



**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

**LETTER OF INTEREST**

**LETTRE D'INTÉRÊT**

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

Terrasses de la Chaudière 5th Floor

10 Wellington Street

Gatineau

Quebec

K1A 0S5

<b>Title - Sujet</b> PASS SA 2018	
<b>Solicitation No. - N° de l'invitation</b> E60ZQ-180001/A	<b>Date</b> 2018-08-15
<b>Client Reference No. - N° de référence du client</b> E60ZQ-180001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$ZQ-006-33744
<b>File No. - N° de dossier</b> 006zq.E60ZQ-180001	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-08-30</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> de Leon, Philip	<b>Buyer Id - Id de l'acheteur</b> 006zq
<b>Telephone No. - N° de téléphone</b> (613) 302-0769 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

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

**THIS IS NOT A SOLICITATION DOCUMENT  
THIS IS A REQUEST FOR INFORMATION (RFI) FROM INDUSTRY**

The intent of this Request for Information (RFI), which includes a draft Request for Supply Arrangement (RFSA) solicitation document, is to solicit feedback on all aspects detailed herein so as to enable Canada to consider industry perspectives and to provide industry with reasonable planning lead time to prepare for any resultant RFSA.

Suppliers are invited to make suggestions, in writing to the Contracting Authority named below, on improvements to any aspect of the Draft RFSA, clearly outlining the suggested improvement as well as the reason for the suggestion. Any suggestions that restrict the level of competition or favour a particular supplier will not be given consideration. Canada will have the right to accept or reject any or all suggestions. One-on-one meetings with the responders are not intended but may be considered if responses provided by the industry justify them in order to obtain clarifications on the information provided.

## **OVERVIEW**

The Professional Audit Support Services Supply Arrangement (PASS SA) is a federal government-wide mandatory procurement tool for the provision of professional services required to meet obligations set by two Treasury Board policies: the Internal Audit Policy and the Internal Control Policy.

Public Works and Government Services Canada (PWGSC) and the Treasury Board Secretariat's Office of the Comptroller General (TBS-OCG) established this SA Method of Supply in support of the Government of Canada's Policy on Internal Audit. The SA covers services in the following eight (8) streams:

Stream 1: Internal Audit Services;  
Stream 2: Internal Audit Quality Assessments;  
Stream 3: Information Technology and Systems Audits;  
Stream 4: Forensic Audits;  
Stream 5: External Audit;  
Stream 6: Financial Accounting Services;  
Stream 7: Internal Control Training; and  
Stream 8: Recipient/Contribution Agreement Audit.

The period of any resulting SAs is proposed to be from award date until such time as Canada chooses to Re-compete the SA, no longer deems the SAs necessary, or proceeds with a different procurement vehicle. The intent is to publish the RFSA solicitation in the fall of 2018. This is an estimated timeframe provided for information purposes only. PWGSC reserves the option to alter the procurement schedule as it sees fit.

## **NOTE TO POTENTIAL RESPONDENTS:**

The material in this RFI package is for the solicitation of **feedback only**. Responding to this RFI is not a prerequisite to receiving any resulting SA for the provision of the described services. However, all suppliers are encouraged to indicate their level of interest by responding to the questions, in order to facilitate a better understanding of requirements and capabilities from both PWGSC and industry perspectives.

The publication of this RFI must not be construed as a commitment on Canada's part to issue a subsequent RFSA solicitation for this requirement and no contract or other form of commitment will be entered into with any Respondent based on responses to this RFI. This RFI must in no way be considered as authorization by Canada for Respondents to undertake any work, which

would result in costs to Canada. Canada will not be liable for, nor shall it reimburse any Respondents for any costs, fees or expenses incurred in the preparation or submission of its response to this RFI. Canada will not be bound by anything stated herein. Canada reserves the right to change, at any time, any or all parts of the RFSA solicitation as it deems necessary.

Respondents are advised that any information submitted to Canada in response to this RFI may be used in development of a subsequent RFSA solicitation. Respondents will not be bound by any aspect of their response to this RFI. All responses to this RFI will be held by Canada on a confidential basis (subject to applicable legislation), and remain the property of Canada once they have been received.

This RFI is not a bid solicitation and will not result in the award of any contract. Potential suppliers of services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of the information contained in this RFI.

Any marketing or promotional information submitted as part of the responses will not be reviewed.

To facilitate the consolidation and analysis of RFI responses, Canada requests that respondents follow the feedback structure outlined in section Format of Response.

## **ENQUIRIES**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the RFI closing date. Enquiries received after that time may not be answered.

Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## **CLOSING DATE**

Responses to this RFI will be accepted until the date and time identified on page one of this RFI.

## **CONTRACTING AUTHORITY**

Philip de Leon  
Supply Team Leader  
Public Works and Government Services Canada  
Procurement Branch  
Professional Services Procurement Directorate  
Les Terrasses de la Chaudière  
10 Wellington Street  
Gatineau, Quebec, K1A 0S5  
Tel: 613-302-0769  
Email: philip.deleon@tpsgc-pwgsc.gc.ca

## **FORMAT OF RESPONSE**

If the response is being provided electronically, Canada requests that the file be in unprotected (i.e. no password) PDF format. Responses to this RFI may be provided in either of Canada's official languages.

If the response includes multiple volumes, Respondents are requested to indicate on the cover page of each volume:

- (i) the RFI number;
- (ii) the volume number (if applicable);
- (iii) the full legal name and address of the respondent;
- (iv) the name, address and telephone number of the respondent's contact; and
- (v) the date.

Respondents are requested to review the draft RFSA solicitation document and the attached Table 1 which outlines the most significant technical changes from the most recent PASS RFSA. Feedback can be provided directly in Table 1; for comments on the contents of the draft RFSA solicitation document, Respondents are requested to add additional rows and columns to the table, identify the specific clause being commented on (by using the numbering system of the draft RFSA document) and copy and paste the relevant clause text into the "Issue" column.

## **SUBMISSION INSTRUCTIONS**

If the Respondent chooses to submit electronically using the epost Connect service provided by Canada Post Corporation,

- the Respondent is invited to consult the information available on the Canada Post Corporation website (<https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page>);
- the Respondent should refer to section 08, Transmission by facsimile or by epost Connect, of the 2008 standard instructions. Sub-section 2, epost connect, contains instructions and conditions;
- the Respondent must submit its response in a single transmission.

If the Respondent chooses to submit to the PWGSC Bid Receiving Unit electronically not using the epost Connect service provided by Canada Post Corporation, Canada requests one envelope containing one copy of the response on a USB key. The Respondent should ensure that the Respondent's name and the RFI number are clearly identified on the envelope and the USB key.

Canada is not requesting a hard copy. However, if the Respondent chooses to submit to the PWGSC Bid Receiving Unit in hard copy, Canada requests:

- three hard copies be submitted; and
- use 8.5 x 11 inch (216 mm x 279 mm) paper.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement.

To assist Canada in reaching its objectives, Respondents should:

- use paper containing fiber certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- use an environmentally-preferable format including black and white printing instead of color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

TABLE 1 – PASS RFI E60ZQ-180001/A			
ISSUE	CONTEXT	CHANGES IMPLEMENTED	COMMENTS
STREAM / RESOURCE QUALIFICATIONS			
1) Stream 1 range of activities	Additional related activities that could be expected to fall under Internal Audit.	<p>In Annex A, Statement of Requirements (SOR), Stream 1:</p> <p>Added following to range of activities:</p> <ul style="list-style-type: none"> <li>• Develop methodologies for audit-related activities;</li> <li>• Conduct research (audit-specific, general services, and best practices);</li> <li>• Conduct data analytics, including developing and/or using artificial intelligence tools;</li> <li>• Develop range of reporting approaches, techniques, and formats (narrative, graphical, dashboards, etc.); and</li> <li>• Provide audit-related awareness and/or training sessions</li> </ul>	
2) Clarity required relating to requirements for Stream 2-Practice Inspections	Departments have been using this Stream both for practice inspections and	In Annex A, SOR, Stream 2: Stream title changed to "Internal Audit Quality	

TABLE 1 – PASS RFI E60ZQ-180001/A			
ISSUE	CONTEXT	CHANGES IMPLEMENTED	COMMENTS
	<p>validation of self-assessments.</p> <p>Due to the nature of the work, experience requirements should be more focused on internal audit and quality assessment, rather than general audit.</p>	<p>Assessments".</p> <p>Organization level requirements (i.e. CIA certification, IIA quality assessment training, IPPF guides/provisions) have been fully implemented.</p> <p>Resource Experience requirements have been revised to be internal audit focused.</p>	
3) IT-related designations for Stream 3, Information Technology and System Audits	<p>Resources working on information technology and systems audits are required to have professional designation -- but not necessarily one that relates to IT.</p> <p>Current requirement:</p> <p>"Professional designation in any one of the following: CPA, CA, CMA, CIA, CGAP, CISA, CISM or CISSP".</p>	<p>In Annex A, SOR, Stream 3:</p> <p>Added following IT-related Professional Designations for applicable resource categories:</p> <ul style="list-style-type: none"> <li>- GEIT</li> <li>- CRISC</li> <li>- ITTL</li> <li>- COBIT</li> </ul>	
4) Lack of clarity regarding education/ professional qualification for Stream 4, Forensic Audits	The Education/Professional Designation requirements for various resource categories included the	In Annex A, SOR, Stream 4: Removed Education/Professional Designation requirement for	

**TABLE 1 – PASS RFI E60ZQ-180001/A**

ISSUE	CONTEXT	CHANGES IMPLEMENTED	COMMENTS
	<p>following option:  <i>“a police studies diploma including Royal Canadian Mounted Police (RCMP) College and X years’ experience with a police service.”</i></p> <p>It was unclear what constitutes a police studies diploma and the RCMP College.</p>	<p>applicable resource categories that required resource to have a police studies diploma; only a minimum number of years of experience with a police service is now required.</p>	
<p>5) Project Manager/Leader resources do not need to demonstrate project management experience to meet required qualifications</p>	<p>Previously, any proposed resource with sufficient years of general and/or audit experience relevant to the Stream could have met the minimum qualifications, despite never having actually led an audit project.</p>	<p>In Annex A, SOR, Streams 1, 2, 3, 4, 5, 6 &amp; 8:  Added following Experience requirement for Project Manager/Leader resource category:  2 years cumulative experience in leading audit projects that are relevant to the Stream.</p>	
EVALUATION PROCEDURES			
<p>6) All suppliers – including Existing Suppliers – were required to demonstrate their compliance to all aspects of the previous Re-competition RFSA from</p>	<p>Existing Suppliers, who were those that were awarded a PASS SA with a serial number of E60ZG-060004/XXX/ZG, were required to demonstrate that</p>	<p>In Part 5, Certifications:  A “grandfather” certification has been included in the new Re-competition RFSA that applies to Existing</p>	

**TABLE 1 – PASS RFI E60ZQ-180001/A**

ISSUE	CONTEXT	CHANGES IMPLEMENTED	COMMENTS
2014 in order to re-qualify for an SA.	they met all of the evaluation criteria of the Re-competition RFSA E60ZQ-140002/B, even for those Stream(s) that they were awarded under their previous SA.	Suppliers who were awarded a PASS SA with a serial number of E60ZQ-140002/XXX/ZQ and who wish to be awarded a new SA for the same Stream(s) that were authorized under their previous SA.	
7) Number of resources proposed by supplier exceed MT2 requirements	<p>For MT2 of the previous RFSA, Suppliers were required to demonstrate that they had a specified minimum number of resources, however, there was no limit on how many resources could be proposed to meet that minimum. Therefore, if more than the minimum number of resources were proposed for a category, each would have to be evaluated until the required number of resources was deemed to have met the minimum qualifications for the category.</p> <p>Example: Suppliers were required to demonstrate that one (1) Project Manager/Leader resource met the minimum</p>	<p>In Attachment A, Technical Evaluation Criteria, A3:</p> <p>While there will still be no limit on the number of resources that can be proposed, a limit is being established on the number of resources that will be evaluated to determine compliance to MT2. Specifically, only the minimum number of resource(s) will be evaluated based on their order of appearance in the arrangement.</p> <p>In addition to the wording above, wording has been added to MT2 to clarify: the period during which experience must be demonstrated; and a limitation on the categories</p>	

TABLE 1 – PASS RFI E60ZQ-180001/A			
	ISSUE	CONTEXT	CHANGES IMPLEMENTED
			COMMENTS
		mandatory qualifications. If a Supplier proposed 4 such resources, then each was evaluated (in the order presented) until one (or none) was deemed to be compliant to the category requirements.	in which a single resource can be proposed.
8)	Rated evaluation (i.e. RT1 to RT2)	<p>The rated evaluation of the organization level projects were subjective and the criteria is challenging to apply – e.g. project is directly/strongly related/somewhat / not related to the Stream.</p> <p>Additionally, in order for a project to be compliant to MT1, it would have to be relevant to the Stream, making RT1 immaterial.</p>	In Attachment A, A3: Rated evaluation has been removed.
9)	Lack of relevant experience provided to demonstrate how resources meet stated requirements	<p>Lack of detailed information relating to:</p> <ul style="list-style-type: none"> <li>• project's scope</li> <li>• actual work performed by the resource(s)</li> </ul> <p>There is a tendency for some suppliers to only provide a listing of projects</p>	In Attachment A, A4: A project description response template has been provided and is strongly recommended to be used.

