

## Questions and Answers

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**1. Title** CDIC RFP 2021-3259 Internal Audit Services

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**2. Questions and Answers** Unless otherwise specified, capitalized words and terms have the meaning set out in the RFP.

This question-and-answer section is provided in response to questions received from bidders for the above-noted RFP and does not amend the terms and conditions of the RFP.

**Q1. RR.6 Subject Matter Experts states “A minimum of ten (10) years of audit experience within the past twelve (12) years is required”. However, under Schedule A, Section 7, subsection 6 it states a subject matter expert shall “Possess a minimum of ten (10) years of experience in subject area within the past twelve (12) years”. There appears to be a contradiction in the type of experience required for this resource category. Further, in our experience working with the federal government and other Crown Corporations, typically subject matter experts are required to possess specific experience in their subject area rather than audit specific experience. Therefore, can CDIC amend the RR.6 requirement to “A minimum of ten (10) years of subject area experience within the past twelve (12) years is required”?**

**A1.** CDIC will not amend the requirement for RR6. CDIC will be evaluating RR6 based on a minimum of ten (10) years of audit experience within the past twelve (12) years as specified. Less points may be allocated where the subject matter experts do not demonstrate this minimum requirement. Subject Matter Experts shall meet the Minimum Qualifications outlined in Section 7 of Schedule “A” (Statement of Services).

**Q2. For the purposes of RR1, RR3, RR5, and RR6 where Bidders are asked to demonstrate years of experience for its proposed resources, can CDIC confirm if Bidders are allowed to append resumes/CVs to further substantiate their resources’ experience? Further, can CDIC confirm that any CVs/resumes appended would not be counted towards the 75-page limit for the Technical Offer document?**

**A2.** There is no requirement for CV’s/resumes. Any appended CV’s/resumes would be counted in the seventy-five (75) page limit.

**Q3. On Page 21, in Schedule “C”, Section 1 of the RFP, it notes “the Technical Offer should not exceed seventy-five (75) pages in length”. Can CDIC please confirm that this excludes appendices for CVs and certifications, etc for proposed resources?**

A3. Please see response to Q2, above.

**Q4. In Section 7.1, Page 12, the RFP notes that the proposed Partner must have 10 years of audit experience in the past 12, whereas in criteria RR1 on page 27, the RFP asks for the bidder to provide the Partner's internal audit experience to be rated. Could CDIC please confirm whether it will accept a combination of audit and internal audit experience for the partner role?**

A4. A minimum of ten (10) years of audit experience within the past twelve (12) years is required for the RR1. Less points may be allocated where the Proposed Partner/Associate Partner does not demonstrate the minimum requirements. The bidder will be evaluated based on the ability to demonstrate the requirements for RR1.

For further clarity, yes, CDIC will accept a combination of audit and internal audit as part of the response to RR1. d).

**Q5. In Appendix C-2, Instructions to Bidders, page 26 it notes that the bidder must not alter the format of the table in any way and in this table it also notes that every answer is to be 500 words in length, which may not be sufficient space to answer some of the required requirements. For example, criteria RR1, RR3, RR5 and RR6 all ask for details of up to 10 years of experience in the past 12, which will be difficult to meet using 500 words or less. Can CDIC please confirm whether it will be willing to consider increasing the word limit for those criteria where significant experience needs to be demonstrated or whether they would prefer we refer to the experience in a specific appendix or CV?**

A5. Bidders should refer to the instructions in red font in Appendix "C-2" (Technical Offer).

For CV's, please see response to Q2, above.

**Q6. In Appendix C-2, page 31, under requirement RR 6, it asks that Subject Matter Experts have "a minimum of 10 years of audit experience within the last 12 years is required." Given subject matter experts are not always audit experts, would CDIC please confirm whether it would be willing to accept 10 years of experience in the subject area being proposed in the past 12, rather than audit experience?**

A6. Please see response to Q1, above.

For further clarity, CDIC will evaluate years of experience in the subject area as part of the response to RR6. c).

**Q7. In Appendix D-2, page 37, Financial Offer, Column B of the table asks for the All-Inclusive Firm Fixed Hourly Rate, Column C notes the Annual Level of Effort in Days and Column D notes that the equation for the Extended Rates for Initial Term is Column B x Column C. Could CDIC confirm that it is looking for the hourly rate multiplied by the 7 hour day multiplied by the number of days in Column C for the Extended Rates for Initial Term?**

A7. CDIC requires Column B (All-Inclusive Firm Fixed Hourly Rate) to be multiplied by Column C (Annual Level of Effort in Days) to populate Column D (Extended Rates for the Initial Term) in Appendix "D-2" (Financial Offer).

For further clarity the estimated annual level of effort provided for each Category of Resources is in days.

**Q8. Could the Crown please confirm if there is a current or previous incumbent for the provision of Internal Audit Services?**

A8. There is no incumbent.

**Q9. Could the Crown please confirm what the anticipated frequency and duration of outsourced Internal Audit engagements/projects will be?**

A9. As per Schedule "A" (Description of Service) CDIC anticipates a requirement for two (2) internal audit engagements / projects per year as well as ad hoc advisory services.

**Q10. Could the Crown please confirm anticipated demand for resource augmentation services based on historical use?**

A10. CDIC is unable to provide this information.

**Q11. Can the Crown please confirm that all employee resources should be members of the firm?**

A11. CDIC's preference is for proposed core members to be members (employees) of the firm, however CDIC will accept subcontractors for any proposed subject matter experts.

**Q12. Can the Crown please confirm how points are assigned for Rated Requirement 5, specifically the number of points per resource?**

A12. For RR5, each category of resource (Manager, Senior Associate /Auditor and Associate/Auditor) will be allocated a maximum of five (5) points each, for a total maximum of fifteen (15) assigned points. Each proposed resource will be evaluated on sub-criteria a) through d) and assigned a score out of five (5) points. Where bidder has submitted more than one resource for a category, the score for that category will be the average of all proposed resource's score.

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Bidders are deemed to have read and considered all Questioning and Answers issued by CDIC.

**[END OF QUESTIONS AND ANSWERS]**