



Office of the
Auditor General
of Canada

Bureau du
vérificateur général
du Canada

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

Office of the Auditor General of Canada
Bureau du vérificateur général du Canada
E-mail: suppliers@oag-bvg.gc.ca

**AMENDMENT TO BID SOLICITATION
MODIFICATION À LA DEMANDE DE
SOUMISSIONS**

**Proposal To: Office of the Auditor General of
Canada**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présent révisé; sauf indication contraire, les modalités de l'invitation demeurent les memes.

Solicitation Closes / L'invitation prend fin

At – à : January 29, 2024
**14:00 Eastern Daylight Time /
14h00 Heure avancée de l'Est**

On - le :
29 janvier 2024

Title/Titre: IT Audit Methodology, Training, Advice and Practice Review	
Solicitation No / N° de l'invitation : RFP 410	Date of Solicitation / Date de l'invitation January 11, 2024 11 janvier 2024
Amendment No. – No. modif. 002	
Date of the Original Solicitation / Date de Demande pour l'invitation originale December 19, 2023 / 19 décembre 2023	
Address Enquiries to / Adresser toutes questions à Soo Yeon Cho suppliers@oag-bvg.gc.ca	
Destination of Goods, Services and Construction / Destination des biens, services et construction Specified Herein Précisé dans les présentes	
Instructions: Municipal taxes are not applicable. Unless otherwise specified in the bid solicitation, all prices quoted must be net prices in Canadian funds including Canadian customs duties, excise taxes, and must be FOB, including all delivery charges to destination(s) as indicated. The amount for Applicable Taxes is to be shown as a separate item.	
Instructions: Les taxes municipales ne s'appliquent pas. Sauf indication contraire dans la demande de soumissions, tous les prix indiqués doivent être des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être FAB, y compris tous frais de livraison à la (aux) destination(s) indiquée(s). Le montant des taxes applicables doit apparaître séparément.	
Supplier Name and Address / Nom et adresse du fournisseur Telephone No. / N° de telephone:	
Name and title of person authorized to sign on behalf of supplier (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie) Name/Nom _____ Title/Titre _____ Signature _____ Date _____	

This solicitation amendment is raised to provide answers to Bidder questions in relation to this solicitation.

1. Questions and Answers

Question 1: In the mandatory resource requirements, Partners, Managers and Senior Auditors require a designation in an IT related field (CISA, CISSP, CISM or CRISC). In the Statement of Work, the OAG also has requirement for instructors who have in depth knowledge and hands-on experience in the subject matter presented. Given that some subject matter experts may have other designations or certifications (such as AZ-900 Certification for Azure) that would be very relevant, would the OAG consider expanding the requirements to include, (in addition to CISA, CISSP, CISM or CRISC), 'and/or other relevant designations/certifications that are specifically applicable to a technology and subject matter'? This would best allow bidders to include subject matter experts that can bring increased value to the OAG in the technology areas as required.

Answer 1: Yes, please see the Amendments below.

Question 2: We noted that in the Basis of Payment, Part A includes an all-inclusive price for methodology whereas Part B includes all-inclusive hourly rates including IT audit methodology updates, IT audit training, IT audit methodology advice and IT audit practice review. We expect that the basis of payment for methodology is fixed price to allow bidders to account for the value of the intellectual property included. In our experience, the IT audit training is a key part of providing the overall methodologies and, as the training material also includes a significant component of intellectual property, would the OAG consider changing the basis of payment to all-inclusive price for delivery of training per technology rather than based on the hourly rate of the resource providing the service.

Answer 2: Yes, please see the Amendments below.

Question 3: In Section III.3 IT Audit Methodology Advice the expected level of effort is no more than 2 hours per session up to a maximum of 4 hours across 2 facilitators. This does not provide sufficient time for preparation and development of any material. Can the OAG confirm that these sessions are to be fairly informal in nature given limited prep time is allowed for, and no presentation material or deliverables will be required? Alternatively, would the OAG increase the maximum (i.e. maximum 10 hours) to allow for flexibility depending on the trends and the requirements?

Answer 3: These sessions should be fairly informal, and no presentation material or deliverables will be required.

Question 4: In the rated requirements there is a requirement for Resource Capability- IT Audit Practice Review. Can the OAG confirm that the requirement is for capability in providing practice review under contract with external clients (as opposed to experience with a firm's internal practice review processes)? This external experience would be more relevant to the OAG's needs and the statement of work requirements.

Answer 4: Either internal practice review experience or practice review experience under contract with external clients would be appropriate.

