



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Attention: Martine Bray

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**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Innovation, Science and
Economic Development Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

**Proposition à: Innovation, Sciences et
Développement économique Canada**
Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée au(x) prix indiqué(s).

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235 rue Queen Street
Ottawa, Ontario, K1A 0H5

Title - Sujet Testing of Internal Control over Financial Reporting (ICFR) for Measurement Canada	
Solicitation No. - N° de l'invitation ISED - 200814	Date 26 novembre 2021
Solicitation Closes - L'invitation prend fin At / à : 02:00 PM / 14 h 00 on: December 24, 2021 le : 24 décembre 2021	Time Zone Fuseau horaire Eastern Standard Time
F.O.B. - F.A.B. Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Inquiries to : Adresser toutes questions à: Martine Bray Martine.bray@ised-isde.gc.ca	
Telephone No. - N° de téléphone 343-572-0187	
Destination – of Goods, Services, and Construction: See Herein Destination - des biens, services et construction: Précisé dans les présentes	
Instructions: See Herein Instructions: Voir aux présentes	
Delivery required - Livraison exigée See Herein Voir aux présentes	Delivered Offered - Livraison proposée
Name and title of person authorized to sign on behalf of Vendor/ firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



**PROFESSIONAL AUDIT SUPPORT SERVICES (PASS)
SUPPLY ARRANGEMENT (SA)**

REQUEST FOR PROPOSAL (RFP)

**FOR THE PROVISION OF
FINANCIAL AND ACCOUNTING SERVICES**

**FOR
INNOVATION, SCIENCE AND
ECONOMIC DEVELOPMENT CANADA**

ISED 200814

This RFP is issued against the Professional Audit Support services (PASS) Supply Arrangement (SA), PWGSC File No. **E60ZQ-180001**. All terms and conditions of the referenced Supply Arrangement apply and must be incorporated into any resulting contract.



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and 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 bid solicitation;
- 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** Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6** Security: includes specific requirements that must be addressed by Bidders; and
- Part 7** Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the List of Suppliers, Pricing Schedule, Technical Criteria, Additional Certifications Precedent to Contract Award, Additional certifications Required with the Bid.

The Annexes include the Security Requirements Check List, the Basis of Payment and the Statement of Work.

1.2 Summary

Innovation, Science and Economic Development Canada (ISED) is soliciting bids for **Financial and Accounting Services** for Documenting business processes and system of internal control over financial reporting (ICFR) for the Measurement Canada (MC)'s Revenue Cycle as defined in the Statement of Work (Annex C) The period of this contract will be from contract award to March 31, 2022 with the optional period of one year.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



ATTACHMENT 1 TO PART 1, LIST OF SUPPLIERS

Only Professional Audit Support Services Supply Arrangement (PASS SA) Holders currently holding a PASS SA number under the **E60ZQ-180001** series of SAs are invited to compete.

SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the **E60ZQ-180001** series as that joint venture at the time of bid closing in order to submit a bid.

The following SA Holders have been initially invited to bid on this requirement:

Stream 6: Financial and Accounting Services

1. A Hundred Answers Inc.
2. Altis Human Resources (Ottawa) Inc.
3. BDO Canada LLP
4. Collins Barrow Ottawa LLP
5. Deloitte LLP
6. Ernst & Young LLP
7. KPMG LLP
8. MNP LLP
9. Orbis Risk Consulting Inc.
10. Pricewaterhouse Coopers LLP
11. QMR Staffing Solutions Incorporated
12. QMR Staffing Solutions Incorporated, Windreach Consulting Services Incorporated, In Joint Venture
13. Raymond Chabot Grant Thornton Consulting Inc.
14. Samson & Associés CPA/Consultation Inc



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 3.a) of Section 01, Integrity Provisions - Bid of Standard Instructions ([2003](#)) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names “.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Innovation, Science and Economic Development (ISED) Canada by the date, time and place indicated on page 1 of the bid solicitation.

Electronic proposals must have separate files attached for each section as detailed in Part 3 – Bid Preparation Instructions. The subject line must be in the following format: Subject Line: Proposal for **RFP# ISED 200814**. Total email file size cannot exceed 20MB.

Please note: Electronic Proposals must not be copied to any other address or individual. Failure to comply will be grounds for disqualification and the proposal will not be evaluated.

Ensure name, address, Closing Date, and Solicitation Number are clearly identified.

Failure to comply with 2. will be grounds for disqualification and proposal will not be evaluated.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.



2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

- a) For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:
 - a. an individual;
 - b. an individual who has incorporated;
 - c. a partnership made of former public servants; or
 - d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
- b) "lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.
- c) "pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

1. name of former public servant;
2. date of termination of employment or retirement from the Public Service.



By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

1. name of former public servant;
2. conditions of the lump sum payment incentive;
3. date of termination of employment;
4. amount of lump sum payment;
5. rate of pay on which lump sum payment is based;
6. period of lump sum payment including start date, end date and number of weeks;
7. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical 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 where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.



