

**SEN-031 17/18 – Audit of Financial Statement
Questions and Answers – Set 1
March 28, 2018**

Question 1

Will there be specific document safeguarding requirements at the winning Bidder's site?

Answer 1

As per section 7 of the Statement of Work:

Constraints

The work to be undertaken is to be treated with the strictest confidentiality. It must be conducted on site at the Senate Finance and Procurement Directorate. The contractor must safeguard the information at all times by taking all measures reasonably necessary to secure it and protect its integrity and confidentiality. The auditor must provide their own computer/laptop.

Although no specific document safeguarding requirement was identified, the winning bidder must abide by the above mentioned constraint.

Question 2

Will there be a requirement for an on-site IT Security check? Will Senate be expecting the winning Bidder to be able to store/process Protected/Classified data on bidder's IT equipment (USB Stick, laptops, servers, e-mail)?

Answer 2

As per section 7 of the Statement of Work:

Constraints

The work to be undertaken is to be treated with the strictest confidentiality. It must be conducted on site at the Senate Finance and Procurement Directorate. The contractor must safeguard the information at all times by taking all measures reasonably necessary to secure it and protect its integrity and confidentiality. The auditor must provide their own computer/laptop.

No on-site security check will be conducted. As per the above mentioned constraint, information stored by the winning bidder must be safeguarded and remain confidential at all times.

Question 3

Should the security forms be requested and completed prior to the submission date? (Section 28, Point 2)

Answer 3

The security forms must be completed and submit prior to contract award. The resulting contract will not be awarded until the security portion has been completed.
