA Holders in a Stream MAY be given access to tender opportunities that cannot be seen on Merx or on buyandsell.gc.ca by non-SA Holders, depending on the characteristics of the subsequent Request for Proposals (RFPs) issued.</p> |
| Q6 | <p>I have downloaded the above mentioned Solicitation from the buy and sell website. This solicitation is to be responded to using the Data Collection Component of the Supplier's Module of the CPSS. I am already prequalified as a supplier on PASS Stream 5 and 8 and have enrolled as a supplier on the CPSS site. When I go to the dashboard I do not see this solicitation as one that I can respond to. Is there something else I need to do?</p> |
| A6 | <p>As per Section 1.2.3: <i>"All suppliers interested in obtaining an SA must comply with the requirements of the Renewal solicitation. Therefore, Current SA Holders are required to submit arrangements to this Renewal RFSA in order to re-qualify for those Streams for which they previously held an SA and/or to qualify for Streams for which they previously did not have an SA."</i></p> <p>Due to CPSS and DCC system limitations, Part 3 - Arrangement Preparation Instructions, is amended (see below).</p> |
| Q7 | <p>I accessed the PASS-SA solicitation to have a look at the online template for submission, but I cannot get very far. I can only select which Streams are offered/not offered but that is all. Is there an issue with the system or am I missing a step?</p> |
| A7 | <p>Due to system limitations, the only information interested suppliers are required to submit via the DCC on CPSS is that requested in the Online Response Template, specifically:</p> <ul style="list-style-type: none"> - Company Information; - Regional Information; - Mandatory Criteria (identifying the applicable Streams for which the supplier is submitting an arrangement); and - Certifications. <p>All other information responding to the requirements of the solicitation must be submitted to the Bid Receiving Unit. As a result, all relevant sections of the solicitation are amended (see below).</p> |
| Q8 | <p>We have started to prepare our submission for the PASS 2015 renewal, but the CPSS system does appear to be working correctly. We can select which Streams are offered/not offered but even after selecting "Save" nothing else happens. The instructions indicate that "The page will refresh and you can click on the "View</p> |

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| | Categories" link for each Stream in order to indicate the Categories" but this step does not show up. |
| A8 | See the response provided to Q7. |
| Q9 | The email address located on page 34 of the RFSA is incorrect. |
| A9 | The solicitation is amended to identify the correct e-mail address (see below). SPSVAAautorite.PASSSAAuthority@pwgsc-tpsgc.gc.ca |
| Q10 | Can you please advise where we submit our proposed team and qualification documents on the Solicitation Dashboard? I do not see an upload document section or a form to complete. |
| A10 | See the response provided to Q7. |
| Q11 | For MT2, can the Crown please confirm that resources do not need to include name, phone, email of client reference for projects demonstrating how a resource meets the minimum mandatory requirements? As experience has been gained over a number of years and through various projects, including a client reference can be complicated given the number of projects and staff turnover in client organizations within the last 8 years (as would be required for Partner). Client references will already be provided for each of the firm related project summaries being submitted to address criteria MT1 |
| A11 | Response to be provided in a future amendment. |
| Q12 | MT2 requires the Supplier to provide a minimum of five named internal resources meeting the Stream minimum requirements listed in Annex A, Statement of Requirements. We note that Annex A for Streams 1,3, 4, 5, 6 and 8 - contains the following three levels of Auditors: (1) Senior Auditor, (2) Auditor and (3) Junior Auditor; however, MT2 requires the submission of three resources at the Senior Auditor and Auditor Levels. We respectfully request clarification as to whether the terminology of "Auditor" levels includes either Auditor or Junior Auditor resource categories. |
| A12 | Response to be provided in a future amendment. |
| Q13 | On pages 46/47 of the RFP we have noted that the requirements for educational/professional qualifications have been revised to allow individuals with any of the following designations to qualify to work under work PASS stream 3 : CPA, CA, CMA, CGA, CIA, CGAP CISA, CISM, CISSP. Previously this requirement was that individuals at the the Partner/Managing Director, Project Manager/Leader, Senior Auditor level should have either an accounting designation (CA/CMA/CGA) or relevant college/university degree AND a CISA/CISM/CISSP. Given PASS stream 3 is focused on delivery of work related to Information Technology and Systems audits we request that the Crown consider revising the |

