

Solicitation No. - N° de l'invitation  
E60ZQ-180001/D

Amd. No. - N° de la modif.  
A001 to A008

Buyer ID - Id de l'acheteur  
006ZQ

Client Ref. No. - N° de réf. du client  
E60ZQ-180001

File No. - N° du dossier  
006zqE60ZQ-180001

CCC No./N° CCC - FMS No./N° VME

**REQUEST FOR SUPPLY ARRANGEMENT (RFSA)**  
**FOR**  
**PROFESSIONAL AUDIT AND SUPPORT SERVICES (PASS)**  
**REFRESH 2018**

This Request for Supply Arrangement (RFSA) is a request to solicit arrangements for the provision of professional services under the Professional Audit Support Services (PASS) method of supply.

Suppliers capable of meeting the requirements of this solicitation are invited to submit an arrangement.

For **Existing Suppliers** it is an opportunity to submit information in order to qualify for additional Streams, and/or to offer services in additional Regions/Metropolitan Areas. Existing Suppliers are not required to submit an arrangement in order to retain or to re-qualify for any Streams for which they already have an SA, with the exception of those Existing Suppliers that did not submit an arrangement to the Re-competition RFSA E60ZQ-180001/C (applicable to Refresh periods 1 and 2 only).

For **New Suppliers** it is mandatory to submit an arrangement in accordance with this RFSA by the closing date and time of the applicable Refresh Period, as indicated on the Solicitation Dashboard of the CPSS ePortal and comply with the mandatory requirements of this solicitation in order to be given consideration to be awarded a PASS SA.

Please note: Arrangements cannot be revised after the closing date and time of the applicable Refresh Period.

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
- 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Attachments and Annexes include:

- Attachment A –Technical Evaluation Criteria
- Attachment B – Guide to Centralized Professional Services System (CPSS) Data Collection Component (DCC) Bidding
- Annex A – Statement of Requirements
- Annex B – Generic Security Requirements Check Lists (SRCLs)
- Annex C – Qualified Streams

### 1.2 Acronyms and Key Terms

ACRONYMS	
<i>CanadaBuys</i>	<a href="#">Homepage   CanadaBuys</a>
CETA	Canada-European Union Comprehensive Free Trade Agreement
CFTA	Canada Free Trade Agreement
<i>CKFTA</i>	<i>Canada-Korea Free Trade Agreement</i>
CLCSA	Comprehensive Land Claims Settlement Area
CPSS	Centralized Professional Services System
<i>CSP</i>	<i>Contract Security Program</i>
DCC	Data Collection Component

DOS	Designated Organizational Screening
FCP	Federal Contractors Program
FSC	Facility Security Clearance
GETS	Government Electronic Tendering Service
MSC	Main Supplier Contact
NPP	Notice of Proposed Procurement
PASS	Professional Audit and Support Services
<i>PSIB</i>	Procurement Strategy for <i>Indigenous</i> Business
<i>PSPC</i>	<i>Public Services and Procurement Canada</i>
PWGSC	Public Works and Government Services Canada
QUR	Quarterly Usage Report
RFP	Request for Proposal
RFSA	Request for Supply Arrangement
SA	Supply Arrangement
SRCL	Security Requirement Check List

**Active/Inactive:** refers to the current state of an Existing Supplier's SA in the CPSS ePortal. An Existing Supplier's SA can be 'Inactive' (such as for non-submission of the QUR) but that does not prevent that Supplier from submitting an arrangement under this solicitation as an Existing Supplier. Only an SA awarded as a result of PASS E60ZQ-180001/C or E60ZQ-180001/D can either be 'Active' or 'Inactive'.

**Centralized Professional Services System (CPSS) ePortal:** comprised of a Supplier Module, a Client Module and a Maintenance Module. CPSS contains information on methods of supply, including PASS, and reflects standardized business rules.

The Supplier Module allows a supplier, through a Main Supplier Contact to:

- i) create and manage Regional Contacts;
- ii) input and submit data as part of a solicitation process;
- iii) track the progress/status of data input against solicitation(s) and retrieve the data for use in refresh or re-competition solicitations;
- iv) view and edit certain elements of information pertaining to that supplier's profile.

**Data Collection Component (DCC):** a component within the CPSS Supplier Module used by Suppliers to input data as part of the solicitation process. A dashboard is accessible to view information on current and upcoming solicitations for professional services.

**Enrolment:** the process in which a Supplier creates a CPSS account and identifies a Main Supplier Contact (MSC). The MSC will receive credentials that enable the MSC to access the Supplier Module. Enrolment is conducted on-line and can be initiated by a supplier at any time, with a typical response time of minutes to receive credentials, where all the necessary information is received by Canada.

Instructions for enrolment in the CPSS Supplier Module are available at the [Enrolment Instructions – Suppliers](#) page.

**Existing Supplier:** a Supplier for this solicitation that currently holds a valid PASS SA awarded as a result of the PASS RFSA E60ZQ-180001/C or E60ZQ-180001/D. For Refresh periods 1 and 2 of RFSA E60ZQ-180001/D, an Existing Supplier includes those that were awarded a PASS SA under RFSA E60ZQ-140002/B or E60ZQ-140002/C.

**Identified User:** (also called Clients or Federal Department Clients) includes any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, IV, and V of the Financial Administration Act, R.S., 1985, c. F-11 and any other party for which the Department of Public Works and Government Services has been authorized to act from time to time under section 16 of the Department of Public Works and Government Services Act.

**Main Supplier Contact (MSC):** the supplier representative within the CPSS ePortal. There is one MSC for every Procurement Business Number (PBN) enrolled in CPSS.

**New Supplier:** a supplier that does not currently hold a valid PASS SA.

**Re-competition:** a solicitation intended to replace the current SA. Each such Re-competition solicitation requires all Existing Suppliers to submit an arrangement in order to continue to provide services in Streams for which it had previously qualified. Also allows New Suppliers to qualify for an SA and Existing Suppliers to qualify for more Streams or offer services in additional Regions/Metropolitan Areas throughout the validity period of the SA.

**Refresh:** a solicitation that allows New Suppliers to qualify for an SA and Existing Suppliers to qualify for more Streams or offer services in additional Regions/Metropolitan Areas throughout the validity period of the SA. Existing Suppliers are not required to submit an arrangement in a Refresh solicitation in order to continue to provide the services for which they are currently qualified under their SA, with the exception of those Existing Suppliers that did not submit an arrangement to the Re-competition solicitation RFSA E60ZQ-180001/C (applicable to Refresh periods 1 and 2 only).

**Supplier:** can be a New Supplier or an Existing Supplier who is submitting an arrangement under this solicitation.

### 1.3 Summary

This solicitation is a Request for Supply Arrangement to satisfy Canada's requirement for the provision of Professional Audit and Support Services to locations throughout Canada, *excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting supply arrangements.* Each arrangement submitted may result in a Supply Arrangement (SA). All suppliers capable of meeting the requirements of this solicitation are invited to submit an arrangement for a SA.

#### 1.3.1 Streams

PASS includes the following Streams of services:

- Stream 1: Internal Audit;
- Stream 2: Internal Audit Quality Assessments;
- Stream 3: Information Technology and Systems Audit;
- Stream 4: Forensic Audit;
- Stream 5: External Audit;
- Stream 6: Financial and Accounting Services;
- Stream 7: Internal Control Training; and
- Stream 8: Recipient/Contribution Agreement Audit

Arrangements will be evaluated on a Stream basis. It is not necessary to submit an arrangement for all Streams to be issued an SA. Therefore, if a supplier wishes to submit an arrangement for services in only

one specific Stream, it may do so; however, if a minimum response is required to obtain a Stream, then that minimum response must be provided in the arrangement.

Changes affecting the PASS Method of Supply are being implemented through this RFSA. Suppliers are reminded of the importance of reading this document in its entirety, as well as all documents incorporated by reference. By submitting an arrangement to this solicitation, Suppliers are acknowledging that they agree to the process and terms and conditions described in this RFSA.

#### **1.4 Trade Agreements**

The requirement is subject to the provisions of the *Canada-United Kingdom Trade Continuity Agreement (Canada-UK TCA)*, World Trade Organization Agreement on Government Procurement (WTO-AGP), *Canada Korea Free Trade Agreement, (CKFTA)*, the Canadian Free Trade Agreement (CFTA), the Canada-European Union Comprehensive Economic and Free Trade Agreement (CETA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canada – Chile Free Trade agreement, the Canada – Colombia Free Trade agreement, the Canada – Honduras Free Trade agreement, the Canada – Panama Free Trade agreement, the Canada – Peru Free Trade agreement and the Canada – Ukraine Free Trade agreement.

#### **1.5 Identified Users**

The SA(s) resulting from this solicitation may be used by Identified Users to fulfill their individual requirements. Only “pre-qualified suppliers” awarded an SA via this solicitation and qualified for the relevant Stream(s) and Region(s)/Metropolitan Area(s) will be eligible to provide the services to the Identified Users.

#### **1.6 Designation as Set Aside**

Part of this procurement may be designated by one or more Identified Users as set-aside under the federal government’s Procurement Strategy for *Indigenous Business (PSIB)*. In these specific cases, (i) the procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses, and (ii) as per Article 1802 of the AIT, the AIT does not apply.

To be considered as an *Indigenous Business* under the *PSIB*, see Part 5 of this RFSA.

#### **1.7 Regions/Metropolitan Areas**

The following Regions and Metropolitan Areas may receive professional services under the SA(s) resulting from this solicitation:

Regions:

- National Capital
- Atlantic
- Quebec
- Ontario
- Western
- Pacific
- Remote/Virtual Access: This is a separate region and does not include any of the other Regions or Metropolitan Areas. It is a region that is used when a Client has no preference in terms of where the work is performed

#### Metropolitan Areas:

- National Capital
- Halifax
- Moncton
- Montreal
- Quebec City
- Toronto
- Calgary
- Edmonton
- Saskatoon
- Winnipeg
- Vancouver
- Victoria

In submitting an arrangement to this RFSA via the DCC of CPSS, Suppliers will have the opportunity to select which Regions/Metropolitan Areas they will be pre-qualified to provide services to, should their arrangement result in the issuance of an SA.

**Note to Suppliers:** The selection of any Region by the Supplier does not extend an offer of services to any Metropolitan Areas. Regions and Metropolitan Areas are considered exclusive of each other for the purpose of offering services and must be individually selected during the Supplier's response in the DCC of CPSS.

Suppliers are encouraged to visit the [Definitions of the Remote/Virtual Access, Regions and Metropolitan Areas](#) page for more information.

