

SENATE



SÉNAT

CANADA

## REQUEST FOR PROPOSAL (RFP)

**Subject:**

### AUDIT OF FINANCIAL STATEMENTS

For further details, please refer to the Statement of Work attached as Annex "A" of this document.

**Issue Date:**

January 15, 2019

**Closing Date and Time:**

February 1, 2019 at 14:00 EST

**RFP No:**

SEN-032 18/19

#### SENATE INFORMATION

**For all inquiries:**
**Contact:** Shawn Foran

**Title:** Contracting Officer

**Address:** 40 Elgin Street, Room 1110  
Ottawa, ON K1A 0A4, Canada

**Telephone no:** 613-943-3518

**E-mail:** [Proc-appr@sen.parl.gc.ca](mailto:Proc-appr@sen.parl.gc.ca)

Offers must be delivered by e-mail only to the address of the Contracting Authority below. Offers delivered physically or by facsimile will not be accepted.

**E-mail:** [Proc-appr@sen.parl.gc.ca](mailto:Proc-appr@sen.parl.gc.ca)

**PLEASE MARK ALL CORRESPONDANCE WITH THE RFP NUMBER INDICATED ABOVE.**

#### BIDDER SIGNATURE BLOCK

The Bidder offers and agrees to provide the Senate of Canada, upon the terms and conditions set out herein, including attachments to this document, the services listed herein and on any attachment at the price(s) set out therefor.

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Bidders submitting an offer as a joint venture.

Name of Firm:

Name of Representative:

Authorized Signature:

Date:

Position Title:

Email Address:

Telephone Number:

Fax Number:

GST Registration or  
Business Number:

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The bid solicitation is divided into six (6) parts plus (4) annexes, as follows:

- Part 1      General Information: provides a general description of the requirement;
- Part 2      Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3      Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4      Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5      Certifications: includes the certifications to be provided;
- Part 6      Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract;
  
- Annex A     Statement of Work;
- Annex B     Basis of Payment;
- Annex C     Language Proficiency; and
- Annex D     Direct Deposit Form

### 2. Summary

The Senate of Canada (henceforth Senate) is seeking to establish a contract for the audit of financial statements, as defined in the statement of work at Appendix A, for three (3) years from the date of contract award, with one (1) irrevocable option to extend the term of the Contract by up to one (1) additional twelve (12) month period under the same conditions.

### 3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within **five (5) working days** of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - BIDDER INSTRUCTIONS

### 1. Prelude

- I. The Senate of Canada invites the submission of proposals for the provision of services as described in this document and in accordance with the stated mandatory requirements set forth in this Request for Proposals (RFP).
- II. “Bidder” means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for services. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

### 2. Signature Requirement

- I. The Chief Executive Officer or a designate that has been authorized to commit the Contractor to contracts must sign the RFP.
- II. Failure to sign the cover page may result in the disqualification of the proposal.

### 3. Irrevocable Proposals

- I. Bids will remain open for acceptance for a period of not less than **ninety (90) days** from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation.
- II. The Senate of Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of **five (5) days** before the end of the bid validity period. If the extension is accepted by all responsive bidders, the Senate of Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, the Senate of Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

### 4. Cost Related to the Preparation of Proposal

No payment direct or indirect will be made for costs that may be incurred relative to the preparation or submission of a proposal in response to this RFP.

### 5. Joint Venture

- I. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
  - a) the name of each member of the joint venture;
  - b) the Procurement Business Number of each member of the joint venture;
  - c) the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable; and
  - d) the name of the joint venture, if applicable.
- II. If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.
- III. The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the bid solicitation and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

### 6. Inquiries and Communications

- I. The contact person for all inquiries and other communications in regard to this RFP is stated on the cover page of this document. Any communication or inquiries must be directed only to this person. Non-compliance with this condition for that reason alone may result in the disqualification of a bidders’ proposal.
- II. It is the responsibility of the Bidder to ensure that proposals are clear and complete. The Senate of Canada reserves the right to contact any bidder during the evaluation of proposals to obtain clarifications.
- III. All enquiries regarding this RFP must be received by e-mail at: [proc-appr@sen.parl.gc.ca](mailto:proc-appr@sen.parl.gc.ca) by **January 25, 2019, noon**, at the latest.

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- IV. To ensure the equality of information among bidders, answers to enquiries which are relevant to the quality of proposals will be forwarded to all invited bidders simultaneously, without revealing the sources of the inquiry.

## 7. Provision of False or Incorrect Information

The Senate of Canada will reject any proposals found to contain false, incorrect or misleading information. It is the responsibility of the Bidder to ensure that all information provided is accurate, clear and easily understood. Furthermore, the Senate of Canada may refer cases of fraudulent misrepresentation to the Royal Canadian Mounted Police for potential criminal investigation.

## 8. Price Justification

In the event that there is a sole responsive bid received, the Bidder must provide, on the Senate of Canada's request, one or more of the following price justification:

- a) a current published price list indicating the percentage discount available to the Senate; or
- b) a copy of paid invoices for similar services provided to other clients; or
- c) a price breakdown showing the cost of direct labour and profit; or
- d) price or rate certifications; or
- e) any other supporting documentation as requested by the Senate.

