



February 8, 2024

### ADDENDUM No. 03

RFP No: SEN-066 23/24

Title: **Audit of financial statements of the Senate of Canada**

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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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#### **Questions and Answers**

**Q1.** M1. Non Disclosure Agreement states “The successful bidder must complete, sign and return prior to contract award the Non-Disclosure Agreement, found at Annex “E” – Non-Disclosure Form” and “To meet this mandatory requirement, the bidder must provide: A statement indicating compliance with the mandatory criterion”.

- a. Can the Senate of Canada confirm whether a statement such as “if appointed, the bidder will complete, sign and return prior to contract award the Non-Disclosure Agreement, found at Annex “E” – Non-Disclosure Form” is sufficient? Or whether the Non-Disclosure form should be signed and included in the bid?
- b. Can the Senate of Canada confirm whether the successful bidder will have the opportunity to negotiate the content of Annex “E” – Non-Disclosure Form if it is found that some of the content is contrary to professional requirements to which auditors are subject too?

A1a. A statement as indicated is sufficient.

A1b. Yes, the same negotiation clause as for the resulting contract clauses shall apply.

**Q2.** Part 1 – General information – 5. Process Rules for Negotiation states “Bidders must indicate in their proposal what clauses in Part 5 – Resulting Contract Clauses they wish to negotiate.”

- a. Can the Senate of Canada confirm in which File, Mandatory Criteria or Technical Bid, and under which criterion (i.e. M1 – M7 or R1- R6) the bidder should include such information, if applicable?



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A2a. The Bidder should include the Contract Clauses they wish to negotiate after R6 in their proposal.

**Q3.** M5 and R2 request reference letters:

- a. Would the Senate of Canada accept reference emails?
- b. Would the Senate of Canada accept references obtained from client in the last year as part of other RFPs with the objective to reduce the burden on our clients?

A3a. As long as all the requirements are included, an email format is acceptable.

A3b. Yes, the Senate will accept references from clients within the last year as long as all the requirements are included.

**Q4.** Would the Senate of Canada accept to extend the bid close date to February 29<sup>th</sup>?

A4. The closing date of this RFP will not change.

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