### 1.8 Security Requirement

Before the issuance of an SA, the Supplier must hold a valid Designated Organization Screening (DOS), issued by the *Contract Security Program (CSP)*, Public Works and Government Services Canada (PWGSC). For further details, consult Part 4, *Evaluation Procedures and Basis of Selection*, Section 4.3, *Security Requirement*, of this RFSA.

### 1.9 Debriefings

Suppliers may request a debriefing on the results of the RFSA process. Suppliers should make the request to the SA Authority within 10 working days of receipt of the results of the RFSA process. The debriefing may be in writing, by telephone or in person.

### 1.10 Use of an e-Procurement Solution (EPS)

*PSPC is now using an e-procurement solution (EPS). PASS has transitioned to this system and will now use it to award and amend SAs. Potential suppliers and existing suppliers are required to register for an ARIBA account now; instructions can be found at the following link: [How to register your business | CanadaBuys](#). Please note that the CPSS will remain active for suppliers to submit their arrangements, to manage their account as well as access the reporting function.*



## **PART 2 - SUPPLIER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by PWGSC.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the SA and any resulting contract(s).

#### **2.1.1 Standard Instructions**

2008 (2018-05-22) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA. Subsection 5.4 is amended as follows:

Delete: sixty (60) days

Insert: two hundred and twenty (220) calendar days

### **2.2 Procurement Business Number (PBN) and Legal Entity**

Suppliers must have a Procurement Business Number (PBN) in order to access the CPSS ePortal for the purposes of using the DCC. New Suppliers who do not yet have a PBN can register for one in the [Supplier Registration Information](#) (SRI) system.

A Supplier's legal name and mailing address on record with SRI must be the same as the one used in CPSS.

For Existing Suppliers, the same PBN used in the current SA must be used if submitting an arrangement under this RFSA in order for existing data to be successfully grandfathered.

In the case of a Joint Venture, the PBN for each member of the joint venture must be identified in the DCC and a unique PBN for the joint venture legal entity must be identified, provided the arrangement is as a "New Supplier". If the arrangement is being submitted as an Existing Supplier, the PBN already established for the JV entity must be used, and the existing members must remain the same.

One legal entity may participate in the submission of:

- a) one arrangement from the legal entity alone, or
- b) one arrangement from the legal entity and one arrangement submitted in a joint venture, or
- c) two arrangements submitted in joint venture.

If a legal entity participates in more than two arrangements, Canada will choose in its discretion which two arrangements to consider.

Each arrangement will be evaluated independently without regard to other arrangements submitted and, therefore, every arrangement submitted must be complete.

### **2.3 Enquiries**

All enquiries must be submitted in writing to the SA Authority no later than fifteen (15) calendar days before the solicitation closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers 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 suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

## **2.4 Applicable Laws**

The SA and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.

## **2.5 Bid Challenge and Recourse Mechanisms**

*Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.*

*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)*

*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 - ARRANGEMENT PREPARATION INSTRUCTIONS

### 3.1 Arrangement Preparation Instructions

Due to the nature of the solicitation, arrangements transmitted by facsimile will not be accepted. Suppliers must submit their arrangement in two Sections identified below.

#### 3.1.1 Section I: Online Response Template

- a) Suppliers must submit the completed online response template electronically through the CPSS Supplier Module - Data Collection Component (DCC), by the closing date and time of the applicable Refresh period, as indicated on the Solicitation Dashboard of the CPSS ePortal. Instructions on how to complete the online response template through the DCC can be found in Attachment B.
- b) The DCC allows Suppliers to save and re-submit the online response template multiple times. When an online response template is submitted, the Main Supplier Contact (MSC) will receive a confirmation email that will confirm the receipt of the response template. The last submitted online response template received by PWGSC will be the one that will be evaluated.
- c) It is the Supplier's responsibility to click the <Submit> button in the DCC and ensure that the online response template has been sent electronically by the closing date and time of the applicable Refresh period, as indicated on the Solicitation Dashboard of the CPSS ePortal.
- d) Any information that is required to be submitted through the DCC (e.g. *Indigenous* Business Certification) or other information/documentation that is required to support information submitted through the DCC (e.g. Requirements for the Set-Aside Program for *Indigenous* Business) must be submitted by email upon request by Canada as detailed in Part 5.

#### 3.1.2 Section II: Technical Arrangement

- a) In this Section, suppliers must submit the information that demonstrates their understanding of the requirements contained in the solicitation and how they meet these requirements, including the evaluation criteria in Attachment A.

This Section should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the arrangement will be evaluated. Simply repeating the statement contained in the solicitation is not sufficient. In order to facilitate the evaluation of the arrangement, Canada requests that suppliers address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, suppliers may refer to different sections of their arrangements by identifying the specific paragraph and page number where the subject topic has already been addressed.

- b) Suppliers must submit Section II to the PWGSC Bid Receiving Unit (BRU) *using the epost Connect service provided by Canada Post Corporation* by the closing date and time of the applicable Refresh period, as indicated on the Solicitation Dashboard of the CPSS ePortal.
- c) *The applicable e-mail address to which the Technical Arrangement must be submitted or to which a request should be sent in order to open an epost Connect conversation is [tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca). Please refer to the Section 08 of SACC 2008 for full details*
- d) Canada requests that the Supplier clearly identifies on the first page of Section II for which Stream(s) it is attempting to qualify.

3.1.3 If there is a discrepancy between the wording of any copies of the Sections that appear on the following list, the wording of the copy that first appears on the list has priority over the wording of any copy that subsequently appears on the list:

- *the electronic copy of Section II submitted to the BRU using epost Connect;*
- *the completed online response template of Section I submitted through the DCC*

### 3.2 Arrangement Submission Grid

The following Arrangement Submission Grid is provided to assist Suppliers with their arrangement preparation and submission. As the status and circumstances of each Supplier is unique, it is the responsibility of each Supplier to read all documents related to this RFSA and to ensure that all mandatory requirements are met. Where in the Grid the symbol « & » is used, the Supplier must submit the information/documentation requested through all methods.

The following descriptions are provided:

- “DCC” indicates that the Supplier must input information into the DCC and ensure to click the <Submit> button.
- “CONFIRM IN DCC” indicates that the Existing Supplier must validate carried over information before ensuring to click the <Submit> button.
- “EPOST / BRU” indicates that the Supplier must provide the information/documentation through epost Connect to the Bid Receiving Unit.
- “EMAIL” indicates that the Supplier must provide the information/documentation by email upon request by Canada.

	<b>New Supplier:</b>	<b>Existing Supplier IS <u>NOT</u> applying for additional Stream(s) (applicable to Refresh periods 1 and 2 only)</b>	<b>Existing Supplier IS applying for additional Stream(s)</b>
<b>Section I – Data Collection Component (DCC)</b>			
Company information (Supplier Profile)	DCC	CONFIRM IN DCC	CONFIRM IN DCC
Regional Information (Region & Metropolitan Area selection)	DCC	CONFIRM IN DCC & DCC (for new Region(s) / Metropolitan Area(s))	CONFIRM IN DCC & DCC (for new Region(s) / Metropolitan Area(s))
Stream Information (under Mandatory Criteria)	DCC	CONFIRM IN DCC	CONFIRM IN DCC & DCC (for new Stream(s))
Security	DCC	CONFIRM IN DCC	CONFIRM IN DCC
Federal Contractors Program for Employment Equity	DCC	DCC	DCC
Former Public Servant Certification	DCC	DCC	DCC
Indigenous Business Certification	DCC (& EMAIL if applicable)	DCC (& EMAIL if applicable)	DCC (& EMAIL if applicable)

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Grandfather Certification	N/A	DCC & EMAIL	DCC & EMAIL
Work Force Reduction Program Certification	DCC	DCC	DCC
Integrity Provisions / Code Of Conduct	DCC & EMAIL	DCC & EMAIL	DCC & EMAIL
Request for Security Sponsorship	DCC (if desired)	DCC (if desired)	DCC (if desired)
Supplier's Statement	DCC & EMAIL	DCC & EMAIL	DCC & EMAIL
Education and Experience	DCC & EMAIL	N/A	DCC & EMAIL
<b>Section II – Technical Arrangement</b>			
Mandatory MT1 –Project Summaries	EPOST / BRU	N/A	EPOST / BRU (for new Stream(s))
Mandatory MT2 – Resources	EPOST / BRU	N/A	EPOST / BRU (for new Stream(s))
Mandatory MT3 (for Stream 5 only)	EPOST / BRU	N/A	EPOST / BRU (for new Stream)

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

Arrangements will be assessed in accordance with the entire requirement of the RFSA including the technical evaluation criteria. There are several steps in the evaluation methodology, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Supplier has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.

An evaluation team composed of representatives of Canada will evaluate the arrangements. Canada may hire any independent consultant, or use any Government resources, to evaluate any arrangement. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.

If Canada seeks clarification or verification from the Supplier about its arrangement, the Supplier will have two working days (or a longer period if specified in writing by the SA Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the arrangement or a part thereof being declared non-responsive, unless the SA Authority grants an extension in his or her sole discretion.

#### **4.1.1 Technical Evaluation**

The technical evaluation criteria for the RFSA are included in Attachment A – Technical Evaluation Criteria.

#### **4.1.2 Financial Evaluation**

As there is no requirement for a financial submission for this RFSA, no financial evaluation of arrangements will be conducted in order to be issued an SA.

### **4.2 Basis of Selection**

Arrangements that do not comply with each and every mandatory requirement applicable to the SA may be considered non-responsive. The evaluation steps are as follows:

#### **4.2.1 Step 1 – Technical Evaluation:**

Each submission will be reviewed to determine if it contains an arrangement for an SA that meets the mandatory requirements set out in Attachment A - Technical Evaluation Criteria.

An arrangement must comply with the requirements of the solicitation and meet all mandatory requirements of Attachment A to be declared responsive to the requirement for an SA.

#### **4.2.2 Step 2 – Selection and Issuance of Supply Arrangements:**

Each technically responsive arrangement will be recommended for the issuance of an SA for the Streams being applied for according to the conditions identified in Part 6 – Resulting Supply Arrangement and Resulting Contract Clauses.

Where an *Indigenous* Supplier qualifies for both an *Indigenous* and non-*Indigenous* SA, only one SA will be awarded. These SAs can be used for either *Indigenous* or non-*Indigenous* Client searches.

Suppliers should note that the issuance of all SA's is subject to Canada's internal approvals process. If such approval is not given, the SA will not be issued.

All Suppliers will be notified in writing regarding the outcome of this solicitation.

