



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions -
TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Quebec

K1A 0S5

Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Services Procurement-Instruments Management
Division/Approvisionnement de services-Gestion des
instruments

11 Laurier St. / 11, rue Laurier

11C1, Place du Portage III

Gatineau

Quebec

K1A 0S5

Title - Sujet Tranfer Payment Audit	
Solicitation No. - N° de l'invitation A0480-172881/A	Amendment No. - N° modif. 006
Client Reference No. - N° de référence du client A0480-172881	Date 2018-04-13
GETS Reference No. - N° de référence de SEAG PW-\$\$ZQ-021-32299	
File No. - N° de dossier 021zq.A0480-172881	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-04-20	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Kamanayo, Gatsimbanyi	Buyer Id - Id de l'acheteur 021zq
Telephone No. - N° de téléphone (613) 293-6845 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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This amendment is issued to answer questions raised by potential bidders.

Question 1: About Evaluation Criteria:

Question 1.1:

To respond to MT3, MT4, RT3 and RT5, would the Crown accept a settlement agreement audit (under Canadian Auditing Standard (CAS) 805), performed on behalf of a federal government department, where the funds were held in trust and the recipients of the funding were a mix of indigenous trustees and indigenous individuals that are directly linked or are part of an Indigenous community?

Answer 1.1:

No.

Question 1. 2:

Given the sensitive nature of recipient and forensics reports, can the Crown please confirm that redacted reports will be sufficient to meet RT1?

Answer 1.2:

NO. The Crown may be in a position to evaluate the report.

For any questions with regard to the evaluation criteria, Please see Attachment 1 to Part 4 as amended.

Question 2: Clarification at Attachment 1 to Part 4

Answer 2:

At Attachment 1 to Part 4: Technical and Financial Criteria:

DELETE:

Attachment 1 to Part 4 in its entirety,

INSERT:

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ATTACHMENT 1 to PART 4: TECHNICAL AND FINANCIAL CRITERIA

1.1 Technical criteria

The Bidder must provide the necessary documentation to support compliance with this requirement.

- a. The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute "demonstrated" for the purpose of the evaluation.
- b. The Bidder must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by resumes and any necessary supporting documentation.
- c. The Bidder must provide complete details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when experience was obtained, the bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.
- d. It is recommended that the Bidder include a grid in their proposals, cross-referencing statements of compliance with the supporting data and resume evidence contained in their proposals. Note: the compliance grid, by and of itself DOES NOT constitute demonstrated evidence. As stated in bullet "b" above, the resumes and supporting documentation will be accepted as evidence.

Bidders should provide the required references in the Technical Proposal of their bid.

The references provided by the Bidders are subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to validate the references before award of a contract. The bid will be declared non-responsive if any references given by the Bidder are untrue, whether made knowingly or unknowingly. Failure to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

For Mandatory Technical Criteria and Point Rated Technical Criteria listed below requiring Project Summaries, the Bidder and its proposed resource(s) should provide:

- Name and description of client organization;
- Scope, objective, size in dollars and resources, project timeframe (from-to dates month/year);
- Outcomes of the project; and/or
- Description of the Consultant roles and responsibilities in the project.

1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

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Mandatory Technical Criteria (MT)

For the purpose of the mandatory technical criteria specified below, the experience of the Bidder, its parent, subsidiaries, or other affiliates of the Bidder, or its sub-contractors will be considered.