TABLE 1 – PASS RFI E60ZQ-180001/A			
ISSUE	CONTEXT	CHANGES IMPLEMENTED	COMMENTS
	<p>completed and an employment history of its resources. This makes it difficult to effectively assess the resources' work experience.</p> <p>Additionally, more time is taken by the Evaluation Team to search for other pertinent information in the submission document to obtain context relating to the resources' experience.</p>		

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CCC No./N° CCC - FMS No./N° VME

**DRAFT REQUEST FOR SUPPLY ARRANGEMENT (RFSA)**  
**FOR**  
**PROFESSIONAL AUDIT AND SUPPORT SERVICES (PASS)**  
**RE-COMPETITION 2018**

This Request for Supply Arrangement (RFSA) is a request to solicit arrangements for the provision of professional services under the Professional Audit Support Services (PASS) method of supply.

Suppliers capable of meeting the requirements of this solicitation are invited to submit an arrangement.

**Existing Suppliers:** In order to maintain your current SA, it is mandatory to submit an arrangement in accordance with this RFSA Re-Competition by the closing date and time indicated on Page 1 of this RFSA. It is also an opportunity to submit information in order to qualify for additional Streams, and/or to offer services in additional Regions/Metropolitan Areas. Existing SA Suppliers are not required to re-qualify for any Streams for which they already have an SA, although they must otherwise comply with the requirements of the re-competition solicitation to retain the previously awarded Streams.

**New Suppliers:** In order to be considered for a PASS SA, it is mandatory to submit an arrangement in accordance with this RFSA by the closing date and time indicated on Page 1 of this RFSA, and comply with the mandatory requirements of this solicitation.

Please note: Arrangements cannot be revised after the RFSA closing date and time.

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- Annex B – Generic Security Requirements Check Lists (SRCLs)
- Annex C – Qualified Streams

## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;

Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;

Part 5 Certifications: includes the certifications to be provided; and

Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:

6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;

6B, includes the instructions for the bid solicitation process within the scope of the SA;

6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Attachments and Annexes include:

Attachment A –Technical Evaluation Criteria

Attachment B – Guide to Centralized Professional Services System (CPSS) Data Collection Component (DCC) Bidding

Annex A – Statement of Requirements

Annex B – Generic Security Requirements Check Lists (SRCLs)

Annex C – Qualified Streams

### 1.2 Acronyms and Key Terms

ACRONYMS	
CFTA	Canada Free Trade Agreement
CISD	Canadian Industrial Security Directorate
CLCSA	Comprehensive Land Claims Settlement Area
CPSS	Centralized Professional Services System
DCC	Data Collection Component
DOS	Designated Organizational Screening
FCP	Federal Contractors Program
FSC	Facility Security Clearance

GETS	Government Electronic Tendering Service
MSC	Main Supplier Contact
NAFTA	North American Free Trade Agreement
NPP	Notice of Proposed Procurement
PASS	Professional Audit and Support Services
PSAB	Procurement Strategy for Aboriginal Business
PWGSC	Public Works and Government Services Canada
QUR	Quarterly Usage Report
RFP	Request for Proposal
RFSA	Request for Supply Arrangement
SA	Supply Arrangement
SRCL	Security Requirement Check List

**Active/Inactive:** refers to the current state of an Existing Supplier's SA in the CPSS ePortal. An Existing Supplier's SA can be 'Inactive' (such as for non-submission of the QUR) but that does not prevent that Supplier from submitting an arrangement under this solicitation as an Existing Supplier. Only an SA awarded as a result of PASS Re-competition solicitation E60ZQ-140002/B or Refresh solicitation E60ZQ-140002/C can either be 'Active' or 'Inactive'.

**Supplier:** can be a New Supplier or an Existing Supplier who is submitting an arrangement under this solicitation.

**Centralized Professional Services System (CPSS) ePortal:** comprised of a Supplier Module, a Client Module and a Maintenance Module. CPSS contains information on methods of supply, including PASS, and reflects standardized business rules.

The Supplier Module allows a supplier, through a Main Supplier Contact to:

- i) create and manage Regional Contacts;
- ii) input and submit data as part of a solicitation process;
- iii) track the progress/status of data input against solicitation(s) and retrieve the data for use in refresh or re-competition solicitations;
- iv) view and edit certain elements of information pertaining to that supplier's profile.

**Data Collection Component (DCC):** a component within the CPSS Supplier Module used by Suppliers to input data as part of the solicitation process. A dashboard is accessible to view information on current and upcoming solicitations for professional services.

**Enrolment:** the process in which a Supplier creates a CPSS account and identifies a Main Supplier Contact (MSC). The MSC will receive credentials that enable the MSC to access the Supplier Module. Enrolment is conducted on-line and can be initiated by a supplier at any time, with a typical response time of minutes to receive credentials, where all the necessary information is received by Canada.

Instructions for enrolment in the CPSS Supplier Module are available at the [Enrolment Instructions – Suppliers](#) page.

**Existing Supplier:** a Supplier for this solicitation that currently holds a valid PASS SA awarded as a result of the PASS Re-competition solicitation E60ZQ-140002/B or the Refresh solicitation E60ZQ-140002/C.

**Identified User:** (also called Clients or Federal Department Clients) includes any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, IV, and V of the Financial Administration Act, R.S., 1985, c. F-11 and any other party for which the Department of Public Works and Government Services has been authorized to act from time to time under section 16 of the Department of Public Works and Government Services Act.

**Main Supplier Contact (MSC):** the supplier representative within the CPSS ePortal. There is one MSC for every Procurement Business Number (PBN) enrolled in CPSS.

**New Supplier:** a supplier that does not currently hold a valid PASS SA.

**Refresh:** a solicitation that allows New Suppliers to qualify for an SA and Existing Suppliers to qualify for more Streams or offer services in additional Regions/Metropolitan Areas throughout the validity period of the SA. Existing Suppliers are not required to submit an arrangement in a Refresh solicitation in order to continue to provide the services for which they are currently qualified under their SA.

**Re-competition:** a solicitation intended to replace the current SA. Each such Re-competition solicitation requires all Existing Suppliers to submit an arrangement in order to continue to provide services under its resulting SA.

### 1.3 Summary

This solicitation is a Request for Supply Arrangement to satisfy Canada's requirement for the provision of Professional Audit and Support Services to locations throughout Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements. Each arrangement submitted may result in a Supply Arrangement (SA). All suppliers capable of meeting the requirements of this solicitation are invited to submit an arrangement for a SA.

#### 1.3.1 Streams

PASS includes the following Streams of services:

- Stream 1: Internal Audit;
- Stream 2: Internal Audit Quality Assessments;
- Stream 3: Information Technology and Systems Audit;
- Stream 4: Forensic Audit;
- Stream 5: External Audit;
- Stream 6: Financial and Accounting Services;
- Stream 7: Internal Control Training; and
- Stream 8: Recipient/Contribution Agreement Audit

Arrangements will be evaluated on a Stream basis. It is not necessary to submit an arrangement for all Streams to be issued an SA. Therefore, if a supplier wishes to submit an arrangement for services in only one specific Stream, it may do so; however, if a minimum response is required to obtain a Stream, then that minimum response must be provided in the arrangement.

Changes affecting the PASS Method of Supply are being implemented through this RFSA. Suppliers are reminded of the importance of reading this document in its entirety, as well as all documents incorporated by reference. By submitting an arrangement to this solicitation, Suppliers are acknowledging that they agree to the process and terms and conditions described in this RFSA.

### 1.4 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada – Chile Free Trade Agreement (CCFTA), the Canada – Peru Free Trade Agreement (CPFTA), the Canada – Colombia Free Trade Agreement (CColFTA), and the Canada – Panama Free Trade Agreement (CPanFTA).

## 1.5 Identified Users

The SA(s) resulting from this solicitation may be used by Identified Users to fulfill their individual requirements. Only “pre-qualified suppliers” awarded an SA via this solicitation and qualified for the relevant Stream(s) and Region(s)/Metropolitan Area(s) will be eligible to provide the services to the Identified Users.

## 1.6 Designation as Set Aside

Part of this procurement may be designated by one or more Identified Users as set-aside under the federal government’s Procurement Strategy for Aboriginal Business (PSAB). In these specific cases, (i) the procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses, and (ii) as per Article 1802 of the AIT, the AIT does not apply.

To be considered as an Aboriginal Business under the PSAB, see Part 5 of this RFSA.

## 1.7 Regions/Metropolitan Areas

The following Regions and Metropolitan Areas may receive professional services under the SA(s) resulting from this solicitation:

### Regions:

- National Capital
- Atlantic
- Quebec
- Ontario
- Western
- Pacific
- Remote/Virtual Access: This is a separate region and does not include any of the other Regions or Metropolitan Areas. It is a region that is used when a Client has no preference in terms of where the work is performed

### Metropolitan Areas:

- National Capital
- Halifax
- Moncton
- Montreal
- Quebec City
- Toronto
- Calgary
- Edmonton
- Saskatoon
- Winnipeg

- Vancouver
- Victoria

In submitting an arrangement to this RFSA via the DCC of CPSS, Suppliers will have the opportunity to select which Regions/Metropolitan Areas they will be pre-qualified to provide services to, should their arrangement result in the issuance of an SA.

Note to Suppliers: The selection of any Region by the Supplier does not extend an offer of services to any Metropolitan Areas. Regions and Metropolitan Areas are considered exclusive of each other for the purpose of offering services and must be individually selected during the Supplier's response in the DCC of CPSS.

Suppliers are encouraged to visit the [Definitions of the Remote/Virtual Access, Regions and Metropolitan Areas](#) page for more information.

### **1.8 Security Requirement**

Before the issuance of an SA, the Supplier must hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), PWGSC. For further details, consult Part 4, *Evaluation Procedures and Basis of Selection*, Section 4.5, *Security Requirement*, of this RFSA.

### **1.9 Debriefings**

Suppliers may request a debriefing on the results of the RFSA process. Suppliers should make the request to the SA Authority within 10 working days of receipt of the results of the RFSA process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - SUPPLIER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by PWGSC.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the SA and any resulting contract(s).

#### **2.1.1 Standard Instructions**

2008 (2018-05-22) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA. Subsection 5.4 is amended as follows:

Delete: sixty (60) days

Insert: two hundred and twenty (220) calendar days

### **2.2 Procurement Business Number (PBN) and Legal Entity**

Suppliers must have a Procurement Business Number (PBN) in order to access the CPSS ePortal for the purposes of using the DCC. New Suppliers who do not yet have a PBN can register for one in the Supplier Registration Information (SRI) system.

A Supplier's legal name and mailing address on record with SRI must be the same as the one used in CPSS.

For Existing Suppliers, the same PBN used in the current SA must be used if submitting an arrangement under this RFSA re-competition in order for existing data to be successfully grandfathered.

In the case of a Joint Venture, the PBN for each member of the joint venture must be identified in the DCC and a unique PBN for the joint venture legal entity must be identified, provided the arrangement is as a "New Supplier". If the arrangement is being submitted as an Existing Supplier, the PBN already established for the JV entity must be used, and the existing members must remain the same.

One legal entity may participate in the submission of:

- a) one arrangement from the legal entity alone, or
- b) one arrangement from the legal entity and one arrangement submitted in a joint venture, or
- c) two arrangements submitted in joint venture.

If a legal entity participates in more than two arrangements, Canada will choose in its discretion which two arrangements to consider.

Each arrangement will be evaluated independently without regard to other arrangements submitted and, therefore, every arrangement submitted must be complete.

### **2.3 Enquiries**

All enquiries must be submitted in writing to the SA Authority no later than fifteen (15) calendar days before the solicitation closing date. Enquiries received after that time may not be answered. Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must

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be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

## 2.4 Applicable Laws

The SA and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the suppliers.

## **PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

### **3.1 Arrangement Preparation Instructions**

Due to the nature of the solicitation, arrangements transmitted by facsimile will not be accepted. Suppliers must submit their arrangement in two Sections identified below.

#### **3.1.1 Section I: Data Collection Component (DCC)**

- a) Suppliers must submit the completed online response template electronically through the CPSS Supplier Module - Data Collection Component (DCC), by the RFSA closing date and time. Instructions on how to complete the online response template through the DCC can be found in Attachment C.
- b) The DCC allows Suppliers to save and re-submit the online response template multiple times. When an online response template is submitted, the Main Supplier Contact (MSC) will receive a confirmation email that will confirm the receipt of the response template. The last submitted online response template received by PWGSC will be the one that will be evaluated.
- c) It is the Supplier's responsibility to click the <Submit> button in the DCC and ensure that the online response template has been sent electronically by the closing date and time of the RFSA.
- d) Any information that is required to be submitted through the DCC (e.g. Aboriginal Business Certification) or other information/documentation that is required to support information submitted through the DCC (e.g. Requirements for the Set-Aside Program for Aboriginal Business) must be submitted by email upon request by Canada as detailed in Part 5.

#### **3.1.2 Section II: Technical Arrangement**

- a) In this Section, suppliers must submit the information that demonstrates their understanding of the requirements contained in the solicitation and how they meet these requirements, including the evaluation criteria in Attachment A.

This Section should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the arrangement will be evaluated. Simply repeating the statement contained in the solicitation is not sufficient. In order to facilitate the evaluation of the arrangement, Canada requests that suppliers address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, suppliers may refer to different sections of their arrangements by identifying the specific paragraph and page number where the subject topic has already been addressed.

