

**SEN 012 17/18**  
**Payroll Services for the Senate of Canada**

**QUESTIONS AND ANSWERS #4**

**Question 1:**

Could you please elaborate and provide details about the auditor's report and the contents of the report you are seeking in requirement **M.12 Reports:**

*The Bidder must provide a quarterly auditor's report on the effectiveness of the internal control framework*

**Answer 1:**

Auditor's Report 3416 on internal controls for the relevant period. If the service provider has a different year-end as the Senate, need a bridge letter from the service provider confirming no changes in the control environment.

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**Question 2:**

Could you please define "registered" in requirement **M.5: Experience:**

*The Bidders must demonstrate that they are **registered** with a minimum of five (5) years within 8 years, experience in providing services similar in scope and nature.*

**Answer 2:**

The Bidder must provide his business number or HST number

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**Question 3:**

May all three Sections (Section I: Technical Bid, Section II: Financial Bid, Section III: Certifications) of the response be submitted in a single email (with separate file attachments)?

**Answer 3:**

All three Sections can be submitted in a single email with a separate file for each Section.

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**Question 4:**

What is the calculation for withholding the Retirement Allowances Retiring Allowances for Members of Parliament (MPA) and the Members' Retirement Compensation Arrangements (MPC) deductions from fixed and additional salary?

**Answer 4:**

**MONTHLY CONTRIBUTIONS BY MEMBERS**

Once a Senator is enrolled in the Members of Parliament pension plan, regular monthly contributions to the plan are required as long as the Senator remains a parliamentarian. The contributions are credited into two accounts: the Members of Parliament Retiring Allowances (MPRA) Account and the Members of Parliament Retirement Compensation Arrangements (MPRCA) Account. The monthly contributions are divided up to and above the earnings limit for the calendar year.

A Senator pays into the MPRA and MPRCA on the portion of their sessional allowance that does not exceed the earnings limit for the calendar year. Once the member has attained the earnings limit for the calendar year, a member only pays a certain percentage into the MPRCA.

The member's contributions will change at a certain point in their parliamentary career. Once they reach the maximum pension accrual age, a pre-determined amount is paid into the MPRCA. Once a member has accrued at least 25 years of pensionable service (0.75 of their average annual pensionable earnings for service accrued on or after January 1, 2016; previously, 0.75 of the average annual sessional indemnity) they will pay a certain percentage into the MPRA up to the earnings limit and a certain percentage into the MPRCA above the earnings limit. Contribution rates under the Members of Parliament pension plan were increased gradually beginning in 2013 to reach a target current service cost-sharing ratio of 50:50 by 2017.

### **Earnings Limit**

Earnings limit means the maximum pensionable earnings in respect of which benefits may be accrued during that calendar year for the purposes of a registered pension plan within the meaning of the ITA. Member of Parliament pension benefits in excess of this limit are funded through a retirement compensation arrangement (RCA)

Each year, the earnings limit is established according to the established formula in the MPRAA such that contributions on pensionable earnings above this threshold will be directed into the MPRCA.

### **Service after Age 71**

The ITA requires the cessation of benefit accrual in a registered pension plan by December 31 of the year in which the employee turns age 71.

### **Employer Contributions**

Each month, the employer (the Government of Canada) contributes an estimated amount necessary to cover future pension benefits that members have accrued each month. This amount is set by the Office of the Chief Actuary.

### **Member Contribution Rates as of 2016**

Member contributions rates under the Members of Parliament pension plan are will be set by the Chief Actuary of Canada, and benefits under the Members of Parliament pension plan will be coordinated with the Canada / Quebec Pension Plan (C/QPP) at age 60. As a result, a two-tiered formula will be used to calculate member contributions.

### **How does the contribution formula work?**

Members and the government will pay a lower contribution rate to the Members of Parliament pension plan for that portion of the member's pensionable earnings up to the yearly maximum pensionable earnings (YMPE), and a higher contribution rate for pensionable earnings over the YMPE. The contribution rates for calendar years 2016 and 2017 are provided below.