## 9. Conflict of Interest – Unfair Advantage

- I. In order to protect the integrity of the procurement process, bidders are advised that the Senate of Canada may reject a bid in the following circumstances:
  - a) if the Bidder, any of its affiliates or subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b) if the Bidder, any of its affiliates or subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in the Senate's opinion, give or appear to give the Bidder an unfair advantage.
- II. The experience acquired by a bidder who is providing or has provided the services described in the bid solicitation (or similar services) will not, in itself, be considered by the Senate as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.
- III. Where the Senate intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide them with an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within the Senate's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

## 10. Funding Approvals

Bidders should note that all contract awards are subject to the Senate of Canada's internal approvals process which includes the requirement of obtaining internal approvals should funding requirements exceed internal budgets for any proposed contract. Despite the fact that a bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to the Senate of Canada's internal policies. In this case, if approval is not granted, a contract cannot be awarded.

## 11. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 12. Level of Security

The level of security clearance required by everyone working on any resulting contracts shall be "Site Access". A credit check can be performed when the duties or task to be performed require it or in the event of a criminal record based on the type of offense. The Senate reserves the right to raise the level of the required security clearance as needed.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

The Senate of Canada requests that bidders provide their bid in separate electronic files in a single transmission as follows:

Document I: Technical Proposal

Document II: Financial Proposal

Document III: Certifications

Annex C must be completed and signed and returned to as a separate electronic file identified as Annex C.

Prices must appear in the Financial Proposal only. Prices indicated in any other section of the bid will result in the disqualification of the bid.

The Senate Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- a) Page Layout: Letter (8.5" x 11"); and
- b) use a numbering system that corresponds to the offer solicitation.

Bidders must quote the RFP number as part of the subject line in their bid submission.

#### Document I: Technical Proposal

- I. In their Technical Proposal, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
- II. The Technical Proposal should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, the Senate of Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### Document II: Financial Proposal

Bidders must submit their Financial Proposal, in Canadian funds, in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

#### Document III: Certifications

Bidders must sign, date, and submit the certifications required under Part 5.

### 2. Bid Submission Instructions

- I. The Senate of Canada requests that bidders submit their bids electronically, as indicated on page 1 of this RFP.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- I. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- II. An evaluation team composed of representatives of the Senate of Canada will evaluate the bids.

### 2. Bidder's Index

- I. Bids must begin with an index that indicates the location of the information relevant to the mandatory requirements and the evaluation criteria.
- II. Failure to clearly indicate the location of information in the index may result in the disqualification of the proposal.
- III. The following is the proposed format for the Bidder's Index:

Description	Page no.
<p><b><u>Mandatory Requirements:</u></b></p> <p>M1 Resource(s) Experience</p> <p>M2 Resource(s) Reference</p> <p>M3 Client Confidentiality</p> <p>M4 Language</p> <p>M5 Bidder's Staff</p> <p>M6 Interview</p>	
<p><b><u>Rated Criteria</u></b></p> <p>R1 Experience</p> <p>R2 Proposed Project Team</p> <p>R3 Methodology</p> <p>R4 Interview</p>	

### 3. Mandatory Criteria

- I. Bidders must ensure full compliance with the following mandatory requirements. Indicate compliance by a check in the Met column and indicate non-compliance by a check in Not Met column. Failure to clearly demonstrate full compliance or provide documents requested will result in the disqualification of the proposal.
- II.
- III. Where indicated, Bidders must provide an explanation that clearly demonstrates full compliance with the mandatory requirements.
- IV. Ensure that the page and paragraph number in the Bidders' Appendix is indicated in the column entitled "Cross Reference" for all information included.
- V. For bids presented as joint ventures, bidders must demonstrate that all parties meet the Mandatory Criteria.

The mandatory criteria are:

Mandatory Technical Criterion	Met	Not Met	Cross Reference
<p><b>M1. Resource(s) Experience</b></p> <p>The partner(s) responsible for the audit team must have a CPA, CA designation and be a licensed public accountant with extensive experience (minimum 10 years) in providing financial audit services in the public sector. Please include a detailed summary of relevant designations and work experience for the proposed resource(s).</p>			
<p><b>M2. Resource(s) Reference</b></p> <p>External financial statement audits should be a main service in the senior manager(s) and partner(s)' contractual work. The Bidder must provide a list of three (3) recent public sector audits of financial statements completed within the last two (2) years.</p> <p>The description must include:</p> <ol style="list-style-type: none"> <li>1. Client (name of the organization);</li> <li>2. Contact name;</li> <li>3. Phone number;</li> <li>4. E-mail address; and</li> <li>5. Brief history of work performed including the date performed.</li> </ol> <p>Public sector is defined as municipal, provincial, parliamentary precinct and federal departments and agencies.</p> <p>Compliance of this criterion is subject to further verification. The Senate of Canada reserves the right to contact the references and confirm that the work was completed in a satisfactory manner.</p> <p>Note: The Senate of Canada cannot be used as a reference. The Senate of Canada may contact references.</p>			
<p><b>M3. Client Confidentiality</b></p> <p>The Bidder must ensure complete client confidentiality. The proposal must include details in regard to practices and procedures that ensure client confidentiality regarding records, release of information and employee censorship.</p>			
<p><b>M4. Language</b></p> <p>The proposed resource(s), the audit manager must meet the Advanced language proficiency level as described in Annex C (fully bilingual). This must be demonstrated by providing documentation detailing how the proposed resource meets the requirement. (English and French).</p>			
<p><b>M5. Bidders' Staff</b></p> <p>The Bidder must have sufficient staff and expertise to address the scope of the audit services. The Bidder must identify the number and nature of the professional staff to be employed in this engagement (e.g., principal supervisory and management staff, other supervisors and other specialists). The Bidder must explain how this proposed team will be appropriate to carry out the project.</p>			

Mandatory Technical Criterion	Met	Not Met	Cross Reference
<b>M.6 Interview</b> Bidders must certify that the proposed resource is available for an interview (expected length of one (1) hour) with the Senate <i>1 week after closure of RFP</i> as part of the evaluation process.			

