



**NOTICE OF PROPOSED PROCUREMENT (NPP)**  
**PROFESSIONAL AUDIT SUPPORT SERVICES (PASS)**  
**SUPPLY ARRANGEMENT**

Note: All text that is red and surrounded by square brackets are either instructions or fields for data input.

Buyer ID: Mark Beriault

Solicitation No.: INFC-2016-18

Contracting Officer: Mark Beriault

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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)**

A Hundred Answers Inc.  
Altis Human Resources (Ottawa) Inc.  
Deloitte LLP  
Ernst & Young LLP  
KPMG LLP  
MNP LLP  
Orbis Risk Consulting Inc.  
Pricewaterhouse Coopers LLP  
Raymond Chabot Grant Thornton Consulting Inc.  
Welch LLP, Lannick Contract Solutions Inc. IN JOINT VENTURE  
BDO Canada LLP  
Collins Barrow Ottawa LLP  
Murray Management Consulting Inc.  
Samson & Associés CPA/Consultation Inc  
Spearhead Management Canada Ltd.

**DESCRIPTION OF REQUIREMENT:**

Consultants will work on some or all phases of an audit engagement; which include but is not limited to:  
Working on audit pre-planning and planning phase steps, including conducting research, interviews, creating an audit plan, risk-assessment, terms of references etc.

- Working on the conduct phase of an engagement, conducting interviews, devising a sampling methodology, liaising with client, testing, analysis, benchmarking, etc.
- Working on the reporting phase of an engagement, preparing a report or presentation, presenting findings to clients, senior management and audit committee
- Working on the closure phase of an audit, finalizing documentation and files, assisting the full functioning of the audit operations, including conducting Quality Assurance on a segment or the entirety of an engagement.

**DURATION OF CONTRACT**

Contract award to December 31, 2017 plus (4) 1 year option periods.

**EVALUATION PROCESS AND SELECTION METHODOLOGY**

1. Evaluation Procedures



(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

## 1.1 Technical Evaluation

### 1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

### 1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

## 1.2 Financial Evaluation

1.2.1 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

## 2. Basis of Selection

### 2.1 Basis of Selection - Lowest Evaluated Price Per Point

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

2. Bids not meeting (a) or (b) 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.

3. The responsive 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 first.

4. The evaluated price per point of a responsive bid will be determined by dividing its evaluated price by the overall score it obtained for all the point rated technical criteria detailed in Attachment 1 to Part 4.

5. The responsive bids will be ranked in ascending order of evaluated prices per point; the responsive bid with the lowest evaluated price per point being ranked first. Of the highest ranked responsive bids in ascending order of evaluated prices per point, 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 per point, these bids will be ranked in descending order of the overall scores obtained for all the technical evaluation criteria subject to point rating detailed in Attachment 1 to Part 4; the responsive bid obtaining the highest overall score being ranked the highest.

Highest Ranked Bidder: 60% of aggregate contract value  
Second Ranked Bidder: 40% of aggregate contract value

If only one (1) supplier is found to be compliant:



Highest Ranked Bidder: 100% of aggregate contract value.

## **SECURITY REQUIREMENTS**

Supplier Security Clearance: Secret

Document Safeguarding: Protected B