2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **ten (10) days** before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Bidders' Conference

Upon request a bidders' conference will be held virtually **ten (10) days** before the end of the solicitation bid. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority **fifteen (15) days** before the end of the solicitation bid to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) and the email address of the person(s) who will be attending and a list of issues they wish to table no later than **fifteen (15) days** before the end of the solicitation bid.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

2.8 Rights of Canada

Canada reserves the right to:

- a. reject any or all bids received in response to the bid solicitation;
- b. enter into negotiations with bidders on any or all aspects of their bids;
- c. accept any bid in whole or in part without negotiations;
- d. cancel the bid solicitation at any time;
- e. reissue the bid solicitation;
- f. if no responsive bids are received and the requirement is not substantially modified, re-tender the requirement by inviting only the bidders who bid to re-submit bids within a period designated by Canada;
- g. negotiate with the sole responsive Bidder to ensure best value to Canada;
- h. accept, or waive, a non-material error of form in a Bidder's proposal or, where practical to do so, request a Bidder to correct a non-material error of form in the Bidder's proposal provided there is no change in the price quoted;
- i. award more than one contract for the requirement if it is determined that no single proposal satisfies the project objectives; and
- j. retain all proposals submitted in response to this bid solicitation.



2.9 Bid Costs

No payment will be made for costs incurred in the preparation and submission of a bid in response to the bid solicitation. Costs associated with preparing and submitting a bid as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.

2.10 Conflict of Interest – Unfair Advantage

In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:

- a. if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation;
- b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give the Bidder an unfair advantage.

The experience acquired by a Bidder who is providing or has previously provided the goods and/or services described in the bid solicitation (or similar goods and/or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.

Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder 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 it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest or unfair advantage exists.

2.11 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications
- Section IV: Additional Information

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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 bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada 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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.

Bidders must submit their rate FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

When preparing their financial bid, Bidders should review Attachment 1 to Part 3 - Pricing schedule and the Annex B – Basis of payment of the bid solicitation.

Electronic Payment of Invoices - Bid

Canada requests that bidders:

1. select option 1 or, as applicable, option 2 below; and
2. include the selected option in Section II of their bid.



Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Option 1:

The Bidder accepts to be paid by the following Electronic Payment Instrument(s):

- VISA Acquisition Card
- MasterCard Acquisition Card
- Direct Deposit (Domestic and International)
- Electronic Data Interchange (EDI)
- Wire Transfer (International Only)
- Large Value Transfer System (LVTS) (Over \$25M)

Option 2:

The Bidder does not accept to be paid by Electronic Payment Instruments.

Section III: Certifications

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
 - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - 1) the name of the individual;
 - 2) the date of birth of the individual; and
 - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses; and
 - b) for each proposed location of work performance or document safeguarding, the address containing the information below.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country



3.2 Accessibility Standards

In accordance with the [Treasury Board Contracting Policy](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this requirement and must:

- (i) demonstrate how the proposed goods and/or services meet the accessibility requirement at delivery; or
- (ii) describe how it would deliver the proposed goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.



ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all-inclusive fixed daily rate (in Can \$) for each of the resource categories identified.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rate included in this pricing schedule includes the total estimated cost of any travel and living expenses described in this bid solicitation.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

	PRICING SCHEDULE 1 PROFESSIONAL FEES	All-inclusive fixed Per-Diem Rate	Volumetric Data (estimated)	Total (CAD)
		A	B	C = A x B
1	Period 1 – Date of Contract Award – March 31, 2022			
a	Partner/Managing Director		85 days	
b	Project Manager/Leader		85 days	
c	Senior Auditor		85 days	
d	Auditor		85 days	
e	Junior Auditor		85 days	
			Total Period 1 (excluding tax) :	
2	Period 2 – Date of Contract Award – March 31, 2023			
a	Partner/Managing Director		85 days	
b	Project Manager/Leader		85 days	
c	Senior Auditor		85 days	
d	Auditor		85 days	
e	Junior Auditor		85 days	
			Total Period 2 (excluding tax) :	
			Total Period 1 and 2 (excluding tax) :	
			GST	
			HST	
			PST	
			Grand Total	



Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{(Hours worked} \times \text{applicable firm per diem rate)} \div 7.5 \text{ hours.}$$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.

No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4.

4.1.2 Financial Evaluation

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.1.3 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will



provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- o Contracts all signed by A;
 - o Contracts all signed by B; or
 - o Contracts all signed by A and B in joint venture, or
 - o Contracts signed by A and contracts signed by A and B in joint venture, or
 - o Contracts signed by B and contracts signed by A and B in joint venture.
- that show in total 100 billable days.
- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit (75%) and Price (25%)

To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation; and
 - b) meet all mandatory criteria; and
 - c) obtain the minimum of **60%** for each technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **80 points**.
1. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
 2. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **75% for the technical merit** and **25% for the price**.
 3. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **75%**.
 4. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **25%**.
 5. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
 6. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.



The table below illustrates an **example** where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

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

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
	Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd



ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

ISED may terminate the evaluation upon the first finding of non-compliance of a mandatory requirement.