#### 4. Rated Evaluation Criteria

- I. Proposals that do not clearly meet all the mandatory requirements set forth in this RFP and do not attain a minimum of 70% for the requirements which are subject to the evaluation criteria point rating will be disqualified.
- II. Price is only one criterion in the evaluation of proposals. The Senate of Canada is seeking best overall value and will evaluate proposals on a point rating system based on evaluation criteria.
- III. Ensure that the page and paragraph number in the Bidders' Appendix is indicated in the column entitled "Cross Reference" for all information included.
- IV. Bidders must include all information relating to the criteria in the Bidder's Technical Proposal. All information contained within the Bidder's Technical Proposal must be complete and clear in order to be evaluated. Failure to include all information may result in disqualification of the proposal.

The table below is the scoring guideline that will be used by the evaluation panel as a reference to assign a score to rated criterion R2.

RATED CRITERION TABLE FOR R2	
0	Information provided does not address the criteria. Bidder receives 0% for the available points for this element.
2	Information provided demonstrates a minimal understanding that is relevant to the stated criteria. Bidder receives 10% of the available points for this element.
6	Information provided demonstrates some understanding that is relevant to the stated criteria but does not demonstrate a full range of understanding for all elements of the rated criteria. Bidder receives 30% of the available points for this element.
10	Information provided demonstrates understanding for most but not all of the elements of the rated criteria. Bidder receives 50% of the available points for this element.
14	Information provided demonstrates understanding that is relevant to all of the elements of the rated criteria. Bidder receives 70% of the available points for this element.
16	Information provided clearly demonstrates a full understanding of all of the elements of the rated criteria. Bidder receives 80% of the available points for this element.
20	Rated criteria is dealt with in depth, information provided demonstrates a full range of in-depth understanding of all of the elements of the rate criteria. Bidder receives 100% of the available points for this element.

The rated evaluation criteria are:

TECHNICAL MERIT Point Rated Technical Criterion	Maximum No. of Points Available	Cross Reference
<b>R1. Experience</b> The Bidder's partner(s) should demonstrate experience within the last fifteen (15) years which is above and beyond the minimum ten (10) years identified in M1.  The Bidder should include detailed information in their proposal on how they meet the experience required.	<b>10 points maximum</b> 2 points: 10 to 13 years 4 points: 13+ to 16 years 6 points: 16+ to 19 years 8 points: 19+ to 22 years 10 points: 22+ years	

TECHNICAL MERIT Point Rated Technical Criterion	Maximum No. of Points Available	Cross Reference
<p><b>R2. Proposed Project Team</b></p> <p>The Bidder should include, as part of their proposal, the actual composition of the proposed team, their qualifications, experience, language profiles, and specific expertise of each proposed team member.</p> <p>It is expected that the Bidder will assign this project to a qualified audit team.</p>	<p style="text-align: center;"><b>20 points maximum</b></p> <p>The rating guideline for this criterion will be based on the 'RATED CRITERION TABLE FOR R2' found above, and the following elements:</p> <ul style="list-style-type: none"> <li>• Qualifications (CPA, CA designation);</li> <li>• Experience;</li> <li>• Bilingualism; and</li> <li>• Other relevant expertise (financial statement audits of legislatures, government departments and agencies).</li> </ul>	
TECHNICAL MERIT Point Rated Technical Criterion	Maximum No. of Points Available	Cross Reference
<p><b>R3. Methodology</b></p> <p>The Bidder should demonstrate its project methodology. This criterion will be evaluated in accordance with the approach, objectives, steps, schedule, estimated time and formal review proposed to ensure an accurate and thorough audit.</p>	<p style="text-align: center;"><b>30 points maximum</b></p> <p>10 points for planning phase:</p> <ul style="list-style-type: none"> <li>• Materiality;</li> <li>• Assignment of adequate resources;</li> <li>• Delivery method and timing of planning report; and</li> <li>• Audit methodology.</li> </ul> <p>10 points for execution:</p> <ul style="list-style-type: none"> <li>• Sample selection and delivery;</li> <li>• Testing of transactions; and</li> <li>• Testing accuracy and presentation of financial statements.</li> </ul> <p>10 points for reporting phase:</p> <ul style="list-style-type: none"> <li>• Timing and method of delivery of findings; and</li> </ul> <p>Availability and selection of resources to present audit findings to various levels of senior personnel.</p>	
<p><b>Total of all the Point Rated technical criteria</b></p>	<ul style="list-style-type: none"> <li>• 60 points Maximum</li> </ul>	
<p><b>Minimum pass mark (70%)</b></p>	<p>35 points</p>	

The rated evaluation criteria for the interview are:

