	REQUEST FOR PROPOSAL
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**Subject:**  
**Consulting Services** – Development of an effective Enterprise Risk Management (ERM) framework

For further details, please refer to the Statement of Work attached as **Annex “A”** of this document.

<b>Issue Date:</b>  October 18, 2021	<b>Closing Date and Time:</b>  November 8, 2021 at 11:00 AM EDT	<b>RFP No:</b>  SEN-033 21/22
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**SENATE OF CANADA INFORMATION**

<p><b>For all enquiries the contracting authority is:</b></p> <p><b>Contact:</b> Muma Nji  <b>Title:</b> Procurement Officer  <b>Address:</b> 40 Elgin Street, Room 1163      Ottawa, ON K1A 0A4, Canada  <b>Telephone no:</b> 613-995-8888  <b>E-mail:</b> <a href="mailto:Proc-appr@sen.parl.gc.ca">Proc-appr@sen.parl.gc.ca</a></p>	<p>Bids can be delivered by <b>e-mail only</b> to the address of the contracting authority below.</p> <p><b>E-mail:</b> <a href="mailto:Proc-Appr@sen.parl.gc.ca">Proc-Appr@sen.parl.gc.ca</a></p> <p><b>PLEASE MARK ALL CORRESPONDANCE WITH THE RFP NUMBER INDICATED ABOVE.</b></p>
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**BIDDER SIGNATURE BLOCK**

The bidder offers and agrees to provide the Senate of Canada, upon the terms and conditions set out herein, including attachments to this document, the services listed herein and on any attachment at the price(s) set out, therefore.

The bidder must have the legal capacity to contract. If the bidder is a sole proprietorship, a partnership or a corporate body, the bidder must provide, if requested by the contracting authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to bidders submitting a bid as a joint venture.

Name of Firm:			
Name of Representative:			
Authorized Signature:		Date:	
Position Title:			
Email Address:			
Telephone Number:		Fax Number:	

## Table of Contents

PART 1 - GENERAL INFORMATION .....	5
1. Introduction.....	5
2. Summary .....	5
3. Debriefings .....	5
4. Bid Submission Language .....	6
5. Key Terms and Definitions.....	6
PART 2 – BIDDER INSTRUCTIONS .....	7
1. Prelude .....	7
2. Signature Requirement.....	7
3. Irrevocable Bids.....	7
4. Cost Related to the Preparation of Bids .....	7
5. Joint Venture .....	7
6. Enquiries and Communications .....	8
7. Provision of False or Incorrect Information.....	8
8. Price Justification .....	9
9. Conflict of Interest – Unfair Advantage.....	9
10. Ownership of RFP documents .....	10
11. Funding Approvals .....	10
12. Applicable Laws .....	10
13. Level of Security.....	10
PART 3 – BID PREPARATION INSTRUCTIONS.....	12
1. Bid Preparation Instructions.....	12
PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION .....	14
1. Evaluation Procedures .....	14
2. Basis of Selection.....	14
3. Mandatory Criteria (Phase 1).....	15
4. Rated Evaluation Criteria (Phase 2) .....	18
5. Interview (phase 3).....	20

6. Financial Proposal.....	21
7. Financial Evaluation (Phase 4).....	21
<b>PART 5 - RESULTING CONTRACT CLAUSES .....</b>	<b>22</b>
1. Appropriate law .....	22
2. Assignment.....	22
3. Time is of the essence .....	22
4. Indemnity against claims.....	22
5. Inspection and acceptance .....	23
6. Termination of contract .....	23
7. Notice .....	23
8. Warranties .....	24
9. Records to be kept by the contractor.....	24
10. Confidentiality .....	24
11. Safeguarding of Senate Information.....	24
12. Returning of Senate Information.....	25
13. Rules and Regulations .....	25
14. Miscellaneous Restrictions.....	25
15. Subcontracts .....	26
16. No implied obligations .....	26
17. Performance.....	26
18. Amendments to this contract .....	26
19. Ownership of intellectual and other property including copyrights.....	26
20. Conflict of Interest .....	27
21. Discrimination and harassment in the workplace.....	27
22. Health and safety .....	27
23. Advertisement .....	28
24. Entire Contract .....	28
25. Authorities.....	28
26. Replacement of specific individuals .....	29
27. Priority of documents .....	30
28. Proactive disclosure .....	30

PART 6 – TERMS OF WORK AND PAYMENT .....	31
1. Period of the contract .....	31
2. Contract amount .....	31
3. Option to Extend the Contract.....	31
4. All-inclusive Pricing and Basis of payment .....	31
5. Invoicing .....	31
6. Method of payment.....	32
7. Sales tax .....	32
8. Interest on overdue accounts .....	32
<b>ANNEX “A” – STATEMENT OF WORK (SOW).....</b>	<b>34</b>
<b>ANNEX “B” – ALL-INCLUSIVE PRICING AND BASIS OF PAYMENT.....</b>	<b>36</b>
<b>ANNEX “C” – LANGUAGE PROFICIENCY .....</b>	<b>38</b>
<b>ANNEX “D”– DIRECT DEPOSIT ENROLLMENT FORM.....</b>	<b>39</b>
<b>ANNEX “E” – COVID FORM.....</b>	<b>40</b>

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

This Request for Proposal (RFP) is divided into six (6) parts, plus five (5) annexes, as follows:

Part 1 General Information: provides a general description of the requirement.

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the RFP;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract;

Part 6 Terms of Work and Payment;

Annex "A" Statement of Work;

Annex "B" All-inclusive Pricing and Basis of payment;

Annex "C" Language Proficiency;

Annex "D" Direct Deposit Enrollment Form;

Annex "E" Covid form.

### 2. Summary

- I. The Senate of Canada (Senate) is seeking to establish a contract for the provision of Consulting Services – Development of an effective Enterprise Risk Management (ERM) framework, as defined in Annex "A" - Statement of Work, for a period of three (3) months from the date of contract award.

### 3. Debriefings

- I. Bidders may request a debriefing on the results of the RFP process. Bidders should make the request to the contracting authority within **five (5) working days** of receipt of the results of the RFP process. The debriefing may be in writing, by telephone or in person.

#### 4. Bid Submission Language

- I. Submissions will be accepted in either English or French.

#### 5. Key Terms and Definitions

Terms	Definitions
Account Manager	an employee of the contractor and who manages the relationship between the Senate and the contractor. Does not manage the running of the project.
Bidder	the person or entity submitting a bid to perform a contract for the purchase of services. It does not include the parent, subsidiaries or other affiliates of the bidder, or its subcontractors.
Contracting Authority	means the person designated in this RFP and any resulting contract, or by notice to the bidder, to act as the representative of the Senate of Canada of any resulting contract.
Day	means working day unless otherwise specified
NCR	National Capital Region
Senate	the Senate of Canada
Statement of Work (SOW)	the whole of the goods/services, materials, matters and things required to be done, furnished and performed in order to carry out the contract including all services to be delivered.
RFP	Request for Proposal
Responsive bid	a bid that complies with the invitation to bid and all prescribed.