#### 4.3 Security Requirement

Before issuance of an SA, the following conditions must be met:

- a) The Supplier must hold a valid Designated Organization Screening (DOS), issued by the *Contract Security Program (CSP)*, Public Works and Government Services Canada (PWGSC); and
- b) *Each member of a Joint Venture (JV) bidder must have a DOS, issued by CSP PWGSC*

Canada will not delay the issuance of any SA to allow Suppliers to obtain the required clearance. Suppliers are reminded to obtain the required security clearance promptly.

Suppliers who have not yet received their DOS clearance from CSP by the date that the SA Authority has issued any SA as a result of this solicitation may be considered non-responsive to this solicitation's requirements for the issuance of an SA.

However, should a Supplier receive its required clearance while all other requirements of the solicitation have been met and its arrangement is still valid, Canada will consider awarding an SA to that Supplier.

##### Notes to Suppliers:

In the case of a JV, the level of corporate security attainable through *the CSP for the JV entity is the level in common that is held by all members of the JV*. For example: a JV with five (5) members is comprised of four members holding a valid Facility Security Clearance (FSC) at the Secret level and one member holding a valid DOS. The highest corporate security level for which the JV would be considered under the resulting SA framework would be DOS, until such time as the member holding a valid DOS clearance has requested sponsorship via the SA Authority and obtained a valid FSC at the secret level issued by the CSP.

*With respect to Document Safeguarding Capability (DSC), a JV entity is not required to hold a DSC for each member of a JV entity in order to be considered having that capability. If only one member of the JV entity has obtained the DSC through the CSP, the JV entity would be considered under the resulting SA framework to have the DSC. In the case of where multiple members of a JV entity have various levels of the DSC, the highest level of DSC will be considered should an SA be issued to the JV entity.*

Suppliers may request that the SA Authority consider security sponsorship of their candidacy to upgrade the Supplier to the next security level that is above their current security level or to seek initial DOS clearance. Such sponsorship is only available for one level of upgrade at a time. This request may be made at any time before or after solicitation closing by sending the request to the attention of the SA Authority or by completing the Sponsorship Certification in the DCC which forms part of the electronic submission. If sponsorship is anticipated, the Supplier is encouraged to contact the SA Authority as soon as possible so that the process can be started. There is no need for the Supplier to wait for the solicitation to close before advising the SA Authority of the need to be sponsored.

For additional information on security requirements, Suppliers should consult the [Common centralized professional services: Security requirement check lists](#) website.

## ATTACHMENT A

### TECHNICAL EVALUATION CRITERIA

#### A1 GENERAL

- A1.1 The Supplier must provide the necessary documentation to support compliance with the requirements, in accordance with the following:
- a) Suppliers are requested to provide detailed information to describe where, when and how work experience was acquired. Failure to provide such information will result in the experience being considered to be "not demonstrated" for evaluation purposes.
  - b) In order to demonstrate when experience was obtained, the supplier must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.
- A1.2 The references provided by the Suppliers are subject to verification by Canada during the arrangement evaluation period (before issuance of SA(s)) and after issuance of SA(s). The SA Authority will have the right to ask for additional information to validate the references before issuance of an SA(s). The arrangement will be declared non-responsive if any references given by the Supplier are untrue, whether made knowingly or unknowingly. Failure to comply with the request of the SA Authority for additional information will also render the arrangement non-responsive. Client reference information must be provided for a minimum of three (3) projects conducted within the past 5 years for MT2. On an exceptional basis for security agencies or publicly-traded companies who do not wish to be identified, it is acceptable to identify the client as "an entity in the X sector".
- A1.3 For Mandatory Technical Criteria listed below requiring project summaries (MT1) or descriptions (MT2), it is strongly recommended that the Supplier and its proposed resource(s) use the response template included in Section A4 below.

#### A2 STREAMS AND MINIMUM MANDATORY RESOURCE REQUIREMENTS

The Streams and minimum mandatory resource requirements are described in Annex A, Statement of Requirements.

#### A3 MANDATORY TECHNICAL CRITERIA

NOTE: SACC Manual Standard Instructions 2008, paragraph 04, Definition of a Supplier: "Supplier" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting an arrangement. It does not include the parent, subsidiaries or other affiliates of the Supplier, or its subcontractors.

REQUIREMENT
<b>MT1)</b> For each Stream for which an arrangement is being submitted, the Supplier must submit project summaries for each Stream as follows:  <b>Stream 1 - Internal Audit;</b> <b>Stream 3 - Information Technology and Systems Audit;</b> <b>Stream 5 - External Audit; and</b> <b>Stream 8 - Recipient/Contribution Agreement Audit:</b>



Four (4) projects\* for each of the above Streams that are:

- Relevant to the Stream;
- Each valued at more than \$40,000; and
- Started and completed within the period which begins five (5) years from the applicable Refresh period opening date and ends on the applicable Refresh period closing date.

**Stream 4 – Forensic Audit:**

Four (4) projects\* that are:

- Relevant to the Stream;
- Each valued at more than \$50,000; and
- Completed within the period which begins five (5) years from the applicable Refresh period opening date and ends on the applicable Refresh period closing date.

**Stream 6 - Financial and Accounting Services:**

Four (4) projects\* that are:

- Relevant to the Stream;
- Each valued at more than \$20,000; and
- Started and completed within the period which begins five (5) years from the applicable Refresh period opening date and ends on the applicable Refresh period closing date.

**Stream 2 - Internal Audit Quality Assessments; and  
Stream 7 - Internal Control Training:**

Two (2) projects\* for each of the above Streams being applied for that are:

- Relevant to the Stream;
- Each valued at more than \$10,000; and
- Started and completed within the period which begins five (5) years from the applicable Refresh period opening date and ends on the applicable Refresh period closing date.

**\* Projects must be completed by the firm, as opposed to the individual resources.**

*If project summaries are provided for more than the identified number of Projects for a Stream, only the project summaries up to the number identified for the respective Stream will be evaluated, based on the order of presentation within the submission, to determine compliance to the criteria above. For example: a Supplier submits five project summaries for Stream 1; if one of the first four project summaries that appears in the Supplier's arrangement does not demonstrate that the Stream minimum requirements for that Stream, the fifth project summary will not be evaluated and the arrangement will be considered non-compliant.*

**MT2)** For each Stream for which an arrangement is being submitted, the Supplier must submit CVs for resources in the following five (5) categories, that contain information and detailed project descriptions demonstrating that they each meet the Stream minimum mandatory resource requirements (educational, professional designations and work experience) listed in Section 5 of Annex A, Statement of Requirements:

**For Streams 1, 3, 4, 5, 6 and 8:**

1 Partner/Managing Director;  
1 Project Manager/Leader;  
3 at Senior Auditor or Auditor levels.

**For Streams 2 and 7:**

1 Partner/Managing Director;  
1 Project Manager/Leader;  
1 Senior Auditor; and  
2 additional resources at any of the Partner/Managing Director, Project Manager/Leader or Senior Auditor levels.

For requirements in Annex A where experience must be “*within the past x years\**...”, the relevant period begins x years from the applicable Refresh period opening date and ends on the applicable Refresh period closing date.

If CVs are provided for more than the identified number of resources for each category, only the first CV(s) in order of presentation will be evaluated to determine compliance to the criteria above. For example: a Supplier submits CVs for 2 resources that are both identified in their arrangement as Partners/Managing Directors; if the CV for the first resource that appears in the Supplier's arrangement does not demonstrate that he/she meets the Stream minimum mandatory resource requirements for that category, the CV for the second resource will not be evaluated and the arrangement will be considered non-compliant.

A resource can be proposed for more than one resource category but not within the same Stream. If the same resource is proposed for more than one category, the Supplier must still demonstrate that the resource meets the Stream minimum mandatory resource requirements for each Stream he/she is being proposed. For example: A resource who has been proposed in the Supplier's arrangement as a Partner/Managing Director for Stream 1 can be proposed to demonstrate compliance to the Project Manager/Leader for Stream 2 and his/her CV(s) must contain information and detailed project descriptions demonstrating that he/she meets the minimum mandatory resource requirements for both Streams. However, a resource who has been proposed in the Supplier's arrangement as a Partner/Managing Director for Stream 1 cannot be proposed to demonstrate compliance to the Project Manager/Leader for Stream 1.

**MT3) APPLICABLE ONLY TO Stream 5 – External Audit:** Suppliers must provide a corporate profile that demonstrates the Supplier's experience in this Stream. The supplier must demonstrate the following:-

A. a minimum of five (5) cumulative years of experience within the period which begins ten (10) years *from the applicable Refresh period opening date and ends on the applicable Refresh period closing date*, in providing external audit of financial statements and/or related services described in Annex A, Section 2.5;

B. The ability to provide opinions on financial statements; and

C. That they are licensed to sign financial statements in Canada.

#### A4 PROJECT SUMMARY/DESCRIPTION TEMPLATE

Project Number	
Client Organization	
Project Name	
Project Description	
Project Duration (“from-to” dates in month(s)/year(s))	

Solicitation No. - N° de l'invitation  
E60ZQ-180001/D

Amd. No. - N° de la modif.  
A001 to A008

Buyer ID - Id de l'acheteur  
006ZQ

Client Ref. No. - N° de réf. du client  
E60ZQ-180001

File No. - N° du dossier  
006zqE60ZQ-180001

CCC No./N° CCC - FMS No./N° VME

<b>Project Value, if applicable</b>	
<b>Role on Project</b>	
<b>Description on Project Role/Tasks</b>	
<b>Client Reference (Name, Title, Phone Number, E-mail), if applicable</b>	

## ATTACHMENT B

### Guide to Centralized Professional Services System (CPSS) Data Collection Component (DCC)

To access the CPSS ePortal and the DCC:

New Suppliers must first enroll in the CPSS Supplier Module, beginning at the [Enrolment Instructions for Suppliers](#) web page.

Suppliers must contact CPSS directly for enrolment questions or assistance: [tpsgc.sspc-cpss.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.sspc-cpss.pwgsc@tpsgc-pwgsc.gc.ca)

Suppliers must log into CPSS via the [Supplier Credential Verification](#) login.