**R4. Interview**

Interview Point Rated Technical Criterion	Maximum No. of Points Available	Proposal Page Reference
<p><b>1. Experience</b></p> <p>The Bidder’s proposed resources will be interviewed on their experience and approach with projects similar to the work described in Appendix A – Statement of Work.</p>	( 10 points maximum; 7 points pass mark)	
Interview Point Rated Technical Criterion	Maximum No. of Points Available	Proposal Page Reference
<p><b>2. Knowledge</b></p> <p>The Bidder’s proposed resources will be interviewed and assessed whether they meet the professional expectations, based on the followings:</p> <ol style="list-style-type: none"> <li>1. Clearly describe your audit approach and describe the various methodologies to be used by the auditor</li> <li>2. Demonstrate the availability of partners and managers during the audit process</li> <li>3. Explain how you will maintain staff continuity and strategy to replace a key member of the audit team</li> <li>4. Describe how you build a partnership and a trusty relationship with clients at executive and board level</li> <li>5. Discuss your approach to meeting tight deadlines and/or to attend last minute meetings</li> <li>6. Demonstrate effective communication skills</li> </ol>	(30 points maximum; 21 points pass mark)	
<b>Total of all the Interview Point Rated</b>	40 points	
<b>Minimum pass mark (70%)</b>	28 points	

**5. Financial Proposal**

- I. Pricing must include all requirements as set forth in the RFP.
- II. Pricing must be submitted in a separate electronic file clearly labeled “Financial Proposal” along with the Bidders company name. Prices must appear in the Financial Proposal only. Prices indicated in any other section of the bid will result in the disqualification of the bid.

**6. Financial Evaluation**

- I. The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded.
- II. For bid evaluation and contractor selection purposes only, the evaluated price of a bid will be determined as per the pricing table detailed in the Basis of Payment at Annex B.

**7. Basis of Selection**

Highest Combined Rating of Technical Merit (60%) and Price (40%)

A proposal must comply with all the requirements of the RFP. If it is determined that a proposal does not comply with any of the requirements of the RFP, such proposal will be deemed non-responsive and will not be given further consideration.

The evaluation and selection process will be conducted in the following phases:

- Phase 1 – Mandatory Technical Evaluation
- Phase 2 – Technical Merit Rated Technical Evaluation
- Phase 3 – Determination of Highest Ranked Bidder

Phase 1 – Mandatory Technical Evaluation

In Phase 1, all proposals will be evaluated for their compliance with the mandatory technical evaluation criteria. Any proposal that fails to meet any of the mandatory technical evaluation criteria will be deemed non-responsive and will not be given further consideration.

Phase 2 – Technical Merit Rated Technical Evaluation

In Phase 2, the proposals that are deemed responsive in Phase 1 will be evaluated against the rated technical evaluation criteria. If any Phase 2 Proposal does not obtain the required minimum overall points for the technical evaluation criteria, such proposal will not be given further consideration.

Phase 3 – Determination of Highest Ranked Bidder

In Phase 3, a combined evaluation score for those proposals deemed responsive in Phases 1 and 2 will be determined in accordance with the following formula:

$$\frac{\text{Technical Proposal Score} \times 60}{\text{Maximum Number of Points}} + \frac{\text{Lowest Price} \times 40}{\text{Bidder's Price}} = \text{Combined Evaluation Score}$$

The bidder with the highest combined evaluation score will be considered for the award of a contract.

If more than one bidder is ranked first because of identical scores, the bidder with the best financial score will become the highest-ranked bidder and will be considered for the award of a contract. In the case of a tie bid, when all factors including pricing are considered equal, a coin toss shall be used to determine which of the tied bidders receive the award.

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## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. The Senate of Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to the Senate of Canada is subject to verification by the Senate during the bid evaluation period (before the award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### Mandatory Certifications Required With Bid

#### 1. Status and Availability of Resource

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, the individual proposed in its bid will be available to perform the services as required by the Senate of Canada's representatives and at the time specified in the bid solicitation or agreed to with the Senate's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with better than or qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her resumé to the Senate. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

#### 2. Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its proposal, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

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## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### PART 1 – GENERAL TERMS AND CONDITIONS

#### 1. Appropriate Law

This contract shall be governed by and construed in accordance with the laws in force in the province of Ontario.

#### 2. Interpretation

- I. “The Agreement” means the particular agreement or content of which, in each specific case, these general conditions are made a part.
- II. “The Contract” includes the agreement, these general terms and conditions and any supplementary conditions, specifications, labour conditions, schedules and any other documents referred to in the agreement as constituting the contract.
- III. “Supplementary Conditions” means any other general conditions forming part of the contract.
- IV. “Work” means the whole of the work, services, materials, matters and things required to be done, furnished and performed in order to carry out the contract including all goods to be delivered.
- V. “Contract Price” means the amount expressed in the contract to be payable to the Contractor for the finished work.

#### 3. Assignment

- I. The contract shall not be assigned in whole or in part by the Contractor without the prior written consent of the Senate of Canada and any assignment made without that consent is void and of no effect.
- II. No assignment of the contract shall relieve the Contractor from obligations under the contract or impose any liability upon the Senate of Canada.

#### 4. Time is of the Essence

- I. Time is of the essence in this contract.
- II. Any delay by the Contractor in performing the Contractor’s obligations under the contract which is caused by events beyond the Contractor’s control must be reported in writing to the Senate of Canada. This notice shall state the cause and circumstances of the delay. Furthermore, when requested to do so, the Contractor shall deliver, in a form satisfactory to the Senate of Canada, a “work around plan” including alternative sources and any other means that the Contractor will utilize to overcome the delay.
- III. Unless the Contractor complies with the notice requirements set forth in the contract, any delays that would constitute an excusable delay shall be deemed not to be an excusable delay.
- IV. Notwithstanding that the Contractor has complied with the notice requirements, the Senate of Canada may exercise any right of termination contained in the contract.