Item	Mandatory Technical Criterion	MET / NOT MET	Reference Proposal
RESOURCE REQUIREMENTS – (Business Analyst)			
<p>M1</p>	<p>The Bidder must propose a team consisting of the following resource categories:</p> <ul style="list-style-type: none"> - Partner / Managing Director - Project Manager / Leader - Senior Auditor - Auditor - <p>It is at the bidder’s discretion whether to include the following, optional resource category for the proposed project team:</p> <ul style="list-style-type: none"> - Junior Auditor <p>The bidder must provide the name and the resume of each resource categories.</p>		
<p>M2</p>	<p>The Bidder must demonstrate that they have acquired the experience to carry out Financial and Accounting Services (Stream 6) related to internal control over financial management by providing details of <u>two (2) past projects</u> completed within the last five (5) years from date of bid closing.</p> <p>The Bidder must demonstrate their experience with the following information for each project:</p> <ul style="list-style-type: none"> • Project name • Summary description including nature of work, start and end dates in month/year and value of the project; 		



	<ul style="list-style-type: none"> • Team member(s) responsibilities with respect to the project; • Team member(s) with the level of effort spent on project (number working days and level of the expertise - Junior/senior); and • Client name and contact information (organization, contact name, title and telephone number of the reference) for whom the work was performed or a letter of reference. 		
<p>M3</p>	<p>Minimum Mandatory Qualifications and Experience for the Resource Categories:</p> <p>The resource must meet the minimum mandatory requirements as follow.</p> <p>Partner/Managing Director</p> <p><u>Education/Professional Qualifications:</u> Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP.</p> <p><u>Experience:</u> within the past ten (10) years¹, must have a minimum of eight (8) cumulative years of audit experience, including at least two (2) cumulative years of recipient/contribution agreement audit experience</p> <p>Project Manager/Leader</p> <p><u>Education/Professional Qualifications:</u> Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP</p> <p><u>Experience:</u> within the past ten (10) years¹, must have a minimum of six (6) cumulative years of audit experience and at least two (2) cumulative years of experience in leading projects relevant to the Stream</p> <p>Senior Auditor</p> <p><u>Education/Professional Qualifications:</u> Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP</p> <p><u>Experience:</u> within the past ten (10) years¹, must have a minimum of three (3) cumulative years of audit experience or a minimum of three (3) cumulative years in managing transfer payments</p> <p>Auditor</p> <p><u>Education/Professional Qualifications:</u> Professional designation in any one of the following: CPA, CA,</p>		



	<p>CMA, CGA, CIA or CGAP; or a degree/diploma from a recognized university or college (see Note above), relevant to the Stream and/or the Statement of Work <u>Experience:</u> within the past ten (10) years¹, must have a minimum of two (2) cumulative years' experience of audit experience</p> <p>Junior Auditor <u>Education/Professional Qualifications:</u> Must be in the process of obtaining a degree/diploma from a recognized university or college (see Note above), which is relevant to the Stream and/or the Statement of Work; or in the process of completing an apprentice program that is relevant to the Stream and/or the Statement of Work</p> <p>The bidder must provide a resume for each resource and a copy of their certification or diploma.</p>		
M4	<p>The Bidder must identify at least one (1) member of their proposed project team that is bilingual at an Advanced level who will be responsible to work (conduct interviews, review and write documents) in both official languages (English and French) as per table provided in Annex A – Statement of Work, Section 9.0 of this RFP.</p>		



Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Number	Point Rated Technical Criterion	Maximum Points Available	Cross Reference to Proposal
	Description		
RT1	<p><u>Bidding Firm's Experience</u> Recent experience (in the past 5 years) completing 3 projects related to documenting revenue processes in accordance with the Financial Administration Act (FAA and Government of Canada Accounting practices and principles).</p> <p>The audit firm must have been the lead for each project cited. A project is deemed complete upon receipt of a final report by the client. Relevancy of each project to the SOW must be clearly demonstrated.</p> <p>The following information should be provided for each engagement which is cited as the basis for evaluation of the Firm's experience:</p> <ul style="list-style-type: none"> a) Name of project/audit b) Name of client organization c) Name and current telephone number of client reference d) Objectives, scope and outcome of the project which clearly demonstrate the relevancy of the project to the work described in the SOW. <p><u>Note:</u> References may be contacted to validate work experience.</p> <p>Only 3 projects will be evaluated. If more than 3 are submitted, only the first 3 as they appear in the proposal will be evaluated.</p> <p>Points will be assigned to the sub-criteria as follows:</p> <p><u>Similarity to SOW Objectives (5 points max per project)</u></p>	/15	



	<p>For each project/audit (evaluate a maximum of 3), select one of the following as applicable:</p> <p>0 points: no similarity in scope to SOW description and the project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>1 point : similarity in scope to SOW description and one (1) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>2 points: similarity in scope to SOW description and two (2) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>3 points: similarity in scope to SOW description and three (3) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design</p>		
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	<p>effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>4 points: similarity in scope to SOW description and four (4) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>5 points: similarity in scope to SOW description and five (5) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>Min: 9 points Max: 15 points</p>		
<p>RT2</p>	<p><u>Project Team's Experience</u> The Bidder should demonstrate that their proposed resources have the experience and have performed the roles to be assigned to them under the project.</p> <p>The following information should be provided for each audit engagement with is cited as the basis for evaluation of the resource's experience:</p> <ul style="list-style-type: none"> • Name of project • Name of client organization • Name and current telephone number of client reference • Objectives, scope and outcome of the project which demonstrate the relevance of the project to the work described in the SOW and sub-criteria. • The Bidder's total level of effort (expressed in days) for the duration of the project, the level of the Senior Auditor being proposed for this and the extent to which the project was completed on-time, on-budget and in accordance with the established project goals. (applies to the project manager/leader and senior auditor resource only) 		