#### The following steps are provided to assist Suppliers through the CPSS bidding process:

1. Once a CPSS profile is created and the Supplier has logged into CPSS, they must find the Solicitation Dashboard link on the left-hand side of the screen.
2. Select the PASS RFSA solicitation from the Solicitation Dashboard under the title "Open Solicitation".
3. The Supplier is now within the CPSS DCC, or "Response Template."
4. A Supplier's Supplier Main Contact (SMC) account is able to designate up to two other individuals as Contacts who are able to enter and modify data for the Response. Select the appropriate Contact Persons for Contact One and Contact Two, if desired. Click "Save Designated Contacts." Those individuals should receive an automatically generated e-mail with login credentials from CPSS via e-mail.
5. Go To "Streams", select all the Streams that you wish to apply for and click Save. Click "Return to Response Home Page",
6. Go to "Company Information". Complete/confirm the information on the page and click "Save". If the Supplier is a Joint Venture, click on "Enter your joint venture information", enter the information for each JV member and click save after each one. Click "Return to Response Home Page."
7. Go to "Regional Information." Select the areas for which the Supplier wishes to provide professional services and Click "Update".
  - a) Still on the Regional Information page, scroll down to "Regional Contact Information and select, or input and then select, the contact person for each of the Regions and Metropolitan areas from the drop down lists and click "Update". Regional Contacts must be submitted for all Regions/Metropolitan Areas.
  - b) Still on the Regional Information page, scroll down to "Local Offices" and select, or input and then select, a local office for any Regions/Metropolitan Areas, as applicable and click "Update."
  - c) Still on the Regional Information page, scroll down to "Language Preferences" scroll and select the language preference from the drop down menus for each Region/Metropolitan Area and click "Update."

Important: All of the contact, local office, and language preference information entered in steps 7a, 7b, and 7c **can be** modified by the Supplier at any time after award, but regions themselves **cannot be** added or changed except during a solicitation submission (either during a refresh

period or a full re-competition).

Click "Return to Response Home Page."

8. Go to "Stream Information". Review the text on the page (Existing Suppliers may have greyed-out information) and for each Stream indicate if the Stream is:
  - a) "Currently Offered":
    - i. Existing Suppliers should select this option for those Stream(s) for which it was awarded an SA as a result of RFSA E60ZQ-180001/C or E60ZQ-180001/D.  
NOTE: for Refresh periods 1 and 2 of RFSA E60ZQ-180001/D, Existing Suppliers that did not submit an arrangement under RFSA E60ZQ-180001/C (i.e. the Re-competition) but were awarded an SA as a result of RFSA E60ZQ-140002/B, or E60ZQ-140002/C should select this option for those Stream(s) for which they want to be qualified under their new SA;
    - ii. New Suppliers must not select this option;
  - b) "Newly Offered":
    - i. Existing Suppliers should select this option for those Stream(s) for which they were not previously awarded an SA but for which they are attempting to qualify under their new SA;
    - ii. New Suppliers should select this option for those Stream(s) for which they are attempting to qualify.
  - c) "Not Offered":
    - i. Existing Suppliers should select this option for:
      - a. those Stream(s) for which they were not previously awarded an SA and for which they are not attempting to qualify under their new SA; or
      - b. those Stream(s) for which they were previously awarded an SA as a result of RFSA E60ZQ-140002/B, E60ZQ-140002/C, E60ZQ-180001/C or E60ZQ-180001/D (Refresh periods 1 and 2) but for which they do not want to be qualified to offer under their new SA.
    - ii. New Suppliers should select this option for those Stream(s) for which they are not attempting to qualify.

Click "Save"

9. Go to "Certifications" and complete each certification as stated within the RFSA. Ensure all information is individually completed and saved. Click "Return to Response Home Page".
10. If all information is completed and the submission is ready, change all Status Indicators stating "In Progress" to "Completed" and click "Save Response."
11. At this point the Supplier has NOT SUBMITTED the bid.
12. **Click "Submit Response" to send the submission to PWGSC.** The Supplier should automatically receive a confirmation e-mail at the e-mail address associated with the SMC User ID.

## PART 5 - CERTIFICATIONS

### 5.1 General

Suppliers must submit the required certifications to be issued an SA:

- i) electronically through the DCC of CPSS; and
- ii) via e-mail upon request by Canada.

Canada may declare an arrangement non-responsive if the required certifications are not completed and submitted as requested. Compliance with the certifications is subject to verification by Canada during the evaluation period before the issuance of an SA, and after such issuance. The SA Authority will have the right to ask for additional information to verify a Supplier's compliance with the certifications before such issuance. The arrangement may be declared non-responsive if any certification made by the Supplier is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the SA Authority for additional information may also render the arrangement non-responsive.

Joint Venture (JV) Arrangements: Unless expressly provided otherwise during the evaluation period, any certification required to be made by the Supplier must be made by the representative on behalf of the JV.

### 5.2 Certifications Required Precedent to Issuance of a Supply Arrangement

1. *Grandfather Certification*
2. Supplier's Statement
3. *Indigenous Business Certification*
4. Former Public Servant
5. Federal Contractor's Program for Employment Equity Certification
6. Work Force Reduction Program Certification
7. Integrity Provisions & Associated Information
8. Education and Experience

**Note to Suppliers:** The Certifications section within the DCC also provides Suppliers with the ability to enter Security information and a Request for Security Sponsorship; however, neither is considered a Certification for the purposes of this RFSA Solicitation.

#### 5.2.1 Grandfather Certification

*The Grandfather certification is applicable to:*

- 1) *Existing Suppliers who wish to rely on information already on file with the SA Authority to demonstrate compliance in their arrangement; or*
- 2) *New/Existing suppliers who wish to grandfather existing information into their electronic bid submission as a result of a change in corporate structure.*

*To demonstrate agreement with this certification, the supplier:*

- a) must submit this certification through the DCC of CPSS, by the closing date and time of this RFSA; and
- b) may be requested to provide the following signed certification by email sometime during the evaluation period:

Solicitation No. - N° de l'invitation  
E60ZQ-180001/D

Amd. No. - N° de la modif.  
A001 to A008

Buyer ID - Id de l'acheteur  
006ZQ

Client Ref. No. - N° de réf. du client  
E60ZQ-180001

File No. - N° du dossier  
006zqE60ZQ-180001

CCC No./N° CCC - FMS No./N° VME

The Supplier certifies that, with respect to each and every mandatory requirement, for its SA:

- i. it continues to meet these mandatory requirements, as of the date of solicitation closing; \_\_\_\_\_ (initial)
- ii. since the date the mandatory requirements were first met (as evidenced by the date of issuance of SA E60ZQ-140002/XXX/ZQ) the Supplier has continuously met, as of the closing date of this solicitation, all of the qualifications necessary to remain a pre-qualified supplier of the Services; \_\_\_\_\_ (initial) and
- iii. no SA has been canceled by PWGSC or withdrawn by the Supplier. \_\_\_\_\_ (initial)
- iv. *If applicable: that it continues to meet these mandatory requirements, as of the date of bid closing in relation to the 'Corporate Changes to Suppliers' clause \_\_\_\_\_ (initial).*

Legal Name

PBN used for this solicitation

Print Name

Signature:

Date (year- month – day)

### 5.2.2. Supplier's Statement

Suppliers:

- a) must agree and submit the Supplier's Statement through the DCC of CPSS by the end date and time of this RFSA; and
- b) may be requested to provide the following signed certification by email sometime during the evaluation process.

We certify that all statements made with regard to these requirements are accurate and factual, and we are aware that PWGSC reserves the right to verify any information provided in this regard. Untrue statements may result in the Supplier's arrangement and any SA resulting from this solicitation being declared non-compliant in its entirety, Existing Suppliers becoming ineligible to receive further solicitations, and any other action which Canada may consider appropriate.

Legal Name: \_\_\_\_\_

PBN used for this solicitation: \_\_\_\_\_

Is the Supplier:

- ☐ A New Supplier
- ☐ An Existing Supplier

### 5.2.3 *Indigenous Business Certification*

Suppliers seeking to qualify for an *Indigenous SA*:

- a) must complete the certification in the DCC of CPSS by the closing date and time of this solicitation; and
- b) may be requested to provide the following signed certification and/or the required information by email sometime during the evaluation process:

#### **INDIGENOUS BUSINESS CERTIFICATION**

(MANDATORY FOR SUPPLIERS SEEKING QUALIFICATION FOR *INDIGENOUS SA*)

PLEASE COMPLETE ONLY ONE OF THE TWO (2) STATEMENTS BELOW

I, \_\_\_\_\_ (**Insert Name of duly authorized representative of business**), want to be considered as an *Indigenous* and Non-*Indigenous* Supplier. [      ]

I, \_\_\_\_\_ (**Insert Name of duly authorized representative of business**), want to be considered as an *Indigenous* supplier only. [      ]

#### **1. PLEASE COMPLETE THE INFORMATION REQUIRED BELOW**

(a) I, \_\_\_\_\_ (**Insert Name of duly authorized representative of business**)

hereby certify that \_\_\_\_\_ (**Insert name of Supplier**) meets, and will continue to meet throughout the duration of the *Indigenous SA*, the requirements for this program as set out in the "[Requirements for the Set-Aside Program for Indigenous Business](#)", which document I have read and understand.

(b) The aforementioned business agrees to ensure that any subcontractor it engages with respect to any contract awarded under any resulting *Indigenous SA* will, if required, satisfy the requirements set out in "Requirements for the Set-Aside Program for *Indigenous Business*."

(c) The aforementioned business agrees to provide to Canada, immediately upon request, information to substantiate a subcontractor's compliance with this program.

PLEASE CHECK THE APPLICABLE BOXES IN 2 AND 3 BELOW

2. [      ]

**OR**

The aforementioned business is an *Indigenous* business which is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization,



<p>[       ]</p>	<p>The aforementioned business is a joint venture between two or more <i>Indigenous</i> businesses or an <i>Indigenous</i> business and a non-<i>Indigenous</i> business</p>
<p>3.</p>	<p>The <i>Indigenous</i> business or businesses have:</p>
<p>[       ]</p> <p><b>OR</b></p>	<p>fewer than six full-time employees</p>
<p>[       ]</p>	<p>six or more full-time employees</p>
<p>4. The aforementioned business agrees to immediately furnish to Canada, such evidence as may be requested by Canada from time to time, corroborating this certification. Such evidence will be open to audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The aforementioned business agrees to provide all facilities for audits and to furnish information requested by Canada with respect to the certification.</p>	
<p>5 .It is understood that the civil consequences of making an untrue statement in the arrangement documents, or of not complying with the requirements of the Program or failing to produce satisfactory evidence to Canada regarding the requirements of the Program, may include: disqualification of the business from participating in future contracts under the Program; and/or termination of any contract awarded pursuant to the <i>Indigenous</i> SA. In the event that a contract is terminated because of an untrue statement or non-compliance with the requirements of the Program, Canada may engage another contractor to complete the performance of the contract and any additional costs incurred by Canada will, upon the request of Canada, be borne by the aforementioned business.</p>	

#### 5.2.4 Former Public Servant

Suppliers must submit this certification through the DCC of CPSS by the solicitation closing date and time.