The Bidder				
Number	Mandatory Technical Criterion	MET	NOT MET	Cross Reference to Proposal
MT1	<p>The Bidder must demonstrate its capacity by providing project descriptions of 25 Recipient/Contribution Agreement Audits or Forensic Audits of a Recipient/Contribution Agreement that were managed by the Bidder within a 12-month period, conducted for a Canadian federal government client and aimed at Indigenous Communities or Indigenous Organizations. Bidders must provide a table summarizing the 25 audits that, at a minimum, contains the following information:</p> <ul style="list-style-type: none"> • Audit timeframe (from-to dates month/year); • Name of client organization • Location of audit • Short description of audit 			
The Bidder's Proposed Resources				
Experience & Education				
MT2	<p>The Bidder's team must be composed of the following number of resources, as a minimum:</p> <p>1 Partner / Managing Director 1 Project Manager / Leader 1 Senior Auditor; 1 Auditor; and 1 Junior Auditor 1 Civil Engineer</p> <p>The Bidder must submit detailed CVs for each of the proposed resources demonstrating that the resource meets the minimum mandatory requirements (educational, professional designations and work experience) for the applicable category as described in <u>Annex A, Statement of Work, Section 5.</u></p> <p>If CVs are provided for more than the minimum number of resources of each category, only the first CV in order of presentation will be evaluated to determine compliance to the minimum team composition criteria above.</p> <p><u>A resource cannot be proposed for more than one resource category.</u></p>			

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MT3	The Bidder must demonstrate through project descriptions (with the same information elements as in MT1), that the proposed Senior Auditor that was evaluated for MT2 has experience in completing a minimum of two (2) audit report projects for Recipient/Contribution Agreement Audits or Forensic Audits of a Recipient/Contribution Agreement for a Canadian federal government client and aimed at Indigenous Communities or Indigenous Organizations during the period beginning 5 years prior to the bid posting date.			
MT4	The Bidder must demonstrate through project descriptions (with the same information elements as in MT1), that the proposed Auditor that was evaluated for MT2 has experience in completing a minimum of two (2) audit report projects for Recipient/Contribution Agreement Audits or Forensic Audits of a Recipient/Contribution Agreement for Canadian federal government client and aimed at Indigenous Communities or Indigenous Organizations during the period beginning 5 years prior to prior to the bid posting date.			

1.1.2 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Point Rated Technical Criteria- Scores				
For the purpose of the mandatory technical criteria specified below, the experience of the Bidder, its parent, subsidiaries, or other affiliates of the Bidder, or its sub-contractors will be considered.				
The Bidder				
Item	Description	Scoring Methodology	Max Points	Cross Reference to Proposal
RT1	The Bidder should provide two audit reports for Recipient/Contribution Agreement Audits or Forensic Audits of a Recipient/Contribution Agreement prepared for a Canadian federal government client and aimed at Indigenous Communities or Indigenous Organizations, which were completed during the period beginning 5 years prior to the bid posting date. Each audit report will be assessed using the following criteria (2 points	Max: 10 points per audit report.	/20	

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	<p>per bullet):</p> <ul style="list-style-type: none"> •Ability to communicate clearly and effectively; •Facts are unambiguously identified in the report •The firm's approach/methodology explicitly identified •Findings are detailed and precise. •Recommendations are clear, specific and strategic. <p>Audit reports that were submitted to a client as "draft final report" are acceptable.</p>	<ul style="list-style-type: none"> - Communication was fully clear and effective = 2 pts -Communication was somewhat clear and effective = 1 pt; -Communication was neither clear nor effective = 0 pt -Facts are unambiguously identified =2 pts -Facts are somewhat unambiguously identified = 1pt -Facts are ambiguously identified =0 pt -The firm's approach/methodology was explicitly identified = 2 points - The firm's approach/methodology was somewhat explicitly identified =1 pt -The firm's approach/methodology was not explicitly identified = 0 pt -Findings are detailed and precise =2 pts -Findings are somewhat detailed and precise =1 pt -Findings are neither detailed nor precise =0 pt -Recommendations are clear, specific and strategic.= 2pts -Recommendations are somewhat clear, specific and strategic.= 1pt -Recommendations are neither clear, nor specific and strategic.= 0 pt 		
The Bidder's Proposed Resources				
RT2	<p>The Bidder should provide a contract management plan that outlines the control mechanisms it has in place to support the successful delivery of a minimum of 25 audits conducted concurrently,</p>			

