



CANADIAN MUSEUM FOR
HUMAN RIGHTS
MUSÉE CANADIEN POUR LES
DROITS DE LA PERSONNE

Request for Proposal

Strategic Risk and Opportunity Assessment Internal Audit Strategic Plan Internal Audit Services

Solicitation No:	CMHR 2014-143
Solicitation Date:	January 9, 2015
Last Date/Time for Questions:	January 21, 2015 3 PM CST
Closing Date/Time:	February 3, 2015 3 PM CST
Estimated Award Date:	February, 2015

Addendum 2

Replies to questions

9. Would the museum consider extending the submission date by one week to February 6, 2015?
Extend to February 3, 2015.

10. An internal audit approach and team structure. Can you tell us your anticipated level of annual internal audit effort in terms of either the approximate annual budget for internal audit services (in hours or cost), or the number of audits that you expect to require annually?

The annual budget is projected to be \$30,000 per year for the annual internal audits. A discussion of what this could include could be provided in the proposals.

11. CMHR's Summary Corporate Plan 2013-14 to 2017-18 sets out the Museum's key areas of risk and mitigation strategies. To date, has the Museum performed or initiated a formal enterprise risk management process, developed a register of key risks, or conducted any internal audit projects?

The Museum had a risk management process and a register of key risks for the capital project and for the operational readiness functions. This has not been done for the ongoing operations of the Museum and is what is required in Deliverable #1.

12. Has OAG conducted any audits on your organization and can those audit titles and results be shared?

OAG has performed the annual financial statement audit. Their opinion forms part of our Annual Report. Their Annual Audit Report would also be made available to the successful proponent.

13. What are you seeking to achieve or gain with having an Internal Audit function (i.e. benefits, synergies)?

We are seeking to identify internal control weaknesses, weaknesses in systems or processes as well as synergies and efficiencies.

14. Do you have a budget or estimate for the internal audit services in question?

See answer # 10 above.

15. Can you give us a range in hours so that proponents provide rates that are aligned?

See answer # 10 above

16. Will the CMHR provide translation services for our reports that need to be provided in both official languages?

The proponent will be responsible for the translation of the written report.