<p>Contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds.</p> <p>If, as a result of this RFSA, an SA is issued, the name of the Former Public Servant will be posted on the PASS web site. This information will also be on departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, Contracting Policy Notice 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.</p>
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#### 5.2.5 Federal Contractors Program (FCP) for Employment Equity

*Please note that the Federal Contractor's Program for Employment Equity certification no longer applies to the list of mandatory certifications as it has changed to a notification. Although this certification can still be found in the DCC of the CPSS ePortal, it does not require any input by the supplier (i.e. it can be left blank).*

## 5.2.6 Work Force Reduction Program

Suppliers must submit this certification through the DCC of CPSS by the RFSA closing date and time.

As a result of programs to reduce the public service, Suppliers must provide information regarding their status as former public servants in receipt of either a lump sum payment or a pension, or both, pursuant to the terms of the Early Departure Incentive (EDI) Program, the Early Retirement Incentive (ERI) Program, the Forces Reduction Program, the Executive Employment Transition Program and any other current and future similar programs implemented by Treasury Board.

## 5.2.7 Integrity Provisions & Associated Information

By submitting an arrangement, the Supplier certifies that the Supplier and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Arrangement of Standard Instructions 2008. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

Suppliers:

- a) must complete the certification in the DCC of CPSS by the closing date and time of this solicitation; and
- b) may be requested to provide the signed certification and/or related documentation by email sometime during the evaluation process, such as:
  - i) Suppliers who are corporate entities, including those submitting an arrangement as joint ventures, must provide a complete list of names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
  - ii) Suppliers submitting an arrangement as sole proprietors, including sole proprietors submitting an arrangement as joint ventures, must provide a complete list of the names of all owners;
  - iii) Suppliers submitting an arrangement as societies, firms, partnerships, associates or associations of persons do not need to provide lists of names.

If the required names have not been received by the time the evaluation is completed, Canada will inform the Supplier of a time frame within which to provide the information. Failure to comply may render the arrangement non-responsive. Providing the information detailed above to PWGSC is a mandatory requirement for issuance of an SA and any resulting contract.

Canada may, at any time, request that a Supplier provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided may result in the arrangement being declared non-responsive.

By submitting an arrangement the Supplier is certifying that:

- i. it has read and understands the [Code of Conduct for Procurement](#);
- ii. it has read and understands the [Ineligibility and Suspension Policy](#); and
- iii. more importantly:

- a) it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
- b) it is aware that Canada may request additional information, certifications, and validations from the Supplier or a third party for purposes of making a determination of ineligibility or suspension;
- c) it has provided, as instructed in the solicitation, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
- d) none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
- e) it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.

Where a Supplier is unable to provide any of the certifications required, it must submit a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).

Canada may declare non-responsive any arrangement in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after issuance of the SA that the Supplier provided a false or misleading certification or declaration, Canada may cancel the SA, and terminate for default any resulting contracts. Pursuant to the Policy, Canada may also determine the Supplier to be ineligible for issuance of an SA for providing a false or misleading certification or declaration.

### 5.2.8 Education and Experience

Suppliers:

- a) must submit this certification through the DCC of CPSS, by the closing date and time of this RFSA; and
- b) may be requested to provide the following signed certification and/or related documentation by email sometime during the evaluation period:

The Supplier certifies that all the information provided in the résumés and supporting material submitted with the arrangement, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Supplier to be true and accurate.

## Attachment C

### Questions and Answers from Re-competition RFSA E60ZQ-180001/C

The questions and answers that were published for Re-competition RFSA E60ZQ-180001/C are provided below. Notes have been inserted below for:

- a) responses that resulted in changes that were implemented during the Re-competition solicitation period and that apply to and have been incorporated into this Refresh RFSA; and
- b) responses that were applicable only to the Re-competition solicitation.

Q1	<p>Could you please confirm that the Solicitation No. E60ZQ-180001/C, PASS RFSA RE-COMPETITION 2018, dated January 1, 2019, would also apply to a new supplier?</p> <p>Page 2 of the RFSA appears to indicate that "New Suppliers" are entitled to participate in the above-noted RFSA; however on page 36, Article 6A.5 "Ongoing Opportunity to Qualify", reference is made to quarterly REFRESH periods and point i. within that article indicates the Refreshes allow "New Suppliers to submit an arrangement in order to qualify for an SA".</p> <p>The REFRESH period for Q4 closes on the last business day of March (with award date at the end of June) while the current RFSA indicates a solicitation closing of February 12, 2019. What is the award date for the subject RFSA and what is the difference between the RE-COMPETITION and the REFRESH as it relates to a new supplier?</p>
A1	<p>Yes, the Re-competition solicitation referenced in the question applies to New Suppliers who would like to qualify for a PASS SA. Upon review of the definition provided on p.6 for "Re-competition", in Article 1.2, <i>Acronyms and Key Terms</i>, it was noted that this was not clearly stated. The definition is amended below.</p> <p>New Suppliers are entitled to participate in both the Re-competition RFSA and subsequent Refresh RFSA's. Once a New Supplier is awarded an SA, whether as a result of a Re-competition or Refresh solicitation, its' status changes to an Existing Supplier for subsequent Refresh solicitations. Article 6A.5 on page 36 is a resulting clause of any awarded SAs. This clause gives notice to suppliers that are awarded a PASS SA that Canada retains the right to qualify additional suppliers through subsequent Refresh solicitations and the anticipated timeframes for those subsequent solicitations.</p> <p>The anticipated award date for the above referenced Re-competition RFSA is April 1, 2019, as the current set of PASS SAs (i.e. E60ZQ-140002/XXX/ZQ) expire on March 31, 2019. There is no difference between the Re-competition and the Refresh as it relates to New Suppliers.</p> <p><b>NOTE: the updated definition for "Re-competition" has been incorporated at Article 1.2, <i>Acronyms and Key Terms</i>.</b></p>
Q2	<p>Is there a maximum length for the project descriptions and for the resource category CVs applicable to each stream?</p>
A2	<p>There is no limit set on the number of pages that can be submitted for both the project</p>

	descriptions and the resource category CVs.
Q3	Per Attachment A, Technical Evaluation Criteria, A3 Mandatory Technical Criteria, in reference to page 20/60, specifically "... within the period which begins five (5) years from the month in which this Request for Supply Arrangement was originally issued..." please confirm that for the purposes of this criterion, references that started in January 2014 would be viable and acceptable inasmuch as all the other stated criteria has been filled.
A3	<p>As the RFSA was issued in January 2019, projects submitted for Streams 1, 2, 3, 5, 6, 7 and 8 must have been started in February 2014 or later in order to be viable. For Stream 4, there is no limit on when projects may have started, as long as it was completed in February 2014 or later.</p> <p><b>NOTE: Response above applicable only to Re-competition RFSA. As per the changes made in this Refresh RFSA, the periods during which projects would be "viable" for each Refresh Period are based on the opening and closing dates of the applicable Refresh Period being responded to.</b></p>
Q4	Per Section A4, Project Summary/Description Template, page 21/60, there is no line for Dollar Value substantiation, which is a Mandatory criterion as stated in Section A3 table describing all Mandatory Technical Criteria. Please confirm that Vendors may add a line named "Dollar Value" OR that Canada will amend and reissue the Table. Please note, Canada would gain the most value by releasing two (2) separate Tables. The first in response to MT1 that includes a Dollar Value line; the second in response to MT2, which is the current Template provided (i.e. no modifications necessary).
A4	<b>NOTE: the updated template has been incorporated at Attachment A, A4, Project Summary/Description Template.</b>
Q5	As per the solicitation document, Existing SA Suppliers are not required to requalify for any Streams for which they already have an SA, although they must otherwise comply with the requirements of the re-competition solicitation to retain the previously awarded Streams. To confirm, by resubmitting the same information previously to qualify maintains our current SA.
A5	<p>Existing Suppliers <b>are not</b> required to resubmit the same information previously submitted to be awarded a new PASS SA.</p> <p>For a summary of what needs to be submitted for their particular circumstance, all Suppliers should refer to Part 3, Arrangement Preparation Instructions, and more specifically, the table in Article 3.2, Arrangement Submission Grid, on pages 13 and 14 of the RFSA document, which has been amended below (see NOTE below for additional information). To further clarify that table, all Suppliers fall under one of the 3 following scenarios and submissions must consist of the following:</p> <ol style="list-style-type: none"> <li>1. New Suppliers must complete Section I, Data Collection Component, in CPSS and submit Section II, Technical Arrangement, to the Bid Receiving Unit (BRU);</li> <li>2. Existing Suppliers who <b>are not</b> applying for additional Streams must complete Section I in CPSS only;</li> </ol>

	<p>3. Existing Suppliers who <b><u>are</u></b> applying for additional Streams must complete Section I in CPSS and submit Section II <b><u>for those additional Streams only</u></b> to the BRU</p> <p>NOTE: The original description provided in the header row table for scenario 2 above ("<i>Existing Suppliers <b>IS NOT</b> applying for additional Stream(s)...</i>"), also identified that it applied when an Existing Supplier <b><i>is not</i></b> applying for additional Region(s) / Metropolitan Area(s), which is incorrect. Existing Suppliers who are not applying for additional Streams but are applying for additional Region(s) / Metropolitan Area(s) also fall under scenario 2. The table has been amended accordingly below.</p> <p><b>NOTE: The updated grid has been incorporated at Article 3.2, Arrangement Submission Grid.</b></p>
Q6	As an existing supplier we are seeking to revise our rate card as part of the SA. Is there a particular form you want us to use and do we submit as a separate section?
A6	N/A. There is no financial component to the PASS SA, therefore, the submission of a rate card (i.e. pricing) section is not required for the RFSA.
Q7	<p>Having reviewed the PASS RFSA, we have a question regarding the Audit Support Specialist.</p> <p>Can the Crown please confirm that the Audit Support Specialist category may be leveraged by departments and agencies across all eight streams of the PASS SA and that the Audit Support Specialist is not limited to one or more individual streams? We ask because there has been in recent memory, some confusion within departments and agencies regarding when an Audit Support Specialist can be included in a solicitation and under which streams. Clarification on this point would be helpful to point to in future RFPs.</p> <p>If our understanding is correct, would the Crown please consider amending the RFSA document to include this clarification so that client departments will better understand when using the PASS SA exactly what their options are in relation to the Audit Support Specialist? Suggested new text is as follows:</p> <p><i>"The Audit Support Specialist resource category is applicable to all eight (8) streams of the Professional Audit and Support Services Supply Arrangement (PASS SA). Given the nature of the Audit Support Specialist role, there are no pre-defined minimum mandatory requirements for the Audit Support Specialist within the PASS SA. Minimum mandatory requirements may be defined during the Request for Proposal (RFP) stage as they relate to the specific requirement."</i></p>
A7	<p>We are able to confirm that the Audit Support Specialist category may be leveraged by departments and agencies across all eight streams of the PASS SA. The category description in Article 1.0, Description of Resource Categories, of Annex A, Statement of Requirements, is amended below.</p> <p><b>NOTE: The updated description has been incorporated at Annex A, Statement of Requirements, Article 1.0, Description of Resource Categories.</b></p>