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## PART 2 – BIDDER INSTRUCTIONS

### 1. Prelude

- I. The Senate invites bidders to respond to this RFP to provide Consulting Services – Development of an effective Enterprise Risk Management (ERM) framework as described in Annex “A”– Statement of Work (SOW).

### 2. Signature Requirement

- I. Page 1 of this RFP must be completed, signed, dated and returned with the bidder’s mandatory requirements bid thereby providing acknowledgement that they have read, understood and accepted the complete bid package and all addenda issued.
- II. The chief executive officer or a designate who has been authorized to commit the bidder to contracts must sign the RFP.
- III. Failure to sign the cover page may result in the disqualification of the bid.

### 3. Irrevocable Bids

- I. Bids will remain open for acceptance for a period of not less than **sixty (60) days** from the closing date of the RFP, unless specified otherwise in the RFP.
- II. The Senate reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, and within a minimum of **five (5) days** before the end of the bid validity period. If the extension is accepted by all responsive bidders, the Senate will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, the Senate will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the bid altogether.

### 4. Cost Related to the Preparation of Bids

- I. No direct or indirect payment will be made for any costs that may be incurred relative to the preparation or submission of a bid in response to this RFP. All electronic documents shall become the property of the Senate and will not be returned.

### 5. Joint Venture

- I. A joint venture is an association of two or more parties that combine their money, property, knowledge, expertise or other resources into a single joint business enterprise (sometimes referred as a consortium), to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that they are doing so as a joint venture and must provide the following information:
  - a. the name of each member of the joint venture;
  - b. the procurement business number of each member of the joint venture;
  - c. the name of the representative of the joint venture, i.e., the member

chosen by the other members to act on their behalf, if applicable; and  
d. the name of the joint venture, if applicable.

- II. If the information is not clearly provided in the bid, the bidder must provide the information on request from the contracting authority.
- III. The bid and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The contracting authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as their representative for the purposes of the RFP and any resulting contract. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally liable for the performance of any resulting contract.

## 6 Enquiries and Communications

- I. The contracting authority for all enquiries and other communications regarding this RFP is stated on the cover page of this document. All communication or enquiries must be directed **ONLY** to that person. Non-compliance with this condition may, for that reason alone, result in the disqualification of bidder's bid.
- II. RFP enquiries regarding this RFP must be received by e-mail at [Proc-Appr@sen.parl.gc.ca](mailto:Proc-Appr@sen.parl.gc.ca) by the contracting authority, **no later than October 28, 2021 at 11:00 am EDT**. Enquiries received after that time may not be answered. Bidders should reference as accurately as possible the numbered item of the RFP to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable the Senate to provide an accurate answer. Enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except when the Senate determines that the enquiry is not of a proprietary nature. The Senate may edit the question(s) or may request that the bidder do so, in order that the proprietary nature of the question(s) is eliminated and the enquiry can be answered for all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by the Senate.
- III. To ensure the equality of information among bidders, answers to enquiries that are relevant to the RFP will be provided to all bidders by a simultaneously posting of responses to [Buyandsell.gc.ca](http://Buyandsell.gc.ca), without revealing the sources of the enquiry.

## 7. Provision of False or Incorrect Information

- I. The Senate will reject any bids found to contain false, incorrect or misleading information. It is the responsibility of the bidder to ensure that all information provided is accurate, clear and easily understood. Furthermore, the Senate may refer cases of fraudulent misrepresentation to the Royal Canadian Mounted Police for potential criminal investigation.



## **8. Price Justification**

- I. In the event that only a single responsive bid is received, the bidder must provide any price justification document(s) requested by the Senate. Price justification documents may include one or more of the following:
  - a. a current published price list indicating the percentage discount available to the Senate
  - b. a copy of paid invoices for similar services provided to other clients;
  - c. a price breakdown showing the cost of direct labor and profit;
  - d. price or rate certifications; or
  - e. any other supporting documentation as requested by the Senate.

## **9. Conflict of Interest – Unfair Advantage**

- I. In order to protect the integrity of the procurement process, bidders are advised that the Senate may reject a bid in the following circumstances:
  - a. if the bidder, any of their affiliates or subcontractors, or any of their respective employees or former employees involved in the preparation of the RFP in any manner is or was in any situation of conflict of interest or an appearance of conflict of interest;
  - b. if the bidder, any of their affiliates or subcontractors, or any of their respective employees or former employees had access to information related to the RFP that was not available to other bidders and that would, in the Senate's opinion, give or appear to give the bidder an unfair advantage.
- II. The experience acquired by a bidder who is providing or has provided the services described in the RFP (or any similar such services) will not, in itself, be considered by the Senate as conferring an unfair advantage or creating a conflict of interest; however, the bidder remains subject to the criteria established above.
- III. If the Senate intends to reject a bid under this section, the contracting authority will inform the bidder and provide them with an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the contracting authority before bid closing. By submitting a bid, the bidder represents that they do not consider themselves to be in conflict of interest nor to have an unfair advantage. The bidder acknowledges that it is within the Senate's sole discretion to determine if a conflict of interest, unfair advantage or appearance of conflict of interest or unfair advantage exists

## 10. Ownership of RFP documents

- I. This RFP and all supporting documentation have been prepared by the Senate and remain the sole property of the Senate, Ottawa, Canada. The information is provided to the bidder solely for their use in connection with the preparation of a response to this RFP and shall be considered proprietary and confidential information of the Senate. These documents are not to be reproduced, copied, loaned or otherwise disclosed either directly or indirectly to any third party, except to those of the bidder's employees who have a need to know for the preparation of the bidder's response. The bidder further agrees not to use the documents for any purpose other than that for which they are specifically furnished.

## 11. Funding Approvals

- I. Bidders should note that all contract awards are subject to the Senate's internal approvals process which includes the requirement of obtaining internal approvals should funding requirements exceed internal budgets for any proposed contract. Despite the fact that a bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to the Senate's internal policies. If approval is not granted, a contract cannot be awarded.

## 12. Applicable Laws

- I. Any resulting contract must be interpreted and governed and the relations between the parties must be determined, by the laws in force in the **Province of Ontario**.

## 13. Level of Security

- I. In accordance with the Senate Accreditation Policy a valid security clearance is a condition of any Senate contract and is required for all individuals with whom the Senate may need to share or provide access to sensitive or classified information, assets, or facilities.
- II. The Contractor shall ensure that before any work is undertaken for the Senate, all individuals – including affiliates and subcontractors working on any resulting contract(s) – must undergo the Senate's security screening process and successfully obtain Senate security clearance at the level of "Secret" or they must have successfully obtained an equivalent or higher security status under the security policy of another Canadian legislature or governmental institution recognized by the Senate. Any equivalent security status or clearance must be approved by the Senate prior to the initiation of any work.
- III. Individuals who do not hold a valid security clearance at the level of "Secret" by a recognized institution must undergo the Senate security screening process and successfully obtain a Senate security clearance at the required level.

