

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

**QUESTIONS AND ANSWERS #7**

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**Question 1:**

Based on the number of questions that were answered this week and the additional documentation that was provided, we require additional time to analyze the impact of the additional information on scope, timeline and cost. We, therefore, respectfully request the Senate to extend the bid closing date to December 14.

**Answer 1:**

There will be no extension to the closing date of the request for Proposal. Closing date remains November 30<sup>th</sup>, 2017 at 11:00am.

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**Question 2:**

Annex B, Financial Bid, item 1: Implementation cost – there is one line item and it is not clear if the Vendor can provide the Implementation Payment millstone schedule below item one? Would the Senate please confirm?

**Answer 2:**

Yes the Bidder can provide the Implementation Payment millstone schedule below item one.

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**Question 3:**

M12 – reports – “the bidder must provide a *quarterly* auditor’s report of the effectiveness of the internal control framework” – the industry standard is an annual auditor’s report. Providing a quarterly report is certainly possible, but will increase the price of the solution. Would the Senate please amend this mandatory requirement to say: “annually auditor’s report?”

**Answer 3:**

The Senate of Canada will amend Mandatory 12 to an annual report.

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**Question 4:**

Is the solution to be accessed only from within the secure Senate LAN environment? In other words, from a security perspective, the system **should not** be available for access from “the open internet”. Please confirm.

**Answer 4:**

Hosting and access to the solution **is not** limited to the Senate local area network but must comply with all M4: IT Security requirements.

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