Q8	As it pertains to A4, Project Summary/Description Template, specifically with regard to MT1 supplier projects: please clarify if the line item "Project Number" refers to the specific numbering of the supplier projects provided in response to each Stream (ie. Project 1, Project 2, etc.) OR if this line item refers to the Contract/Solicitation Number associated with the supplier project reference.
A8	This line item is intended to associate the project summary/description with a unique identifier, which will facilitate cross references for both the suppliers (when preparing their submissions) and for Canada (when evaluating). While the former numbering convention identified above has traditionally been the most commonly used, the latter would also be acceptable.
Q9	<p>We're currently qualified in multiple Streams. We are not applying for additional Stream(s) and/or Region(s).</p> <p>One of the Resources on our last submission in Sept 2015 left the firm. The firm as a whole, still possess the required technical expertise (MT &amp; PRT), as we developed additional staff to fill in the departed staff's role. As an existing supplier, are we required to submit our full response for the new resource in replacing the departed employee?</p>
A9	As per the response provided to Q5 in solicitation amendment A002 ( <i>of Re-competition RFSA E60ZQ-180001/C</i> ), Existing Suppliers not applying for additional Stream(s) and/or Region(s) are only required to complete Section I, Data Collection Component, in CPSS. Existing Suppliers not applying for additional Stream(s) and/or Region(s) <b><i>are not</i></b> required to submit information to demonstrate how they meet any of the mandatory evaluation criteria (i.e. MT1, MT2 and MT3), including for any new resources they might employ.
Q10	Q3 & A3 from "questions and answers = set 2 ( <i>of Re-competition RFSA E60ZQ-180001/C</i> ) it was noted that "projects submitted for Streams 1, 2, 3, 5, 6, 7 and 8 must have been started in Feb 2014 or later in order to be viable. Several of the projects used on our last submission in Sep 2015 were before Feb 2014. As an existing supplier not applying for additional Stream(s) and/or Region(s), are we required to submit new projects (started in Feb 2014 or later) to replace those "expired" and no longer considered to be viable ones?
A10	Please see the response provided to Q9 ( <i>of Re-competition RFSA E60ZQ-180001/C</i> ). Existing Suppliers not applying for additional Stream(s) and/or Region(s) are not required to submit any project summaries to demonstrate compliance to MT1. The viability of project summaries only applies in the cases where they are required to be submitted.

## PART 6 - RESULTING SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

### 6A. RESULTING SUPPLY ARRANGEMENT

#### 6A.1 Arrangement

The Supply Arrangement (SA) encompasses only those Services described in Annex A, Statement of Requirements, which are further identified in the case of each specific SA holder in Annex C – Qualified Categories, at issuance of the SA.

In addition to the Clauses and Conditions enumerated in Section 3 below, contracts resulting from this SA can, at the discretion of Identified Users, incorporate: Task Authorizations, various security requirements, options to extend the contract and Limitations of Expenditure & Liability.

#### 6A.2 Security Requirement

The Supplier must, at all times during the performance of the Supply Arrangement hold a valid Designated Organization Screening (DOS), issued by the *Contract Security Program (CSP)*, Public Works and Government Services Canada (PWGSC). The Supply Arrangement Authority may verify the Supplier's security clearance with CSP/PWGSC at any time during the period of the Supply Arrangement.

The requirements to be procured under this Supply Arrangement are subject to the requirements in the SRCL's identified in each individual bid solicitation. *Samples of possible SRCL's are accessible through the link Common Centralized Professional Services: Security Requirement Checklists (<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/31-eng.html>) but other SRCL's may be used.* Each bid solicitation will identify the SRCL that will apply to any resulting contract.

Subcontracts which contain security requirements are not to be awarded without the prior written permission of CSP/PWGSC.

Note to Suppliers: In the case of Joint Ventures (JV), *the level of corporate security attainable through CSP of PWGSC for the JV entity is the level in common that is held by all members of the JV.* For example: a JV with five (5) members is comprised of four members holding a valid Facility Security Clearance (FSC) at the Secret level and one member holding a valid DOS. The highest corporate security level for which the JV would be considered under this SA framework would be DOS, until such time as the member holding a valid DOS clearance has requested sponsorship via the SA Authority and obtained a valid FSC at the secret level issued by CSP.

Additional security checks may be conducted by the Identified User.

#### 6A.3 Standard Clauses and Conditions

All clauses and conditions identified in the SA and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

##### 6A.3.1 General Conditions

2020 (2017-09-21) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the SA.

##### 6A.3.2 Resulting Contract Clauses



The conditions of any contract awarded under this SA will be in accordance with Part 6C – Resulting Contract Clauses.

### 6A.3.3 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the SA.

The Supplier must provide this data in accordance with the reporting requirements detailed in [Quarterly Usage Report Instructions](#). If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report. Canada reserves the right to change the "NIL" reporting procedure at any time.

### 6A.3.4 Changes to the Supply Arrangement (evergreen clause)

*From time to time, PWGSC may amend any part of the Supply Arrangement as a result of a policy notification, legislation, or procedural change. Any such change will not affect existing contracts in place prior to the date of change. Notification of such change will be sent to suppliers via a generic email. Should a supplier not be in agreement with such modifications, and no longer wishes to be considered for requirements issued under the Supply Arrangement framework as a result of the changes, the supplier will notify the Supply Arrangement Authority and this supplier will no longer be on the list of pre-qualified suppliers.*

## 6A.4 Term of Supply Arrangement

### 6A.4.1 Period of the Supply Arrangement

*The Supply Arrangement will be valid from the date of issuance until July 31, 2028, or until such time as Canada chooses to re-compete the Supply Arrangement, no longer deems the Supply Arrangements necessary, or proceeds with a different procurement vehicle.*

*The Supplier grants to Canada the irrevocable option to extend the term of the Supply Arrangement for an additional 5-year period under the same conditions.*

*The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a Supply Arrangement revision.*

## 6A.5 Ongoing Opportunity to Qualify

Opportunities for additional qualification may be made available by Canada through quarterly RFSA Refresh solicitations. These Refreshes allow:

- i. New Suppliers to submit an arrangement in order to qualify for an SA; or
- ii. Existing Suppliers to submit an arrangement in order to qualify for new Streams or add Regions/Metropolitan Areas for which it has not already been awarded an SA.

Participation in the Refresh solicitations is entirely optional and not required to maintain any PASS SA.

The schedule for the Refresh solicitations is anticipated to align with the Government of Canada fiscal year quarters, as demonstrated in the table below; therefore, for every fiscal year that these SAs remain valid, it is anticipated that there will be 4 Refresh Periods. This schedule may require a revision due to operational requirements, in which case Suppliers will be advised.

Refresh	Opening Date	Closing Date	Estimated Date of
---------	--------------	--------------	-------------------

Period	(first business day of the month):	(last business day of the month):	Award
Q1	April	June	End of September
Q2	July	September	End of December
Q3	October	December	End of March
Q4	January	March	End of June

Each Refresh Period is assigned a period number which is reflected on the Solicitation Dashboard of the CPSS ePortal. Each Refresh Period will automatically close in the DCC of the CPSS ePortal as per the date and time indicated on the Solicitation Dashboard of the CPSS ePortal. Data cannot be submitted against a "closed" Refresh Period. Only those Suppliers who have submitted an arrangement by the closing date and time of a Refresh Period will be evaluated.

It is important to note that Suppliers will not be eligible to submit an arrangement in a Refresh Period directly following another. For example, if a Supplier submits an arrangement at Refresh Period 1, the Supplier will not be eligible to submit an arrangement at Refresh Period 2 as the Supplier's profile will be disabled in the DCC while the arrangement is evaluated. This will in no way impact the search results for an Existing Supplier's current SA.

All SAs whether issued during a refresh solicitation period or a re-competition will be replaced when a re-competition solicitation occurs. Therefore, all Suppliers must submit an arrangement before the closing date of a re-competition solicitation in order to provide services under their resulting SA.

## **6A.6 Authorities**

### **6A.6.1 Supply Arrangement Authority**

The SA Authority is:

Name: Philip de Leon  
Title: Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Professional Services Procurement Directorate  
Address: Terrasses de la Chaudière, 10 Wellington Street, Gatineau, Quebec, K1A 0S5  
  
Telephone: 613-302-0769  
E-mail address: [SPSVAAautorite.PASSSAAuthority@tpsgc-pwgsc.gc.ca](mailto:SPSVAAautorite.PASSSAAuthority@tpsgc-pwgsc.gc.ca)

The SA Authority (or its authorized representative) is responsible for the issuance of the SA, its administration and its revision, if applicable. The SA Authority is the main delegated authority on behalf of Canada and the Minister for the administration and management of this SA. The SA Authority will act as the overall maintainer of the SA pre-qualified Supplier's list and will be responsible for ensuring the administration of all SAs. Any changes to the SA must be authorized in writing by the SA Authority.

NOTE: Upon the issuance of a solicitation under the SA by an Identified User, that Identified User's Contracting Authority is responsible for any contractual issues relating to the contract solicited.

### **6A.6.2 Supplier's Representative**

This individual is the central point of contact within the Supplier for all matters pertaining to this SA. The Supplier confirms that this individual has the authority to bind the Supplier. It is the Supplier's sole

Solicitation No. - N° de l'invitation  
E60ZQ-180001/D

Amd. No. - N° de la modif.  
A001 to A008

Buyer ID - Id de l'acheteur  
006ZQ

Client Ref. No. - N° de réf. du client  
E60ZQ-180001

File No. - N° du dossier  
006zqE60ZQ-180001

CCC No./N° CCC - FMS No./N° VME

responsibility to ensure that the information related to the Supplier Representative is correct. If a replacement or a new Supplier Representative is required, the Supplier will inform:

- i. CPSS by e-mail at [sspc.cpss@tpsgc-pwgsc.gc.ca](mailto:sspc.cpss@tpsgc-pwgsc.gc.ca); and
- ii. the SA Authority by e-mail.

And provide the following information:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

The Supplier may designate another individual to represent the Supplier for administrative and technical purposes under any contract resulting from this SA.

### 6A.6.3 Supplier's Information

Suppliers are responsible for the maintenance of their tombstone data in CPSS. Suppliers must also safeguard the credentials released to the Main Supplier Contact (MSC) and Supplier's Contacts that enable access to the Supplier Module of CPSS.