#### 5. Indemnity against Claims

Except as otherwise provided in the contract, the Contractor shall indemnify and save harmless the Senate of Canada from and against any and all claims, damages, loss, costs and expenses which they may at any time incur or suffer as a result or arising out of:

- any injury to persons (including injuries resulting in death) or loss of or damage to property of others which may be alleged to be caused by or suffered as a result of the carrying out of work or any part thereof ; and
- any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials, parts, work in progress or finished work delivered to or in respect of which any payments has been made by the Senate of Canada.

#### 6. Right to Inspection

The Senate of Canada reserves the right of access to any records resulting from this contract.

#### 7. Termination of Agreement

- I. The Senate of Canada may immediately terminate this agreement if the Contractor is for any reason unable to provide the services required under this agreement. Such termination notice shall be made in writing.
- II. The agreement may be immediately terminated by the Senate of Canada if it is determined that the services provided by the Contractor are not satisfactory. Such termination notice shall be made in writing.
- III. The agreement may be terminated by the Senate of Canada upon a **ten (10) days** written notice if it is determined that the work, services or goods provided by the Contractor, either in whole or in part, are no longer required.
- IV. Either party may terminate this agreement upon a **fifteen (15) days** written notice.
- V. In the event that this agreement is terminated prematurely, the fee shall be reduced pro rata.

## 8. Warranties

The Contractor warrants that:

- I. it is competent to perform the Work required under this Contract and the Contractor has the necessary qualifications, including the knowledge, skill and ability to perform the Work effectively;
- II. it shall provide under this Contract a quality of service at least equal to that which Contractors generally would expect of a competent Contractor in a like situation;
- III. it has complete authority to enter into this Contract; and
- IV. all work commenced under this agreement will be completed in full.

## 9. Records to be kept by the Contractor

- I. The Contractor shall keep proper accounts and records of the costs of work, services, and all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers. These accounts and records shall at reasonable times be open to audit and inspection by the authorized representatives of the Senate of Canada, who may make copies and take extracts therefrom.
- II. The Contractor shall not dispose of the documents referred to herein without the written consent of the Senate of Canada, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the contract or, in the absence of such specification, for a period of two (2) years following the completion of the work.

## 10. Confidentiality

Any information of a character confidential to the affairs of the Senate of Canada, its members or any of its employees, agents or contractors to which the contractor or any of its employees, or affiliates or subcontractors become privy as a result of services to be performed under this contract shall be treated as confidential during and after the performance of the work.

## 11. Rules and Regulations

- I. In its operation, the Contractor and its employees will comply and abide by all lawful rules and regulations of the Senate of Canada which may be established from time to time, provided that no such rules or regulations shall inhibit the Contractor from exercising its rights and duties hereunder.
- II. The Contractor further understands that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offenses may result in a termination for default under the Contract. If the Contractor made a false declaration in its bid, makes a false declaration under the Contract, fails to diligently maintain up-to-date the information herein requested, or if the Contractor or any of the Contractor's affiliates or subcontractors fail to remain free and clear of any acts or convictions specified herein during the period of the Contract, such false declaration or failure to comply may result in a termination for default under the Contract. The Contractor understands that a termination for default will not restrict the Senate of Canada's right to exercise any other remedies that may be available against the Contractor and agrees to immediately return any advance payments.

## 12. Miscellaneous Restrictions

- I. Under no circumstances shall the Contractor use any stationery with Senate of Canada letterhead to conduct business under this agreement.
- II. It is the intention of the parties that the agreement is for the performance of a service or services and that the Contractor is engaged as an independent contractor providing services to the Senate and that the Contractor's Directors, Officers, Employees are not engaged as Senate employees and they are not

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subject to the terms and conditions of employment or privileges applicable to the employees of the Senate.

- III. No Contractor or their staff can render services or benefit from payments under a contract with the Senate if they are a family member (as defined in the Senate Administrative Rules) of the end user or of someone in a similar position who has influence over the scope of work.

### **13. Subcontracts**

- I. The Contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the work. A subcontract includes a contract entered into by any subcontractor at any tier to perform any part of the Work.
- II. In any subcontract, the Contractor must, unless the Contracting Authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Contracting Authority, not less favourable to the Senate of Canada than the conditions of the Contract.
- III. Even if the Senate of Canada consents to a subcontract, the Contractor is responsible for performing the Contract and the Senate of Canada is not responsible to any subcontractor. The Contractor is responsible for any matters or things done or provided by any subcontractor under the Contract and for paying any subcontractors for any part of the Work they perform.

### **14. No Implied Obligations**

It is the intention of the parties that this agreement is for the provision of services. The Contractor is engaged as an independent contractor providing services in accordance with this contract, to the Senate of Canada. The Contractor's directors, officers, employees and agents are not engaged as Senate employees and are not subject to the terms and conditions of employment applicable to the employees of the Senate of Canada.

### **15. Performance**

The Contractor shall report the performance under this agreement to the Senate of Canada in whatever format and frequency that the Senate of Canada may require.