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| | educational/professional qualifications to at a minimum require the CISA/CISM/CISSP designations to qualify for work under stream 3 at the Partner/Managing Director, Project Manager/Leader and Senior Auditor levels. |
| A13 | Response to be provided in a future amendment. |
| Q14 | As per MT1, the Crown requires that four (4) completed projects within the past five (5) years from the solicitation closing date, valued at more than \$40,000.00 be provided for Stream 8 (Recipient/Contribution Audits). Based on our experience with multiple departments and agencies in the federal government in the past five (5) years, it is very rare that a recipient/contribution agreement audit will exceed \$40,000.00. Would the Crown consider reducing the dollar threshold for Workstream 8 to the same level as Workstream 6 (i.e. \$20,000 or more per project) or \$25,000 or more). |
| A14 | Response to be provided in a future amendment. |
| Q15 | <p>Part 3 – Arrangement Preparation Instructions states:</p> <p><i>“Section I: To the PWGSC Bid Receiving Unit, one (1) hard copy and one electronic copy of the following documents by the closing date, time and location indicated on page one of this solicitation:</i></p> <ul style="list-style-type: none"> <i>- the signed front page of the RFSA document; and</i> <i>- the completed and signed Supplier Statement (Attachment C).</i> <p><i>Section II: Online Response Template submitted electronically through the CPSS Supplier Module - Data Collection Component (DCC), which should include Certifications.”</i></p> <p>I accessed the Data Collection Component through the Dashboard. Under Mandatory Criteria > Stream Information, where we anticipate the templates to appear, the online response template for each of the stream do not appear at all even after saving our selection of streams to offer.</p> <p>That is, we are unable to enter all required data as requested.</p> <p>Please advise on how to complete.</p> |
| A15 | See the response provided to Q7. |
| Q16 | We are currently qualified to provide services for all streams, but as this is a Renewal process and not a Refresh, we are assuming that our choice on the initial page will be "Newly Offered" for all in order to have the link appear for the data entry for each stream. Is this correct? |
| A16 | Yes, this is correct. Since all interested suppliers (new and existing) are required to qualify/re-qualify under this Renewal and the previous series of PASS SAs (issued under solicitation E60ZG-060004) will no longer be valid, “Newly Offered” is the appropriate response for each Stream for which a supplier would like to receive an arrangement. |

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| Q17 | When we do the above for all streams and then hit the save button to move on, the links for actually entering the Mandatory information for each stream do not appear. Currently we are unable to fill in the actual responses to the Mandatory Requirements for each stream. Is this our error or the systems? |
| A17 | See the response provided to Q7. |
| Q18 | For Stream 7, are five (5) corporate profiles still required even though Auditors and Junior Auditors are not required for the stream? Do we need to submit 1 Partner, 1 Project Leader, and 3 Senior Auditors to meet the requirements for MT2? |
| A18 | Response to be provided in a future amendment. |
| Q19 | <p>We would like to request that the Crown allow for a hardcopy submission of bidder's response in addition to the completion of the Section II - Online Response Templates.</p> <p>Parts of our proposal (such as the resumes and the Quality Assurance Approach) will be easier to read in a formatted hardcopy version. Our Quality Assurance Approach section has a highly relevant diagram for which would be difficult to copy-paste into a field in the DCC unless the DCC for PASS SA allows for uploading of files.</p> <p>Please advice.</p> |
| A19 | See the response provided to Q7. |
| Q20 | <p>In Attachment B, Supply Arrangement Technical Evaluation Criteria, Section B3.1 – Mandatory Technical Requirements:</p> <p>For MT1, suppliers are required to submit information to substantiate they have “...(X) <i>completed* projects within the past five (5) years from the solicitation closing date,...</i>”, and are also instructed to “<i>indicate the start and end dates of each project.</i>”</p> <p>Can you please clarify whether only the project end dates are required to be within the past five (5) years (i.e. may have been started prior to the five year timeframe) or if the project start and end dates must be within the stipulated timeframe?</p> |
| A20 | Projects are required to have been started and completed within the stipulated timeframe. The solicitation is amended (see changes to Attachment B below). |

The solicitation is amended as follows:

At Article 3.1, Arrangement Preparation Instructions,

DELETE: Article 3.1 in its entirety.