### **Contributions after accruing the maximum benefit of .75**

Upon reaching the 75% maximum pension accrual, members under age 71 will contribute 1% of pensionable earnings up to the MPE to the MPRA Account and 1% of pensionable earnings above the MPE to the MPRCA Account. Members age 71 and over who reach the 75% maximum pension accrual will contribute 1% of their entire pensionable earnings to the MPRCA Account.

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**Question 5:**

Is the Senate of Canada willing to remove or add some of the clauses from Part 7 – “Resulting Contract Clauses”?

**Answer 5:**

Yes the Senate of Canada is willing to remove or add some of the clauses for Part 7 – “Resulting Contract Clause” or replace it with the supplier’s customer agreement, upon review and approval from the Senate of Canada legal services.

The bidder should submit the requested changes along with their bid.

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**Question 6:**

Please confirm if there’s an associated Security Requirements Checklist (SRCL) with this RFP. If no, please confirm the level of information that is expected to be stored/accessed in this solution (e.g. protect A/B/C, Confidential, Secret etc.)?

**Answer 6:**

There is no SRCL provided; information stored will be the equivalent of Protected B (unauthorized disclosure of sensitive information could result in serious injury to the Senate or to Senate employee(s)).

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**Question 7:**

The Senate has referenced security clearance as being required. Please confirm if this is process directly through the Senate or if there’s a mapping to Canada clearance levels (e.g. Reliability, Confidential, Secret)?

**Answer 7:**

This process will be done through the Senate of Canada once the contract is awarded

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**Question 8:**

The Senate has referred to the potential of “an assessment of the IT security control capacity of the Bidder”. Can further information be provided regarding this potential assessment so that potential bidders can assess the potential level of effort and to adjust timelines to meet that requirement? We have familiarity to the SA&A process so if you can compare your process to that process it would be helpful in scoping this process (effort/time)?

**Answer 8:**

The decision to perform an assessment will depend on the level of detail provided in the bidder’s response with regards to IT Security requirements. The Senate follows a Threat and Risk Assessment (TRA) process that is based on the Harmonized Threat and Risk Assessment (HTRA) methodology developed by the RCMP and CSEC. The expected level of effort would be commensurate with the SA&A process.

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**Question 9:**

Mandatory Requirement 4-1 refers to various guidelines and standards. Is there an expectation based on this statement that the solution provided will somehow map to one or more of these standards or is this just a process of ensuring that the potential bidders have experience in the area of security design, controls, management, compliance and audit? If the expectation is that the solution will map to any of these standards, could the Senate please provide details about which standards specifically, including the specific or relevant subsections of those standards?

**Answer 9:**

The assumption is made that the bidder has already mapped their solution\service delivery to an existing industry guideline or standard. This can be demonstrated via audit reports and compliance assessments.

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**Question 10:** Typically we have seen a reference to ITSG-22 or other similar zoning guidelines. Please confirm if there are any prescribed requirements for this solution, or please confirm that there is an expectation that the bidders will propose the recommended approach?

**Answer 10:**

Expectation is that the bidders will propose the recommended approach.

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**Question 11**

In regards to the following content in the RFP, page 31, Section 3. Scope of Work, second-to last bullet: “The service provider’s information technology infrastructure, tools, interfaces and services must be implemented and updated to meet or exceed industry and Senate standard security measures and controls to safeguard the confidentiality, integrity and availability of all Senate information, both in transit and at rest.”

**QUESTION:** Please confirm if the Senate standard security measures and controls are fully described in M4: IT Security mandatory requirements, or if there is a standard document that more specifically outlines the security measures/controls required that should be referenced by bidders. There is concern that the term “industry and Senate standard” if not specifically defined as measures and controls within this RFP or Appendix, may not be directly map to potential bidders proposed solutions, and therefore may result in changes to scope once a potential assessment by the Senate or as performed on behalf of the Senate occurs. The risk of inverse of this would be if security measures and controls were over scoped, potentially causing a non-cost effective solution to be proposed.

**Answer 11:** The security measures and controls are fully described in M4.

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**Question 12:**

Depending on the type of data stored, there may be the expectation of logical separation of data. Can the Senate please confirm if logical or physical separation of data is a mandatory requirement for the proposed solution?

**Answer 12:**

It is expected that appropriate measures, either logical or physical separation, will be put in place to ensure the confidentiality and integrity of Senate information.

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