- b) Suppliers must submit Section II to the PWGSC Bid Receiving Unit (BRU) by the RFSA closing date and time.
- c) If the Supplier chooses to submit Section II to the PWGSC BRU electronically using the epost Connect service provided by Canada Post Corporation,
  - the Supplier is invited to consult the information available on the Canada Post Corporation website (<https://www.canadapost.ca/cpc/en/business/postal-services/digital-mail/epost-connect.page>);
  - the Supplier should refer to section 08, Transmission by facsimile or by epost Connect, of the 2008 standard instructions. Sub-section 2, epost connect, contains instructions and conditions;

- the Supplier must submit Section II in a single transmission.
- d) If the Supplier chooses to submit Section II to the PWGSC BRU electronically not using the epost Connect service provided by Canada Post Corporation, Canada requests one envelope containing one copy of the bid on a USB key. The Supplier should ensure that the Supplier's name and address and solicitation number are clearly identified on the envelope.
- e) Canada is not requesting a hard copy of Section II. However, if the Supplier chooses to submit Section II to the PWGSC Bid Receiving Unit in hard copy, Canada requests:
- three hard copies be submitted; and
  - the format instructions below be followed in the preparation of their arrangement:
    - (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
    - (b) use a numbering system that corresponds to the solicitation.

In April 2006, Canada issued the [Policy on Green Procurement](#) directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process.

To assist Canada in reaching its objectives, Suppliers should:

- use paper containing fiber certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
  - use an environmentally-preferable format including black and white printing instead of color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.
- f) Canada requests that the Supplier clearly identifies on the first page of Section II for which Stream(s) it is attempting to qualify.
- 3.1.3 If there is a discrepancy between the wording of any copies of the Sections that appear on the following list, the wording of the copy that first appears on the list has priority over the wording of any copy that subsequently appears on the list:
- the completed online response template of Section I submitted through the DCC
  - the electronic copy of Section II submitted by using the epost Connect service provided by Canada Post Corporation;
  - the electronic copy of Section II submitted to the PWGSC Bid Receiving Unit on a USB key;
  - the hard copies of the Section II submitted to the PWGSC Bid Receiving Unit.

### 3.2 Arrangement Submission Grid

The following Arrangement Submission Grid is provided to assist Suppliers with their arrangement preparation and submission. As the status and circumstances of each Supplier is unique, it is the responsibility of each Supplier to read all documents related to this RFSA and to ensure that all mandatory requirements are met. Where in the Grid the symbol « & » is used, the Supplier must submit the information/documentation requested through all methods.

The following descriptions are provided:

- a) "DCC" indicates that the Supplier must input information into the DCC and ensure to click the <Submit> button.

- b) "CONFIRM IN DCC" indicates that the Existing Supplier must validate carried over information before ensuring to click the <Submit> button.
- c) "EPOST / BRU" indicates that the Supplier must provide the information/documentation through epost Connect or the Bid Receiving Unit.
- d) "EMAIL" indicates that the Supplier must provide the information/documentation by email upon request by Canada.

Column A	Column B	Column C	Column D
	<b>New Supplier:</b>	<b>Existing Supplier IS NOT</b> applying for additional Stream(s) and/or Region(s) / Metropolitan Area(s) or modifying their Technical Response already on file from the preceding PASS Solicitation.	<b>Existing Supplier IS</b> applying for additional Stream(s) and/or Region(s) / Metropolitan Area(s) or modifying their Technical Response already on file from the preceding PASS Solicitation.
<b>Section I – Data Collection Component (DCC)</b>			
Company information (Supplier Profile)	DCC	CONFIRM IN DCC	CONFIRM IN DCC
Regional Information (Region & Metropolitan Area selection)	DCC	CONFIRM IN DCC	CONFIRM IN DCC & DCC (for new Region(s) / Metropolitan Area(s))
Security	DCC	CONFIRM IN DCC	CONFIRM IN DCC
Federal Contractors Program for Employment Equity	DCC	DCC	DCC
Former Public Servant Certification	DCC	DCC	DCC
Aboriginal Business Certification	DCC (& EMAIL if applicable)	DCC (& EMAIL if applicable)	DCC (& EMAIL if applicable)
Grandfather Certification	N/A	DCC & EMAIL	DCC & EMAIL
Work Force Reduction Program Certification	DCC	DCC	DCC
Integrity Provisions / Code Of Conduct	DCC & EMAIL	DCC & EMAIL	DCC & EMAIL
Request for Security Sponsorship	DCC (if desired)	DCC (if desired)	DCC (if desired)
Supplier's Statement	DCC & EMAIL	DCC & EMAIL	DCC & EMAIL
Education and Experience	DCC & EMAIL	N/A	DCC & EMAIL
<b>Section II – Technical Arrangement</b>			
Mandatory MT1 – Project Summaries	EPOST / BRU	N/A	EPOST / BRU (for new Stream(s))
Mandatory MT2 – Resources	EPOST / BRU	N/A	EPOST / BRU (for new Stream(s))

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Mandatory MT3 (for Stream 5 only)	EPOST / BRU	N/A	EPOST / BRU (for new Stream)
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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

Arrangements will be assessed in accordance with the entire requirement of the RFSA including the technical evaluation criteria. There are several steps in the evaluation methodology, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Supplier has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.

An evaluation team composed of representatives of Canada will evaluate the arrangements. Canada may hire any independent consultant, or use any Government resources, to evaluate any arrangement. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.

If Canada seeks clarification or verification from the Supplier about its arrangement, the Supplier will have two working days (or a longer period if specified in writing by the SA Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the arrangement or a part thereof being declared non-responsive, unless the SA Authority grants an extension in his or her sole discretion.

#### **4.1.1 Technical Evaluation**

The technical evaluation criteria for the RFSA are included in Attachment A – Technical Evaluation Criteria.

#### **4.1.2 Financial Evaluation**

No financial evaluation of arrangements is required to be issued an SA.

### **4.2 Basis of Selection**

Arrangements that do not comply with each and every mandatory requirement applicable to the SA may be considered non-responsive. The evaluation steps are as follows:

#### **4.2.1 Step 1 – Technical Evaluation:**

Each submission will be reviewed to determine if it contains an arrangement for an SA that meets the mandatory requirements set out in Attachment A - Technical Evaluation Criteria.

An arrangement must comply with the requirements of the solicitation and meet all mandatory requirements of Attachment A to be declared responsive to the requirement for an SA.

#### **4.2.2 Step 2 – Selection and Issuance of Supply Arrangements:**

Each technically responsive arrangement will be recommended for the issuance of an SA for the Streams being applied for according to the conditions identified in Part 6 – Resulting Supply Arrangement and Resulting Contract Clauses.

Where an Aboriginal Supplier qualifies for both an Aboriginal and non-Aboriginal SA, only one SA will be awarded. These SAs can be used for either Aboriginal or non-Aboriginal Client searches.

Suppliers should note that the issuance of all SA's is subject to Canada's internal approvals process. If such approval is not given, the SA will not be issued.

All Suppliers will be notified in writing regarding the outcome of this solicitation.

### 4.3 Security Requirement

Before issuance of an SA, the following conditions must be met:

- a) The Supplier must hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), PWGSC; and
- b) Joint venture Suppliers must have a Designated Organization Screening (DOS) as well, for each member.

Canada will not delay the issuance of any SA to allow Suppliers to obtain the required clearance. Suppliers are reminded to obtain the required security clearance promptly.

Suppliers who have not yet received their DOS clearance from CISD by the date that the SA Authority has issued any SA as a result of this solicitation may be considered non-responsive to this solicitation's requirements for the issuance of an SA.

However, should a Supplier receive its required clearance while all other requirements of the solicitation have been met and its arrangement is still valid, Canada will consider awarding an SA to that Supplier.

#### Notes to Suppliers:

In the case of Joint Ventures or Amalgamations, the highest level of corporate security attainable through CISD of PWGSC is the lowest level held by any single member of the JV or amalgamation. For example: a Joint Venture with five (5) members is comprised of four members holding a valid Facility Security Clearance (FSC) at the Secret level and one member holding a valid Designated Organization Screening (DOS). The highest corporate security level for which the Joint Venture would be considered under this framework would be DOS, until such time as the member holding a valid DOS clearance has requested sponsorship via the SA Authority and obtained a valid FSC at the secret level issued by CISD.

Suppliers may request that the SA Authority consider security sponsorship of their candidacy to upgrade the Supplier to the next security level that is above their current security level or to seek initial DOS clearance. Such sponsorship is only available for one level of upgrade at a time. This request may be made at any time before or after solicitation closing by sending the request to the attention of the SA Authority or by completing the Sponsorship Certification in the DCC which forms part of the electronic submission. If sponsorship is anticipated, the Supplier is encouraged to contact the SA Authority as soon as possible so that the process can be started. There is no need for the Supplier to wait for the solicitation to close before advising the SA Authority of the need to be sponsored.

For additional information on security requirements, Suppliers should consult the "Security Requirements for PWGSC Arrangement Solicitation - Instructions for Suppliers" document on the [Common Security Requirement Checklists](#) web site.

### 4.4 Financial Viability

- 4.4.1 The Supplier must be financially viable to fulfill this requirement. To determine the Supplier's financial viability, the Supply Arrangement Authority may, by written notice to the Supplier, require the submission of some or all of the financial information detailed below during the evaluation of arrangements. The Supplier must provide the following information to the Supply Arrangement Authority within fifteen (15) working days of the request or as specified by the Supply Arrangement Authority in the notice:

- a) Audited financial statements, if available, or the unaudited financial statements (prepared by the Supplier's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Supplier's last three fiscal years, or for the years that the Supplier has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
- b) If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Supply Arrangement Authority, the Supplier must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Supply Arrangement Authority requests this information.
- c) If the Supplier has not been in business for at least one full fiscal year, the following must be provided:
  - i) the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
  - ii) the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Supply Arrangement Authority requests this information.
- d) A certification from the Chief Financial Officer or an authorized signing officer of the Supplier that the financial information provided is complete and accurate.

4.4.2 If the arrangement is submitted by a joint venture, the financial information required by the Supply Arrangement Authority must be provided by each member of the joint venture.

4.4.3 If the Supplier is a subsidiary of another company, then any financial information in 4.4.1. (a) to (d) above required by the Supply Arrangement Authority must also be provided by the ultimate parent company. Provision of parent company financial information does not satisfy the requirement for the provision of the financial information of the Supplier, and the financial viability of a parent cannot be substituted for the financial viability of the Supplier itself.

4.4.4 **Financial Information Already Provided to PWGSC:** The Supplier is not required to resubmit any financial information requested by the Supply Arrangement Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:

- i) the Supplier identifies to the SA Authority in writing the specific information that is on file and the requirement for which this information was provided; and
- ii) the Supplier authorizes the use of the information for this requirement.

It is the Supplier's responsibility to confirm with the SA Authority that this information is still on file with PWGSC.

4.4.5 Other Information: Canada reserves the right to request from the Supplier any other information that Canada requires to conduct a complete financial viability assessment of the Supplier. The Supplier also understands that, if it is issued a SA, a complete financial capability review of the SA Holder may also be conducted at the time individual bid solicitations are issued under the SA.

4.4.6 Confidentiality: If the Supplier provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the

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information in a confidential manner as permitted by the Access to Information Act, R.S., 1985, c. A-1, Section 20(1) (b) and (c).

- 4.4.7 Before the issuance of a SA, a supplier must not be bankrupt, under the protection of any bankruptcy legislation, or have had its activities rendered inoperable for a period of one month or more. If this requirement is not met at the time of issuance of any SA under this solicitation, a supplier's arrangement will be considered non-responsive.

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## PART 5 - CERTIFICATIONS

### 5.1 General

Suppliers must submit the required certifications to be issued an SA:

- i) electronically through the DCC of CPSS; and
- ii) via e-mail upon request by Canada.

Canada may declare an arrangement non-responsive if the required certifications are not completed and submitted as requested. Compliance with the certifications is subject to verification by Canada during the evaluation period before the issuance of an SA, and after such issuance. The SA Authority will have the right to ask for additional information to verify a Supplier's compliance with the certifications before such issuance. The arrangement may be declared non-responsive if any certification made by the Supplier is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the SA Authority for additional information may also render the arrangement non-responsive.

Joint Venture (JV) Arrangements: Unless expressly provided otherwise during the evaluation period, any certification required to be made by the Supplier must be made by the representative on behalf of the JV.

### 5.2 Certifications Required Precedent to Issuance of a Supply Arrangement

1. Grandfather Certification (Existing Suppliers only)
2. Supplier's Statement
3. Aboriginal Business Certification
4. Former Public Servant
5. Federal Contractor's Program for Employment Equity Certification
6. Work Force Reduction Program Certification
7. Integrity Provisions & Associated Information
8. Education and Experience

**Note to Suppliers:** The Certifications section within the DCC also provides Suppliers with the ability to enter Security information and a Request for Security Sponsorship; however, neither is considered a Certification for the purposes of this RFSA Solicitation.

#### 5.2.1 Grandfather Certification (Existing Suppliers only)

Existing Suppliers who wish to rely on information already on file with the SA Authority to demonstrate compliance in their arrangement:

- a) must submit this certification through the DCC of CPSS, by the closing date and time of this RFSA; and
- b) may be requested to provide the following signed certification by email sometime during the evaluation period:

*The Supplier certifies that, with respect to each and every mandatory requirement, for its SA:*

- i. *it continues to meet these mandatory requirements, as of the date of solicitation closing;*  
\_\_\_\_\_ (initial)

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- ii. *all previously submitted information remains true, accurate and unchanged, and may be used for the purposes of this RFSA ; \_\_\_\_\_ (initial)*
- iii. *since the date the mandatory requirements were first met (as evidenced by the date of issuance of the SA) the Supplier has continuously met, as of the date of the solicitation closing, all of the qualifications necessary to remain a pre-qualified supplier of the Services; \_\_\_\_\_ (initial) and*
- v. *no SA has been canceled by PWGSC or withdrawn by the Supplier \_\_\_\_\_ (initial).*

---

Legal Name

PBN used for this solicitation

---

Print Name

Signature:

Date (year- month – day)

#### 5.2.2. Supplier's Statement

Suppliers:

- a) must agree and submit the Supplier's Statement through the DCC of CPSS by the end date and time of this RFSA; and
- b) may be requested to provide the following signed certification by email sometime during the evaluation process.