- IV. A financial inquiry may be performed as part of the security screening process to assess whether an individual poses a security risk on the basis of financial pressure or history of poor financial responsibility. The inclusion of a financial inquiry in a security screening is determined on a case-by-case basis and is based on the types of duties or tasks being performed by the individual at the Senate.
  
- V. The Senate reserves the right to raise the required level of a security clearance as needed.

## PART 3 – BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

The Senate requests that bidders provide their bid in separate electronic files in a single transmission as follows:

File I: Mandatory Criteria (one soft copy in PDF format) and page 1 of the RFP signed

File II: Technical Bid (one soft copy in PDF format)

File III: Financial Bid – Annex “B” – All-inclusive Pricing and Basis of payment (one soft copy in PDF format)

File IV: Annex “D” - Direct Deposit Enrollment Form (one soft copy in PDF format)

The Senate requests that bidders follow the format instructions described below in the preparation of their bid:

Bidders must quote the RFP number as part of the subject line in their bid submission.

**Prices must appear in the financial bid only. Prices indicated in any other section of the bid will result in the disqualification of the bid.**

The Senate will not be responsible for any failure attributable to the transmission or receipt of the emailed bid. The Senate will send a confirmation email to the bidders when the submission is received.

#### **File I: Mandatory Criteria**

- I. In the “Mandatory Criteria” section of their bid, bidders should clearly indicate how they meet each of the mandatory criteria outlined in Part 4 – Evaluation Procedures and Basis of Selection.

#### **File II: Technical Bid**

- I. In their technical bid, bidders should demonstrate their understanding of the requirements contained in the RFP and explain how they will meet these requirements. Bidders should demonstrate their capability and describe in a thorough, concise and clear manner, their approach to carrying out the work.
- II. The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the RFP is not sufficient. In order to facilitate the evaluation of the bid, the Senate requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by

identifying the specific paragraph and page number where the subject topic has already been addressed.

**File III: Financial Bid - Annex “B” – All-inclusive pricing and Basis of Payment**

- I. All-inclusive fixed pricing must include all requirements as set forth in the RFP.
- II. Bidders must submit their financial bid in Canadian funds, and in accordance with Annex “B” - All-inclusive Pricing and Basis of payment.

**File IV: Annex “D” – Direct Deposit Enrollment Form**

- I. Bidders must complete, sign and return Annex “D” – Direct Deposit Enrollment Form with their bid.

## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- I. Bids will be assessed in accordance with the entire requirement of the RFP including the mandatory criteria, technical criteria and financial bid.
- II. The Senate will conduct the RFP process in a fair manner and will treat all bidder's equally. Objective standards and evaluation criteria will be applied uniformly to all bidders.
- III. An evaluation team composed of representatives of the Senate will evaluate the bids.
- IV. It is the responsibility of a bidder to ensure that their bid is clear and complete. The Senate reserves the right to contact any bidder during the evaluation of bids to obtain clarifications. If the Senate seeks clarification or verification from a bidder about their bid, the bidder will have **two (2) working days** (or a longer period if specified in writing by the contracting authority) to provide the necessary information to the Senate. Failure to meet this deadline will result in the bidder being declared non-responsive, and the bid will receive no further consideration.

### 2. Basis of Selection

A bid must comply with all the requirements of the RFP. If it is determined that a bid does not comply with any of the requirements of the RFP, such bid will be deemed non-responsive and will not be given further consideration.

The evaluation and selection process will be conducted in the following phases:

- Phase 1 – Mandatory Criteria
- Phase 2 – Technical Merit - Rated Evaluation
- Phase 3 – Interview
- Phase 4 – Determination of Highest Ranked Bidder

#### Phase 1 – Mandatory Criteria

In Phase 1, all bids will be evaluated for their compliance with the mandatory criteria. Any bid that fails to meet any of the mandatory criteria will be deemed non-responsive and will not be given further consideration.

#### Phase 2 – Technical Merit - Rated Evaluation

In Phase 2, the bids that are deemed responsive in Phase 1 will be evaluated against the rated technical evaluation criteria. If any Phase 2 bid does not obtain the required minimum overall points for the technical evaluation criteria, that bid will not be given further consideration.

**Phase 3 – Interview**

In Phase 3, the top three (3) responsive bidders after the completion of Phases 1 and 2 will be invited to a virtual Interview. (The evaluation criteria will be communicated to those bidders at a later date.) Bids that do not obtain the required minimum overall points for the Interview will not be given further consideration.

**Phase 4 – Determination of Highest Ranked Bidders**

**Total Combined Rating = (Technical Merit + Interview) (75%) and Price (25%)**

In Phase 4, a combined evaluation score for those bids deemed responsive in Phases 1, 2 and 3 will be determined in accordance with the following formula:

$$\begin{array}{r}
 \text{Total combined rating x} \\
 75 \\
 \text{-----} \\
 \text{Maximum number of} \\
 \text{points}
 \end{array}
 +
 \begin{array}{r}
 \text{Lowest price received x} \\
 25 \\
 \text{-----} \\
 \text{Bidder's price}
 \end{array}
 = \text{Combined Total Score}$$

The Bidder with the highest Total Score will be considered for award of a contract.

In the event of a tie between bids, that is to say when all the factors, including the price, are considered to be equal, a coin toss will be made to determine which bidder will obtain the contract.

**3. Mandatory Criteria (Phase 1)**

- I. Bidders must ensure full compliance with all of the following mandatory requirements. Failure to clearly demonstrate full compliance or to provide supporting documentation will result in the disqualification of the bid.
- II. The bidder must include the “Mandatory Criteria Table” as an appendix in their bid and ensure that the relevant page and paragraph numbers in the bid are indicated in the column entitled “Cross Reference” for all mandatory information that is included.

The mandatory criteria are as follows:

<b>MANDATORY CRITERIA TABLE</b>			
<b>Mandatory Criteria</b>	<b>Submission Requirements</b>	<b>Met / Not Met</b>	<b>Cross-Reference</b>
<p><b>M1. Virtual meetings</b></p> <p>The Bidder must have the ability to hold <u>secure</u> virtual meetings with the Senate project authority, using Zoom or Microsoft Teams.</p>	<p>In order to meet this mandatory requirement, the bidder must provide:</p> <ul style="list-style-type: none"> <li>a statement confirming compliance with the mandatory criterion.</li> </ul> <p>This information must be provided under Mandatory Criterion (M1) in the bidder's submission.</p> <p>Failure to provide it will result in the bid being given no further consideration.</p>		
<p><b>M2. Bidder's Experience</b></p> <p>The Bidder must have a minimum of three (3) years of experience within the last five (5) years, in the development of risk management framework.</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide:</p> <ul style="list-style-type: none"> <li>A statement indicating compliancy with this mandatory requirement.</li> </ul> <p>All information requested must be provided under Mandatory Criterion (M2) in the submission.</p> <p>Failure to provide this information will result in the bid being given no further consideration.</p>		
<p><b>M3. Bidder's representative</b></p> <p>The Bidder must designate an account manager who will act as the principal point of contact for all matters related to these requested services.</p>	<p>To meet this mandatory requirement, the bidder must provide</p> <ul style="list-style-type: none"> <li>the name and contact information (of the proposed account manager).</li> </ul> <p>This information must be provided under Mandatory Criterion (M3) in the bidder's submission.</p>		



