

NOTICE OF PROPOSED PROCUREMENT (NPP)
PROFESSIONAL AUDIT SUPPORT SERVICES (PASS)
SUPPLY ARRANGEMENT

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This RFP is only for pre-qualified Suppliers for Stream #1 – Internal Audit Services against Professional Audit Support Services (PASS) Supply Arrangement (E60ZG-180001)

DESCRIPTION OF REQUIREMENT:

The Department of Canadian Heritage (PCH) requires the services of consulting firms to provide Internal Audit Services.

PCH may request a complete team, a partial team, or a single resource in order to provide the required audit related support services described in Annex "A", Statement of Work, of the Request for Proposals.

- Work Stream 1: Internal Audit Services

DURATION OF CONTRACT

Up to a maximum of two (2) contracts will be awarded under Professional Audit Support Services (PASS) Supply Arrangement. The initial contract period will be for one year with two (2) one-year option periods.

EVALUATION PROCESS AND SELECTION METHODOLOGY

Evaluation Procedures

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria;
- b) An evaluation team composed of representatives of Canada will evaluate the bids.

BASIS OF SELECTION

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

To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and,
- (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted. The responsive bids will be ranked in descending order of combined rating of technical merit and price; the responsive bid with the highest combined rating of technical merit and price being ranked first. Of the highest ranked responsive bids in descending order of combined rating of technical merit and price, up to two (2) will be recommended for award of a contract.

SECURITY REQUIREMENTS

The following security requirement (SRCL and related clauses) will apply to and form part of the Contract:

Common PS SRCL #22:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of **SECRET**, with approved Document safeguarding at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror 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, CONFIDENTIAL** or **SECRET** as required, granted or approved by the CISD, PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive PROTECTED/CLASSIFIED information until CISD/PWGSC has issued written approval. After approval has been granted, these tasks may be performed up to the level of **SECRET**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex "C";
 2. *Industrial Security Manual* (Latest Edition).

NOTE: There are multiple levels of personnel security screenings associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.

PCH Security Classification Guide

At least one (1) of the proposed resources in the Project Manager/Leader role or Senior Auditor role (resource who will need to access Secret documents and/or information) **MUST be in possession of a valid SECRET level Government of Canada security clearance prior to being issued any Task Authorization**. All other deployed Contractor resources must be in possession of a valid security clearance at the "Reliability" level at all times. Any deployed Contractor resource not in possession of a valid security clearance must agree to have the security clearance performed **prior** to performing work on behalf of PCH in accordance with this contract.