2. Amendments

Request for Proposal (RFP) 410 – IT Audit Methodology, Training, Advice and Practice Review is hereby amended as follows:

- a. Delete ATTACHMENT 1 to PART 3, PRICING SCHEDULE in its entirety and replace with the following.

ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid. The Bidder must respond to this pricing schedule by inserting in its financial bid for each Part (A and B) as specified below.

Unless otherwise indicated, the Bidder must provide:

- I. A firm, all inclusive, price for Part A – Price for Methodology and Training quoted in Canadian dollars;
- II. A firm, all inclusive, hourly rate of each resource category as identified in Part B, quoted in Canadian dollars.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Part 7, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2.
- b. travel between the successful bidder's place of business and the NCR; and
- c. the relocation of resources

in order to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

Notwithstanding the foregoing, for IT Audit training, section III.2 of the Annex A Statement of Work, occasional travel may be required, and the Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

Annual Travel Budget : \$5,000

All travel must have the prior authorization of the OAG and all payments are subject to government audit.

Part A – Firm, All-inclusive Price for Methodology and Training

Prices offered shall remain unchanged for the entire duration of the Contract term including option years.

The Bidder shall note that the OAG will not purchase all 12 Methodologies at once at the contract award. The OAG will determine how many and which methodologies will be purchased over the contract period based on the operational requirements and priorities.

The price of training is all inclusive of training materials, preparation time and delivery of training.

Name of Technology	Price (\$)		Applicable Taxes (GST, HST, PST)
	Methodology	Training	

Generic application (i.e. in-house developed applications)			
SAP (i.e. ECC and S/4 HANA)			
MS Dynamics (i.e. Great Plains, DAX, D365)			
PeopleSoft Financials and/or Human Resources Management System			
Oracle Financials			
Mainframe: Applicable to RACF, TSS, ACF2, Z/OS, Control-M, CA/7, TWS and CICS			
Windows Server and Active Directory			
UNIX based operating systems (i.e. AIX, HP-UX, Linux and Unix)			
iSeries/AS400			
DB2 Database			
Oracle Database			
MSSQL Database			
Sub Total of Part A	SUM		

Part B – Firm, All-inclusive Hourly Rate of each resource category

These firm, all-inclusive hourly rates are applicable to;

- Section III.1 of the Annex A, Statement of Work, IT Audit Methodology for updates and 10 additional technologies and any technologies not listed based on the hourly rate of the manager level resource;
- Section III.2 of the Annex A, Statement of Work, IT Audit Training for updates and 10 additional technologies and any technologies not listed based on the hourly rate of the resource providing the service;
- Section III.3 of the Annex A, Statement of Work, IT Audit Methodology Advice based on the hourly rate of the resource providing the service; and
- Section III.4 of the Annex A, Statement of Work, IT Audit Practice Review based on the hourly rate of the resource providing the service.

Resource Category	Hourly Ceiling Rate (Year 1,2,3)	Hourly Ceiling Rate (Option Year 1)	Hourly Ceiling Rate (Option Year 2)	*Average Hourly Ceiling Rate (all 5 years)
A. Partner	\$	\$	\$	Canada will calculate
B. Manager	\$	\$	\$	Canada will calculate
C. Senior Auditor/Consultant	\$	\$	\$	Canada will calculate
D. Auditor/Consultant	\$	\$	\$	Canada will calculate

*Average hourly ceiling rate of each resource category = (hourly ceiling rate (year 1,2,3) x 3 + hourly ceiling rate option year 1 + hourly ceiling rate option year 2) /5

Definition of an Hour/Proration

An hour is defined as 60 minutes exclusive of meal breaks. Payment will be for hours actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than an hour will be prorated to reflect actual time worked in accordance with the following formula:

$$(\text{Minutes worked} \times \text{applicable firm hourly rate}) \div 60 \text{ minutes.}$$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

b. Delete section 4.2.1.3 and replace with the following.

4.2.1.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 15% for Part A of the price and 15% for Part B of the price.

c. Delete section 4.2.1.5 and replace with the following.

4.2.1.5 To establish the pricing score, the score for each responsive bid will be determined as follows:

a. Part A – Sum of prices of methodology and training for 12 technologies named in the Attachment 1 to Part 3, Pricing Schedule will be identified and a pricing score of Part A, determined as follows, will be allocated to each responsive bid: the lowest sum of Part A of responsive bids / the sum of Part A of each responsive bid x 15.

b. Part B - Sum of weighted average hourly ceiling rate for each resource category (average hourly ceiling rate of Partner x 20% plus average hourly ceiling rate of Manager x 50% plus average hourly ceiling rate of Senior Auditor x 30%) will be identified and a pricing score of Part B, determined as follows, will be allocated to each responsive bid: the lowest sum of weighted average hourly ceiling rate of Part B of responsive bids / the sum of weighted average hourly ceiling rate of Part B of each responsive bid x 15

c. Scores of Part A and B will be combined.

d. Delete section 4.2.1.7 and replace with the following.