<b>MANDATORY CRITERIA TABLE</b>			
<b>Mandatory Criteria</b>	<b>Submission Requirements</b>	<b>Met / Not Met</b>	<b>Cross-Reference</b>
	Failure to provide it will result in the bid being given no further consideration.		
<p><b>M4. Bilingualism</b></p> <p>The Bidder’s proposed representative(s) must be able to provide services and documents in both official languages (English and French) and must meet the Advanced language proficiency level as described in Annex “C” — Language Proficiency (Advanced) in both languages.</p>	<p>In order to meet this mandatory requirement, the bidder must provide</p> <ul style="list-style-type: none"> <li>• a statement indicating compliance with the mandatory criterion.</li> </ul> <p>This information must be provided under Mandatory Criterion (M4) in the bidder’s submission.</p> <p>Failure to provide it will result in the bid being given no further consideration.</p>		
<p><b>M5. References</b></p> <p>The Bidder must provide a list of two (2) references (one must be a Canadian federal government department) to whom they have provided similar services.</p> <p>The Senate of Canada may contact the references to confirm that the work was completed in a satisfactory manner.</p> <p>These two references will be evaluated in R2 below.</p> <p>Note: The Senate of Canada cannot be used as a reference</p>	<p>To meet this mandatory requirement, the bidder must provide the following information for each of the two (2) references:</p> <ul style="list-style-type: none"> <li>• the name of the organization for which the work was performed.</li> <li>• the name of the main contact within the organization for which the work was performed.</li> <li>• the current email address and/or telephone number for that main contact.</li> <li>• the start and end dates for the work performed.</li> <li>• a brief summary of the work performed; and</li> <li>• a summary of feedback or evaluation results from the organization for which the work was performed, if available.</li> </ul>		

<b>MANDATORY CRITERIA TABLE</b>			
<b>Mandatory Criteria</b>	<b>Submission Requirements</b>	<b>Met / Not Met</b>	<b>Cross-Reference</b>
	<p>This information must be provided under Mandatory Criterion (M5) in the bidder's submission.</p> <p>Failure to provide it will result in the bid being given no further consideration.</p>		
<p><b>M6. Acceptance of resulting contract clauses</b></p> <p>The Bidder must confirm that, should they be the successful bidder, they accept the resulting contract clauses outlined in Part 5 – Resulting Contract Clauses.</p>	<p>In order to meet this mandatory requirement, the bidder must provide:</p> <ul style="list-style-type: none"> <li>• A statement indicating compliancy with this mandatory criterion.</li> </ul> <p>All information requested must be provided under Mandatory Criterion (M6) in the bidder's submission.</p> <p>Failure to provide this information will result in the bid being given no further consideration.</p>		

**4. Rated Evaluation Criteria (Phase 2)**

- I. Bids that do not clearly meet all the mandatory criteria set forth in this RFP and do not attain a minimum of **56 points** for the requirements that are subject to the evaluation criteria points rating system will receive no further consideration.
- II. Price is only one criterion in the evaluation of bids. The Senate is seeking best overall value and will evaluate bids on a points-rating system based on evaluation criteria.
- III. The bidder must include the "Points Rated Technical Criterion" table in their bid and ensure that the page and paragraph number in the bidders' appendix is indicated in the column entitled "Cross Reference" for all included rated information.
- IV. Bidders must include all information relating to the criteria in the bidder's Technical Bid. All information contained within the bidder's technical bid must be complete and clear in order to be evaluated. Failure to include all information

may result in disqualification of the bid.

The rated evaluation criteria are as follows:

<b>TABLE B – TECHNICAL EVALUATION CRITERIA</b>		
<b>TECHNICAL MERIT Point-Rated Technical Criterion</b>	<b>Maximum Number of Points Available</b>	<b>Cross- Reference Section</b>
<p><b>R1 Bidder’s Capacity and Approach</b></p> <p>The Bidder shall demonstrate how they will meet the following:</p> <ul style="list-style-type: none"> <li>• that it has the capacity (qualified and experienced staff) to perform the required services as outlined in the Statement of Work – Annex “A”</li> <li>• explain how quality of service is achieved by its personnel to ensure total customer satisfaction.</li> </ul>	<p style="text-align: center;"><b>Maximum 25 points</b></p> <p><b>0 points:</b> Information provided does not demonstrate any understanding.</p> <p><b>1–5 points:</b> Information provided demonstrates a minimal understanding.</p> <p><b>6–18 points:</b> Information provided demonstrates an average understanding.</p> <p><b>19–25 points:</b> Information provided demonstrates an in-depth understanding.</p>	
<p><b>R2. Bidder’s Experience</b></p> <p>The Bidder shall demonstrate experience which is above and beyond the minimum three (3) years of experience in the last five (5) years identified in M2 – Bidder’s Experience</p>	<p style="text-align: center;"><b>Maximum 5 points</b></p> <p><b>1 point</b> for each additional year over and above the minimum three years requested in M2 – Bidder’s Experience</p>	
<p><b>R3. Bidder references</b></p> <p>The two (2) references provided by the bidder in Mandatory Criterion (M5) will be evaluated on</p> <ul style="list-style-type: none"> <li>• a comparison of the services provided to the references to the services sought by the Senate under this RFP;</li> </ul>	<p style="text-align: center;"><b>Maximum 40 points</b></p> <p><u>Each reference submitted will be rated on a scale from 1 to a maximum of 20 points per reference (for a total of 40 points for 2 references):</u></p> <p><b>1–7 points:</b> The reference reported a work of minimal similarity to the work requested in the SOW, and minimal satisfaction with the services provided was expressed.</p>	

<b>TABLE B – TECHNICAL EVALUATION CRITERIA</b>		
<b>TECHNICAL MERIT Point-Rated Technical Criterion</b>	<b>Maximum Number of Points Available</b>	<b>Cross- Reference Section</b>
<ul style="list-style-type: none"> <li>• a brief outline of the work provided to those references; and</li> <li>• the satisfaction of the references with the quality of work provided.</li> </ul> <p>References must be available two (2) weeks after the closing of the RFP.</p> <p>The Senate reserves the right to contact the references to confirm the information provided.</p> <p>The Senate cannot be used as a reference.</p>	<p><b>8–13 points:</b> The reference reported a medium degree of similarity to this work and a medium level of satisfaction with the work requested in the SOW.</p> <p><b>14–20 points:</b> The reference reported a complete similarity to the work requested in the SOW and a high degree of satisfaction with the services provided.</p>	
<p><b>R4. Green Business Practices</b></p> <p>The Bidder shall demonstrate environmental practices used by their company.</p>	<p style="text-align: center;"><b>Maximum 5 points</b></p> <p><b>0 point:</b> The Bidder does not demonstrate environmental practices used by their company.</p> <p><b>5 points:</b> The Bidder demonstrate environmental practices used by their company.</p>	
<p><b>Total of all the point-rated technical criteria</b></p>	<p><b>75 points Maximum</b></p>	
<p><b>Minimum pass mark (75%)</b></p>	<p><b>56 points required to pass</b></p>	

**5. Interview (phase 3)**

- I. The top three (3) highest scoring bidders on the phase 2 may be invited to be interviewed by the Senate.
- II. The interviews will take place end of November/ beginning December 2021 (exact date and time to be confirmed) and will take place virtually using videoconferencing technology (MS Teams or Zoom). The bidders will be given a minimum of three (3) days notice.

