



NOTICE OF PROPOSED PROCUREMENT (NPP)

Solicitation #:1000228459

Closing Date: March 2, 2021

Time: 2:00 PM EST

This requirement is for the department of Public Health Agency of Canada.

TITLE:

Financial Accounting Services for Assets

BACKGROUND:

The Office of the Chief Financial Officer (OCFO) of the Public Health Agency of Canada is seeking the services of a Contractor with expertise in Financial and Accounting Services to support the Public Accounts and Departmental Financial Statements in anticipation of a Public Accounts audits by the Auditor General of Canada and internally. Specifically, OCFO is seeking expertise in financial accounting services related to:

- Inventory accounting;
- capital assets accounting;
- prepaid expenses; and
- other areas as needed.

Requirements will be on an as and when requested basis. The period of any resulting contract will be from the date of contract award to March 31, 2022 inclusive.

1.2.1 Office of the Chief Financial Officer (OCFO) of PHAC seeks to establish a contract under the Professional Audit Support Services (PASS) Supply Arrangement, under the following Streams:

6. Financial and Accounting Services;

Canada is seeking to establish a contract for a qualified firm with qualified resources in the roles of Project Manager/Leader, Senior Auditor, and Auditor as defined in Annex “A”, Statement of Work, and to be provided under the Contract, on an “as and when requested” basis only, for approximately 1 year.

SCOPE:

The Project Authority and the Contractor (if applicable) prepares the financial accounting entries which may involve consultation with managers. One of the key objectives is to ensure the use of common and accepted standards, practices and methodologies and consistency in content and presentation of the reports. As a minimum, the scope will target the following objectives:

- valuation of inventory, capital assets, prepaid expenses
- prepare entries, justifications.
- Provide advice and recommendations

The Contractor will provide support in identifying and recording fiscal year-end financial valuation for the departmental financial statements and the Public Accounts, and in anticipation of a Public Accounts audit by the Auditor General of Canada.

ESTIMATED VALUE:

The total value for the initial contract period must not exceed \$250,000.00 inclusive of taxes..

SECURITY REQUIREMENT:

Security requirement for Canadian supplier:

1. The contractor must, at all times during the performance of the contract, hold a valid Facility Security Clearance at the level of **secret**, with approved Document safeguarding at the level of **secret**, issued by the CSP of the ISS, PSPC
2. The contractor personnel requiring access to **protected/classified** information, assets or sensitive work site(s) must **each** hold a valid personnel security screening at the level of **reliability status** or **secret** as required, granted or approved by the CSP/ISS/PSPC
3. Processing of **protected/classified** information electronically at the contractor's site is **not** permitted under this contract
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP/ISS/PSPC
5. The contractor must comply with the provisions of the:
 - a. Security Requirements Check List
 - b. Industrial Security Manual (Latest Edition)

MANDATORY REQUIREMENTS:

This requirement is open only to those Supply Arrangement Holders under E60ZQ-18000 who qualified under Stream 6: Financial and Accounting Services

The following SA holders have been invited to submit a proposal.

1. A Hundred Answers Inc.
2. Altis Human Resources (Ottawa) Inc.
3. Bdo Canada Llp
4. Deloitte Llp
5. Ernst & Young Llp
6. Kpmg Llp
7. Orbis Risk Consulting Inc.
8. Pricewaterhouse Coopers Llp
9. Qmr Staffing Solutions Incorporated
10. Qmr Staffing Solutions Incorporated, Windreach Consulting Services Incorporated, In Joint Venture
11. Raymond Chabot Grant Thornton Consulting Inc.
12. Samson & Associés Cpa/Consultation Inc

SELECTION METHODOLOGY:

Basis of Selection - Highest Combined Rating of Technical Merit and Price

Enquiries regarding this Request for Proposals are to be submitted in writing to:

Name of the Contracting Authority: Katherine Caughran

E-mail address: Katherine.caughran@canada.ca