4.2.1.7 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 70/30 ratio of the technical merit and price, respectively. The total available points in technical requirement equals 135.

Basis of Selection – Highest Combined Rating Technical Merit (70%) and Price (Part A 15% + Part B 15%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price (Part A)		\$20,000.00	\$30,000.00	\$25,000.00
Bid Evaluated Price (Part B)		\$350	\$320	\$300
Calculations	Technical Merit Score	115/135 x 70 = 59.63	89/135 x 70 = 46.15	92/135 x 70 = 47.70
	Pricing Score (Part A)	20/20 x 15 = 15	20/30 x 15 = 10	20/25 x 15 = 12

	Pricing Score (Part B)	300/350 x 15 = 12.86	300/320 x 15 = 14.06	300/300 x 15 = 15
Combined Rating		87.49	70.21	74.7
Overall Rating		1st	3rd	2nd

- e. Delete ATTACHMENT 1 to PART 4, Minimum Mandatory Resource Qualifications and Experience in its entirety and replace with the following.

ATTACHMENT 1 to PART 4, Minimum Mandatory Resource Qualifications and Experience

The following table provides the minimum mandatory qualifications and experiences for each Resource Category. This criteria must be met by each of the Bidder's proposed resources. When applicable, each resource proposed with a university degree or college diploma, must possess, at a minimum, a certificate from a recognized Canadian university or college, or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada. The list of recognized organizations can be found under the [Canadian Information Centre for International Credentials](#) website.

Resource Categories and Requirements	Systems and Information Technology Audits
Partners /Managing Directors	
1. Education and Designations	<ul style="list-style-type: none"> • Designation in an IT related field (such as but not limited to CISA , CISSP, CISM or CRISC designation); and • Undergraduate university degree (e.g. Bachelor's degree or equivalent or higher)
2. Minimum Experience	Within the last fifteen (15) years, ten (10) cumulative years IT and systems audit experience, including five (5) years managing engagements
Managers	
1. Education and Designations	<ul style="list-style-type: none"> • Designation in an IT related field (such as but not limited to CISA , CISSP, CISM or CRISC designation); and • Undergraduate university degree (e.g. Bachelor's degree or equivalent or higher)
2. Minimum Experience	Within the last ten (10) years, eight (8) cumulative years IT and systems audit experience, including three (3) years managing engagements
Senior Auditors/Consultants	
1. Education and Designations	<ul style="list-style-type: none"> • Designation in an IT related field (such as but not limited to CISA , CISSP, CISM or CRISC designation); and • Undergraduate university degree (e.g. Bachelor's degree or equivalent or higher)
2. Minimum Experience	Within the last five (5) years, two (2) cumulative years IT and systems audit experience, including one (1) year supervisory experience
Auditors/Consultants	

Resource Categories and Requirements	Systems and Information Technology Audits
1. Education and Designations	Undergraduate university degree (e.g. Bachelor's degree or equivalent or higher)
2. Minimum Experience	Within the last five (5) years, one (1) cumulative year IT and systems audit experience

f. Delete section 7.6.1.1 and replace with the following.

7.6.1.1 Part A – Firm, All-inclusive Prices for Methodology and Training

The Contractor will be paid a firm, all-inclusive price for a satisfactory delivery of methodology and training in accordance with the Basis of Payment in Annex B. Customs duty are included and Applicable Taxes are extra.

g. Delete section 7.6.1.2 and replace with the following.

7.6.1.2 Part B – Firm, All-inclusive Hourly Rate of each resource category

The Contractor will be paid a firm, all-inclusive Hourly Rate of each resource category for the satisfactory completion of the work as described and requested in the Work Order in accordance with the Basis of Payment in Annex B. Customs duty are included and Applicable Taxes are extra.

This firm, all-inclusive hourly rates are applicable to;

- Section III.1 of the Annex A, Statement of Work, IT Audit Methodology for updates and 10 additional technologies and any technologies not listed based on the hourly rate of the manager level resource;
- Section III.2 of the Annex A, Statement of Work, IT Audit Training for updates and 10 additional technologies and any technologies not listed based on the hourly rate of the resource providing the service;
- Section III.3 of the Annex A, Statement of Work, IT Audit Methodology Advice based on the hourly rate of the resource providing the service; and
- Section III.4 of the Annex A, Statement of Work, IT Audit Practice Review based on the hourly rate of the resource providing the service.

h. Delete section IV. Minimum Mandatory Resource Qualifications and Experience of the Annex A, Statement of work and replace with the following.