INSERT: Amended Article 3.1 as follows:

3.1 Arrangement Preparation Instructions

Canada requests that suppliers provide their arrangement as follows:

Section I: Technical Arrangement, three (3) hard copies and one electronic copy on CD or USB

Section II: Online Response Template, submitted electronically through the CPSS Supplier Module - Data Collection Component (DCC).

Where information is required to be submitted in both hard copy and electronic copy (whether to the Bid Receiving Unit or via the DCC), if there is a discrepancy, the hard copy will take precedence.

At Article 3.3, Data Collection Component of the Supplier's Module of the CPSS,

DELETE: At Subarticle 3.3.3, the following identified CPSS link:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/spccps/spc-cps-eng.html>

INSERT: The following amended CPSS link:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/spc-cps-eng.html>

At Article 3.4, Technical Arrangement - Section I,

DELETE: Article 3.4 in its entirety.

INSERT: Amended Article 3.4 as follows:

3.4 Section I - Technical Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements, including the evaluation criteria in Attachment B. In addition to any documentation required to substantiate the above, Suppliers must also submit the following documents with their Technical Arrangement by the closing date, time and location indicated on page one of this solicitation:

- the signed front page of the RFSA document; and
- the completed and signed Supplier Statement (Attachment C).

At Article 3.5, Technical Arrangement - Section II,

DELETE: Article 3.5 in its entirety.

INSERT: Amended Article 3.5 as follows:

3.5 Section II - Online Response Template

Suppliers must submit the information requested in the Online Response Template, which includes the certifications required under Part 5.

At Attachment B, Supply Arrangement Technical Evaluation Criteria,

DELETE: The tables at Article B3.1, Mandatory Technical Requirements, and B3.2, Point Rated Technical Criteria, in their entirety.

INSERT: Attached amended tables at Article B3.1, Mandatory Technical Requirements, and B3.2, Point Rated Technical Criteria.

B3.1 MANDATORY TECHNICAL REQUIREMENTS

| REQUIREMENT | CROSS REFERENCE TO RESPONSE |
|--|-----------------------------|
| <p>MT1) For each Stream for which an arrangement is being submitted, the Supplier must submit project summaries with the dollar value for each Stream as follows:</p> <p>Stream 1 - Internal Audit Services; Stream 3 - Information Technology and Systems Audits; Stream 5 - External Audits; and Stream 8 - Recipient/Contribution Audits: Four (4) projects* started and completed within the past five (5) years from the solicitation closing date, valued at more than \$40,000.00 for the relevant Stream.</p> <p>Stream 4 - Forensic: Four (4) projects* started and completed within the past five (5) years from the solicitation closing date, valued at more than \$50,000.00 for the relevant Stream .</p> <p>Stream 6 - Financial Accounting Services: Four (4) projects* started and completed within the past five (5) years from the solicitation closing date, valued at more than \$20,000.00 for the relevant Stream.</p> <p>Stream 2 - Practice Inspections; and Stream 7 - Internal Control Training: Two (2) projects* started and completed within the past five (5) years from the solicitation closing date, valued at more than \$10,000.00 for the relevant Stream.</p> <p>*Suppliers must indicate the start and end dates of each project. Projects must be completed by the firm, as opposed to the individual resources.</p> | |
| <p>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:</p> <p>1 Partner/Managing Director; 1 Project Manager/Leader; and 3 at Senior Auditor or Auditor levels</p> <p>The internal resources must meet the Stream minimum mandatory resource requirements listed in Annex A, Statement of Requirements.</p> | |
| <p>MT3) APPLICABLE ONLY TO Stream 5 – External Audit:</p> | |

Suppliers must provide a corporate profile that demonstrates the Supplier's experience in this Stream. The supplier must demonstrate the following:

A. a minimum of five (5) cumulative years of experience within the past ten (10) years from the solicitation closing date in providing external audit of financial statements and/or related services described in Annex A, Section 2.5;