*We certify that all statements made with regard to these requirements are accurate and factual, and we are aware that PWGSC reserves the right to verify any information provided in this regard. Untrue statements may result in the Supplier's arrangement and any SA resulting from this solicitation being declared non-compliant in its entirety, Existing Suppliers becoming ineligible to receive further solicitations, and any other action which Canada may consider appropriate.*

Legal Name: \_\_\_\_\_

PBN used for this solicitation: \_\_\_\_\_

Is the Supplier:

- ☐ A New Supplier
- ☐ An Existing Supplier

### 5.2.3 Aboriginal Business Certification

Suppliers seeking to qualify for an Aboriginal SA:

- a) must complete the certification in the DCC of CPSS by the closing date and time of this solicitation; and
- b) may be requested to provide the following signed certification and/or the required information by email sometime during the evaluation process:

#### ABORIGINAL BUSINESS CERTIFICATION

(MANDATORY FOR SUPPLIERS SEEKING QUALIFICATION FOR ABORIGINAL SA)

PLEASE COMPLETE ONLY ONE OF THE TWO (2) STATEMENTS BELOW

I, \_\_\_\_\_ (**Insert Name of duly authorized representative of business**), want to be considered as an Aboriginal and Non-Aboriginal Supplier. [      ]

I, \_\_\_\_\_ (**Insert Name of duly authorized representative of business**), want to be considered as an Aboriginal supplier only. [      ]

#### 1. PLEASE COMPLETE THE INFORMATION REQUIRED BELOW

(a) I, \_\_\_\_\_ (**Insert Name of duly authorized representative of business**)

hereby certify that \_\_\_\_\_ (**Insert name of Supplier**) meets, and will continue to meet throughout the duration of the Aboriginal SA, the requirements for this program as set out in the "[Requirements for the Set-Aside Program for Aboriginal Business](#)", which document I have read and understand.

(b) The aforementioned business agrees to ensure that any subcontractor it engages with respect to any contract awarded under any resulting Aboriginal SA will, if required, satisfy the requirements set out in "Requirements for the Set-Aside Program for Aboriginal Business."

(c) The aforementioned business agrees to provide to Canada, immediately upon request, information to substantiate a subcontractor's compliance with this program.

#### PLEASE CHECK THE APPLICABLE BOXES IN 2 AND 3 BELOW

2. [      ]

**OR**

[      ]

The aforementioned business is an Aboriginal business which is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization,

The aforementioned business is a joint venture between two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business

3.	<i>The Aboriginal business or businesses have:</i>
[      ]	<i>fewer than six full-time employees</i>
<b>OR</b>	
[      ]	<i>six or more full-time employees</i>

4. *The aforementioned business agrees to immediately furnish to Canada, such evidence as may be requested by Canada from time to time, corroborating this certification. Such evidence will be open to audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The aforementioned business agrees to provide all facilities for audits and to furnish information requested by Canada with respect to the certification.*

5. *It is understood that the civil consequences of making an untrue statement in the arrangement documents, or of not complying with the requirements of the Program or failing to produce satisfactory evidence to Canada regarding the requirements of the Program, may include: disqualification of the business from participating in future contracts under the Program; and/or termination of any contract awarded pursuant to the Aboriginal SA. In the event that a contract is terminated because of an untrue statement or non-compliance with the requirements of the Program, Canada may engage another contractor to complete the performance of the contract and any additional costs incurred by Canada will, upon the request of Canada, be borne by the aforementioned business.*

### **Requirements for the Set-Aside Program for Aboriginal Business**

*Who is eligible?*

*An Aboriginal business, which can be:*

- *a band as defined by the Indian Act*
- *a sole proprietorship*

*OR:*

- *a limited company*
- *a co-operative*
- *a partnership*
- *a not-for-profit organization*

*in which Aboriginal persons have at least 51 percent ownership and control,*

*OR:*

*A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and non-Aboriginal business(es), provided that the Aboriginal business(es) has (have) at least 51 percent ownership and control of the joint venture. When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.*

**Factors that may be considered in determining whether Aboriginal persons have at least 51% ownership and control of an Aboriginal business include:**

- *Capital Stock and Equity Accounts, i.e., preferred stock, convertible securities, classes of common stock, warrants, options*
- *Dividend policy and payments*
- *Existence of Stock Options to employees*
- *Different treatment of Equity transactions for Corporations, Partnerships, Joint Ventures, Community organizations, Cooperatives, etc.*
- *Examination of Charter Documents, i.e., corporate charter, partnership agreement, financial structure*
- *Concentration of ownership or managerial control in partners, stockholders, officers trustees and directors based definition of duties*
- *Principal occupations and employer of the officers and directors to determine who they represent, i.e. banker, vested ownerships*
- *Minutes of directors meetings and stockholders meetings for significant decisions that affect operations and direction*
- *Executive and employee compensation records for indication of level of efforts associated with position*
- *Nature of the business in comparison with the type of contract being negotiated*
- *Cash management practices, i.e., payment of dividends - preferred dividends in arrears*
- *Tax returns to identify ownership and business history*
- *Goodwill contribution/contributed asset valuation to examine and ascertain the Fair Market value of non cash capital contributions*
- *Contracts with owners, officers and employees to be fair and reasonable*
- *Stockholder authority, i.e. appointments of officers, directors, auditors*
- *Trust agreements made between parties to influence ownership and control decisions*
- *Partnership - allocation and distribution of net income, i.e., provision for salaries, interest on capital and distribution share ratios*
- *Litigation proceedings over ownership*
- *Transfer pricing from non-Aboriginal joint venturer*
- *Payment of management or administrative fees*
- *Guarantees made by the Aboriginal business*
- *Collateral agreements*

**Are there any other requirements attached to Suppliers in the Set-Aside Program for Aboriginal Business?**

Yes.

*In respect of a contract or call-up, (goods, service or construction), on which a bidder is making a proposal which involves subcontracting, the bidder must certify in its bid that at least thirty- three percent of the value of the work performed under the contract or call-up will be performed by an Aboriginal business. Value of the work performed is considered to be the total value of the contract or call-up less any materials directly purchased by the contractor for the performance of the contract or call-up. Therefore, the bidder must notify and, where applicable, bind the subcontractor in writing with respect to the requirements that the Aboriginal Set-Aside Program (the Program) may impose on the subcontractor or subcontractors.*

*The bidder's contract or call-up with a subcontractor must also, where applicable, include a provision in which the subcontractor agrees to provide the bidder with information, substantiating its compliance with the Program, and authorize the bidder to have an audit performed by Canada to examine the*

*subcontractor's records to verify the information provided. Failure by the bidder to exact or enforce such a provision will be considered to be a breach of contract or call-up and subject to the civil consequences referred to in this document.*

*As part of its bid, the bidder must complete the Certification of Requirements for the Set-Aside Program for Aboriginal Business (certification) stating that it:*

- i. meets the requirements for the Program and will continue to do so throughout the duration of the contract or call-up;*
- ii. will, upon request, provide evidence that it meets the eligibility criteria;*
- iii. is willing to be audited regarding the certification; and*
- iv. acknowledges that if it is found NOT to meet the eligibility criteria, the bidder will be subject to one or more of the civil consequences set out in the certification and the contract or call-up.*

**How must the business prove that it meets the requirements?**

*It is not necessary to provide evidence of eligibility at the time the arrangement is submitted. However, the business should have evidence of eligibility ready in case it is audited. The civil consequences of making an untrue statement in the arrangement documents, or of not complying with the requirements of the Program or failing to produce satisfactory evidence to Canada regarding the requirements of the Program, may include: forfeiture of the bid deposit; retention of the holdback; disqualification of the business from participating in future contracts under the program; and/or termination of the contract. In the event that the contract is terminated because of an untrue statement or non-compliance with the requirements of the Program, Canada may engage another contractor to complete the performance of the contract and any additional costs incurred by Canada will, upon the request of Canada, be borne by the business.*

**What evidence may be required from the business?**

**Ownership and Control**

*Evidence of ownership and control of an Aboriginal business or joint venture may include incorporation documents, shareholders' or members' register; partnership agreements; joint venture agreements; business name registration; banking arrangements; governance documents; minutes of meetings of Board of Directors and Management Committees; or other legal documents.*

*Ownership of an Aboriginal business refers to "beneficial ownership" i.e. who is the real owner of the business. Canada may consider a variety of factors to satisfy whether Aboriginal persons have true and effective control of an Aboriginal business.*

**Employment and employees**

*Where an Aboriginal business has six or more full-time employees at the date of submitting the certification and is required by Canada to substantiate that at least thirty-three percent of the full-time employees are Aboriginal, the business must, upon request by Canada, immediately provide a completed Owner/Employee Certification form, below, for each full-time employee who is Aboriginal.*

**Owner/Employee Certification Form**

**SET-ASIDE PROGRAM FOR ABORIGINAL BUSINESS**

*I, \_\_\_\_\_ (name of the owner and/or full-*

*time employee), am an owner and/or full-time employee of*

\_\_\_\_\_*(name of business), and an Aboriginal person,  
as described in the document "Requirements for the Set-Aside Program for Aboriginal Business".*

*I certify that the above statement is true and consent to its verification upon the request of Canada.*

\_\_\_\_\_  
*Signature of the Owner and/or employee*

\_\_\_\_\_  
*Name and Title*

\_\_\_\_\_  
*Date*

*Evidence as to whether an employee is or is not full-time and evidence as to the number of full-time employees may include payroll records, written offers for employment, and remittance and payroll information maintained for Canada Customs and Revenue Agency purposes as well as information related to pension and other benefit plans. A full-time employee, for the purpose of this program, is one who is on the payroll, is entitled to all benefits that other full-time employees of the business receive, such as pension plan, vacation pay and sick leave allowance, and works at least 30 hours a week. It is the number of full-time employees on the payroll of the business at the date of arrangement submission that determines the ratio of Aboriginal to total employees of the business for the purpose of establishing eligibility under the Program. Owners who are Aboriginal and full-time employees who are Aboriginal must be ready to provide evidence in support of such status. The Owner/Employee Certification to be completed by each owner and full-time employee who is Aboriginal will state that the person meets the eligibility criteria and that the information supplied is true and complete. This certification will provide the person's consent to the verification of the information submitted.*

### **Subcontracts**

*Evidence of the proportion of work done by subcontractors may include contracts between the contractor and subcontractors, invoices, and paid cheques.*

*Evidence that a subcontractor is an Aboriginal business where this is required to meet the minimum Aboriginal content of the contract, is the same as evidence that a prime contractor is an Aboriginal business.*

### **Who is an Aboriginal Person for Purposes of the Set-Aside Program for Aboriginal Business?**

*An Aboriginal person is an Indian, Metis or Inuit who is ordinarily a resident in Canada.*

*Evidence of being an Aboriginal person will consist of such proof as:*

- *Indian registration in Canada*
- *membership in an affiliate of the Metis National Council or the Congress of Aboriginal Peoples, or other recognized Aboriginal organizations in Canada*
- *acceptance as an Aboriginal person by an established Aboriginal community in Canada*
- *enrolment or entitlement to be enrolled pursuant to a comprehensive land claim agreement*
- *membership or entitlement to membership in a group with an accepted comprehensive claim*

*Evidence of being resident in Canada includes a provincial or territorial driver's license, a lease or other appropriate document.*

*For further information on the Set-Aside Program for Aboriginal Business, contact the Access to Federal Procurement Directorate in the Department of Indian and Northern Affairs at (819) 997-8383 or (819) 997-8746 or fax (819) 994-0445.*

### **Set-Asides for Aboriginal Business**

*Part of this procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual.*

*The Supplier:*

- i. certifies that it meets, and will continue to meet throughout the duration of the SA , the requirements described in the above-mentioned annex.*
- ii. agrees that any subcontractor it engages under the SA or must satisfy the requirements described in the above-mentioned annex.*
- iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.*

*The Supplier must check the applicable box below:*

- i. ( ) The Supplier is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.*
- OR*
- ii. ( ) The Supplier is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.*

*The Supplier must check the applicable box below:*

- i. ( ) The Aboriginal business has fewer than six full-time employees. OR*
- ii. ( ) The Aboriginal business has six or more full-time employees.*

*The Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Supplier must provide all reasonably required facilities for any audits.*

*By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.*

*If requested by the SA Authority, the Supplier must provide the following certification for each owner and employee who is Aboriginal:*

- 1. I am \_\_\_\_\_ (insert "an owner" and/or "a fulltime employee") of \_\_\_\_\_ (insert name of business), and an Aboriginal person, as defined in Annex 9.4 of the Supply Manual, entitled "Requirements for the Set-aside Program for Aboriginal Business".*
- 2. I certify that the above statement is true and consent to its verification upon request by Canada.*

---

Printed name of owner and/or employee

Signature of owner and/or employee

Date

#### 5.2.4 Former Public Servant

Suppliers must submit this certification through the DCC of CPSS by the solicitation closing date and time.

*Contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds.*

*If, as a result of this RFSA, an SA is issued, the name of the Former Public Servant will be posted on the PASS web site. This information will also be on departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, Contracting Policy Notice 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.*

#### 5.2.5 Federal Contractors Program (FCP) for Employment Equity

Suppliers must submit this certification through the DCC of CPSS by the RFSA closing date and time.

*The FCP for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada - Labour to implement employment equity. In the event that this SA would lead to a contract subject to the FCP for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the FCP for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's website](#).*

#### 5.2.6 Work Force Reduction Program

Suppliers must submit this certification through the DCC of CPSS by the RFSA closing date and time.

*As a result of programs to reduce the public service, Suppliers must provide information regarding their status as former public servants in receipt of either a lump sum payment or a pension, or both, pursuant to the terms of the Early Departure Incentive (EDI) Program, the Early Retirement Incentive (ERI) Program, the Forces Reduction Program, the Executive Employment Transition Program and any other current and future similar programs implemented by Treasury Board.*

#### 5.2.7 Integrity Provisions & Associated Information

By submitting an arrangement, the Supplier certifies that the Supplier and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Arrangement of Standard Instructions 2008. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

Suppliers:

- a) must complete the certification in the DCC of CPSS by the closing date and time of this solicitation; and
- b) may be requested to provide the signed certification and/or related documentation by email sometime during the evaluation process, such as:

- i) Suppliers who are corporate entities, including those submitting an arrangement as joint ventures, must provide a complete list of names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii) Suppliers submitting an arrangement as sole proprietors, including sole proprietors submitting an arrangement as joint ventures, must provide a complete list of the names of all owners;
- iii) Suppliers submitting an arrangement as societies, firms, partnerships, associates or associations of persons do not need to provide lists of names.

If the required names have not been received by the time the evaluation is completed, Canada will inform the Supplier of a time frame within which to provide the information. Failure to comply may render the arrangement non-responsive. Providing the information detailed above to PWGSC is a mandatory requirement for issuance of an SA and any resulting contract.

Canada may, at any time, request that a Supplier provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided may result in the arrangement being declared non-responsive.

*By submitting an arrangement the Supplier is certifying that:*

- i. *it has read and understands the [Code of Conduct for Procurement](#);*
- ii. *it has read and understands the [Ineligibility and Suspension Policy](#); and*
- iii. *more importantly:*
  - a) *it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;*
  - b) *it is aware that Canada may request additional information, certifications, and validations from the Supplier or a third party for purposes of making a determination of ineligibility or suspension;*
  - c) *it has provided, as instructed in the solicitation, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;*
  - d) *none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and*
  - e) *it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.*

*Where a Supplier is unable to provide any of the certifications required, it must submit a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).*

*Canada may declare non-responsive any arrangement in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after issuance of the SA that the Supplier provided a false or misleading certification or declaration, Canada may cancel the SA, and terminate for default any resulting contracts. Pursuant to the Policy, Canada may also determine the Supplier to be ineligible for issuance of an SA for providing a false or misleading certification or declaration.*

Solicitation No. - N° de l'invitation  
E60ZQ-180001/A Draft

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
006ZQ

Client Ref. No. - N° de réf. du client  
E60ZQ-180001

File No. - N° du dossier  
006zqE60ZQ-180001

CCC No./N° CCC - FMS No./N° VME

### 5.2.8 Education and Experience

Suppliers:

- a) must submit this certification through the DCC of CPSS, by the closing date and time of this RFSA; and
- b) may be requested to provide the following signed certification and/or related documentation by email sometime during the evaluation period:

*The Supplier certifies that all the information provided in the résumés and supporting material submitted with the arrangement, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Supplier to be true and accurate.*

DRAFT

## ATTACHMENT A

### TECHNICAL EVALUATION CRITERIA

#### A1 GENERAL

- A1.1 The Supplier must provide the necessary documentation to support compliance with the requirements, in accordance with the following:
- Suppliers are requested to provide detailed information to describe where, when and how work experience was acquired. Failure to provide such information will result in the experience being considered to be "not demonstrated" for evaluation purposes.
  - In order to demonstrate when experience was obtained, the supplier 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.
- A1.2 The references provided by the Suppliers are subject to verification by Canada during the arrangement evaluation period (before issuance of SA(s)) and after issuance of SA(s). The SA Authority will have the right to ask for additional information to validate the references before issuance of an SA(s). The arrangement will be declared non-responsive if any references given by the Supplier are untrue, whether made knowingly or unknowingly. Failure to comply with the request of the SA Authority for additional information will also render the arrangement non-responsive.
- A1.3 For Mandatory Technical Criteria listed below requiring project summaries or descriptions, it is strongly recommended that the Supplier and its proposed resource(s) use the response template included in Section A4 below.

#### A2 STREAMS AND MINIMUM MANDATORY RESOURCE REQUIREMENTS

The Streams and minimum mandatory resource requirements are described in Annex A, Statement of Requirements.

#### A3 MANDATORY TECHNICAL CRITERIA

NOTE: SACC Manual Standard Instructions 2008, paragraph 04, Definition of a Supplier: "Supplier" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting an arrangement. It does not include the parent, subsidiaries or other affiliates of the Supplier, or its subcontractors.

REQUIREMENT
<p><b>MT1)</b> For each Stream for which an arrangement is being submitted, the Supplier must submit project summaries for each Stream as follows:</p> <p><b>Stream 1 - Internal Audit;</b> <b>Stream 3 - Information Technology and Systems Audit;</b> <b>Stream 5 - External Audit; and</b> <b>Stream 8 - Recipient/Contribution Agreement Audit:</b></p> <p>Four (4) projects* for each of the above Streams that are:</p> <ul style="list-style-type: none"><li>- Relevant to the Stream;</li><li>- Each valued at more than \$40,000; and</li></ul>

- Started and completed within the period which begins five (5) years from the month in which this Request for Supply Arrangement was originally issued (as per the date on page one) and ends on the solicitation closing date.

**Stream 4 – Forensic Audit:**

Four (4) projects\* that are:

- Relevant to the Stream;
- Each valued at more than \$50,000; and
- Completed within the period which begins five (5) years from the Request for Supply Arrangement was originally issued (as per the date on page one) and ends on the solicitation closing date.

**Stream 6 - Financial and Accounting Services:**

Four (4) projects\* that are:

- Relevant to the Stream;
- Each valued at more than \$20,000; and
- Started and completed within the period which begins five (5) years from the month in which this Request for Supply Arrangement was originally issued (as per the date on page one) and ends on the solicitation closing date.

**Stream 2 - Internal Audit Quality Assessments; and**

**Stream 7 - Internal Control Training:**

Two (2) projects\* for each of the above Streams being applied for that are:

- Relevant to the Stream;
- Each valued at more than \$10,000; and
- Started and completed within the period which begins five (5) years from the month in which this Request for Supply Arrangement was originally issued (as per the date on page one) and ends on the solicitation closing date.

**\* Projects must be completed by the firm, as opposed to the individual resources.**

MT2) For each Stream for which an arrangement is being submitted, the Supplier must submit CVs for resources in the following five (5) categories, that contain information and detailed project descriptions demonstrating that they each meet the Stream minimum mandatory resource requirements (educational, professional designations and work experience) listed in Section 5 of Annex A, Statement of Requirements:

**For Streams 1, 3, 4, 5, 6 and 8:**

1 Partner/Managing Director;  
1 Project Manager/Leader;  
3 at Senior Auditor or Auditor levels.

**For Streams 2 and 7:**

1 Partner/Managing Director;  
1 Project Manager/Leader;  
1 Senior Auditor; and  
2 additional resources at any of the Partner/Managing Director, Project Manager/Leader or Senior Auditor levels.

For requirements in Annex A where experience must be “*within the past x years\*,...*”, the relevant period

begins x years from the month in which this RFSA was originally issued (as per the date on page one) and ends on the solicitation closing date.

If CVs are provided for more than the identified number of resources for each category, only the first CV(s) in order of presentation will be evaluated to determine compliance to the criteria above. For example: a Supplier submits CVs for 2 resources that are both identified in their arrangement as Partners/Managing Directors; if the CV for the first resource that appears in the Supplier's arrangement does not demonstrate that he/she meets the Stream minimum mandatory resource requirements for that category, the CV for the second resource will not be evaluated and the arrangement will be considered non-compliant.

A resource can be proposed for more than one resource category but not within the same Stream. If the same resource is proposed for more than one category, the Supplier must still demonstrate that the resource meets the Stream minimum mandatory resource requirements for each Stream he/she is being proposed. For example: A resource who has been proposed in the Supplier's arrangement as a Partner/Managing Director for Stream 1 can be proposed to demonstrate compliance to the Project Manager/Leader for Stream 2 and his/her CV(s) must contain information and detailed project descriptions demonstrating that he/she meets the minimum mandatory resource requirements for both Streams. However, a resource who has been proposed in the Supplier's arrangement as a Partner/Managing Director for Stream 1 cannot be proposed to demonstrate compliance to the Project Manager/Leader for Stream 1.

**MT3) APPLICABLE ONLY TO Stream 5 – External Audit:** Suppliers must provide a corporate profile that demonstrates the Supplier's experience in this Stream. The supplier must demonstrate the following:-

A. a minimum of five (5) cumulative years of experience within the period which begins ten (10) years from the month in which this RFSA was originally issued (as per the date on page one) and ends on the solicitation closing date, in providing external audit of financial statements and/or related services described in Annex A, Section 2.5;

B. The ability to provide opinions on financial statements; and

C. That they are licensed to sign financial statements in Canada.

#### A4 PROJECT SUMMARY/DESCRIPTION TEMPLATE

Project Number	
Client Organization	
Project Name	
Project Description	
Project Duration ("from-to" dates in month/year)	
Role on Project	
Description of Project Role / Tasks	
Client Reference (Name, Title, Phone Number, E-mail)	

## ATTACHMENT B

### Guide to Centralized Professional Services System (CPSS) Data Collection Component (DCC)

To access the CPSS ePortal and the DCC:

New Suppliers must first enroll in the CPSS Supplier Module, beginning at the [Enrolment Instructions for Suppliers](#) web page.

Suppliers must contact CPSS directly for enrolment questions or assistance: [tpsgc.sspc-cpss.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.sspc-cpss.pwgsc@tpsgc-pwgsc.gc.ca)

Suppliers must log into CPSS via the [Supplier Credential Verification](#) login.

#### The following steps are provided to assist Suppliers through the CPSS bidding process:

1. Once a CPSS profile is created and the Supplier has logged into CPSS, they must find the Solicitation Dashboard link on the left-hand side of the screen.
2. Select the PASS RFSA solicitation from the Solicitation Dashboard under the title "Open Solicitation".
3. The Supplier is now within the CPSS DCC, or "Response Template."
4. A Supplier's Supplier Main Contact (SMC) account is able to designate up to two other individuals as Contacts who are able to enter and modify data for the Response. Select the appropriate Contact Persons for Contact One and Contact Two, if desired. Click "Save Designated Contacts." Those individuals should receive an automatically generated e-mail with login credentials from CPSS via e-mail.
5. Go To "Streams", select all the Streams that you wish to apply for and click Save. Click "Return to Response Home Page",
6. Go to "Company Information". Complete/confirm the information on the page and click "Save". If the Supplier is a Joint Venture, click on "Enter your joint venture information", enter the information for each JV member and click save after each one. Click "Return to Response Home Page."
7. Go to "Regional Information." Select the areas for which the Supplier wishes to provide professional services and Click "Update".
  - a) Still on the Regional Information page, scroll down to "Regional Contact Information and select, or input and then select, the contact person for each of the Regions and Metropolitan areas from the drop down lists and click "Update". Regional Contacts must be submitted for all Regions/Metropolitan Areas.
  - b) Still on the Regional Information page, scroll down to "Local Offices" and select, or input and then select, a local office for any Regions/Metropolitan Areas, as applicable and click "Update."
  - c) Still on the Regional Information page, scroll down to "Language Preferences" scroll and select the language preference from the drop down menus for each Region/Metropolitan Area and click "Update."

Important: All of the contact, local office, and language preference information entered in steps 7a, 7b, and 7c can be modified by the Supplier at any time after award, but regions themselves cannot be added or changed except during a solicitation submission (either during a refresh

period or a full re-competition).

Click "Return to Response Home Page."

8. Go to "Stream Information". Review the text on the page (Existing Suppliers may have greyed-out information) and for each Stream indicate if the Stream is:
  - a) "Currently Offered":
    - i. Existing Suppliers should select this option for those Stream(s) for which it was awarded an SA as a result of the Re-competition RFSA E60ZQ-140002/B or Refresh RFSA E60ZQ-140002/C and for which they want to be qualified under their new SA;
    - ii. New Suppliers must not select this option;
  - b) "Newly Offered":
    - i. Existing Suppliers should select this option for those Stream(s) for which they were not previously awarded an SA but for which they are attempting to qualify under their new SA;
    - ii. New Suppliers should select this option for those Stream(s) for which they are attempting to qualify.
  - c) "Not Offered":
    - i. Existing Suppliers should select this option for:
      - a. those Stream(s) for which they were not previously awarded an SA and for which they are not attempting to qualify under their new SA; or
      - b. those Stream(s) for which they were previously awarded an SA as a result of the Re-competition RFSA E60ZQ-140002/B or Refresh RFSA E60ZQ-140002/C but for which they do not want to be qualified to offer under their new SA.
    - ii. New Suppliers should select this option for those Stream(s) for which they are not attempting to qualify.