	<p>Notes: References may be contacted to verify work experience. Where multiple resources are proposed in a given category, each proposed resource in a given category will be evaluated against the respective criterion. An average score will be calculated for the resource category and used in the calculation of the technical score.</p>
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Number	Point Rated Technical Criterion	Maximum Points Available	Cross Reference to Proposal
	Description		
RT2 - A	<p><u>Project Manager/Leader</u></p> <p>Leading and managing projects. Only four (4) projects will be evaluated. If more than four (4) projects are submitted, only the first four (4) as they appear in the proposal will be evaluated.</p> <p>The Bidder must clearly cross reference each sub-criteria to the proposal and indicate how the criteria is met.</p> <p><u>Similarity to SOW 5 points max per project)</u></p> <p>For each project (max 5), points will be awarded as follows:</p> <p>0 points: no similarity in scope to SOW description and the project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>1 point : similarity in scope to SOW description and one (1) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p>	/20	



	<p>2 points: similarity in scope to SOW description and two (2) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>3 points: similarity in scope to SOW description and three (3) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>4 points: similarity in scope to SOW description and four (4) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>5 points: similarity in scope to SOW description and five (5) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a</p>		
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	<p>5) revenue business process within the federal public sector.</p> <p>Min: 12 points Max: 20 points</p>		
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<p>RT2 - B</p>	<p><u>Senior Auditor</u></p> <p>Participating as a senior auditor in an audit project. Only three (3) projects will be evaluated. If more than three (3) projects are submitted, only the first three (3) as they appear in the proposal will be evaluated.</p> <p>The Bidder must clearly cross reference each sub-criteria to the proposal and indicate how the criteria is met.</p> <p><u>Similarity to SOW Objectives (5 points max per project)</u></p> <p>For each project (max 5), points will be awarded as follows:</p> <p>0 points: no similarity in scope to SOW description and the project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>1 point : similarity in scope to SOW description and one (1) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p>	<p>/15</p>	
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<p>2 points: similarity in scope to SOW description and two (2) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>3 points: similarity in scope to SOW description and three (3) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>4 points: similarity in scope to SOW description and four (4) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>5 points: similarity in scope to SOW description and five (5) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p>		
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	<p>Min: 9 points Max: 15 points</p>		
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RT2 - C	<p><u>Auditor</u></p> <p>Participating as an auditor in a project. Only two (2) projects will be evaluated. If more than two (2) projects are submitted, only the first two (2) as they appear in the proposal will be evaluated.</p> <p>The Bidder must clearly cross reference each sub-criteria to the proposal and indicate how the criteria is met.</p> <p><u>Similarity to SOW Objectives (5 points max per project)</u></p> <p>For each project (max 5), points will be awarded as follows:</p> <p>0 points: no similarity in scope to SOW description and the project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>1 point : similarity in scope to SOW description and one (1) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>2 points: similarity in scope to SOW description and two (2) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation,</p>	/10	
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	<p>business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>3 points: similarity in scope to SOW description and three (3) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>4 points: similarity in scope to SOW description and four (4) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>5 points: similarity in scope to SOW description and five (5) project/audit key activities: 1) reconciling current Accounts Receivables, 2) documenting processes including a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control, 3) identifying key controls and 4) testing design effectiveness of the system of internal control for a 5) revenue business process within the federal public sector.</p> <p>Min: 6 points Max: 10 points</p>		
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<p>RT3</p>	<p><u>Understanding of the Project Requirements</u></p> <p>The Bidder should provide in its proposal a methodology/work plan that demonstrates their understanding of the requirements/objectives of the project as stated in Annex A – Statement of Work. The methodology/ work plan must include detailed steps and milestones with proposed deadlines.</p> <p>The Bidder must clearly cross reference each criteria to the proposal and indicate how the criteria is met.</p> <p>The Bidder’s proposal should describe its proposed methodology/work detailing specific steps and respective timelines.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> a) Project governance and coordination (0 or 5 points) b) Outline a clear project schedule with specific timelines (0 or 5 points) c) Individual responsibilities (0 or 5 points) d) An effective balance of team members objectives (0 or 5 points) <p>Points will be allocated based on the detailed steps provided in line with the overall approach of the methodology/work plan for each identified sub section.</p> <p>Min: 12 points Max: 20 points</p>		
<p>Total of all Point Rated Technical Criteria</p>		<p>/80</p>	
<p>Minimum required score is 48 points</p>			



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

The Bidder must provide with its bid the required additional certifications included in Attachment 1 to Part 5, Additional Certifications Required with the Bid.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.



