



## **NOTICE OF PROPOSED PROCUREMENT (NPP)**

### **PROFESSIONAL AUDIT SUPPORT SERVICES (PASS) SUPPLY ARRANGEMENT**

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**This RFP is only for pre-qualified Suppliers for Stream #1 – Internal Audit Services against Professional Audit Support Services (PASS) Supply Arrangement (E60ZG-060004)**

#### **DESCRIPTION OF REQUIREMENT:**

The Office of the Chief Audit Executive (OCAE) at Canadian Heritage require professional audit services to support the organization in preparing and carrying out audit work to meet the expectations related to the Departmental Risk-Based Audit Plan.

The OCAE may request a complete team, a partial team, or a single resource in order to provide the required audit related support services described in Annex A, Statement of Work, of the Request for Proposals. The Contractor and their proposed resource(s) must work with the internal audit staff of the OCAE to carry out internal audit work, transfer knowledge and/or job shadow for training purposes.

- Work Stream 1: Internal Audit Services;

#### **DURATION OF CONTRACT**

Canada is seeking to establish up to two (2) contracts for Stream 1 – Internal Audit Services as defined in Annex "A", Statement of Work, and to be provided under the Contract, on an “as and when requested” basis only, for one (1) year and two (2) option periods of one (1) year each for the Department of Canadian Heritage.

#### **EVALUATION PROCESS AND SELECTION METHODOLOGY**

##### **Evaluation Procedures**

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria;
- b) An evaluation team composed of representatives of Canada will evaluate the bids.



## Basis of Selection – Lowest Evaluated Price

To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation;
- b) meet all mandatory technical evaluation criteria; and,
- c) obtain the required minimum of 75 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 215 points.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. Responsive bids will be ranked in ascending order of evaluated prices; the responsive bid with the lowest evaluated price being ranked first. Of the highest ranked responsive bids in ascending order of evaluated prices, up to two (2) will be recommended for award of a contract. In the event two or more responsive bids have the same lowest evaluated price, these bids will be ranked in descending order of the overall scores obtained for all the point rated technical criteria detailed in Attachment 1 to Part 4; the responsive bid obtaining the highest overall score being ranked the highest.

## SECURITY REQUIREMENTS

The following security requirement (SRCL and related clauses) will apply to and form part of the Contract:

### **Common PS SRCL #23:**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of **SECRET**, with approved Document safeguarding at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS**, **CONFIDENTIAL** or **SECRET** as required, granted or approved by the CISD, PWGSC.
3. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store any sensitive PROTECTED/CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed up to the level of **SECRET**.
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 C;
  - b. *Industrial Security Manual* (Latest Edition).

**NOTE:** There are multiple levels of personnel security screenings associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project



authority and/or security authority.

### **Contractor's Site or Premises Requiring Safeguard Measures**

The Contractor must diligently maintain up-to-date the information related to the Contractor's site or premises where safeguard measures are required in the performance of the Work.

### **PCH Security Classification Guide**

At least one (1) of the proposed resources in the Project Manager/Leader role or Senior Auditor role (resource who will need to access Secret documents and/or information) **MUST be in possession of a valid SECRET level Government of Canada security clearance prior to being issued any Task Authorization.** All other deployed Contractor resources must be in possession of a valid security clearance at the "Reliability" level at all times. Any deployed Contractor resource not in possession of a valid security clearance must agree to have the security clearance performed **prior** to performing work on behalf of PCH in accordance with this contract.