- III. The selection of the successful bidder will be decided following a 60-minute interview, which may include representatives from various Senate departments and/or Senators.

<b>Interview Point Rated Criterion</b>	<b>Maximum Number of Points Available</b>
<p>The Bidder’s principal resource, along with up to one (1) additional bidder’s representative (if applicable and as decided by the bidder), will be interviewed by the Senate to confirm what was written in their bid and validate their experience in conducting the work described in the Annex “A” – Statement of Work, as well as to address any questions the evaluation team may have.</p> <p>The bidder will be assessed on the basis of:</p> <ul style="list-style-type: none"> <li>• The strength of the examples provided to highlight their experience providing services similar in scope and complexity to the work described in Annex “A” – Statement of Work.</li> <li>• Their sound understanding of the services and deliverables required.</li> <li>• The effectiveness of their proposed approach in program design and development.</li> <li>• Their communication and interpersonal abilities.</li> </ul>	<p><b>25 points</b></p>
<p>Minimum pass mark</p>	<p><b>18 points</b></p>

**6. Financial Proposal**

- I. Pricing must include all requirements as set forth in the RFP.

**7. Financial Evaluation (Phase 4)**

- I. The price of the bid will be evaluated in Canadian dollars, applicable taxes excluded
- II. For bid evaluation and contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid detailed in Annex “B” – All-inclusive Pricing and Basis of payment.

## PART 5 - RESULTING CONTRACT CLAUSES

The following clauses and conditions shall apply to and form part of any contract resulting from this RFP.

### 1. Appropriate law

- I. This contract shall be interpreted and governed by the laws in force in the Province of **Ontario**.

### 2. Assignment

- I. This contract shall not be assigned in whole or in part by the contractor without the prior written consent of the Senate and any assignment made without that consent is void and of no effect.
- II. No assignment of the contract shall relieve the contractor from obligations under the contract or impose any liability upon the Senate.

### 3. Time is of the essence

- I. Time is of the essence in this contract.
- II. Any delay by the contractor in performing their obligations under this contract that is caused by events beyond the contractor's control must be reported in writing to the Senate. This notice shall state the cause(s) and circumstances of the delay. Furthermore, when asked to do so, the contractor shall deliver, in a form satisfactory to the Senate, a "work around plan" that includes alternative sources and any other means that the contractor will utilize to overcome the delay.
- III. Unless the contractor complies with the notice requirements set forth in this contract, any delay that would constitute an excusable delay shall be deemed not to be an excusable delay.
- IV. Notwithstanding that the contractor has complied with the notice requirements, the Senate may exercise any right of termination contained in this contract.

### 4. Indemnity against claims

- I. Except as otherwise provided in the contract, the contractor shall indemnify and save harmless the Senate from and against any and all claims, damages, losses, costs and expenses that they may at any time incur or suffer as a result or arising out of
  - a. any injury to persons (including injuries resulting in death) or loss of or damage to property of others that may be alleged to be caused by or suffered as a result of the carrying out of work or any part thereof;and

- b. any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials, parts, work in progress or finished work delivered to or in respect of which any payments have been made by the Senate.

## 5. Inspection and acceptance

- I. All reports, deliverables, items, documents, goods and services rendered under this contract are subject to inspection by the project authority or their representative. Should any report, document, good or services not be in accordance with the requirement of the statement of work and to the satisfaction of the project authority or their representative, as submitted, the project authority will have the right to reject it or require its correction at the sole expense of the contractor before recommending payment. The Senate reserves the right of access to any records resulting from this contract.

## 6. Termination of contract

- I. The Senate may immediately terminate this contract if the contractor is for any reason unable to provide the services required under this agreement. Any such termination notice shall be given in writing.
- II. The contract may be immediately terminated by the Senate if it is determined that the services provided by the contractor are not satisfactory. Any such termination notice shall be given in writing.
- III. The contract may be terminated by the Senate upon **ten (10) days'** written notice if it is determined that the work, services or goods provided by the contractor, either in whole or in part, are no longer required.
- IV. Either party may terminate this contract upon **ten (10) days'** written notice.

## 7. Notice

- I. Any notice or other communication may be given in any manner. If it is required to be in writing, any such notice or communication shall be addressed to the party to whom it is intended, at the address in the contract or at the last address at which the sender has received written notice.
- II. Any notice or other communication given in writing in accordance with paragraph 7.I shall be deemed to have been received by either party
  - a. if delivered personally, on the day it was delivered;
  - b. if forwarded by mail, on the earlier of the day it was received or the sixth day after it was mailed; or
  - c. if forwarded by facsimile or electronic mail, 24 hours after it was transmitted.
- III. Notwithstanding the above, any notice given under "Termination of contract" clause shall be given in writing.

## **8. Warranties**

- I. The contractor warrants that:
  - a. they are competent to perform the work required under this contract and have the necessary qualifications, including the knowledge, skill and ability to perform the work effectively;
  - b. they shall provide under this contract a quality of service at least equal to the quality that contractors generally would expect of a competent contractor in a like situation;
  - c. they have complete authority to enter into this contract; and
  - d. all work commenced under this contract will be completed in full.

## **9. Records to be kept by the contractor**

- I. The contractor shall keep proper accounts and records of the costs of work, services, and all expenditures or commitments made by them, including the invoices, receipts and vouchers. These accounts and records shall be open to audit and inspection at reasonable times by the authorized representatives of the Senate, who may make copies and take extracts therefrom.
- II. The contractor shall not dispose of the documents referred to herein without the written consent of the Senate, but shall preserve and keep them available for audit and inspection for any period of time that may be specified elsewhere in this contract or, in the absence of such a specification, for a period of two (2) years following the completion of the work.

## **10. Confidentiality**

- I. Any information of a character confidential to the affairs of the Senate, its members or any of its employees, agents or contractors to which the contractor or any of its employees, affiliates or subcontractors becomes privy as a result of services to be performed under this contract shall be treated as confidential during and after the performance of the work.

## **11. Safeguarding of Senate Information**

- I. It is a MANDATORY REQUIREMENT of this Contract that the Contractor ensure or guarantee that all information provided under this contract be kept in Canada. If at any time throughout the term of any resulting contract, the storage location of all information is no longer kept in Canada, the Contractor shall notify the Senate of Canada Contracting Authority immediately in accordance with Section 7- Notice of this contract.