Click "Save"

9. Go to "Certifications" and complete each certification as stated within the RFSA. Ensure all information is individually completed and saved. Click "Return to Response Home Page".
10. If all information is completed and the submission is ready, change all Status Indicators stating "In Progress" to "Completed" and click "Save Response."
11. At this point the Supplier has NOT SUBMITTED the bid.
12. Click **"Submit Response"** to send the submission to PWGSC. The Supplier should automatically receive a confirmation e-mail at the e-mail address associated with the SMC User ID.

## **PART 6 - RESULTING SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

### **6A. RESULTING SUPPLY ARRANGEMENT**

#### **6A.1 Arrangement**

The Supply Arrangement (SA) encompasses only those Services described in Annex A, Statement of Requirements, which are further identified in the case of each specific SA holder in Annex C – Qualified Categories, at issuance of the SA.

In addition to the Clauses and Conditions enumerated in Section 3 below, contracts resulting from this SA can, at the discretion of Identified Users, incorporate: Task Authorizations, various security requirements, options to extend the contract and Limitations of Expenditure & Liability.

#### **6A.2 Security Requirement**

The Supplier must, at all times during the performance of the SA, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC). The SA Authority may verify the Supplier's security clearance with the CISD of PWGSC at any time during the life of the SA.

The requirements to be procured under this SA are subject to the requirements in the Security Requirement Check Lists (SRCL's) identified in each individual bid solicitation. Each bid solicitation will identify the SRCL that will apply to any resulting contract.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

In the case of Joint Ventures or Amalgamations, the highest level of corporate security attainable through CISD of PWGSC is the lowest level held by any single member of the JV or amalgamation. For example: a Joint Venture with five (5) members is comprised of four members holding a valid Facility Security Clearance (FSC) at the Secret level and one member holding a valid Designated Organization Screening (DOS). The highest corporate security level for which the Joint Venture would be considered under this SA framework would be DOS, until such time as the member holding a valid DOS clearance has requested sponsorship via the SA Authority and obtained a valid FSC at the secret level issued by CISD.

Additional security checks may be conducted by the Identified User.

#### **6A.3 Standard Clauses and Conditions**

All clauses and conditions identified in the SA and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

##### **6A.3.1 General Conditions**

2020 (2017-09-21) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the SA.

##### **6A.3.2 Resulting Contract Clauses**

The conditions of any contract awarded under this SA will be in accordance with Part 6C – Resulting Contract Clauses.

### 6A.3.3 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the SA.

The Supplier must provide this data in accordance with the reporting requirements detailed in [Quarterly Usage Report Instructions](#). If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report. Canada reserves the right to change the "NIL" reporting procedure at any time.

The data must be submitted on a quarterly basis to the SA Authority. Electronic reports must be completed and forwarded to the SA Authority by email, no later than 15 calendar days after the end of the quarterly report. The quarterly reporting periods are defined as follows:

1st Quarter	April 1 to June 30	Due on or before July 15
2nd Quarter	July 1 to September 30	Due on or before October 15th
3rd Quarter	October 1 to December 31	Due on or before January 15th
4th Quarter	January 1 to March 31	Due on or before April 15th

Failure to provide fully completed quarterly reports in accordance with the above instructions may result in the setting aside of the SA and the application of a vendor performance corrective measure.

### 6A.4 Term of Supply Arrangement

#### 6A.4.1 Period of the Supply Arrangement

The period of the SA is from award date until such time as Canada chooses to re-compete the SA, no longer deems the SAs necessary, or proceeds with a different procurement vehicle.

Canada may, by notice in writing to all SA suppliers and by posting on the [Government Electronic Tendering System](#) (GETS), cancel this SA or individual categories or stream(s) by giving all SA suppliers at least 30 calendar days' notice of the cancellation.

### 6A.5 Ongoing Opportunity to Qualify

Opportunities for additional qualification may be made available by Canada through quarterly RFSA Refresh solicitations. These Refreshes allow:

- i. New Suppliers to submit an arrangement in order to qualify for an SA; or
- ii. Existing Suppliers to submit an arrangement in order to qualify for new Streams or add Regions/Metropolitan Areas for which it has not already been awarded an SA.

Participation in the Refresh solicitations is entirely optional and not required to maintain any PASS SA.

The schedule for the Refresh solicitations is anticipated to align with the Government of Canada fiscal year quarters, as demonstrated in the table below; therefore, for every fiscal year that these SAs remain valid, it is anticipated that there will be 4 Refresh Periods. This schedule may require a revision due to operational requirements, in which case Suppliers will be advised.

Refresh	Opening Date	Closing Date	Estimated Date of
---------	--------------	--------------	-------------------

Period	(first business day of the month):	(last business day of the month):	Award
Q1	April	June	End of September
Q2	July	September	End of December
Q3	October	December	End of March
Q4	January	March	End of June

Each Refresh Period is assigned a period number which is reflected on the Solicitation Dashboard of the CPSS ePortal. Each Refresh Period will automatically close in the DCC of the CPSS ePortal as per the date and time indicated on the Solicitation Dashboard of the CPSS ePortal. Data cannot be submitted against a "closed" Refresh Period. Only those Suppliers who have submitted an arrangement by the closing date and time of a Refresh Period will be evaluated.

It is important to note that Suppliers will not be eligible to submit an arrangement in a Refresh Period directly following another. For example, if a Supplier submits an arrangement at Refresh Period 1, the Supplier will not be eligible to submit an arrangement at Refresh Period 2 as the Supplier's profile will be disabled in the DCC while the arrangement is evaluated. This will in no way impact the search results for an Existing Supplier's current SA.

All SAs whether issued during a refresh solicitation period or a re-competition will be replaced when a re-competition solicitation occurs. Therefore, all Suppliers must submit an arrangement before the closing date of a re-competition solicitation in order to provide services under their resulting SA.

## **6A.6 Authorities**

### **6A.6.1 Supply Arrangement Authority**

The SA Authority is:

Name: Philip de Leon  
Title: Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Professional Services Procurement Directorate  
Address: Terrasses de la Chaudière, 10 Wellington Street, Gatineau, Quebec, K1A 0S5  
  
Telephone: 613-302-0769  
E-mail address: [SPSVAAutorite.PASSSAAuthority@tpsgc-pwgsc.gc.ca](mailto:SPSVAAutorite.PASSSAAuthority@tpsgc-pwgsc.gc.ca)

The SA Authority (or its authorized representative) is responsible for the issuance of the SA, its administration and its revision, if applicable. The SA Authority is the main delegated authority on behalf of Canada and the Minister for the administration and management of this SA. The SA Authority will act as the overall maintainer of the SA pre-qualified Supplier's list and will be responsible for ensuring the administration of all SAs. Any changes to the SA must be authorized in writing by the SA Authority.

NOTE: Upon the issuance of a solicitation under the SA by an Identified User, that Identified User's Contracting Authority is responsible for any contractual issues relating to the contract solicited.

### **6A.6.2 Supplier's Representative**

This individual is the central point of contact within the Supplier for all matters pertaining to this SA. The Supplier confirms that this individual has the authority to bind the Supplier. It is the Supplier's sole

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File No. - N° du dossier  
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responsibility to ensure that the information related to the Supplier Representative is correct. If a replacement or a new Supplier Representative is required, the Supplier will inform:

- i. CPSS by e-mail at [sspc.cpss@tpsgc-pwgsc.gc.ca](mailto:sspc.cpss@tpsgc-pwgsc.gc.ca); and
- ii. the SA Authority by e-mail.

And provide the following information:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

The Supplier may designate another individual to represent the Supplier for administrative and technical purposes under any contract resulting from this SA.

### 6A.6.3 Supplier's Information

Suppliers are responsible for the maintenance of their tombstone data in CPSS. Suppliers must also safeguard the credentials released to the Main Supplier Contact (MSC) and Supplier's Contacts that enable access to the Supplier Module of CPSS.

Canada will not delay or cancel any solicitation or contract process due to a supplier's inability to access, modify or validate such credentials, or because of any claim that such credentials were used without proper authorization.

### 6A.7 Identified Users

Subject to signing a Master Level User Agreement, the Identified Users (also called Clients) include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S., 1985, c. F-11 and any other party for which the Department of Public Works and Government Services has been authorized to act from time to time under section 16 of the Department of Public Works and Government Services Act.

Canada may, at any time, withdraw authority from any of the Identified Users to use the SA.

### 6A.8 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the articles of the SA;
- (b) the general conditions 2020 (2017-09-21), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex C, Qualified Streams;
- (d) Annex A, Statement of Requirements;
- (e) Annex B, Generic Security Requirements Check Lists (SRCLs); and
- (f) the Supplier's arrangement dated \_\_\_\_\_ (*insert date of arrangement*), as clarified on \_\_\_\_\_ OR as amended \_\_\_\_\_ (*Insert date(s) of clarification(s) or amendment(s), if applicable*).

### 6A.9 Certifications

Compliance with the certifications provided by the Supplier in the arrangement is a condition of the SA and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada retains the right to terminate any resulting contract for default and suspend or cancel the SA.

#### **6A.10 Applicable Laws**

The SA and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada, unless otherwise stipulated in the Supplier's arrangement or resulting contract.

#### **6A.11 Suspension or Cancellation by Canada**

In addition to the circumstances identified in 2020 09, Canada may, by sending written notice to the Supplier, suspend or cancel the SA where the Supplier has made public any information that conflicts with the terms, conditions, pricing or availability of systems identified in this SA, or where the Supplier is in default in carrying out any of its obligations under this SA.

#### **6A.12 Aboriginal Business Certification (if applicable)**

Where an Aboriginal Business Certification has been provided, the Supplier warrants that its certification of compliance is accurate and complete, and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business", detailed in Annex 9.4 of the Supply Manual.

If such a Certification has been provided, the Supplier must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Supplier must obtain the written consent of the SA Authority before disposing of any such records documentation supporting the accuracy of the certification until the expiration of six (6) years after final payment in a contract made under the SA, or until settlement of all outstanding claims and disputes, resulting from a dispute in a contract made under the SA, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by representatives of Canada, who may make copies and take extracts. The Supplier must provide all facilities for such audits.

Nothing in this clause may be interpreted as limiting the rights and remedies, which Canada may otherwise have pursuant to the SA.

#### **6A.13 Comprehensive Land Claims Area**

The SA is not to be used for deliveries within a Comprehensive Land Claims Area (CLCA). All requirements for delivery within a CLCA are to be submitted to the Department of Public Works and Government Services for individual processing.

#### **6A.14 Environmental Considerations**

6A.14.1 As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Suppliers should:

- a) Regarding paper consumption:
  - i. Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the SA Authority or Identified User.

- ii. Printed material is requested on paper containing a minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
  - iii. Recycle unneeded printed documents (in accordance with Security Requirements).
- b) Regarding travel requirements:
- i. Supplier is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
  - ii. Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the [PWGSC Accommodation directory](http://pwgsc.gc.ca/ACRDS/hebergement-accommodation-eng.aspx), which includes Eco-Rated properties. When searching for accommodation, contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors: <http://rehelv-acrd.tpsgc-pwgsc.gc.ca/ACRDS/hebergement-accommodation-eng.aspx>
  - iii. Use of public/green transit, where feasible.

#### 6A.15 Insurance Requirement

The Supplier is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under SA and any resulting contract issued under the PASS SA, and to ensure compliance with any applicable law. Any additional insurance coverage is at the Supplier's expense, and for its own benefit and protection.

#### 6A.16 Travel and Living

The Travel and Living expenses are calculated differently between the Regions and Metropolitan areas and this may affect the total cost of a professional services contract as a result of an arrangement solicitation under the SA. Accordingly, if any contract resulting from a solicitation under this SA permits payment to a Contractor in its Basis of Payment for Travel and Living expenses, such expense will only be reimbursed in accordance with the information provided at [Supply Arrangement Travel and Living Information](#).

#### 6A.17 Regions and Metropolitan Areas

[Definitions of the Remote/Virtual Access, Regions and Metropolitan Areas](#) are incorporated by reference into this SA. For the purposes of this SA, the Remote/Virtual Access is to be considered as another Region.

The following Regions and Metropolitan areas may receive Services under this SA, where a Supplier is qualified to do so:

a) **Regions:**

- National Capital Region
- Atlantic
- Quebec
- Ontario
- Western
- Pacific
- Remote/Virtual Access: This is a separate Region and does not include any of the other Regions or Metropolitan Areas. It is a zone that is used when a Client has no preference in terms of where the work is performed.

b) **Metropolitan Areas:**

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CCC No./N° CCC - FMS No./N° VME

- National Capital
- Halifax
- Moncton
- Montreal
- Quebec City
- Toronto
- Calgary
- Edmonton
- Saskatoon
- Winnipeg
- Vancouver
- Victoria

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## **6B. BID SOLICITATION**

### **6B.1 Bid Solicitation Documents**

Canada will use the High Complexity (HC) bid solicitation template based on the estimated dollar value and complexity of the requirements. The HC template is available in the [Standard Acquisition Clauses and Conditions Manual](#). A model RFP and resulting contract clauses for use by Identified Users is available.

The bid solicitation will contain as a minimum the following:

- i) security requirements;
- ii) a complete description of the Work to be performed;
- iii) 2003, Standard Instructions - Goods or Services - Competitive Requirements OR 2004, Standard Instructions - Goods or Services - Non-competitive Requirements
- iv) bid preparation instructions;
- v) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- vi) evaluation procedures and basis of selection;
- vii) financial capability (if applicable);
- viii) certifications; and
- ix) resulting contract clauses.

### **6B.2 Bid Solicitation Process**

#### **6B.2.1 General**

Bids will be solicited for specific requirements within the scope of the SA from suppliers who have been issued an SA.