IV. Minimum Mandatory Resource Qualifications and Experience:

The table below provides the minimum qualifications relevant to each Resource Category. Contractors MUST propose resource(s) that meet or exceed minimum qualification listed. The OAG expects that a team of up to fifteen (15) resources may be required to do the work of IT Audit methodology, training and advisory services (Section III.1, III.2 and III.3) and the team must include at a minimum of one (1) partner, one (1) manager and one (1) senior auditor/consultant. The remaining members of the team are to be determined by the Contractor. For the work of IT Audit Practice Review (Section III.4), The OAG expects that a team of resources consisting of a minimum of three (3) individuals – one (1) partner, one (1) manager and one (1) senior auditor/consultant may be required to do the work which could be different set of resources from the team for IT Audit methodology, training and advisory services (Section III.1, III.2 and III.3) It should be

noted that the level of auditor/consultant resource is not required for the IT Audit Practice Review and there are additional qualifications required for trainers as described in the Section III.2 IT Audit training.

The OAG will request the Curriculum Vitae of proposed resources for every engagement during the contract period and validate their qualifications. The OAG reserves the right to reject any resource that does not satisfy the minimum mandatory qualification.

Resource Categories and Requirements	Systems and Information Technology Audits
Partners /Managing Directors	
1. Education and Designations	<ul style="list-style-type: none"> • Designation in an IT related field (such as but not limited to CISA , CISSP, CISM or CRISC designation); and • Undergraduate university degree (e.g. Bachelor's degree or equivalent or higher)
2. Minimum Experience	Within the last fifteen (15) years, ten (10) cumulative years IT and systems audit experience, including five (5) years managing engagements
Managers	
1. Education and Designations	<ul style="list-style-type: none"> • Designation in an IT related field (such as but not limited to CISA , CISSP, CISM or CRISC designation); and • Undergraduate university degree (e.g. Bachelor's degree or equivalent or higher)
2. Minimum Experience	Within the last ten (10) years, eight (8) cumulative years IT and systems audit experience, including three (3) years managing engagements
Senior Auditors/Consultants	
1. Education and Designations	<ul style="list-style-type: none"> • Designation in an IT related field (such as but not limited to CISA , CISSP, CISM or CRISC designation); and • Undergraduate university degree (e.g. Bachelor's degree or equivalent or higher)
2. Minimum Experience	Within the last five (5) years, two (2) cumulative years IT and systems audit experience, including one (1) year supervisory experience
Auditors/Consultants	
1. Education and Designations	Undergraduate university degree (e.g. Bachelor's degree or equivalent or higher)
2. Minimum Experience	Within the last five (5) years, one (1) cumulative year IT and systems audit experience

- i. Delete section VI. Estimated Level of Effort of the Annex A, Statement of work and replace with the following.

VI. Estimated Level of Effort:

Section III.1 and III.2 IT Audit Methodology and IT Audit Training

The estimated level of effort **per technology** in hours which can be shared across all levels of resource however cannot exceed the total amount as indicated in the table below. The levels of effort for the development of tailored IT Audit methodology (III.1) and training preparation and delivery of training (III.2) indicated below are only applicable to the 10 additional technologies listed in the Statement of Work, Section III.1. The level of effort of training preparation and delivery of training (III.2) for the methodology of 12 essential technologies should be determined by the Contractor based on the complexity of the subject matter and the adequate number of hours required for effective delivery of training.

Level of Effort Per Technology Requested (Across Partner to Auditor level)		
Activity	Application System (maximum hours)	Infrastructure System (maximum hours)
Development of tailored IT Audit methodology (III.1)	15	15
Training preparation and delivery of training (III.2)	35	25
Total	50	40

It is expected that there will be two (2) training events delivered throughout the year. The order of the training event is to be determined based on the OAG operational requirements. The methodology/training dates will be set with the mutual consent of the Contractor and the OAG.

The estimated level of effort **per technology** requested in hours for the **development of the IT audit methodology updates and for the instructor preparation and delivery of training updates** is indicated in the table below.

Level of Effort Per Technology Requested (Across Partner to Auditor level)		
Activity	Application System (maximum hours)	Infrastructure System (maximum hours)
Methodology updates (III.1)	5	5
Training updates (III.2)	10	10
Total	15	15

It is expected that there will be up to three (3) methodology and training updates delivered throughout the year. The order of the training update events is to be determined based on OAG operational requirements. The methodology/training dates will be set with the mutual consent of the Contractor and the OAG.