## 12. Returning of Senate Information

- I. It is a MANDATORY REQUIREMENT of this Contract that, within a reasonable period of time after the end of the term of the Contract or upon its early termination, the Contractor will return all information provided by the Senate in a usable format and then, upon confirmation of receipt of that information by the Senate, destroy any copies of that Senate information in its possession.

## 13. Rules and Regulations

- I. In their operation, the contractor and their employees will comply and abide by all lawful rules and regulations of the Senate that may be established and amended from time to time, provided that no such rules or regulations inhibit the contractor from exercising their rights and duties hereunder.
- II. The contractor further understands that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences may result in a termination for default under this contract. If the contractor made a false declaration in their bid, makes a false declaration under this contract, or fails to diligently maintain the information herein requested up-to-date, or if the contractor or any of their affiliates or subcontractors fail to remain free and clear of any acts or convictions specified herein during the period of this contract, any such false declaration or failure to comply may result in a termination for default under this contract. The contractor understands that a termination for default will not restrict the Senate's right to exercise any other remedies that may be available against the contractor and agrees to immediately return any advance payments.

## 14. Miscellaneous Restrictions

- I. Under no circumstances shall the contractor use any stationery with Senate letterhead to conduct business under this agreement.
- II. It is the intention of the parties that:
  - a. this contract is for the performance of a service or services and that the contractor is engaged as an independent contractor providing services to the Senate; and
  - b. that the contractor's directors, officers, employees, and agents are not engaged as Senate of Canada employees and are not subject to the terms and conditions of employment or privileges applicable to the employees of the Senate of Canada.
- III. No contractor or their staff member(s) can render services or benefit from payments under a contract with the Senate if they are a family member (as defined in the Senate Administrative Rules) of the end user or of someone in a similar position who has influence

over the scope of work.

## **15. Subcontracts**

- I. The contractor must obtain the contracting authority's written consent before subcontracting or permitting the subcontracting of any part of the work. A subcontract includes a contract entered into by any subcontractor at any tier to perform any part of the work.
- II. In any subcontract, unless the contracting authority agrees in writing, the contractor must ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the contracting authority, not less favorable to the Senate than the conditions of this contract.
- III. Even if the Senate consents to a subcontract, the contractor is responsible for performing this contract and the Senate is not responsible to any subcontractor. The contractor is responsible for any matters or things done or provided by any subcontractor under this contract and for paying any subcontractors for any part of the work that they perform.

## **16. No implied obligations**

- I. It is the intention of the parties that this agreement is for the provision of services. The contractor is engaged as an independent contractor providing services to the Senate in accordance with this contract. The contractor's directors, officers, employees and agents are not engaged as Senate employees and are not subject to the terms and conditions of employment applicable to the employees of the Senate of Canada.

## **17. Performance**

- I. The contractor shall report on performance under this contract to the Senate in whatever format and frequency that the Senate may require.

## **18. Amendments to this contract**

- I. No person other than the Manager of Procurement Services or their designate can amend this contract in any form. Any changes to the original contract must be made in writing.

## **19. Ownership of intellectual and other property including copyrights**

- I. Documents and information ("work") produced by the contractor in the performance of this contract as well as any copyrights in and to the work, shall vest in and remain the property of the Senate.
- II. Work shall be marked with the following copyright notice: © Senate (year)

## 20. Conflict of Interest

- I. The contractor declares that they have no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of this contract, the contractor shall declare it immediately to the Senate.
- II. It is a term of this contract that no former public office holder who is not in compliance with the *Conflict of Interest Act* shall derive a direct benefit from this contract.

## 21. Discrimination and harassment in the workplace

- I. The contractor declares that they, their directors nor their officers have suffered any judgments in regard to legislation pertaining to discrimination or harassment in the workplace.
- II. If such judgments are made against the contractor, their directors or their officers during the life of this contract, the Senate reserves the right to immediately terminate this contract. In such cases, the Senate shall only be liable for payment for services performed. No other costs or fees shall be due or payable by the Senate.

## 22. Health and safety

- I. While working in the Senate workplace, the contractor must comply with the *Senate Policy on Occupational Health and Safety* and the *Senate Guidelines Promoting a Scent-Free Work Environment*. Particularly, this entails
  - a. refraining from or minimizing the use of scented products while in the Senate workplace;
  - b. taking all reasonable measures to protect the health and safety of every employee and any other persons granted access to the workplace for work purpose; and
  - c. not smoking in any buildings or within the vicinity (i.e., within nine (9) metres) of entrances, exits, windows or air intakes of Senate-occupied buildings in the Parliamentary Precinct.
- II. If the contractor breaches those duties and responsibilities, corrective action will be taken and could include measures up to contract termination. The *Senate Policy on Occupational Health and Safety* and the *Senate Guidelines Promoting a Scent-Free Work Environment* will be available upon request.

## 23. Advertisement

- I. The contractor shall not advertise or publicize any work performed to the Senate without prior written consent from the Senate. Any breach of this clause shall be considered to be a breach of confidentiality and will result in the removal of the contractor from Senate source files.

## 24. Entire Contract

- I. This contract constitutes the entire contract between the parties with respect to the subject matter of this contract and supersedes all previous negotiations, communications and other contracts relating to it unless they are incorporated by reference in this contract.

## 25. Authorities

### I. Contracting Authority

The contracting authority for this contract is:

Muma Nji  
Procurement Officer  
Finance and Procurement Directorate  
The Senate of Canada  
40 Elgin Street,  
Ottawa, ON K1A0A4

Telephone: 613-995-8888

E-mail: [Proc-Appr@sen.parl.gc.ca](mailto:Proc-Appr@sen.parl.gc.ca)

The contracting authority is responsible for the management of this contract and any changes to this contract must be authorized in writing by the contracting authority. The contractor must not perform work in excess of or outside the scope of this contract based on verbal or written requests or instructions from anybody other than the contracting authority.

### II. Project Authority

The project authority for this contract is:

Name: xxxx  
Title: xxxx  
Phone: xxxx  
Email: xxxx

The project authority is the representative of the department for whom the work is being carried out under the contract and is responsible for the successful completion of the project. The project authority has the ultimate authority on all aspects for the project.

The project authority has no authority to authorize changes to the scope of the work. Changes to the scope of the work can only be made through a contract amendment issued by the contracting authority.

### III. **Technical Authority**

The Technical Authority for this contract is:

Name: xxxx  
Title: xxxx  
Phone: xxxx  
Email: xxxx

### IV. **Contractor's Representative**

The contractor's representatives for this contract are:

Account Manager:

Name: xxxx  
Title: xxxx  
Phone: xxxx  
Email: xxxx

Backup:

Name: xxxx  
Title: xxxx  
Phone: xxxx  
Email: xxxx

## **26. Replacement of specific individuals**

- I. If specific individuals are identified in the contract to perform the work, the contractor must provide the services of those individuals unless the contractor is unable to do so for reasons beyond their control.
- II. If the contractor is unable to provide the services of any specific individual identified in the contract, it must provide a replacement with equivalent or better qualifications and experience. The replacement must meet the criteria used in the selection of the contractor and be acceptable to the Senate. The contractor must, as soon as possible, give notice to the contracting authority of the reason for replacing the individual and provide the name, qualifications and experience of the proposed replacement.

