



## NOTICE OF PROPOSED PROCUREMENT (NPP)

**Solicitation #:** 1000197967

**Closing Date:** March 9, 2018

**Time:** 2:00PM

This requirement is for the Public Health Agency of Canada.

**TITLE:**

Senior Internal Auditor Services

**BACKGROUND:**

The Office of Audit and Evaluation (OAE) requires up to twelve (12) resources to perform internal audit services on an “as and when requested” basis. It is estimated that each resource will be required for up to 60 days during the contract period (April 1, 2018 to March 31, 2020). Requests for services will be done via the issuance of Task Authorizations (TA).

**SCOPE:**

The work must comply with the mandatory elements of the Institute of Internal Auditors’ International Professional Practices Framework. The resources will work as part of an audit team to conduct internal audits or provide professional practice support for Health Canada and the Public Health Agency of Canada.

Typical duties may include:

- Providing advice and guidance to clients concerning audit initiatives (including audit principles, objectives and scope), and relevant audit policies;
- Conducting research and consultations with other stakeholders to identify expectations;
- Preparing and reviewing working papers as evidence for observations;
- Developing processes to manage audit committee business, briefings, and materials;
- Providing advice concerning accountability for projects within an audit context or framework;
- Providing advice regarding effective audit and management practices;
- Performing complex financial audits or coordinating financial audit activities;
- Participating in the development of a risk based audit plan;
- Participating in professional practices activities;
- Evaluating and reporting on the adequacy of departmental financial control practices;
- Performing program review and program audit related tasks and functions;
- Performing Information Management/Information Technology (IM/IT) governance audit tasks.

The selected resource will be required to perform services including but not limited to the following tasks:

Phase I – Planning

During the Planning phase, the Senior Auditor may:

- Develop an understanding of the allegations and documents preliminary findings;
- Provide input to the development of investigation objectives, scope and approach;
- Provide input to the development of detailed investigation criteria, strategy and program;
- Provide input to the development of the Terms of Reference and investigation program; and
- Provide feedback and guidance to the Project Authority throughout the planning process.

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Phase II – Conduct

During the Conduct phase, the Senior Auditor may:

- Follow the steps described in the investigation program approved by the Project Authority, including but not limited to interviews and the analysis of support documents, in order to gather sufficient, relevant, reliable and appropriate information to conclude on the criteria outlined in the investigation program;
- Document in an electronic working paper file the tasks performed and corresponding results, including the written observations and conclusions, as per OAE’s templates/formats;
- Analyze and assess information obtained through interviews, observation and review of documentation and develop observation sheets, including the identification of control deficiencies, conclusions and recommendations to address control deficiencies; and
- Participate in meetings to debrief program management.

Phase III – Reporting

During the Reporting phase, the Senior Auditor may:

- Provide advice on the reporting strategy;
- Assist with the preparation of sections in the draft investigation report consistent with OAE’s standard reporting format, comprising as a minimum of:
  - Executive summary;
  - Background;
  - Findings (including recommendations);
  - Conclusion; and
  - Appendices.
- Participate in meetings with management to discuss the draft report; and
- Consider program management’s input and amend the draft report where necessary.

Professional Practices

- Participate as part of a team to develop the departments’ risk based audit plan; and
- Conduct quality review of audit projects.

**ESTIMATED VALUE:**

The total value of all contracts awarded must not exceed \$2,000,000.00.

**OWNERSHIP OF INTELLECTUAL PROPERTY:**

Intellectual property will belong to Canada under the following exception: the main purpose of the contract is to generate knowledge and information for public dissemination.

**SECURITY REQUIREMENT:**

Resources must have valid secret clearance for the duration of the contract.

**MANDATORY REQUIREMENTS:**

M1. The Bidder must provide detailed CVs for a minimum of four (4) and a maximum of twelve (12) senior level resources.
M2. The Bidder must demonstrate within each proposed resource’s CV, that they have a minimum of three (3) cumulative years (36 months) of audit experience within the last ten (10) years.
M3. The Bidder must demonstrate, by providing valid language testing scores (minimum BBB) issued by the Public Service Commission OR providing a signed letter from a previous client, that at least two (2) of their proposed resources are fluently bilingual (English and French).

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M4. The Bidder must provide a copy of each proposed resource's valid professional designation (CPA, CA, CMA, CGA, CIA or CGAP).

**SELECTION METHODOLOGY:**

Lowest Evaluated Price:

- A. A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive.
- B. The 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, twelve (12) resources will be recommended for award of a contract.

**Enquiries** regarding this Request for Proposals are to be submitted in writing to:

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