### **16. Amendments to the Agreement**

No person other than the Manager of Procurement and Contracting or their designate can amend this agreement in any form. Any changes to the original agreement must be made in writing.

### **17. Ownership of Intellectual and Other Property Including Copyrights**

- I. Documents and information ("work") produced by the Contractor in the performance of this contract as well as the copyrights in and to the work, shall vest in and remain the property of the Senate of Canada.
- II. Work shall be marked with the following copyright notice: © Senate of Canada (year)

### **18. Conflict of Interest**

- I. The Contractor declares that the Contractor has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the Contractor shall declare it immediately to the Senate.
- II. It is a term of this contract that no former public office holder who is not in compliance with the Conflict of Interest Act shall derive a direct benefit from this contract.

### **19. Discrimination and Harassment in the Workplace**

- I. The Contractor declares that the Contractor its directors or officers have not suffered any judgments in regard to legislation pertaining to discrimination or harassment in the workplace.
- II. If such judgments are made against the Contractor, its directors or officers during the life of this Contract, the Senate of Canada reserves the right to immediately terminate the Contract. In such cases, the Senate of Canada shall only be liable for payment for services performed. No other costs or fees shall be due or payable by the Senate of Canada.

### **20. Advertisement**

The Contractor shall not without prior written consent from the Senate, advertise or publicize any work performed to the Senate of Canada. Breach of this clause is considered to be a breach of confidentiality and will result in the removal of the Contractor from Senate source files.

**21. Entire Agreement**

This contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the contract.

**22. Authorities**

**I. Contracting Authority**

The Contracting Authority for the Contract is:

Shawn Foran  
 Contracting Officer  
 Finance and Procurement Directorate  
 The Senate of Canada  
 40 Elgin Street, Room 1110  
 Ottawa, ON K1A 0A4

Telephone: 613-943-3518  
 Facsimile: 613-947-1943  
 E-mail: Proc-appr@sen.parl.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**II. Project Authority**

The Project Authority for the Contract is:

*(to be determined at contract award)*

The Project Authority is the representative of the department for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**III. Contractor's Representative *(to complete with bid)***

Account Manager:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Backup:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**23. Replacement of Specific Individuals**

- I. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- II. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with better than or equivalent qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to the Senate of Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide the name, qualifications and experience of the proposed replacement.
- III. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

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#### 24. 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 Request for Proposal including all annexes;
- b) the articles of the Contract;
- c) the Contractor's Proposal dated *(To be identified upon contract issuance)*.

#### 25. Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that the Senate of Canada may, at its discretion, extend the Contract under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least **seven (7)** calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

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## PART 2 – TERMS OF WORK AND PAYMENT

### 1. Period of the Contract

The Contractor shall, upon signature of both parties to March 31, 2022, perform and complete with care, skill, diligence and efficiency the work that is described in this document.

### 2. Option to Extend the Contract

- I. The Contractor grants to the Senate of Canada the irrevocable option to extend the term of the Contract by up to one (1) additional twelve (12) month period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.
- II. The Senate of Canada may exercise this option at any time by sending a written notice to the Contractor at least seven (7) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 3. Contract Amount

The Contractor will be paid for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment, to a limitation of expenditure of *(to be determined at contract award)* plus Applicable Taxes.

### 4. Basis of Payment

- I. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with rates specified in the Basis of Payment at Annex B.
- II. The Senate of Canada will not entertain any charges which are not specified in the Basis of Payment.

### 5. Invoicing

- I. The Contractor shall submit a monthly detailed invoice which must include, at a minimum, the date(s) a service was performed, a brief summary of the work performed, and the contract reference number.
- II. The Contractor's certified invoice shall be forwarded to:

**The Senate of Canada  
Finance and Procurement Directorate  
Parliament Buildings  
Ottawa, Ontario  
K1A 0A4 Canada**

or by e-mail at: [finpro@sen.parl.gc.ca](mailto:finpro@sen.parl.gc.ca)

- III. The invoice must be reviewed and signed by the Project Manager or their delegated authority before payment is issued.
- IV. Payment by the Senate to the Contractor for work shall be made:
  - In the case of a progress payment other than the final payment, within thirty (30) days following the date on which a claim for progress payment is received according to the terms of the contract;
  - In the case of a final payment, within thirty (30) days following the date of receipt of a final invoice for payment, or within thirty (30) days following the date on which the work is completed or the goods delivered and accepted, whichever date is the later;
  - If the Senate has any objections to the invoice, written notification of the nature of such objections shall be forwarded to the Contractor.

### 6. Method of Payment

- I. Direct Deposit: the Senate of Canada can deposit directly all payments into the individuals/corporation's account. Please submit a completed direct deposit form at Annex D with your offer.
- II. Payments will be addressed and mailed to the name and address indicated on the first page of the contract.

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## 7. Sales Tax

- I. The Senate of Canada is exempt from Provincial Sales Taxes.
- II. PST Exemption No.: Ontario 11708174G / Quebec: 10-0813-5602-P
- III. The Applicable Taxes are not included in the contract amount.
- IV. The Applicable Taxes must be listed as a separate line item on all invoices.