The bid solicitation will be posted on the Government Electronic Tendering Service (GETS) (or, as applicable with a GoC web-based electronic procurement tool) or will be e-mailed directly to suppliers. A Notice of Proposed Procurement (NPP) should be published simultaneously on GETS with the issuance of the invitation to suppliers, as applicable.

- c) Canada may consolidate requirements across Clients and award Contracts on a periodic basis to receive best or better pricing.

#### **6B.2.2 Security Requirement for Resulting Contracts**

Contracts issued under this SA are subject to the requirements in the SRCL's identified in each individual RFP issued by Clients. Standardized SRCLs are accessible through the CPSS web site as [Common Security Requirement Checklists](#), but other SRCLs may be used. Each RFP will identify the SRCL that will apply to any resulting contract.

#### **6B.2.3 Identification of Contract Authorities**

Provided a Client has the legal authority to contract, it may choose to award contracts under this SA in accordance with the Requirement Limitations described below. All contracts for Clients without authority to contract or that surpass the Contracting Authority delegated to it by Treasury Board will be managed by PWGSC. The Supplier agrees only to perform individual contracts made by an authorized representative of Canada pursuant to this SA that do not exceed the applicable Contract Authority value limitations.

#### 6B.2.4 Requirement Limitations

Clients may award contracts to Suppliers qualified in the applicable Stream(s) only in accordance with the following:

**Requirement Valued below \$25,000 (applicable taxes included):** Competitive procurement strategy is the standard for most requirements under this SA. However, Clients may direct a contract to a Supplier, without soliciting competitive bids, providing that the Contract, including any subsequent amendment(s), is valued at \$25,000.00 or less (applicable taxes included), with the exception of Stream 4, Forensic Audit, which must follow a competitive procurement strategy and must go to all Suppliers in the Stream.

**Requirement Valued at or below NAFTA Threshold, but greater than \$25,000 (applicable taxes included):** Clients may, if deemed cost effective and efficient, invite a minimum of two (2) Suppliers in the applicable Stream to bid, with the exception of Stream 4, Forensic Audit, which must go to all suppliers in the Stream, with the Client:

- i. selecting by name two Suppliers from the CPSS Client Module, or
- ii. selecting by name one Supplier from the CPSS Client Module with the second Supplier randomly selected by the CPSS Client Module, or
- iii. not selecting any Supplier by name in which case, the CPSS Client Module will randomly select two Suppliers.

**Requirement Valued Above NAFTA Threshold but less than \$2 million (applicable taxes included):** Clients must invite a minimum of fifteen (15) Suppliers in the applicable Stream to bid, with the exception of Stream 4, Forensic Audit, which must go to all Suppliers in the Stream, and an NPP identifying the requirements will be posted on GETS, with the Client:

- i. selecting by name ten Suppliers from the CPSS Client Module, with the following five randomly selected by the CPSS Client Module, or
- ii. selecting more than ten Suppliers from the Client Module, in which case five additional Suppliers will be randomly selected by the CPSS Client Module, or
- iii. selecting less than ten Suppliers from the Client Module, in which case the CPSS Client Module will randomly select a number of Suppliers that, in addition to the Suppliers selected by the Client, will total fifteen.
- iv. If the number of Suppliers that meet the requirement is less than fifteen, all Suppliers will be automatically selected.

**Requirement Valued Above \$2 million (applicable taxes included):** Clients must invite all pre-qualified Suppliers in the applicable Stream to bid and an NPP identifying the requirements will be posted on GETS.

**No Limit to Invitation Process:** There is no limit to the maximum number of Suppliers that may be invited to submit a proposal. However, Suppliers may not submit a proposal in response to a solicitation unless they have been invited to do so. Should an uninvited SA Holder wish to be invited, it may contact the Contracting Authority to request an invitation at any time prior to five days before the published bid closing date, and an invitation will be made to that SA Holder, unless it would not be consistent with the efficient operation of the procurement system. In no circumstance will such an invitation require Canada to extend a bid closing date. Where additional invitations are made during the solicitation process, they may not be reflected in a bid solicitation amendment.

**Minimum Period to submit proposal:** At a minimum, each bid solicitation issued will provide Suppliers with the following minimum number of calendar days to submit their proposal, which time may be extended based upon a requirement's complexity:

- i. Requirements less than or equal to the NAFTA threshold (applicable taxes included) = five calendar days;
- ii. Requirements greater than the NAFTA threshold up to and including \$2M (applicable taxes included) = fifteen calendar days;
- iii. Requirements greater than \$2M (applicable taxes included) = twenty calendar days; and
- iv. A Client may reduce the above minimum bidding periods for Forensic Audit requirements and other urgent requirements to meet the operational needs of the Identified User with the approval of the SA Authority and validated by the Comptroller General's Office at Treasury Board.

PWGSC reserves the right to decrease the minimum bidding period for specific requirements.

## **6C. RESULTING CONTRACT CLAUSES**

### **6C.1 General**

All clauses and conditions identified by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by PWGSC.

A model RFP and resulting contract clauses document is available for use for Identified Users of the PASS SA. Individual resulting contract clauses may be modified to suit individual Client requirements, however the conditions of any contract awarded under the PASS SA will be in accordance with the clauses contained in this Part.

### **6C.2 General Conditions – Higher Complexity – Services**

The conditions of any contract awarded under this SA will be in accordance with: 2035 (Client enters date) General Conditions - Higher Complexity – Services, with the following replacements:

- Section 08 – Replacement of Specific Individuals, of 2035 (Client enters date) General Conditions – Higher Complexity – Services is deleted and replaced with the following:

1. if the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
  - a) the name, qualifications and experience of a proposed replacement immediately available for Work; and
  - b) security information on the proposed replacement as specified by Canada, if applicable.

Any assessment of the information provided will occur as per 2 (b) below.

2. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
  - a) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Article titled "Default of the Contractor"; or
  - b) assess the information provided under 1 (a) and (b) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in 2 (a) above, or require the Contractor to propose another replacement within five working days' notice.
3. Where an Excusable Delay applies, Canada may require 2 (b) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

4. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
5. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

- Section 17 - Interest on Overdue Accounts, of 2035 (Client enters date) General Conditions - Higher Complexity - Services - will not apply to payments made by credit cards.

- With respect to Section 30 - Termination for Convenience, of 2035 (Client enters date) General Conditions - Higher Complexity - Services, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

- 04) The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
- 05) Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
  - a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination; or
  - b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
- 06) Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

### **6C.3 Professional Services**

The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

If the Contractor fails to deliver any deliverable or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

### **6C.4 Reorganization of Client**

The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The

reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

#### **6C.5 No Responsibility to Pay for Work not performed due to Closure of Government Offices**

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

#### **6C.6 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

#### **6C.7 Joint Venture Contractor**

The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members: (list all the joint venture members named in the Contractor's bid).

## ANNEX A

### STATEMENT OF REQUIREMENTS

#### 1.0 DESCRIPTION OF RESOURCE CATEGORIES

##### 1.1 Partner/Managing Director

May be an owner of the firm. The resource exercises project sign-off authority on behalf of the Contractor, and oversees and assures the quality of work of Project Managers/Leaders responsible for individual projects. Negotiates the final agreement for the Work on behalf of the firm. Supervises the creation, development and implementation of significantly new or modified audit approaches to solve problems and obtains approval from the Project Authority for their application. Reports progress of the project on an as needed basis and at key milestones in the life cycle. Meets with senior level auditees, as required, to outline audit objectives and approaches, to gather key perspectives, and to present audit observations and recommendations.

##### 1.2 Project Manager/Leader

Manages the project team during the planning, implementation and reporting phases of the audit Work. Ensures that resources are made available and that the project is developed and is fully implemented within agreed time, cost and performance parameters of the Contract. Determines budgetary requirements, the composition, roles and responsibilities and deadlines for the project team. Defines and documents the objectives and scope for the project. Identifies problems impeding successful completion of the project and proposes, develops and implements significantly new or modified audit approaches to solve them. Reports progress of the project to the Project Authority on an ongoing basis and at scheduled points in the life cycle. Meets with auditee management to outline audit objectives and approaches, to gather key perspectives, and to present audit observations and recommendations. Prepares plans, charts, tables and diagrams to assist in presenting or displaying observations and recommendations.

##### 1.3 Senior Auditor

Develops and designs approaches and programs for significant segments of projects. Participates in the development of the overall plan and strategy for specific projects. Carries-out, or supervises auditors and junior auditors in the performance of project tasks according to approved programs or plans. Prepares and presents project observations and recommendations to the Project Manager/Leader for approval. Presents observations and findings from work completed to the Project Authority and to auditees. Drafts and revises audit reports.

##### 1.4 Auditor

Participates in the planning, conduct and reporting phases of projects. Organizes and conducts project tasks according to approved programs or plans. Drafts portions of, or content leading to, drafts and final reports, including audit observations, conclusions and recommendations. Presents oral briefings and debriefings to auditees on assigned segments of projects.

##### 1.5 Junior Auditor

Conducts assigned tasks. Normally supports resources provided by the Contractor where there is a justified requirement for audit tests or other support activities not requiring the level of qualification or expertise associated with the other resource categories.

##### 1.6 Audit Support Specialist

Provides specialized knowledge and advice in support of the audit work being done by those in one or more professional categories described above. Depending on the nature of the requirement, audit support specialists may include experts in data extraction, data analysis and spreadsheet development statistical sampling, data recovery and reconstruction specialist, engineers, etc.

The requirement for Audit Support Specialists must be addressed on a case-by-case basis with, and authorized by, the Contracting Authority, during the Request for Proposal (RFP) stage in keeping with the Professional Audit and Support Services Supply Arrangement (PASS SA).

## 2.0 STREAMS AND MINIMUM MANDATORY RESOURCE REQUIREMENTS

Note: When applicable, each individual proposed with a university degree or college diploma, must possess, at a minimum, a certificate from a recognized Canadian university or college, or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada. The list of [recognized organizations](#) can be found under the Canadian Information Centre for International Credentials website.

The experience of the proposed resources must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. 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.

### 2.1 Stream 1: Internal Audit

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The range of activities under this Stream could include:

- Value-for-money audit;
- Compliance audit;
- Assurance audit;
- Management controls audit;
- Operational audit;
- Horizontal or sectoral audits led by the Comptroller General;
- Develop audit or assurance methodologies to meet the requirements of the Treasury Board Policy on Internal Audit;
- Develop methodologies for audit-related activities;
- Conduct research (audit-specific, general services, and best practices);
- Conduct data analytics, including developing and/or using artificial intelligence tools;
- Develop range of reporting approaches, techniques, and formats (narrative, graphical, dashboards, etc.); and
- Provide audit-related awareness and/or training sessions.

#### Minimum Mandatory Qualifications and Experience for the Resource Categories:

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this Stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the bid solicitation stage. The applicable period during which experience must fall within (e.g. "*within the past x years\**,...") should be identified in the solicitation documents for the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.

#### Partner/Managing Director

- **Education/Professional Qualifications:** Professional Designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA), Certified Internal Auditor (CIA) or Certified Government Auditing Professional (CGAP); **AND**
- **Experience:** within the past ten (10) years\*, must have a minimum of eight (8) cumulative years of audit experience, including at least two (2) cumulative years of experience in internal audit.

#### **Project Manager/Leader**

- **Education/Professional Qualifications:** Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **AND**
- **Experience:** within the past ten (10) years\*, must have a minimum of six (6) cumulative years of audit experience, including at least two (2) cumulative years of experience in internal audit **AND** at least two (2) cumulative years of experience in leading internal audit projects.

#### **Senior Auditor**

- **Education/Professional Qualifications:** Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **AND**
- **Experience:** within the past ten (10) years\*, must have a minimum of three (3) cumulative years of audit experience.

#### **Auditor**

- **Education/Professional Qualifications:** Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP **OR** a degree/diploma from a recognized university (see note above) relevant to the Stream and/or the Statement of Work; **AND**
- **Experience:** within the past ten (10) years\*, must have a minimum of two (2) cumulative years of audit experience.

#### **Junior Auditor**

- **Education/Professional Qualifications:** Must be in the process of obtaining a degree/diploma from a recognized university or college (see note above) which is relevant to the Stream and/or the Statement of Work; **OR** in the process of completing an apprentice program relevant to the Stream and/or the Statement of Work.

## **2.2 Stream 2: Internal Audit Quality Assessments**

Among the requirements of the Treasury Board Policy on Internal Audit is the adherence to professional standards and rigorous methodology in the delivery of internal audit services. This Stream will therefore require the services of internal audit professionals who must perform work in accordance with the Internal Professional Practices Framework (IPPF) guides/ provisions and have the expertise and objectivity needed to assist in conducting Internal Audit Quality Assessments of the internal audit function within a department or agency.

### **Minimum Mandatory Qualifications and Experience for the Resource Categories:**

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this Stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the bid solicitation stage. The applicable period during which experience should fall within (e.g. "within the past x years\*,...") should be identified in the solicitation documents for the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.

It is mandatory that either a Partner/Managing Director resource OR a Project Manager/Leader resource of the firm has obtained a certification the Institute of Internal Auditors (IIA) Certified Internal Auditor (CIA) program and quality assessment training.. These required qualifications will be included in RFPs as the internal audit community moves to a more mature state.

#### **Partner/Managing Director**

- Education/Professional Qualifications: Professional Designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA), Certified Internal Auditor (CIA) or Certified Government Auditing Professional (CGAP); **AND**
- Experience: within the past ten (10) years\*, must have a minimum of eight (8) cumulative years of internal audit experience including at least two (2) cumulative years of experience in performing or leading quality assessments.