5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

The required additional certifications to provide are included in Attachment 1 to Part 5, Additional Certifications Required Precedent to Contract Award .



ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD

1. Federal Contractors Program For Employment Equity - Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit the [Employment and Social Development Canada \(ESDC\) - Labour's website](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

Date: _____ Instructions to the Bidder:(YYYY/MM/DD) If left blank, the date will be deemed to be the bid solicitation closing date.

Instructions to the Bidder: Complete both A and B.

A. Instructions to the Bidder: Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and / or permanent part-time employees.
- A5. The Bidder certifies having a combined workforce in Canada of 100 or more permanent full-time and/or permanent part-time employees.
- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

or

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Instructions to the Bidder: Check only one of the following:

- B1. The Bidder is not a Joint Venture.

or



- () B2. The Bidder is a Joint venture. Instructions to the Bidder: Refer to the Joint Venture section of the Standard Instructions. If the Bidder is a Joint Venture, it must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture.

2. Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

3. Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

By signing below, the Bidder hereby certifies that it has read the solicitation document and is in compliance with the above noted certifications, that all statements made in its proposal are accurate and factual, that it is aware that ISED reserves the right to verify all information provided in this regards, and that untrue statements may result in the proposal being declared non-responsive or in other action being taken which ISED deems appropriate.

Date: _____

Signature: _____

Title: _____
(Title of duly authorized representative of business)

Name of Business: _____



4. COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

COVID-19 Vaccination Requirement Certification

I, _____ (*first and last name*), as the representative of
_____ (*name of business*) pursuant to
_____ (*insert solicitation number*), warrant and certify that
all personnel that _____ (*name of business*) will provide

on the resulting Contract who access federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication or a disability, religious grounds, or other prohibited grounds of discrimination as defined in applicable human rights legislation only, subject to accommodation and mitigation measures that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.



Signature: _____

Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.



PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in **Annex “C”**.

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract, with the following replacements:

Section 08—Replacement of Specific Individuals, of 2035 (2020-05-28), General Conditions—Higher Complexity—Services is deleted and replaced with the following:

1. if the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual’s departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada’s notice of the requirement for a replacement) provide to the Contracting Authority:
 1. the name, qualifications and experience of a proposed replacement immediately available for Work
 2. security information on the proposed replacement as specified by Canada, if applicable
2. Any assessment of the information provided will occur as per 2 (b) below
Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
 1. exercise Canada’s rights or remedies under the Contract or at law, including terminating the Contract for default under Article titled “Default of the Contractor”
 2. assess the information provided under 1 (a) and (b) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in 2 (a) above, or require the Contractor to propose another replacement within five working days’ notice
3. Where an Excusable Delay applies, Canada may require 2 (b) above instead of terminating under the “Excusable Delay” Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates



4. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract
5. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment

Section 17—Interest on Overdue Accounts, of 2035 (2020-05-28), General Conditions—Higher Complexity—Services—will not apply to payments made by credit cards.

With respect to Section 30—Termination for Convenience, of 2035 (2020-05-28), General Conditions—Higher Complexity—Services, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

1. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price
2. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
 1. the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination
 2. the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination
3. Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination

7.3 Security Requirements

The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

Security requirement for Canadian supplier: Public Works and Government Services Canada (PWGSC) file # Common-professional services security requirement check list #9

1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS) with approved document safeguarding at the level of protected B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
2. The contractor/offeror personnel requiring access to **protected** information, assets or work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
3. The contractor **must not** utilize its Information Technology systems to electronically process, produce or store **protected** information until the CSP, PWGSC has issued



written approval. After approval has been granted or approved, these tasks may be performed up to the level of **protected B**

4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, 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 A.
 2. Contract Security Manual (latest edition)

7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures

7.3.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

7.3.2.2 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2022 inclusive

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days 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 a contract amendment.

7.5 Joint Venture Contractor (to be completed at contract award, if applicable)

The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members: (list all the joint venture members named in the Contractor's bid).

With respect to the relationship among the members of the joint venture Contractor, each member agree, represents and warrants (as applicable) that:

- a. _____ has been appointed as the "representative member" of the joint venture Contractor and has full authority to act as agent for each member regarding all matters relating to the contract.
- b. By giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor.



- c. All payments made by Canada to the representative member will act as a release by all the members.

All the members agree that Canada may terminate the contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the work in any way.

All the members are jointly and severally or solidarily liable for the performance of the entire contract.

The Contractor acknowledges that any change in the membership of the joint venture (i.e. a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject of the assignment provisions of the General Conditions.

7.6 Authorities

7.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Martine Bray

Title: Contracts and Procurement Officer

Branch: Corporate Finance Systems and Procurement Branch

Email: martine.bray@ised-isde.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.6.2 Project Authority (to be completed at contract award)

The Project Authority for the Contract is:

Name:

Title:

Telephone:

E-mail address:

In its absence, the Project Authority is: **(to be completed at contract award)**

Name:

Title:

Telephone:

E-mail address:



The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, 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.

