



NOTICE OF PROPOSED PROCUREMENT (NPP)

PROFESSIONAL AUDIT SUPPORT SERVICES (PASS) SUPPLY ARRANGEMENT

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This is an Amendment to the previous NPP to inform potential bidders of changes made to the Request for Proposals number 10150263.

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.



(NEW) Basis of Selection – Highest Combined Rating of Technical Merit (60%) and Price (40%)

1. 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.

1.2 Bids not meeting 1. (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

1.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i): $PS_i = LP / P_i \times 40$. P_i is the evaluated price (P) of each responsive bid (i).

1.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): $TMS_i = OS_i \times 60$. OS_i is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Attachment 1 to Part 4, determined as follows: total number of points obtained / maximum number of points available.

1.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: $CR_i = PS_i + TMS_i$.

1.6 The responsive bids will be ranked in descending order of combined rating of technical merit and price; the responsive bid with the highest combined rating of technical merit and price being ranked first. Of the highest ranked responsive bids in descending order of combined rating of technical merit and price, up to two (2) 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, these bids will be ranked as follows:

- o in descending order of the overall scores obtained for all of the point rated technical criteria detailed in Attachment 1 to Part 4; the responsive bid obtaining the highest overall score being ranked the highest.

In the event that the above method cannot be used because the bids have the same overall scores, these bids will be ranked as follows:

- o in ascending order of evaluated prices; the responsive bid with the lowest evaluated price being ranked the highest.

1.7 The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Score for All the Point Rated Technical Criteria	OS1: 120/135	OS2: 98/135	OS3: 82/135
Bid Evaluated Price	P1: C\$60,000	P2: C\$55,000	LP and P3: C\$50,000
Calculations	Technical Merit Score	Pricing Score	Combined Rating



	(OSi x 60)	(LP/Pi x 40)	
Bidder 1	120/135 x 60 = 53.33	50/60 x 40 = 33.33	86.66
Bidder 2	98/135 x 60 = 43.55	50/55 x 40 = 36.36	79.91
Bidder 3	82/135 x 60 = 36.44	50/50 x 40 = 40.00	76.44

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.