

**RFP-000174 – Internal Audit Services  
Addendum No. 2 – Questions & Answers**

Q1. Would CMHC consider extending the due date?

**A1. CMHC has issued an Addenda on BuyandSell.gc.ca which extends the submission date from December 17, 2020 to **January 7, 2021 at 2:00 PM** local Ottawa time.**

Q2. On page 17 of the RFP, item #2, please confirm that the italicized formula should state 20% as opposed to 30%.

**A2. Yes, that is correct. Pricing has a weight of 20% and the formula should read:**

***Lowest total overall average hourly rate per 5 years ÷ respondent's total overall average hourly rate per 5 years x 20% = respondent's pricing points***

Q3. On page 20 of the RFP, under Resource Categories and Education/Experience Requirements section, please confirm that the provision of some resources who can provide services in both English and French meets the requirement that “Resources should be able to provide services in Canada’s both official languages, English and French.” For clarity, please confirm that not all resources are required to be bilingual.

**A3. Correct. As long as you can provide service in either official language should the need arise. Please see Appendix D – Master Agreement, Section 4.14 Official Languages.**

Q4. On page 21 of the RFP, we note that the most junior category of resource (“Auditor”) requires 3 years of experience. In our experience, to allow the flexibility to address the variety of assistance that may be required over the term of this contract, having the ability to provide resources with less than 3 years would be a useful addition to the contract and would provide CMHC flexibility to utilize such resources if appropriate. As such, would CMHC consider adding a “Junior Auditor” category?

**A4. A Please include any other resources in a separate table listed as ‘other resources’. These resources could be used under future call-ups for successful SO Holders should CMHC agree. Please note that the minimum education for any resource is a university degree at the Bachelor level. The pricing will be scored based on the four resources indicated in the pricing table in Appendix B, Section R.5 and will not take into account other suggested resources. This is so we can ensure we are evaluating respondents consistently and fairly to determine the Pricing score.**

Q5. On page 22 of the RFP, item MTR.2, please confirm that it will be sufficient to state the number of years of experience of each resource (as opposed to having to list each project experience the resource has, and the corresponding elapsed time for each project).

**A5. Yes confirmation of the number of years of experience is satisfactory to meet this requirement.**

Q6. On page 25 of the RFP, item R2.5, please confirm that it is acceptable for Bidders to submit an example of work conducted for CMHC if the Bidder believes it would be relevant to meet the requirement.

**A6. Yes this would be acceptable.**

Q7. On page 25 of the RFP, item R3.1, can CMHC clarify what “(one page limit)” refers to in the context of that requirement? Is this referring to a limit of one page to have a table listing the resources (recognizing that each resource’s bio/resume would be an additional one page for each)?

**A7. Yes, one page for the list of proposed resources in table format would be fine. Item R.3.2 requests a brief bio and qualifications of each resource. If more than one page is required in some instances, that is acceptable.**

Q8. On pages 26 of the RFP, CMHC provides a Master Agreement. If Bidders have concerns with any aspect of the Master Agreement, please clarify how we should flag any such concerns in our proposal response.

**A8. Should you have any suggested edits to the Master Agreement, please clearly indicate them and make reference to such changes in Appendix A – Submission Form, Section 10 - SO Master Agreement.**

Q9. For Stream 2: Internal Audit and Industry Subject Matter Expertise, there are several areas of expertise listed on page 19. As our work and people usually cover multiple components (i.e. mortgage insurance, mortgage funding, risk management), we will be proposing individuals with experience covering a breadth of these topics. Please confirm if CMHC is okay with this approach.

**Q9. Yes, proposing individuals with experience covering a breadth of expertise is fine.**

Q10. For the “pre-conditions of award” (section 1b.), some of the requested items cannot be shared. Would CMHC accept other types of evidence or confirmation letters to substitute for the specific reports?

**A10. Yes other types of evidence or confirmation letters proving that the Security Measures are in place as required, are acceptable.**

Q11. If a bidder is responding to both Streams, are two separate proposals/PDFs required?

**A11. No, one response is satisfactory provided you clearly indicate that your proposal is for both streams as requested in Appendix A – Submission Form, Section 2.**

Q12. Can the same resources and projects be proposed for both streams as long as we demonstrate how they meet the requirements relevant in each stream?

**A12. Yes.**

Q13. Is Pricing to be submitted as a separate document? If not, please confirm the pricing table should be included in a section called R.5 of our response.

**A13. Pricing does not have to be submitted in a separate document. However, please see the amended numbering for the rated criteria (which was originally mislabeled Pricing Forms R.5 instead of Pricing Forms R.4):**

**J. RATED CRITERIA**

The following tables set out the categories, weightings and descriptions of the rated criteria of the RFSO.

<b>Rated criteria category – STREAM 1:</b>	<b>Weighting</b>
R.1 Experience and qualifications of the organization	30 %
R.2 Approach and Methodology	20 %
<del>R.4</del> <b>R.3</b> Experience and qualifications of the proposed resources	30 %
<del>R.5</del> <b>R.4</b> Pricing (See Appendix B for details)	20 %
<b>Total</b>	100 %

<b>Rated criteria category – STREAM 2:</b>	<b>Weighting</b>
R.1 Experience and qualifications of the organization	30 %
R.2 Approach and Methodology	20 %
<del>R.4</del> <b>R.3</b> Experience and qualifications of the proposed resources	30 %
<del>R.5</del> <b>R.4</b> Pricing (See Appendix B for details)	20 %
<b>Total</b>	100 %