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	<p>all of which may require field work across Canada for Canadian federal government client and aimed at Indigenous Communities or Indigenous Organizations.</p> <p>Detailed descriptions should be provided for the following:</p> <ul style="list-style-type: none"> •Project Management plan (5 points max); •Human resource plan including the contingency plan for the replacement of personnel (5 points max); • The quality control procedures that are used throughout the planning, executing and reporting stages of the audit 5 points max);and •Risk mitigation strategy (5 points max). 	Maximum 20 points	/ 20	
RT3	<p>The Bidder should demonstrate through projects descriptions that the proposed <u>Senior Auditor</u> that was evaluated for MT2 has experience in completing audit report projects for Recipient/Contribution Agreement Audits or Forensic Audits of a Recipient/Contribution Agreement for a Canadian federal government client and aimed at Indigenous Communities or Indigenous Organizations, during the period beginning 5 years prior to the bid posting date.</p>	<p>3 projects = 5 points 4 projects or more = 8 points</p>	/8	
RT4	<p>The Bidder should demonstrate through project descriptions the number of years of experience in Recipient/Contribution Agreement Audits or Forensic Audits of a Recipient/Contribution Agreement that the proposed <u>Senior Auditor</u> that was evaluated for MT2 has obtained within the past ten (10) years.</p>	<p>37 to 48 months = 5 points 49 to 72 months or more = 8 points.</p>	/8	
RT5	<p>The Bidder should demonstrate through project descriptions that the proposed <u>Auditor</u> that was evaluated for MT2 has experience in completing audit report projects for</p>	<p>3 projects = 5 points 4 projects or more = 8 points</p>	/8	

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	Recipient/Contribution Agreement Audits or Forensic Audits of a Recipient/Contribution Agreement for a Canadian federal government client and aimed at Indigenous Communities or Indigenous Organizations, during the period beginning 5 years prior to the bid posting date.			
RT6	The Bidder should demonstrate through project description the number of years of experience in Recipient/Contribution Agreement Audits or Forensic Audits of a Recipient/Contribution Agreement that the proposed <u>Auditor</u> that was evaluated for MT2 has obtained within the past ten (10) years.	13 to 36 months = 5 points More than 36 months = 8 points	/8	
RT7	The Bidder should demonstrate through project description the number of years of experience the proposed Engineer that was evaluated for MT2 has obtained within the past ten (10) years.	24 to 42 months = 5 43 to 60 months or more = 8	/8	
Total of all of the point rated technical criteria Minimum required score is 56 points over 80			/80	

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1.2 Financial Criteria

1.2.1 Mandatory Financial Criteria

Bids must meet the mandatory financial criteria specified in the table inserted below.

Bids which fail to meet the mandatory financial criteria will be declared non-responsive. Each criterion should be addressed separately.

Mandatory Financial Criteria (MF)	
Number	Mandatory Financial Criterion
MF1	<p>For Option Period #1, the bidder`s average all-inclusive per diem rate must not exceed their proposed all-inclusive per diem rate of 2018-2019 (Contract Period) by more than 2%.</p> <p>For Option Period #2, the bidder`s average all-inclusive per diem rate must not exceed their proposed all-inclusive per diem rate of option period one (1) (2019-2020) by more than 2%.</p> <p>For Option Period #3, the bidder`s average all-inclusive per diem rate must not exceed their proposed all-inclusive per diem rate of option period two (2) (2020-2021) by more than 2%.</p> <p>For Option Period #4, the bidder`s average all-inclusive per diem rate must not exceed their proposed all-inclusive per diem rate of option three (3) (2021-/2022) by more than 2%.</p>
MF2	<p>Substantiation of Rates Quoted by Bidders in Professional services Bids</p> <p>The proposed firm all-inclusive per diem rates for any given resource category included in a Bidder's financial proposal must be priced sequentially, i.e., the partner/managing director must be priced higher than the project manager/leader, the project manager/leader must be priced higher than the senior auditor and the senior auditor must be priced higher than the auditor.</p> <p>The proposed firm all-inclusive per diem rates for any given resource category cannot decrease from one year to the next during either the initial period or any of the optional periods specified in solicitation document.</p> <p>When evaluating the financial bids submitted by bidders in response to this bid solicitation, Canada may, but will have no obligation to, require price support from bidders for any of the rates (either for one, several or all categories of resources) they quoted in their financial bids.</p>