October 19, 2023

ADDENDUM No. 1

RFP No: **RFP SEN-046 23/24**

Title: **RESOURCE MANAGEMENT SYSTEM (ERP) THREAT AND RISK ASSESSMENT (TRA)**

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The following shall be read in conjunction with and shall form an integral part of the Bid and resulting Contract documents. All other terms and conditions remain the same.
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Question and Answers

Q1   M3 requests a list of project team members, however it also states: "The Bidder must demonstrate their experience and skills in providing IT Security Risk Assessment audits which is above and beyond the minimum five (5) years of experience in the last eight (8) years". This statement is unclear if the expectation is for the Bidder to demonstrate this requested experience or if each project team member needs to show a minimum of 5 years of experience. Can the Senate please clarify if the Bidder or resources are being assessed here?

R1.   The Senate of Canada will be evaluating the Bidder.

Q2   R6 states that "The information the Bidder provided under Mandatory Criterion M3 - List of Security Consultant project team members shall be evaluated relevant to the requirements identified in Annex – "A" Statement of Work." To score full points on this requirement it states: "Rated criteria is dealt with in depth, information provided demonstrates a full range of in-depth understanding of all the elements of the rated criteria". This description is vague and unclear how the Senate intends on evaluating the resources under R6. Can the Senate provide more details on what they will be looking for here (i.e. certifications, years of experience, etc.)?

R2.   The Senate of Canada will be evaluating past project of resources that are relevant to the SOW.

Q3.   M5 requests Bidders to have experience with Unit4 or similar ERP systems. However, in the rated requirements this experience is split, in which R7 asks for Unit4 experience and R8 asks for ERP experience. By splitting these into separate requirements, it will extremely limit competition as some organizations may not have Unit4 experience and will therefore lose 40 points on the rated requirements. We believe the current format of these

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requirements is unfair and will limit the number of responses the Senate will receive; therefore, we would like to request that R7 and R8 be combined as they are in M5.

R3.   No, R7 and R8 will remain separate.

Q4.   To score fully on R7, the RFP states: "Information provided demonstrates that the bidder has comprehensive expertise conducting IT Security Risk Assessments on Unit4 technology". This is rather vague. Can the Senate provide some more details on how this criterion will be assessed (i.e. number of projects, years of experience)?

R4.   The bidder should provide as much information as possible to demonstrate the extent of their expertise in conducting IT Security Assessments on Unit4.

Q5.   To score fully on R8, the RFP states: "Information provided demonstrates that the bidder has comprehensive expertise with conducting IT Security Risk Assessments with ERP systems". This is rather vague. Can the Senate provide some more details on how this criterion will be assessed (i.e. number of projects, years of experience)?

R5.   The bidder should provide as much information as possible to demonstrate the extent of their expertise in conducting IT Security Risk Assessments with ERP systems.

Q6   Can the Senate indicate which vendors/third parties have been involved in the design and implementation of the Unit4 system? Further, can the Senate confirm that these vendors will be excluded from submitting a response on this RFP as it would be a conflict of interest?

R6.   The Senate will ensure that all proposals are assessed on their own merit. The Senate does not have any preferred bidder for this work.   Please refer to Part 2 - Bidders Instructions, item 9 – Conflict of Interest – Unfair Advantage of the RFP document.

Q7.   M1 requires that bidders have a bilingual account manager. However, the statement of work indicates: "The resource(s) providing services must be fluent in English or French". Can the Senate confirm that only the Account Manager resource is required to be bilingual?

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R7.   The account manager must be bilingual. The resource(s) providing services must be fluent in English or French

Q8   The term of the contract is indicated as being 6 weeks from contract award. Based on the timelines outlined in the RFP, it appears that it is expected that the contract will be awarded in December 2023. Given that many firms take 2 weeks off in December/January around the holiday season, can the Senate confirm that the contract term will be adjusted to accommodate this should the contract be awarded prior to the holidays?

R8.   The contract will be adjusted to reflect a two (2) week period to allocate for the holiday season.

Q9   Would it be possible to consider municipal government contracts in addition to provincial and federal ones for the M4 requirement?

R9.   No.

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