



Solicitation No.: 0P001-15-0601
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This RFP is only for pre-qualified Suppliers for Stream 6, Financial and Accounting Services against Professional Audit Support Services (PASS) Supply Arrangement (E60ZG-060004)

DESCRIPTION OF REQUIREMENT:

The Office of the Commissioner of Official Languages seeks to establish a contract under the Professional Audit Support Services (PASS) Supply Arrangement, under work stream 6, Financial and Accounting Services

The objective of this requirement is to obtain the services of a Senior Auditor to assist the Director of Finance with financial issues “as and when required” basis. While actual level of effort can be estimated between 50 and 80 days per year, the services requested are on a variable basis from zero (0) requirements one week to urgent or demanding requirements at other times (ex: 40 hrs).

Tasks:

1. Preparing annually the year-end financial statements for OCOL:
2. Preparing a quarterly financial report for each of the three first quarters of each fiscal year:
3. Providing assistance in the implementation of new accounting standards:
4. Assisting in the implementation of new or changes to policies:
5. Developing and facilitating training sessions on budget preparation, financial monitoring and the fundamentals of procurement:
6. Reviewing and documenting internal controls

DURATION OF CONTRACT

The period of the Contract is from date of contract award to October 31, 2016 inclusive with irrevocable options to extend the term of the Contract by up to four (4) additional one (1) year periods.

EVALUATION PROCESS AND SELECTION METHODOLOGY

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. An evaluation team composed of representatives of Canada will evaluate the bids.

Basis of Selection - Highest Combined Rating of Technical Merit [60 %] and Price [40%]

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 point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.



SECURITY REQUIREMENTS

The following security requirement (SRCL and related clauses) applies and form part of the 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) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
 - b) *Industrial Security Manual* (Latest Edition).