## 8. Interest on Overdue Accounts

For the purpose of this section:

- I. An amount is “due and payable” when it is due and payable by the Senate to the Contractor according to the terms and conditions of the contract.
- II. An amount is overdue when it is unpaid on the first day following the day upon which it is due and payable.
- III. “Date of payment” means thirty (30) days from the date of receipt of the invoice at the Senate.
- IV. The “Bank Rate” shall be the average Bank of Canada discount rate for the previous month, plus 3 per cent.
- V. The Senate shall be liable to pay simple interest at the Bank rate on any amount which is overdue from the day such amount became overdue until the day prior to the date of payment inclusively; however interest will not be payable nor paid unless the amount has been outstanding (unpaid) for more than fifteen (15) days following the due date. Interest shall only be paid when the Senate is responsible for the delay in paying the Contractor. In the event that the Senate is not responsible for the delay in paying the Contractor, no interest shall be paid.
- VI. The Senate shall not be liable to pay the Contractor any interest on unpaid interest.

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## ANNEX A – STATEMENT OF WORK

### 1. Title

Audit of the Financial Statements of the Senate of Canada.

### 2. Objective(s)

To perform audits of the Senate of Canada's Financial Statements in accordance with the Canadian public sector accounting standards for the fiscal years of 2018/19 to 2020/21.

The main objective of these audits is to obtain an opinion from the auditor on the accuracy, completeness and fairness of the Senate of Canada's financial statements.

### 3. Background

The financial management systems and financial reporting are the cornerstone of the accountability and transparency principles required for the management of publicly funded institutions. The Senate of Canada has undergone annual external audits of its Financial Statements since March 31, 2010, and has received unqualified opinions.

### 4. Scope

The scope of the work will include the audit of the Senate's annual Financial Statements in accordance with Canadian public sector accounting standards and provision of summarized financial statements for the following fiscal years:

- FY 2019/20
- FY 2020/21
- FY 2021/22 FY 2022/23 (option period)
- 

### 5. Tasks

- I. The Senate expects that the independent auditors follow an audit process that includes but may not be limited to the following phases:
  - The first phase includes the completion and delivery of the audit plan. This plan should set out the audit objectives, audit parameters, nature of audit activities, audit approach and schedule, and a reporting schedule.
  - The second phase entails conducting the audit, and the third phase to report on it.
- II. The Senate requires the auditors to discuss their findings with the Chief Financial Officer (CFO) and the Comptroller to verify the accuracy of their findings and obtain feedback.
- III. Following these discussions, the audit report is finalized by the auditors and delivered to the chair of the Senate Audit Subcommittee and the Chief Corporate Services Officer and/or the Executive Committee.
- IV. The final presentation is to be made to the Standing Committee on Internal Economy, Budgets and Administration (CIBA).
- V. The final audit report and all related documentation must be provided in both official languages.
- VI. The auditor will provide progress reports to the Senate Audit Subcommittee on an as and when requested basis.

### 6. Travel

The Senate will not accept any travel and living expenses.

### 7. Constraints

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

### 8. Client Support

The Senate of Canada will provide the auditor(s) with a private work space for the duration of the project. Prior years' audits of financial statements will be available for the purpose of these audits.

### 9. Progress Reports

The Senate Administration may request periodic progress reports in person or in writing, at the auditor's convenience. In addition, ad hoc meetings may be requested if needed at any time throughout the audit process.

## 10. Deliverables

The following deliverables shall be provided to the Senate and will remain their property:

Deliverables	Timelines
An audit planning report	May
An audit findings report	August
A standard financial statement audit report in accordance with Canadian public sector accounting standards	August
A standard management letter outlining control weaknesses and providing suggested recommendations, if required.	August
Final presentation to the Audit Subcommittee	Fall

- Once finalized by the auditors, these deliverables shall be delivered to the Senate of Canada.

## ANNEX B – BASIS OF PAYMENT

The firm rate specified below is inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, and other operating costs. Accordingly, separate billing of any items related to the routine cost of doing business or time spent traveling will not be permitted under the terms of the resulting contract.

- I. Pricing must include all requirements as set forth in the RFP.
- II. Pricing – Deliverables (defined in Annex A, Statement of Work, Deliverables section).

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price upon completion of each annual Financial Statement Audit and upon delivery and acceptance of the Auditor’s Report for each year audited, as per the payment schedule below.

### Payment Schedule

<b>Initial Contract Period</b>		
<b>Period of Work</b>	<b>Year of Audit</b>	<b>Cost</b>
May 2019 to September 2019	FY 2019-2020	<i>To complete with bid</i>
May 2020 to September 2021	FY 2020-2021	<i>To complete with bid</i>
May 2021 to September 2022	FY 2021-2022	<i>To complete with bid</i>
<b>Total</b>		<i>To complete with bid</i>
<b>Option Period</b>		
May 2023 to September 2024	FY 2022-2023	<i>To complete with bid</i>
Total for Evaluation Purposes (3 year contract plus one option year)		<i>Total Cost</i>

## ANNEX C – LANGUAGE PROFICIENCY

<b>Language Proficiency Grid Legend</b>	<b>Oral</b>	<b>Comprehension</b>	<b>Written</b>
<b>Basic</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>• ask and answer simple questions;</li> <li>• give simple instructions; and</li> <li>• give uncomplicated directions relating to routine work situations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>• fully understand very simple texts;</li> <li>• grasp the main idea of texts about familiar topics; and</li> <li>• read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>• write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li> </ul>
<b>Intermediate</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>• sustain a conversation on concrete topics; report on actions taken;</li> <li>• give straightforward instructions to employees; and</li> <li>• provide factual descriptions and explanations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>• grasp the main idea of most work-related texts;</li> <li>• identify specific details; and</li> <li>• distinguish main from subsidiary ideas.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>• deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.</li> </ul>
<b>Advanced</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>• support opinions; and understand and express hypothetical and conditional ideas.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>• understand most complex details, inferences and fine points of meaning; and</li> <li>• have a good comprehension of specialized or less familiar material.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>• write texts where ideas are developed and presented in a coherent manner.</li> </ul>