- III. The contractor must not, in any event, allow performance of the work by unauthorized replacement persons. The contracting authority may order that a replacement stop performing the work. In such a case, the contractor must immediately comply with the order and secure a further replacement in accordance with subsection II. The fact that the contracting authority does not order that a replacement stop performing the work does not relieve the contractor of its responsibility to meet the requirements of the contract.

#### **27. Priority of documents**

- I. If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.
  - a. the articles of this contract;
  - b. articles of the RFP, including all annexes; and
  - c. the contractor's bid dated (*To be identified upon contract issuance*).

#### **28. Proactive disclosure**

- I. All contracts awarded by the Senate must reflect fairness in the spending of public funds. The Senate is obligated to report on its website, every quarter, all contracts awarded and that have a value of more than \$10,000.00 or whose value has exceeded \$10,000.00 via amendment.

## PART 6 – TERMS OF WORK AND PAYMENT

### 1. Period of the contract

- I. **For three (3) months from contract signature**, the contractor will provide consulting services, as outlined in Annex “A” - Statement of Work (SOW).

### 2. Contract amount

- I. The contractor will be paid for the costs reasonably and properly incurred in the performance of the work, as determined in accordance with the “All-inclusive Pricing and Basis of payment”, to a limitation of *(To be identified upon contract issuance)* plus applicable taxes.

### 3. Option to Extend the Contract

- I. The Contractor grants to the Senate of Canada the irrevocable option to extend the term of the contract up to one-month period under the same conditions, rebate rate to be negotiated
- II. The Senate of Canada may exercise this option at any time by sending a written notice to the Contractor at least one (1) week before the expiry date of the contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through an amendment.

### 4. All-inclusive Pricing and Basis of payment

- I. In consideration of the contractor satisfactorily completing all of their obligations under the contract, the Contractor will be paid in accordance with rates specified in Annex “B” - All-inclusive Pricing and Basis of payment.
- II. The Senate will not entertain any charges that are not specified in Annex “B” - All-inclusive Pricing and Basis of payment.

### 5. Invoicing

- I. The contractor will submit a detailed invoice for each key deliverable. The invoice must include, at a minimum, the date(s) the service was performed, the service, number of hours or the cost and the contract reference number.
- II. The contractor’s certified invoice shall be forwarded by post or courier to

by e-mail at: [finpro@sen.parl.gc.ca](mailto:finpro@sen.parl.gc.ca)

**Or The Senate of Canada  
Finance and Procurement Directorate  
Chambers Building  
40 Elgin Street, 11<sup>th</sup> floor**

**Ottawa, ON K1A 0A4  
Canada**

- III. The invoice must be reviewed and signed by the project authority or their delegate before payment is issued.
- IV. Payment by the Senate to the contractor for work shall be made
  - a. in the case of a progress payment other than the final payment, within thirty (30) days of the date on which a claim for progress payment is received according to the terms of the contract; or
  - b. in the case of a final payment, within thirty (30) days of the date of receipt of a final invoice for payment, or within thirty (30) days of the date on which the work is completed, or the goods are delivered and accepted, whichever date is later.
- V. If the Senate has any objections to the invoice, written notification of the nature of such objections shall be forwarded to the contractor.

**6. Method of payment**

- I. Payment will be by direct deposit. The Senate will deposit all payments directly into the contractor's account. Please submit a completed direct deposit form at Annex "D" with your bid.
- II. Payments will be addressed and mailed to the name and address indicated on the first page of the contract.

**7. Sales tax**

- I. The Senate of Canada is exempt from provincial sales taxes.
- II. PST exemption numbers: Ontario 11708174G / Quebec: 10-0813-5602-P
- III. The applicable taxes are not included in the contract amount.
- IV. The applicable taxes must be listed as a separate line item on all invoices.

**8. Interest on overdue accounts**

- I. For the purpose of this section
  - a. an amount is "due and payable" when it is due and payable by the Senate to the Contractor according to the terms and conditions of the contract;
  - b. an amount is "overdue" when it is unpaid on the first day following the day upon which it is due and payable;
  - c. "date of payment" means thirty (30) days from the date of receipt of



the invoice at the Senate;

- d. the “Bank Rate” is the average Bank of Canada discount rate for the previous month, plus 3 per cent (3%);
- e. the Senate will be liable to pay simple interest, at the Bank Rate, on any amount that is overdue from the day the amount became overdue until the day prior to the date of payment inclusively; however, interest will not be payable, nor will it be paid, unless the amount has been outstanding (unpaid) for more than fifteen (15) days following the due date. Interest will only be paid when the Senate is responsible for the delay in paying the contractor. In the event that the Senate is not responsible for the delay in paying the contractor, no interest will be paid.
- f. the Senate will not be liable to pay the contractor any interest on unpaid interest.

## ANNEX “A” – STATEMENT OF WORK (SOW)

### 1. TITLE

The intent of this Request for Proposal (RFP) is for the development of an effective Enterprise Risk Management (ERM) framework with the methodology for managing institutional risks as well as a process for documenting risks and risk mitigation strategies. This framework will also integrate risk management principles and the supporting policy.

### 2. OBJECTIVE

The objective of this project is to develop a risk management framework that will include a methodology for managing risk and templates to document risks and mitigation strategies. The development of a supporting policy and a risk dashboard for this process is also within the scope of this SOW.

### 3. BACKGROUND

The Senate Administration recognizes several risk areas:

- Institutional (Corporate) risks: Are those that may impact the attainment of strategic objectives or can have an impact across the Senate.
- Directorate-level risks: Are those that can impacts the day-to-day running of specific directorate operations and business. It is often identified at the operational level.
- Project-level risks: Are those associated with a specific project that may impact the attainment of the project success.

Currently, the Senate Administration assesses and manages its Institutional Risks using its existing Risk Management Policy. However, this Policy is in need for an update and the Senate Administration wants to migrate to a more comprehensive and overarching risk management framework.

### 4. SCOPE

The Finance and Procurement Directorate has a requirement for the development of a Risk Management Framework to manage its Institutional Risks. The framework should be operationally focused with a comprehensive methodology and be accompanied with a process and corresponding templates for managing risks. The scope also includes a supporting policy and a risk dashboard for reporting purposes. The framework should take into consideration the following steps: risk identification, risk assessment (including a risk matrix), risk control and mitigation, documenting the risk, monitoring and reviewing the risk.

### 5. TASKS

The Contractor must perform the following:

- Consult with the Chief Financial Officer (CFO) and the Senior Advisor, Planning and Performance Measurement to develop an understanding of our business and potential risk categories, risk tolerance, risk types.
- Review the existing risk management practices.

- Develop a risk management framework, including a step-by-step methodology which includes the following: Risk Identification, Risk assessment (including a risk matrix), Risk control and mitigation strategies, Documentation of key risks, Monitoring and reviewing key risks.
- Develop related templates in MS Excel.
- Develop a policy that will support the newly developed operational risk management framework.
- Develop a risk dashboard for periodic reporting of risk status to the Executive Committee.