7.6.3 Contractor's Representative (to be completed at contract award)

Name:

Title:

Telephone:

E-mail address:

7.7 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [*Public Service Superannuation Act*](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.8 Payment

7.8.1 Basis of Payment– Terms of payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with the terms of payment, in Annex B. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.8.2 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.9 Invoicing Instructions

The Contractor is required to submit to the address indicated in the Annex B - Basis of Payment of the contract. The invoice should include the contract number, the Contractor's name, address, HST number and a description of the work performed including the number of days worked during the period covered by the invoice. The HST shall be submitted as a separate amount on the invoice.



7.10 Certifications and Additional Information

7.10.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (to be completed at contract award)

7.12 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- a. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- b. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

7.13 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the 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 Agreement;
- (b) the general conditions 2035 (2020-05-28) General Conditions - Higher Complexity – Services;
- (c) Annex A, Security Requirements Check List;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Statement of Work;
- (f) the Contractor's bid dated _____, (to be completed at contract award)



7.14 Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that any of its resources, representatives or subcontractors complies with the following self-identification requirements:

- a. Contractors who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if they are a Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Government of Canada employee;
- b. During the performance of any Work at a Government of Canada site, the Contractor must be clearly identified at all times as being a Contractor; and
- c. If a Contractor requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as a Contractor in all electronic mail including the signature block as well as under "Properties". This identification protocol must also be used in all other correspondence, communication, and documentation;
- d. If Canada determines that the Contractor are in breach of any obligation stated in this clause, upon written notice from Canada the Contractor must submit a written action plan describing the corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client or the Contracting Authority, and twenty working days to rectify the underlying problem; and
- e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

7.14 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



ANNEX "A"

SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#9



Government of Canada /
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

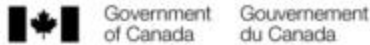
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? No Yes

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? No Yes

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET-SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? No Yes

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

No Yes

Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? No Yes

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets? No Yes

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No Yes

Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? No Yes

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No Yes

Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? No Yes

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No Yes

Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? No Yes

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No Yes

Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED





COMMON-PS-SRCL#9



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO				COMSEC							
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	
											A	B	C				
Information / Assets Renseignements / Biens Production		✓															
IT Media / Support TI IT Link / Lien électronique		✓															

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



COMMON-PS-SRCL#9



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Jacques Saumur	Title - Titre Quality Assurance Officer	Signature Saumur, Jacques 0
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jacques.saumur@tpsgc-pwgsc.gc.ca
		Date

Digitally signed by Saumur, Jacques 0
Date: 2019.10.30 08:16:54 -0400



ANNEX “B”

BASIS OF PAYMENT

1. Terms of Payment

Her Majesty the Queen in Right of Canada agrees to pay the Contractor a sum not to exceed \$ **(to be provided at time of Contract award)**, plus applicable taxes, for the work performed as described in the attached Statement of Work (Appendix A).

1.1 Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

2. Professional Services

2.1 Initial Contract Period *(to be provided at contract award)*

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

Stream 6: Financial and Accounting Services

Category of personnel: **Partner/Managing Director**

Name of Proposed Resource(s):

Firm per Diem rate: \$

Category of personnel: **Project Manager/Leader**

Name of Proposed Resource(s):

Firm per Diem rate: \$

Category of personnel: **Senior Auditor**

Name of Proposed Resource(s):

Firm per Diem rate: \$

Category of personnel: **Auditor**

Name of Proposed Resource(s):

Firm per Diem rate: \$

Category of personnel: **Junior Auditor**

Name of Proposed Resource(s):

Firm per Diem rate: \$

Category of personnel: **Audit Support Specialist**

Name of Proposed Resource(s):

Firm per Diem rate: \$

Total Estimated Cost - Contract Period (excluding applicable taxes): \$ **(to be provided at time of Contract award)**



2.2 Option Period One (to be provided at time of Contract award)

During the option period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

Stream 6: Financial and Accounting Services

Category of personnel: **Partner/Managing Director**

Name of Proposed Resource(s):

Firm per Diem rate: \$

Category of personnel: **Project Manager/Leader**

Name of Proposed Resource(s):

Firm per Diem rate: \$

Category of personnel: **Senior Auditor**

Name of Proposed Resource(s):

Firm per Diem rate: \$

Category of personnel: **Auditor**

Name of Proposed Resource(s):

Firm per Diem rate: \$

Category of personnel: **Junior Auditor**

Name of Proposed Resource(s):

Firm per Diem rate: \$

Category of personnel: **Audit Support Specialist**

Name of Proposed Resource(s):

Firm per Diem rate: \$

Total Estimated Cost – Option Period One (excluding applicable taxes): \$ (to be provided at time of Contract award)

3. Limitation of Expenditures

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.



If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

4. Method of Payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

5. Invoicing Instructions

The invoices shall be sent to address indicated above. Each invoice should include the contract number, the Contractor's name, address, tax registration number(s) (if applicable), and a description of the work performed, including the number of days worked when the per diem rates are applicable, during the period covered by the invoice. The applicable tax(es) shall be submitted as a separate amount(s) on the invoice.

All of the above will be to the satisfaction of the Project Authority.



ANNEX “C”

STATEMENT OF WORK

1.0 **Project Title:**

Documenting business processes and system of internal control over financial reporting (ICFR) for the Measurement Canada (MC)’s Revenue Cycle.