- j. Delete ANNEX B, BASIS OF PAYMENT in its entirety and replace with the following.

ANNEX B, BASIS OF PAYMENT

A - Contract Period (From date of Contract to _____ (to be inserted 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.

1.0 Part A - Firm, All-inclusive Prices for IT Audit Methodology and Training

Name of Technology	Price (\$)
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	Methodology	Training
Generic application (i.e. in-house developed applications)		
SAP (i.e. ECC and S/4 HANA)		
MS Dynamics (i.e. Great Plains, DAX, D365)		
PeopleSoft Financials and/or Human Resources Management System		
Oracle Financials		
Mainframe: Applicable to RACF, TSS, ACF2, Z/OS, Control-M, CA/7, TWS and CICS		
Windows Server and Active Directory		
UNIX based operating systems (i.e. AIX, HP-UX, Linux and Unix)		
iSeries/AS400		
DB2 Database		
Oracle Database		
MSSQL Database		

2.0 Part B- Firm, All-inclusive Hourly Rate of each resource category

The Contractor will be paid all inclusive firm hourly rates as follows:

Category	Name	Firm, All-inclusive Hourly Rate
Partner		
Manager		
Senior Auditor/Consultant		
Auditor/Consultant		

Definition of an Hour/Proration

An hour is defined as 60 minutes exclusive of meal breaks. Payment will be for hours actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than an hour will be prorated to reflect actual time worked in accordance with the following formula:

$$(\text{Minutes worked} \times \text{applicable firm hourly rate}) \div 60 \text{ minutes}$$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

B - Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

B1 - Extended Contract Period

The period of the contract is from _____ to _____ *(to be inserted at contract award)*

1.0 Part A - Firm, All-inclusive Prices for IT Audit Methodology and Training

Name of Technology	Price (\$)	
	Methodology	Training
Generic application (i.e. in-house developed applications)		

SAP (i.e. ECC and S/4 HANA)		
MS Dynamics (i.e. Great Plains, DAX, D365)		
PeopleSoft Financials and/or Human Resources Management System		
Oracle Financials		
Mainframe: Applicable to RACF, TSS, ACF2, Z/OS, Control-M, CA/7, TWS and CICS		
Windows Server and Active Directory		
UNIX based operating systems (i.e. AIX, HP-UX, Linux and Unix)		
iSeries/AS400		
DB2 Database		
Oracle Database		
MSSQL Database		

2.0 Part B - Firm, All-inclusive Hourly Rate of each resource category

The Contractor will be paid all inclusive firm hourly rates as follows:

Category	Name	Firm, All-inclusive Hourly Rate
Partner		
Manager		
Senior Auditor/Consultant		
Auditor/Consultant		

Definition of an Hour/Proration

An hour is defined as 60 minutes exclusive of meal breaks. Payment will be for hours actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than an hour will be prorated to reflect actual time worked in accordance with the following formula:

$$(\text{Minutes worked} \times \text{applicable firm hourly rate}) \div 60 \text{ minutes.}$$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

B2 - Extended Contract Period

The period of the contract is from _____ to _____ *(to be inserted at contract award)*

1.0 Part A - Firm, All-inclusive Prices for IT Audit Methodology and Training

Name of Technology	Price (\$)	
	Methodology	Training
Generic application (i.e. in-house developed applications)		
SAP (i.e. ECC and S/4 HANA)		
MS Dynamics (i.e. Great Plains, DAX, D365)		
PeopleSoft Financials and/or Human Resources Management System		
Oracle Financials		
Mainframe: Applicable to RACF, TSS, ACF2, Z/OS, Control-M, CA/7, TWS and CICS		
Windows Server and Active Directory		
UNIX based operating systems (i.e. AIX, HP-UX, Linux and Unix)		

iSeries/AS400		
DB2 Database		
Oracle Database		
MSSQL Database		

2.0 Part B - Firm, All-inclusive Hourly Rate of each resource category

The Contractor will be paid all inclusive firm hourly rates as follows:

Category	Name	Firm, All-inclusive Hourly Rate
Partner		
Manager		
Senior Auditor/Consultant		
Auditor/Consultant		

Definition of an Hour/Proration

An hour is defined as 60 minutes exclusive of meal breaks. Payment will be for hours actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than an hour will be prorated to reflect actual time worked in accordance with the following formula:

$$(\text{Minutes worked} \times \text{applicable firm hourly rate}) \div 60 \text{ minutes.}$$

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

All other terms and conditions remain unchanged.