Senate responsibilities:

- Provide the Bidder with relevant data and documents (excluding sensitive information) for their analysis, as well as arrange meetings with various Senate stakeholders as agreed and required for the completion of the consultant’s initial assessment.
- Collaborate closely with the Bidder, to discuss issues, questions and other work performed by the Bidder, to ensure the work progresses in a timely manner.
- Provide guidance and clarify direction, as required.

**6. CLIENT SUPPORT**

The Senate resources will be available during regular business hours to meet with Contractor.

**7. DELIVERABLES AND ASSOCIATED SCHEDULE**

- A risk management framework that will include a methodology for managing risk.
- Templates to document risks and mitigation strategies.
- A policy that will support the newly developed operational risk management framework.
- A risk dashboard for periodic reporting of risk status.

The expected schedule for these deliverables is 8 to 10 weeks once the contract has been awarded.

Desired schedule	Deliverable(s)
Week 1 to 5	Risk Management Framework (RMF) and templates
Week 6 to 10	Policy that supports the RMF and Risk Dashboard

**8. CONSTRAINTS**

Given the current pandemic context, it is most likely that all meetings will be conducted via on-line meetings using Teams or Zoom.

**9. LANGUAGE OF WORK**

The work can be conducted in either English or French, but all deliverables must be provided in both official languages.

## ANNEX “B” – ALL-INCLUSIVE PRICING AND BASIS OF PAYMENT

The firm rate specified below is inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, and other operating costs. Accordingly, separate billing of any items related to the routine cost of doing business or time spent traveling will **not** be permitted under the terms of the resulting contract.

- I. Pricing must include all requirements as set forth in the RFP.
- II. Pricing – Deliverables (defined in Annex “A” - Statement of Work, Deliverables section).

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price upon completion of each key deliverable as indicated in the payment Schedule below.

All applicable taxes are extra to these prices.

### Fee Schedule

	Resource(s) Name	A Estimated Hours	B Hourly Rate	A x B Total Cost
1	<i>To complete with bid</i>	<i>To complete with bid</i>	<i>To complete with bid</i>	<i>To complete with bid</i>
2	<i>To complete with bid</i>	<i>To complete with bid</i>	<i>To complete with bid</i>	<i>To complete with bid</i>
3	<i>To complete with bid</i>	<i>To complete with bid</i>	<i>To complete with bid</i>	<i>To complete with bid</i>
4	<i>To complete with bid</i>	<i>To complete with bid</i>	<i>To complete with bid</i>	<i>To complete with bid</i>
5	<i>To complete with bid</i>	<i>To complete with bid</i>	<i>To complete with bid</i>	<i>To complete with bid</i>
6	<i>To complete with bid</i>	<i>To complete with bid</i>	<i>To complete with bid</i>	<i>To complete with bid</i>
7	<i>To complete with bid</i>	<i>To complete with bid</i>	<i>To complete with bid</i>	<i>To complete with bid</i>
			<b>Total</b>	<i>To complete with bid</i>

**Payment Schedule**

<b>Key deliverables</b>	<b>Completion date</b>	<b>Fixed fees</b>
Risk Management Framework (RMF)	<i>To complete with bid</i>	<i>To complete with bid</i>
Templates	<i>To complete with bid</i>	<i>To complete with bid</i>
Policy that supports the RMF	<i>To complete with bid</i>	<i>To complete with bid</i>
Risk dashboard	<i>To complete with bid</i>	<i>To complete with bid</i>
<b>TOTAL</b>		<i>To complete with bid</i>

Company Name: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Signature: \_\_\_\_\_


Date: \_\_\_\_\_

### ANNEX “C” – LANGUAGE PROFICIENCY

Language Proficiency Grid Legend	Oral	Comprehension	Written
<b>Basic</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>• ask and answer simple questions;</li> <li>• give simple instructions; and</li> <li>• give uncomplicated directions relating to routine work situations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>• fully understand very simple texts;</li> <li>• grasp the main idea of texts about familiar topics; and</li> <li>• read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>• write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li> </ul>
<b>Intermediate</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>• sustain a conversation on concrete topics; report on actions taken;</li> <li>• give straightforward instructions to employees; and</li> <li>• provide factual descriptions and explanations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>• grasp the main idea of most work-related texts;</li> <li>• identify specific details; and</li> <li>• distinguish main from subsidiary ideas.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>• deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.</li> </ul>
<b>Advanced</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>• support opinions; and understand and express hypothetical and conditional ideas.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>• understand most complex details, inferences and fine points of meaning; and</li> <li>• have a good comprehension of specialized or less familiar material.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>• write texts where ideas are developed and presented in a coherent manner.</li> </ul>

## ANNEX “D”– DIRECT DEPOSIT ENROLLMENT FORM

Protected once completed  
 For internal use only Supplier ID Code



FINANCES AND PROCUREMENT DIRECTORATE  
 Supplier Creation &  
 Direct Deposit Enrollment Form

**INSTITUTION AND ACTION REQUIRED - Please select:**

Create - Senate of Canada

Reason for action:

**Section 1 - SUPPLIER DETAILS**

LEGAL NAME:  Tel:

OPERATING NAME:  Tel:

ADDRESS:

Street No. /PO BOX:  Postal Code/Zip:

City:  Province / State:  Country:

Remittance Address if different from above:

Street No. /PO BOX:  Code Postal/Zip:

City:  Province / State:  Country:

HST/QST (If applicable Corporation):

Social Insurance Number (For Contractor):

**Section 2 - SUPPLIER PAYMENT DETAILS**

CANADIAN \$  OTHER CURRENCY (By Cheque Only)

Method of Payment:

CHEQUE  (CND \$) DIRECT DEPOSIT - Please Attach a blank "VOIDED" cheque or other related banking documents - Recommended

Direct Deposit Email Payment Notification:

EMAIL Address 1

EMAIL Address 2

**Section 3 - CONSENT**

I give consent to the Senate of Canada to pay the invoices for the supplier identified in Section 2 through Direct Deposit to the financial institution that I have designated through the attach cheque with "VOID" written on it or my other attached related banking documents.

Name:

Signature:  Date:

COMMENTS:

Please submit the completed and signed form (and attachment) to the Senate Procurement Division by e-mail at:

[Proc-Appr@sen.parl.gc.ca](mailto:Proc-Appr@sen.parl.gc.ca)

Proc\_2018-08-16

## ANNEX “E” – COVID FORM

If required, three (3) business days prior to accessing any Senate of Canada building the following form must be completed and returned to [linda.sabourin@sen.parl.gc.ca](mailto:linda.sabourin@sen.parl.gc.ca) for approval.

<https://forms.office.com/Pages/DesignPage.aspx#FormId=XORbRuBCWkanouXqiPGmPgN3flnEiqpJvIFLzFKGKfdUNehNVIhRTVpXVE1UTU1ONURSSEIzV1AxSi4u&Token=f5bfc1fbea27485fa1e0b2d742d576f2>