2.0 **Background:**

Treasury Board and the Office of the Comptroller General have introduced a number of initiatives aimed at strengthening management practices, accountability, and transparency. The policy on Financial Management requires that the Deputy Head and the Chief Financial Officer sign a Statement of Management Responsibility that will acknowledge that an annual assessment of the effectiveness of the departmental system of Internal Control over Financial Reporting (ICFR) has taken place, including the development of an action plan to address any necessary adjustments.

As a special operating agency within Innovation, Science and Economic Development Canada (ISED) Canada, MC finances will in time be seeking VNR authority in order to operate in part from revenues generated by fees received from the provision of services.

As required by the Policy on Financial Management, an effective risk-based system of internal control should be in place and be properly maintained, monitored and reviewed, with timely corrective measures taken when issues are identified.

As part of this requirement, the Department is required to test the design, implementation and operating effectiveness of internal controls to ensure they are appropriate to mitigate related risks. As part of the assessment process, the Department ensures that internal control documentation reflects the current control environment prior to testing.

The system of Internal Control over Financial Reporting (ICFR) is designed to mitigate the most significant risks that could impact the completeness, accuracy and timeliness of departmental financial reporting and not necessarily designed to eliminate all possible risks. The documentation of the business process and the key controls is essential for the Department’s assessment process.

3.0 **Project Requirement / Objective:**

MC requires professional services to document the business processes involved in the receipt, revenue and refund business cycle of each line of business, identify the key controls and design effectiveness of the system of internal control. The documentation should include business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control.



4.0 Scope of Work / Tasks:

MC requires the services of a Contractor pre-qualified under the Professional Audit Support Services (PASS) Supply Arrangement who can provide a team of auditors under the Financial Accounting Services stream to reconcile current Accounts Receivables, document the business processes, identify the key controls and evaluate the design of the key controls. The documentation should include a reconciliation, business process narrative descriptions, as well as a flowchart and a risk control matrix for each key business process in order to provide a complete picture of the system of internal control.

Partner/Managing Director

May be an owner of the firm. The resource exercises project sign-off authority on behalf of the Contractor, and oversees and assures the quality of work of Project Managers/Leaders responsible for individual projects. Negotiates the final agreement for the Work on behalf of the firm. Supervises the creation, development and implementation of significantly new or modified audit approaches to solve problems and obtains approval from the Project Authority for their application. Reports progress of the project on an as needed basis and at key milestones in the life cycle. Meets with senior level auditees, as required, to outline audit objectives and approaches, to gather key perspectives, and to present audit observations and recommendations.

Project Manager/Leader

Manages the project team during the planning, implementation and reporting phases of the audit Work. Ensures that resources are made available and that the project is developed and is fully implemented within agreed time, cost and performance parameters of the Contract. Determines budgetary requirements, the composition, roles and responsibilities and deadlines for the project team. Defines and documents the objectives and scope for the project. Identifies problems impeding successful completion of the project and proposes, develops and implements significantly new or modified audit approaches to solve them. Reports progress of the project to the Project Authority on an ongoing basis and at scheduled points in the life cycle. Meets with auditee management to outline audit objectives and approaches, to gather key perspectives, and to present audit observations and recommendations. Prepares plans, charts, tables and diagrams to assist in presenting or displaying observations and recommendations.

Senior Auditor

Develops and designs approaches and programs for significant segments of projects. Participates in the development of the overall plan and strategy for specific projects. Carries-out, or supervises auditors and junior auditors in the performance of project tasks according to approved programs or plans. Prepares and presents project observations and recommendations to the Project Manager/Leader for approval. Presents observations and findings from work completed to the Project Authority and to auditees. Drafts and revises audit reports.

Auditor

Participates in the planning, conduct and reporting phases of projects. Organizes and conducts project tasks according to approved programs or plans. Drafts portions of, or content leading to, drafts and final reports, including audit observations, conclusions and recommendations. Presents oral briefings and debriefings to auditees on assigned segments of projects.



Junior Auditor

Conducts assigned tasks. Normally supports resources provided by the Contractor where there is a justified requirement for audit tests or other support activities not requiring the level of qualification or expertise associated with the other resource categories.

This work will require the services of professionals to provide expert services and advice in support of one or more of the following activities:

- Assessment of internal controls over financial management
- Statement of Management Responsibility Including Internal Control over Financial Reporting
- Financial statement or report preparation
- Accounting standards interpretation
- Accounting standards research
- Policy monitoring
- Costing analysis; and
- Other accounting or financial management services

5.0 Deliverables / Timelines:

The Contractor will perform the following deliverables:

1. Prepare and submit a written project plan outlining deliverables and milestones. The project plan must include the proposed associated schedule for each deliverable and milestone.
2. Reconcile MC's current accounts receivables, revenues, master data, and identify corrections if necessary.
3. Write the Business process narratives and draw flowchart for the receipt, revenue recognition and refund business cycle of MC line of business.
4. Identify key controls within the Revenue Process flowchart. Once the key controls have been identified, an opinion should be formulated on the overall design effectiveness of these controls.
5. Identify and suggest areas of process efficiency when observed.
6. Test the design effectiveness of the key controls.
7. Complete a Risk Control Matrix and Develop new Business Processes to manage the risks.
8. Write the final report.