B. The ability to provide opinions on financial statements; and

C. That they are licensed to sign financial statements in Canada.

B3.2 POINT RATED TECHNICAL CRITERIA

| SUPPLIER RATED REQUIREMENT FOR STREAMS 1, 3, 4, 5 6 AND 8 | | |
|---|---|-----------------------------|
| REQUIREMENT | MAXIMUM POINTS AVAILABLE | CROSS REFERENCE TO RESPONSE |
| <p>RT1a) Project scope and relevance to the Stream</p> <p>The Supplier 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"> - Name of client organization; - Name, phone and email address of client reference; - Scope, size in dollars and resources, and project timeframe (from-to dates in month/year); - Level of effort in professional days; - Objective and outcome of the project; and - Description of the supplier's role(s) and responsibility(ies) in the project. <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - 10 points if the project is directly related to the Stream; - 7.5 points if the project is strongly related to the Stream; - 4 points if the project is somewhat related to the Stream; or - 0 points if the project is not related to the Stream. <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 per Stream</p> | |
| RT1b) Supplier involvement | 10 pts per | |

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| <p>The Supplier should demonstrate the Suppliers involvement to the project.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - 10 points if the supplier was responsible for the project and all deliverables; - 7.5 points if the supplier did not have overall responsibility but had significant involvement in the project; - 4 points if the supplier provided resources for the project but did not have a significant involvement; or - 0 points if the supplier had minor involvement in the project. <p>Note: References may be contacted to verify work experience</p> | <p>project – up to 4 projects</p> <p>Max 40 pts per Stream</p> | |
| <p>RT2) Quality Assurance Approach</p> <p>Description of quality assurance approach for project activities ranging from initial identification to completion of requirements and fulfillment of client expectations.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - 10 points if the supplier description is extensive and outstanding; - 7.5 points if the supplier description satisfactorily addresses this rated criteria; - 4 points if the supplier description partially addresses this rated criteria; or - 0 points if the supplier description is unsatisfactory to the rated criteria. | <p>Max 10 pts per Stream</p> | |
| <p>Total Point Rated Criteria for Streams 1, 3, 4, 5, 6 & 8</p> <p>Minimum pass mark 75% or 67.5 points</p> | <p>Max 90 pts per Stream</p> | |

| SUPPLIER RATED REQUIREMENT FOR STREAMS 2 AND 7 | | |
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| REQUIREMENT | MAXIMUM POINTS AVAILABLE | CROSS REFERENCE TO RESPONSE |
| <p>RT1a) Project scope and relevance to the Stream</p> <p>The Supplier 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"> - Name of client organization; | <p>10 pts per project – up to 2 projects</p> <p>Max 20 pts per Stream</p> | |

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| <p>- Name, phone and email address of client reference;</p> <p>- Scope, size in dollars and resources, and project timeframe (from-to dates in month/year);</p> <p>- Level of effort in professional days;</p> <p>- Objective and outcome of the project; and</p> <p>- Description of the supplier's role(s) and responsibility(ies) in the project.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - 10 points if the project is directly related to the Stream; - 7.5 points if the project is strongly related to the Stream; - 4 points if the project is somewhat related to the Stream; or - 0 points if the project is not related to the Stream. <p>Note: References may be contacted to verify work experience.</p> | | |
| <p>RT1b) Supplier involvement</p> <p>The Supplier should demonstrate the Suppliers involvement to the project.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - 10 points if the supplier was responsible for the project and all deliverables; - 7.5 points if the supplier did not have overall responsibility but had significant involvement in the project; - 4 points if the supplier provided resources for the project but did not have a significant involvement; or - 0 points if the supplier had minor involvement in the project. <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 per Stream</p> | |
| <p>RT2) Quality Assurance Approach</p> <p>Description of quality assurance approach for project activities ranging from initial identification to completion of requirements and fulfillment of client expectations.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> - 10 points if the supplier description is extensive and outstanding; | <p>Max 10 pts per Stream</p> | |

Solicitation No. - N° de l'invitation

E60ZQ-140002/B

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

006zq

Client Ref. No. - N° de réf. du client

E60ZQ-140002

File No. - N° du dossier

006zqE60ZQ-140002

CCC No./N° CCC - FMS No/ N° VME

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| - 7.5 points if the supplier description satisfactorily addresses this rated criteria; - 4 points if the supplier description partially addresses this rated criteria; or - 0 points if the supplier description is unsatisfactory to the rated criteria. | | |
| Total Point Rated Criteria for Streams 2 & 7 Minimum pass mark 75% or 37.5 points | Max 50 pts per Stream | |

All other terms and conditions remain the same and shall apply.