#### **Project Manager/Leader**

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of six (6) cumulative years of internal audit experience, including at least two (2) cumulative years of experience in performing or leading quality assessments.

#### **Senior Auditor**

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of three (3) cumulative years of internal audit experience.

#### **Auditor**

Not required in this Stream

#### **Junior Auditor**

Not required in this Stream

### **2.3 Stream 3: Information Technology and Systems Audit**

This Stream will require the services of professionals to assess the adequacy of a range of activities that could include the following:

- Information technology security;
- Business continuity planning/preparedness;
- Information management policy compliance;
- Systems under development;
- Service management;
- Information technology strategic plans;
- Governance processes related to information technology;
- Configuration management and change control;
- Electronic data interchange and electronic funds transfer;
- Data Migration and data integrity;
- IT general controls;
- Internal control on financial systems; and
- System life cycle technical and organizational development.

Also required under this Stream are professional services to provide business and technical information support services to audit organizations and could include anyone of the following:

- Data extraction and basic and advanced data analyses;
- Technical configuration of audit software;
- Business customization of audit software;
- Training and other services for the implementation of audit software;
- Post implementation reviews and evaluations of audit software; and
- Management of information technology consulting services, including technology strategy development, to audit organizations.

#### **Minimum Mandatory Qualifications and Experience for the Resource Categories:**

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this Stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the bid solicitation stage. The applicable period during which experience should fall within (e.g. "*within the past x years\**,...") should be identified in the solicitation documents for the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.

#### **Partner/Managing Director**

- Education/Professional Qualifications: Professional Designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA), Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), Certified Information Systems Security Professional (CISSP), Governance of Enterprise Information Technology (GEIT), Certified Risk and Information Systems Control (CRISC), ITTL or COBIT; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of eight (8) cumulative years of information technology and systems audit experience.

#### **Project Manager/Leader**

- Education/Professional Qualifications: Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA, CGAP, CISA, CISM, CISSP, GEIT, CRISC, ITTL or COBIT; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of six (6) cumulative years of information technology and systems audit experience, including at least two (2) cumulative years of experience in leading internal audit projects.

#### **Senior Auditor**

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA, CGAP, CISA, CISM, CISSP, GEIT, CRISC, ITTL or COBIT; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of three (3) cumulative years of information technology and systems audit experience.

#### **Auditor**

- Education/Professional Qualifications: Degree/Diploma from a recognized university or college (see note above) relevant to the Stream and/or the Statement of Work; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of two (2) cumulative years of audit experience including at least one (1) cumulative year of information technology and systems audit experience.

#### **Junior Auditor**

- Education/Professional Qualifications: Must be in the process of obtaining a degree/diploma from a recognized university or college (see note above) which is relevant to the Stream

and/or the Statement of Work; **OR** in the process of completing an apprentice program relevant to the Stream and/or the Statement of Work.

## 2.4 Stream 4: Forensic Audit

The range of activities under this Stream could include:

- Forensic accounting;
- Establishment of effective continuous auditing for fraud detection;
- Fraud and allegation investigations;
- Attestation of testimony in the courts;
- Business evaluations of damages;
- Anti-Fraud Programs - Fraud Awareness and Prevention Processes;
- Administrative inquiries;
- Evolving fraud related accounting/legal standards; and
- Computer skills related to the various requirements of forensic requirements.

### Minimum Mandatory Qualifications and Experience for the Resource Categories:

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this Stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the bid solicitation stage. The applicable period during which experience should fall within (e.g. "*within the past x years\**,...") should be identified in the solicitation documents for the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.

#### Partner/Managing Director

- Education/Professional Qualifications: Professional Designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA), Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP) or Certified Fraud Examiner (CFE); **AND**
- Experience: within the past four (4) years\*, must have completed a minimum of four (4) forensic audit projects, each valued at more than \$50,000 **AND** within the past ten (10) years\*, must have a minimum of five (5) cumulative years of forensic audit experience.

#### Project Manager/Leader

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **OR** a CFE accompanied by a degree/diploma from a recognized university or college (see note above), which is relevant to the Stream and/or the Statement of Work; **OR** 20 years of experience with a police service.
- Experience: within the past four (4) years\*, must have completed a minimum of three (3) forensic audit/investigation projects, each valued at more than \$50,000; **AND** within the past ten (10) years\*, must have a minimum of five (5) cumulative years of forensic audit/investigation experience, including at least two (2) cumulative years of experience in leading forensic audit projects.

#### Senior Auditor

- Education/Professional Qualifications: Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **OR** a CFE accompanied by a degree/diploma from a recognized university or college (see note above), which is relevant to the Stream and/or the Statement of Work; **OR** 15 years of experience with a police service; **AND**

- **Experience:** within the past four (4) years\*, must have participated in a minimum of two (2) forensic audit/investigation projects, each valued at more than \$50,000 **AND** within the past ten (10) years\*, must have a minimum of three (3) cumulative years of forensic audit/investigation experience.

#### **Auditor**

- **Educational/Professional Qualification:** Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA, CGAP or CFE; **OR** 10 years of experience with a police service; **AND**
- **Experience:** within the past four (4) years\*, must have participated in a minimum of one (1) forensic audit/investigation project, valued at more than \$50,000, **AND** within the past ten (10) years\*, must have a minimum of one (1) cumulative year of forensic audit/investigation experience.

#### **Junior Auditor**

- **Education/Professional Qualifications:** Must be in the process of obtaining a degree/diploma from a recognized university or college (see note above) which is relevant to the Stream and/or the Statement of Work; **OR** in the process of completing an apprentice program relevant to the Stream and/or the Statement of Work; **OR** 5 years of experience with a police service.

### **2.5 Stream 5: External Audit**

The range of activities under this Stream could include:

- Financial statement audit readiness assessment;
- Financial statement audit; and
- Other external assurance work as outlined in the CICA Handbook

#### **Minimum Mandatory Qualifications and Experience for the Resource Categories:**

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this Stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the bid solicitation stage. The applicable period during which experience should fall within (e.g. "*within the past x years\**,...") should be identified in the solicitation documents for the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.

#### **Partner/Managing Director**

- **Educational/Professional Qualifications:** Professional Designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA) or Certified General Accountant (CGA); **AND**
- **Experience:** within the past ten (10) years\*, must have a minimum of eight (8) cumulative years of external audit of financial statements and related services experience.

#### **Project Manager/Leader**

- **Educational/Professional Qualifications:** Professional Designation in any one of the following: CPA, CA, CMA, or CGA; **AND**
- **Experience:** within the past ten (10) years\*, must have a minimum of six (6) cumulative years of external audit of financial statements and related services experience, including at least two (2) cumulative years of experience in leading external audit projects.

### Senior Auditor

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA or CGA; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of three (3) cumulative years of external audit of financial statements and related services experience.

### Auditor

- Education/Professional Qualifications: Professional designation in any one of the following: CPA, CA, CMA or CGA; **OR** a degree/diploma from a recognized university or college (see note above), with a specialization relevant to the Stream and/or the Statement of Work; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of two (2) cumulative years of external audit of financial statements and related services experience.

### Junior Auditor

- Education/Professional Qualifications: Must be in the process of obtaining a degree/diploma from a recognized university or college (see note above) which is relevant to the Stream and/or the Statement of Work; **OR** in the process of completing an apprentice program that is relevant to the Stream and/or the Statement of Work.

## 2.6 Stream 6: Financial and Accounting Services

The range of activities under this Stream could include:

- Financial reporting control frameworks;
- Financial statement or report preparation;
- Accounting standards interpretation;
- Policy monitoring;
- Accounting standards research;
- Financial Services, including costing analysis;
- Accounting Services; and
- Statements of responsibility for stewardship and/or internal control.

### Minimum Mandatory Qualifications and Experience for the Resource Categories:

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this Stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the bid solicitation stage. The applicable period during which experience should fall within (e.g. "*within the past x years\**,...") should be identified in the solicitation documents for the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.

### Partner/Managing Director

- Education/Professional Qualifications: Professional Designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA) or Certified General Accountant (CGA); **AND**
- Experience: within the past ten (10) years\*, must have a minimum of eight (8) cumulative years of financial and accounting and related services experience.

### Project Manager/Leader

Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA or CGA; **AND**

**Experience:** within the past ten (10) years\*, must have a minimum of six (6) cumulative years of financial and accounting and related services experience, including at least (2) cumulative years of experience in leading financial and accounting and related services projects.

#### Senior Auditor

- **Education/Professional Qualifications:** Professional Designation in any one of the following: CPA, CA, CMA or CGA; **AND**
- **Experience:** within the past ten (10) years\*, must have a minimum of three (3) cumulative years of financial and accounting and related services experience.

#### Auditor

- **Education/Professional Qualifications:** Professional designation in any one of the following: CPA, CA, CMA or CGA; **OR** a degree/diploma from a recognized university or college (see note above) relevant to the Stream and/or the Statement of Work; **AND**
- **Experience:** within the past ten (10) years\*, must have a minimum of two (2) cumulative years of financial and accounting and related services experience.

#### Junior Auditor

- **Education/Professional Qualifications:** Must be in the process of obtaining a degree/diploma from a recognized university or college (see note above) which is relevant to the Stream and/or the Statement of Work; **OR** in the process of completing an apprentice program that is relevant to the Stream and/or the Statement of Work.

### 2.7 Stream 7: Internal Control Training

This Stream will require the services of professionals to deliver Internal Control Training. The training services may include, but is not limited to, internal audit; financial management; financial reporting; financial policy and accounting. The training would be required to cover all aspects of internal control in the Canadian Federal government environment.

#### Minimum Mandatory Qualifications and Experience for the Resource Categories:

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this Stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the bid solicitation stage. The applicable period during which experience should fall within (e.g. "*within the past x years\**,...") should be identified in the solicitation documents for the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.

#### Partner/Managing Director

- **Education/Professional Qualifications:** Professional Designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA), Certified Internal Auditor (CIA) or Certified Government Auditing Professional (CGAP); **AND**
- **Experience:** within the past ten (10) years\*, must have a minimum of eight (8) cumulative years of audit experience, including at least (2) cumulative years of experience in developing or delivering internal control training.

#### Project Manager/Leader

- **Education/Professional Qualifications:** Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **AND**

- **Experience:** within the past ten (10) years\*, must have a minimum of five (5) cumulative years of audit experience, including at least one (1) cumulative year of experience in leading the development or delivery of internal control training.

#### **Senior Auditor**

- **Education/Professional Qualifications:** Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **AND**
- **Experience:** within the past six (6) years\*, must have a minimum of two (2) cumulative years of audit experience, including at least six (6) cumulative months of experience in developing or delivering internal control training.

#### **Auditor**

Not required in this Stream

#### **Junior Auditor**

Not required in this Stream

### **2.8 Stream 8: Recipient/Contribution Agreement Audit**

This Stream will require the services of professionals to provide expert services and advice in support of recipient/contribution agreement audit.

A Recipient audit is an independent assessment to provide assurance on a recipient's compliance with a funding agreement. The scope of a recipient audit may address any or all financial and non-financial aspects of the funding agreement.

#### **Minimum Mandatory Qualifications and Experience for the Resource Categories:**

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this Stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the bid solicitation stage. The applicable period during which experience should fall within (e.g. "*within the past x years\*,...*") should be identified in the solicitation documents for the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.

#### **Partner/Managing Director**

- **Education/Professional Qualifications:** Professional designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA), Certified Internal Auditor (CIA) or Certified Government Auditing Professional (CGAP); **AND**
- **Experience:** within the past ten (10) years\*, must have a minimum of eight (8) cumulative years of audit experience including at least two (2) cumulative years of recipient/contribution agreement audit experience.

#### **Project Manager/Leader**

- **Education/Professional Qualifications:** Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **AND**
- **Experience:** within the past ten (10) years\*, must have a minimum of six (6) cumulative years of audit experience including at least two (2) cumulative years of recipient/contribution agreement audit experience **AND** at least two (2) cumulative years of experience in leading recipient/contribution agreement audit projects.

### Senior Auditor

- Education/Professional Qualifications: Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of three (3) cumulative years of audit experience **OR** a minimum of three (3) cumulative years in managing transfer payments.

### Auditor

- Education/Professional Qualifications: Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **OR** a degree/diploma from a recognized university or college (see note above) relevant to the Stream and/or the Statement of Work; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of two (2) cumulative years of audit experience.

### Junior Auditor

- Education/Professional Qualifications: Must be in the process of obtaining a degree/diploma from a recognized university or college (see note above) relevant to the Stream and/or the Statement of Work; **OR** in the process of completing an apprentice program (see note above) relevant to the Stream and/or the Statement of Work.

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E60ZQ-180001/A Draft

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
006ZQ

Client Ref. No. - N° de réf. du client  
E60ZQ-180001

File No. - N° du dossier  
006zqE60ZQ-180001

CCC No./N° CCC - FMS No./N° VME

## **ANNEX B**

### **GENERIC SECURITY REQUIREMENTS CHECK LISTS**

The list and details of the pre-approved SRCL's for professional services are available for download from the CPSS website: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/31-eng.html>

Note to Supplier: It is mandatory to have a minimum security clearance of DOS Reliability prior to issuance of a PASS SA. Should your company require sponsorship at the minimum DOS Reliability level, it is suggested suppliers send an email request to the PASS SA Authority as soon as possible.

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Solicitation No. - N° de l'invitation  
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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
006ZQ

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File No. - N° du dossier  
006zqE60ZQ-180001

CCC No./N° CCC - FMS No./N° VME

## **ANNEX C**

### **QUALIFIED STREAMS**

Annex C will be attached to the PASS Supply Arrangement upon award.

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