<b>Tableau de maîtrise de la langue Légende</b>	<b>Oral</b>	<b>Compréhension</b>	<b>Écrit</b>
<b>Base</b>	<p>Une personne à ce niveau d'expression orale peut...</p> <ul style="list-style-type: none"> <li>• poser des questions simples et répondre à des questions simples;</li> <li>• donner des instructions simples;</li> <li>• donner des orientations peu complexes se rapportant à des situations du travail courantes.</li> </ul>	<p>Une personne à ce niveau de lecture peut...</p> <ul style="list-style-type: none"> <li>• comprendre parfaitement des textes très simples;</li> <li>• saisir le thème principal de textes portant sur des sujets qui lui sont familiers;</li> <li>• lire et comprendre des points d'information élémentaires comme des dates, des chiffres ou des noms tirés de textes relativement plus complexes pour s'acquitter des tâches habituelles reliées au travail.</li> </ul>	<p>Une personne à ce niveau de rédaction peut...</p> <ul style="list-style-type: none"> <li>• écrire des mots isolés, des expressions, de simples énoncés ou des questions sur des sujets très familiers en utilisant des termes qui indiquent le temps, le lieu ou la personne.</li> </ul>
<b>Intermédiaire</b>	<p>Une personne à ce niveau d'expression orale peut...</p> <ul style="list-style-type: none"> <li>• soutenir une conversation sur des sujets concrets et rendre compte de mesures prises;</li> <li>• donner des instructions simples aux employés; et</li> <li>• fournir des descriptions et explications factuelles.</li> </ul>	<p>Une personne à ce niveau de lecture peut...</p> <ul style="list-style-type: none"> <li>• saisir l'idée générale de la plupart des textes reliés au travail;</li> <li>• comprendre des détails précis;</li> <li>• faire la distinction entre les idées principales et secondaires.</li> </ul>	<p>Une personne à ce niveau de rédaction peut...</p> <ul style="list-style-type: none"> <li>• transmettre de l'information explicite sur des sujets reliés au travail grâce à une bonne maîtrise de la grammaire et du vocabulaire.</li> </ul>
<b>Avancé</b>	<p>Une personne à ce niveau d'expression orale peut...</p> <ul style="list-style-type: none"> <li>• défendre des opinions et exprimer et comprendre des idées hypothétiques et conditionnelles.</li> </ul>	<p>Une personne à ce niveau de lecture peut...</p> <ul style="list-style-type: none"> <li>• comprendre les détails les plus complexes, les allusions et les sous-entendus;</li> <li>• bien comprendre des textes portant sur des questions spécialisées ou peu connues.</li> </ul>	<p>Une personne à ce niveau de rédaction peut...</p> <ul style="list-style-type: none"> <li>• rédiger des textes où les idées sont développées et présentées de manière cohérente.</li> </ul>

## ANNEX D – DIRECT DEPOSIT FORM



FINANCES AND PROCUREMENT DIRECTORATE  
Supplier Creation &  
Direct Deposit Enrollment Form

*Protected once completed*

For internal use only \_\_\_\_\_  
Supplier ID Code

**INSTITUTION AND ACTION REQUIRED - Please select:**

Create - Senate of Canada

Reason for action:

**Section 1 - SUPPLIER DETAILS**

LEGAL NAME: \_\_\_\_\_ Tel: \_\_\_\_\_

OPERATING NAME: \_\_\_\_\_ Tel: \_\_\_\_\_

ADDRESS:

Street No. /PO BOX: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_

City: \_\_\_\_\_ Province / State: \_\_\_\_\_ Country: \_\_\_\_\_

Remittance Address if different from above:

Street No. /PO BOX: \_\_\_\_\_ Code Postal/Zip: \_\_\_\_\_

City: \_\_\_\_\_ Province / State: \_\_\_\_\_ Country: \_\_\_\_\_

HST/GST (If applicable Corporation) \_\_\_\_\_

Social Insurance Number (for Contractor) \_\_\_\_\_

**Section 2 - SUPPLIER PAYMENT DETAILS**

CANADIAN \$     OTHER CURRENCY \_\_\_\_\_ (By Cheque Only)

Method of Payment:

CHEQUE     (CND \$) DIRECT DEPOSIT - Please Attach a blank "VOIDED" cheque or other related banking documents - *Recommended*

Direct Deposit Email Payment Notification:

EMAIL Address 1 \_\_\_\_\_

EMAIL Address 2 \_\_\_\_\_

**Section 3 - CONSENT**

I give consent to the Senate of Canada to pay the invoices for the supplier identified in Section 2 through Direct Deposit to the financial institution that I have designated through the attach cheque with "VOID" written on it or my other attached related banking documents.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Please submit the completed and signed form (and attachment) to the Senate Procurement Division by e-mail at:

[Proc-Appr@sen.parl.gc.ca](mailto:Proc-Appr@sen.parl.gc.ca)

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