Canada will not delay or cancel any solicitation or contract process due to a supplier's inability to access, modify or validate such credentials, or because of any claim that such credentials were used without proper authorization.

### 6A.7 Identified Users

Subject to signing a Master Level User Agreement, the Identified Users (also called Clients) include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S., 1985, c. F-11 and any other party for which the Department of Public Works and Government Services has been authorized to act from time to time under section 16 of the Department of Public Works and Government Services Act.

Canada may, at any time, withdraw authority from any of the Identified Users to use the SA.

### 6A.8 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 the SA;
- (b) the general conditions 2020 (2017-09-21), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex C, Qualified Streams;
- (d) Annex A, Statement of Requirements;
- (e) Annex B, Generic Security Requirements Check Lists (SRCLs); and
- (f) the Supplier's arrangement dated \_\_\_\_\_ (*insert date of arrangement*), as clarified on \_\_\_\_\_ OR as amended \_\_\_\_\_ (*Insert date(s) of clarification(s) or amendment(s), if applicable*).

### 6A.9 Certifications

Compliance with the certifications provided by the Supplier in the arrangement is a condition of the SA and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada retains the right to terminate any resulting contract for default and suspend or cancel the SA.

#### **6A.10 Applicable Laws**

The SA and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada, unless otherwise stipulated in the Supplier's arrangement or resulting contract.

#### **6A.11 Suspension or Cancellation by Canada**

In addition to the circumstances identified in 2020 09, Canada may, by sending written notice to the Supplier, suspend or cancel the SA where the Supplier has made public any information that conflicts with the terms, conditions, pricing or availability of systems identified in this SA, or where the Supplier is in default in carrying out any of its obligations under this SA.

#### **6A.12 Indigenous Business Certification (if applicable)**

Where an *Indigenous Business Certification* has been provided, the Supplier warrants that its certification of compliance is accurate and complete, and in accordance with the "Requirements for the Set-aside Program for *Indigenous Business*", detailed in Annex 9.4 of the Supply Manual.

If such a Certification has been provided, the Supplier must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Supplier must obtain the written consent of the SA Authority before disposing of any such records documentation supporting the accuracy of the certification until the expiration of six (6) years after final payment in a contract made under the SA, or until settlement of all outstanding claims and disputes, resulting from a dispute in a contract made under the SA, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by representatives of Canada, who may make copies and take extracts. The Supplier must provide all facilities for such audits.

Nothing in this clause may be interpreted as limiting the rights and remedies, which Canada may otherwise have pursuant to the SA.

#### **6A.13 Comprehensive Land Claims Area**

*The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the supply arrangement.*

#### **6A.14 Environmental Considerations**

6A.14.1 As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Suppliers should:

- a) Regarding paper consumption:

- i. Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the SA Authority or Identified User.
  - ii. Printed material is requested on paper containing a minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
  - iii. Recycle unneeded printed documents (in accordance with Security Requirements).
- b) Regarding travel requirements:
  - i. Supplier is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
  - ii. Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the [PWGSC Accommodation directory](#), which includes Eco-Rated properties. When searching for accommodation, contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors: <http://rehelv-acrd.tpsgc-pwgsc.gc.ca/ACRDS/hebergement-accommodation-eng.aspx>
  - iii. Use of public/green transit, where feasible.

#### **6A.15 Insurance Requirement**

The Supplier is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under SA and any resulting contract issued under the PASS SA, and to ensure compliance with any applicable law. Any additional insurance coverage is at the Supplier's expense, and for its own benefit and protection.

#### **6A.16 Travel and Living**

The Travel and Living expenses are calculated differently between the Regions and Metropolitan areas and this may affect the total cost of a professional services contract as a result of an arrangement solicitation under the SA. Accordingly, if any contract resulting from a solicitation under this SA permits payment to a Contractor in its Basis of Payment for Travel and Living expenses, such expense will only be reimbursed in accordance with the information provided at [Supply Arrangement Travel and Living Information](#).

#### **6A.17 Regions and Metropolitan Areas**

[Definitions of the Remote/Virtual Access, Regions and Metropolitan Areas](#) are incorporated by reference into this SA. For the purposes of this SA, the Remote/Virtual Access is to be considered as another Region.

The following Regions and Metropolitan areas may receive Services under this SA, where a Supplier is qualified to do so:

##### **a) Regions:**

- National Capital Region
- Atlantic
- Quebec
- Ontario
- Western
- Pacific

- Remote/Virtual Access: This is a separate Region and does not include any of the other Regions or Metropolitan Areas. It is a zone that is used when a Client has no preference in terms of where the work is performed.

**b) Metropolitan Areas:**

- National Capital
- Halifax
- Moncton
- Montreal
- Quebec City
- Toronto
- Calgary
- Edmonton
- Saskatoon
- Winnipeg
- Vancouver
- Victoria

**6A.18 Transition to an e-Procurement Solution (EPS)**

During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Supplier with at least a three-month notice to allow for any measures necessary for the integration of the Supply Arrangement into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

**6A.19 Corporate Changes to Suppliers**

**New Suppliers:** *If an Existing Supplier creates a new entity as a result of a corporate change, Canada may, despite the Standard Instructions 2008-5.8 and General Conditions 2020-3.e, consider all of the following:*

1. the transfer of a Supply Arrangement, and
2. allowing the carry-over of existing information already on file, if applicable

**Existing Suppliers:** *If an Existing Supplier undergoes a corporate change, Canada may, despite the Standard Instructions 2008-5.8 and General Conditions 2020-3.e, consider all of the following:*

1. the transfer of a Supply Arrangement, and
2. allowing the carry-over of existing information already on file, if applicable

*The New/Existing Supplier must certify to all of the following:*

- a. *The corporate change was solely for tax or other purposes unrelated to the business of the other legal entities;*

- b. The corporate change does not affect the ability of the new/existing supplier to carry on the business that had been carried on by the previous legal entity or entities;*
- c. The New/Existing Supplier has carried on the business on behalf of all of the other legal entity or entities involved, uninterrupted from the date of the corporate change;*
- d. The New/Existing Supplier maintains the same assets, undertakings, operational capability, skills and resources as the other legal entity or entities had maintained before the corporate change;*
- e. The other legal entity or entities has or have each carried on business, uninterrupted and in the normal course, for at least one (1) year;*
- f. The New/Existing Supplier did not reorganize or restructure due to bankruptcy;*
- g. The New/Existing Supplier and its affiliates are in compliance with the 'Integrity Provisions' certification; and*
- h. The New/Existing Supplier is security cleared to the same level as the other legal entity or entities.*

*In order for the information from one Supply Arrangement to be transferred to the New/Existing Supplier, the New/Existing Supplier must submit an electronic bid through the [Centralized Professional Services System \(CPSS\) ePortal](#).*

*The timeline to process the transfer of information from one Supply Arrangement to the New/Existing Supplier in the CPSS e-Portal may take up to six months as the submission will be evaluated along with all other bids submitted under the quarter that is being evaluated.*

## **6B. BID SOLICITATION**

### **6B.1 Bid Solicitation Documents**

Canada will use the High Complexity (HC) bid solicitation template based on the estimated dollar value and complexity of the requirements. The HC template is available in the [Standard Acquisition Clauses and Conditions Manual](#). A model RFP and resulting contract clauses for use by Identified Users is available.

The bid solicitation will contain as a minimum the following:

- i) security requirements;
- ii) a complete description of the Work to be performed;
- iii) 2003, Standard Instructions - Goods or Services - Competitive Requirements OR 2004, Standard Instructions - Goods or Services - Non-competitive Requirements
- iv) bid preparation instructions;
- v) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- vi) evaluation procedures and basis of selection;
- vii) financial capability (if applicable);
- viii) certifications; and
- ix) resulting contract clauses.

### **6B.2 Bid Solicitation Process**

#### **6B.2.1 General**

Bids will be solicited for specific requirements within the scope of the SA from suppliers who have been issued an SA.

The bid solicitation will be posted on the Government Electronic Tendering Service (GETS), *also known as the CanadaBuys Tenders site* (or, as applicable with a GoC web-based electronic procurement tool) or will be e-mailed directly to suppliers. A Notice of Proposed Procurement (NPP) should be published simultaneously on GETS with the issuance of the invitation to suppliers, as applicable.

Canada may consolidate requirements across Clients and award Contracts on a periodic basis to receive best or better pricing.

#### **6B.2.2 Security Requirement for Resulting Contracts**

Contracts issued under this SA are subject to the requirements in the SRCL's identified in each individual RFP issued by Clients. Standardized SRCLs are accessible through the CPSS web site as [Common Security Requirement Checklists](#), but other SRCLs may be used. Each RFP will identify the SRCL that will apply to any resulting contract.

#### **6B.2.3 Identification of Contract Authorities**

Provided a Client has the legal authority to contract, it may choose to award contracts under this SA in accordance with the Requirement Limitations described below. All contracts for Clients without authority to contract or that surpass the Contracting Authority delegated to it by Treasury Board will be managed by PWGSC. The Supplier agrees only to perform individual contracts made by an authorized representative of Canada pursuant to this SA that do not exceed the applicable Contract Authority value limitations.



#### 6B.2.4 Requirement Limitations

Clients may award contracts to Suppliers qualified in the applicable Stream(s) only in accordance with the following:

Requirement estimated value less than or equal to \$40,000 (applicable taxes included): Competitive procurement strategy is the standard for most requirements under this SA. However, Clients may direct a contract to a Supplier, without soliciting competitive bids, providing that the Contract, including any subsequent amendment(s), is valued less than or equal to \$40,000 (applicable taxes included), with the exception of Stream 4, Forensic Audit, which must be competed amongst all Suppliers identified in the results of the search performed within the CPSS Client Module.

Requirement estimated value less than North American Free Trade Agreement (NAFTA) Threshold (applicable taxes included): Clients may, if deemed cost effective and efficient, invite a minimum of two (2) Suppliers in the applicable Stream(s) to bid, with the exception of Stream 4, Forensic Audit, which must be competed amongst all Suppliers identified in the results of the search performed within the CPSS Client Module, with the Client:

- i. selecting by name two Suppliers from the CPSS Client Module, or
- ii. selecting by name one Supplier from the CPSS Client Module with the second Supplier randomly selected by the CPSS Client Module, or
- iii. not selecting any Supplier by name, in which case the CPSS Client Module will randomly select two Suppliers.