The Contractor will conduct interviews with key stakeholders within MC and ISED (where appropriate) and collect information required to document and prepare the deliverables of the engagement. The contractor will require access to all relevant documentation to complete item 2, the reconciliation of MC's Accounts Receivable. The contractor will write a report and present it in an informal presentation to the President of Measurement Canada.

NOTE: The milestone schedule below has been provided by MC as a preferred milestone structure. The Contractor should propose a milestones schedule or indicate that it concurs with Innovation, Science and Economic Development Canada's proposed milestone schedule.



Milestone No.	Description or "Deliverable"	Firm Amount	Due Date or "Delivery Date"
1.	Submission and acceptance of Project Plan	10% of contract amount	Within one (1) week of contract award
2.	Submission of accounts receivable, revenues, master data reconciliation	10% of contract amount	Within three (3) weeks of contract award.
3.	Business process narratives and flow chart	15% of contract amount	Within four (4) weeks of contract award.
4.	Design effectiveness testing of key controls	15% of contract amount	Within eight (8) weeks of contract award.
5.	Risk Control Matrix, Client Account Reconciliation, and Develop New Business Process.	15% of contract amount	Within twenty (20) weeks of contract award.
6.	Submission and Acceptance of Draft Report	10% of contract amount	Within sixteen (16) weeks of contract award.
7.	Final report, all corresponding working papers and presentation of Debrief Deck	25% of contract amount	Within three (3) and a half months of contract award.

All deliverables must be provided in electronic format to the Project Authority. They must be produced and provided on MS Word, Excel, PowerPoint and Visio software format for flowchart files.

Throughout the project, the Contractor must provide regular written progress reports to the Project Authority. Progress report should communicate the projects percentage of completion. Frequency to be discussed during the Project plan presentation.

Notes:

MC estimated that the overall level of effort to complete this work is approximately 85 days. Due dates to be determined at all acceptance of the Project Plan.

Possibility of extension: Option Period 1 of one (1) year:



- Test the operating effectiveness of each key control identified by performing effectiveness testing of the processes.
By effectiveness testing, we mean taking a sufficient representative sample of transactions and walking them through each step of the process. The purpose of the testing is:
 1. to ensure that the controls described in the documentation actually exist and operate as documented;
 2. to ensure the existing controls operate as intended, i.e. that they mitigate the risk they were intended to mitigate; and
 3. to identify where controls are missing and required, as compared to best practices.
- Report on the results of the testing and make recommendations for remedial action. The written report must:
 - Identify and document any weaknesses/omissions found in the existing controls;
 - Assess the risks these weaknesses/omissions pose for material misstatement;
 - Rank the weaknesses/omissions in descending order of risk;
 - Recommend any remedial action the Department should take to implement missing controls or to improve the design of existing controls;
 - Recommend any remedial action the Department should take to improve the efficiency of its processes, sub-processes and related controls.
- Provide testing results and examples of documentation examined when that documentation is different than described, represents a failure, or is a new control process (exceptions to this are when documents are considered classified or protected).

6.0 Constraints:

All TBS and Comptroller General policies must be met and adhered to.

7.0 Client Support:

MC will be providing the documentation and vacant desk (without a computer). MC will ensure meetings with key MC employees are scheduled in a timely manner.

8.0 Work Location:

Virtual and at 151 Tunney's Pasture Drw, Ottawa, Ontario.

9.0 Official Languages:

The Contractor must be capable of providing resources with the ability of conducting work in both Official Languages (French and English). The Contractor's proposed project team member(s) who will be interviewing, attending meetings and presenting information must be capable of delivering these services in both official languages at an Advanced level in both oral interaction and comprehension. The deliverables can be submitted in English.



10.0 Travel:

Any travel, accommodation, and incidental expenses related to the conduct of the Work are the sole responsibility of the Contractor. No travel, accommodation, or incidental expenses will be reimbursed under the resulting Contract.

11.0 Security:

Protected B given business information access.

12.0 Intellectual Property:

The intellectual property resulting from the work should remain with the Contractor.

13.0 Management of the Project:

This project will be managed by the Financial Management team of Measurement Canada

14.0 Accessibilities

The service can be used by everyone.

14.1 Communications:

All, reports and communications must comply at a minimum with the following criteria:

- Fonts used are (sans serif): Arial, Verdana, Century Gothic, or Calibri,
- The type size for correspondence is a minimum of 11 or 12pt,
- The type size for presentations is 18pt, and to support cognitive processing we:
 - Use two font types (one for the Headers/Sub headers, and one for the body), and
 - Leave white space between paragraphs to ease processing of information.
- If using images to convey information, you must add additional explanation, following the image, to explain the contents.
- If you can make hyperlinks more accessible by changing their display text to something more natural and meaningful, add a descriptive link.
- Colour: Do not rely on colour to convey meaning or emphasis in a cell. Fields that require attention should be marked with an asterisk* and their meaning should be noted in a key.