Requirement estimated value greater than or equal to NAFTA Threshold but less than or equal to \$3,750,000 (applicable taxes included): Clients must invite a minimum of fifteen (15) Suppliers in the applicable Stream(s) to bid, with the exception of Stream 4, Forensic Audit, which must be competed amongst all Suppliers identified in the results of the search performed within the CPSS Client Module, and an NPP identifying the requirements will be posted on GETS, with the Client:

- i. selecting by name ten Suppliers from the CPSS Client Module, with the following five randomly selected by the CPSS Client Module, or
- ii. selecting more than ten Suppliers from the Client Module, in which case five additional Suppliers will be randomly selected by the CPSS Client Module, or
- iii. selecting less than ten Suppliers from the Client Module, in which case the CPSS Client Module will randomly select a number of Suppliers that, in addition to the Suppliers selected by the Client, will total fifteen.
- iv. If the number of Suppliers identified in the results of the search performed within the CPSS Client Module is less than fifteen, all Suppliers will be automatically selected.

Requirement estimated value greater than \$3,750,000 (applicable taxes included): Clients must invite all Suppliers identified in the results of the search performed within the CPSS Client Module to bid and an NPP identifying the requirements will be posted on GETS.

No Limit to Invitation Process: There is no limit to the maximum number of Suppliers that may be invited to submit a proposal. However, Suppliers may not submit a proposal in response to a solicitation unless they have been invited to do so. Should an uninvited SA Holder wish to be invited, it may contact the Contracting Authority to request an invitation at any time prior to five days before the published bid closing date, and an invitation will be made to that SA Holder, unless it would not be consistent with the efficient operation of the procurement system. In no circumstance will such an invitation require Canada to extend a bid closing date. Where additional invitations are made during the solicitation process, they may not be reflected in a bid solicitation amendment.

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Minimum Period to submit proposal: At a minimum, each bid solicitation issued will provide Suppliers with the following minimum number of calendar days to submit their proposal, which time may be extended based upon a requirement's complexity:

- i. Requirement estimated value less than NAFTA threshold = five (5) calendar days;
- ii. Requirement estimated value greater than or equal to NAFTA threshold but less than or equal to \$3,750,000 = fifteen (15) calendar days;
- iii. Requirement estimated value greater than \$3,750,000 = twenty (20) calendar days; and
- iv. A Client may reduce the above minimum bidding periods for Forensic Audit requirements and other urgent requirements to meet the operational needs of the Identified User with the approval of the SA Authority and validated by the Office of the Comptroller General.

PWGSC reserves the right to decrease the minimum bidding period for specific requirements.

## **6C. RESULTING CONTRACT CLAUSES**

### **6C.1 General**

All clauses and conditions identified by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by PWGSC.

A model RFP and resulting contract clauses document is available for use for Identified Users of the PASS SA. Individual resulting contract clauses may be modified to suit individual Client requirements, however the conditions of any contract awarded under the PASS SA will be in accordance with the clauses contained in this Part.

### **6C.2 General Conditions – Higher Complexity – Services**

The conditions of any contract awarded under this SA will be in accordance with: 2035 (Client enters date) General Conditions - Higher Complexity – Services, with the following replacements:

- Section 08 – Replacement of Specific Individuals, of 2035 (Client enters date) 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:
  - a) the name, qualifications and experience of a proposed replacement immediately available for Work; and
  - b) security information on the proposed replacement as specified by Canada, if applicable.

Any assessment of the information provided will occur as per 2 (b) below.
2. 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:
  - a) 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"; or
  - b) 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 (Client enters date) General Conditions - Higher Complexity - Services - will not apply to payments made by credit cards.

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

- 04) 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.
- 05) 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:
  - a) 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; or
  - b) 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.
- 06) 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.

### **6C.3 Professional Services**

The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

If the Contractor fails to deliver any deliverable or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

### **6C.4 Reorganization of Client**

The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The

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reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

#### **6C.5 No Responsibility to Pay for Work not performed due to Closure of Government Offices**

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.

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.

#### **6C.6 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.

#### **6C.7 Joint Venture Contractor (*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).

## **ANNEX A**

### **STATEMENT OF REQUIREMENTS**

#### **1.0 DESCRIPTION OF RESOURCE CATEGORIES**

##### **1.1 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.

##### **1.2 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.

##### **1.3 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.

##### **1.4 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.

##### **1.5 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.

##### **1.6 Audit Support Specialist**

Provides specialized knowledge and advice in support of the audit work being done by those in one or more professional categories described above. Depending on the nature of the requirement, audit support specialists may include, but are not limited to: experts in data extraction, data analysis and spreadsheet development, statistical sampling, data recovery and reconstruction specialist, engineers, procurement, supply chain optimization, human resources, etc.

The Audit Support Specialist resource category is applicable to all eight (8) streams of the Professional Audit and Support Services Supply Arrangement (PASS SA). Given the nature of the Audit Support Specialist role, there are no pre-defined minimum mandatory requirements within the PASS SA. Minimum mandatory requirements should be defined during the Request for Proposal (RFP) stage as they relate to the specific requirement. The inclusion of Audit Support Specialists for any requirement must be addressed on a case-by-case basis with, and authorized by, the Contracting Authority.

## **2.0 STREAMS AND MINIMUM MANDATORY RESOURCE REQUIREMENTS**

Note: When applicable, each individual 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.

The experience of the proposed resources must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

### **2.1 Stream 1: Internal Audit**

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The range of activities under this Stream could include:

- Value-for-money audit;
- Compliance audit;
- Assurance audit;
- Management controls audit;
- Operational audit;
- Horizontal or sectoral audits led by the Comptroller General;
- Develop audit or assurance methodologies to meet the requirements of the Treasury Board Policy on Internal Audit;
- Develop methodologies for audit-related activities;
- Conduct research (audit-specific, general services, and best practices);
- Develop range of reporting approaches, techniques, and formats (narrative, graphical, dashboards, etc.); and
- Provide audit-related awareness and/or training sessions.

### **Minimum Mandatory Qualifications and Experience for the Resource Categories:**

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this Stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the bid solicitation stage. The applicable period during which experience must fall within (e.g. "*within the past x years\**,...") should be identified in the solicitation documents for the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.

### Partner/Managing Director

- Education/Professional Qualifications: Professional Designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA), Certified Internal Auditor (CIA) or Certified Government Auditing Professional (CGAP); **AND**
- Experience: within the past ten (10) years\*, must have a minimum of eight (8) cumulative years of audit experience, including at least two (2) cumulative years of experience in internal audit.

### Project Manager/Leader

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of six (6) cumulative years of audit experience, including at least two (2) cumulative years of experience in internal audit **AND** at least two (2) cumulative years of experience in leading projects relevant to the Stream..

### Senior Auditor

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of three (3) cumulative years of audit experience.

### Auditor

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP **OR** a degree/diploma from a recognized university (see note above) relevant to the Stream and/or the Statement of Work; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of two (2) cumulative years of audit experience.

### Junior Auditor

- Education/Professional Qualifications: 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 relevant to the Stream and/or the Statement of Work.

## 2.2 Stream 2: Internal Audit Quality Assessments

Among the requirements of the Treasury Board Policy on Internal Audit is the adherence to professional standards and rigorous methodology in the delivery of internal audit services. This Stream will therefore require the services of internal audit professionals who must perform work in accordance with the Internal Professional Practices Framework (IPPF) guides/ provisions and have the expertise and objectivity needed to assist in conducting Internal Audit Quality Assessments of the internal audit function within a department or agency.

### Minimum Mandatory Qualifications and Experience for the Resource Categories:

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this Stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the bid solicitation stage. The applicable period during which experience should fall within (e.g. "within the past x years\*,...") should be identified in the solicitation documents for



the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.

It is mandatory that both a Partner/Managing Director resource AND a Project Manager/Leader resource of the firm has obtained a certification from the Institute of Internal Auditors (IIA) Certified Internal Auditor (CIA) program and quality assessment training.

#### **Partner/Managing Director**

- Education/Professional Qualifications: Professional Designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA), Certified Internal Auditor (CIA) or Certified Government Auditing Professional (CGAP); **AND**
- Experience: within the past ten (10) years\*, must have a minimum of eight (8) cumulative years of audit experience, including at least two (2) cumulative years of experience in internal audit, **AND** must have led or completed three (3) external assessments of an internal audit function.

#### **Project Manager/Leader**

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of six (6) cumulative years of audit experience, including at least two (2) cumulative years of experience in internal audit, **AND** must have led or completed two (2) external assessments of an internal audit function.

#### **Senior Auditor**

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of three (3) cumulative years of internal audit experience.

#### **Auditor**

Not required in this Stream

#### **Junior Auditor**

Not required in this Stream

### **2.3 Stream 3: Information Technology and Systems Audit**

This Stream will require the services of professionals to assess the adequacy of a range of activities that could include the following:

- Information technology security;
- Business continuity planning/preparedness;
- Information management policy compliance;
- Systems under development;
- Service management;
- Information technology strategic plans;
- Governance processes related to information technology;
- Configuration management and change control;
- Electronic data interchange and electronic funds transfer;
- Data Migration and data integrity;
- IT general controls;
- Internal control on financial systems; and

- System life cycle technical and organizational development.

Also required under this Stream are professional services to provide business and technical information support services to audit organizations and could include anyone of the following:

- Data extraction and basic and advanced data analyses;
- Technical configuration of audit software;
- Business customization of audit software;
- Training and other services for the implementation of audit software;
- Post implementation reviews and evaluations of audit software; and
- Management of information technology consulting services, including technology strategy development, to audit organizations.

### Minimum Mandatory Qualifications and Experience for the Resource Categories:

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this Stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the bid solicitation stage. The applicable period during which experience should fall within (e.g. "*within the past x years\**,...") should be identified in the solicitation documents for the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.

#### Partner/Managing Director

- Education/Professional Qualifications: Professional Designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA), Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM) or Certified Information Systems Security Professional (CISSP); **AND**
- Experience: within the past ten (10) years\*, must have a minimum of eight (8) cumulative years of information technology and systems audit experience.

#### Project Manager/Leader

- Education/Professional Qualifications: Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA, CGAP, CISA, CISM or CISSP; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of six (6) cumulative years of information technology and systems audit experience, including at least two (2) cumulative years of experience in leading projects relevant to the Stream.

#### Senior Auditor

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA, CGAP, CISA, CISM or CISSP; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of three (3) cumulative years of information technology and systems audit experience.

#### Auditor

- Education/Professional Qualifications: Degree/Diploma from a recognized university or college (see note above) relevant to the Stream and/or the Statement of Work; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of two (2) cumulative years of audit experience including at least one (1) cumulative year of information technology and systems audit experience.

### Junior Auditor

- **Education/Professional Qualifications:** 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 relevant to the Stream and/or the Statement of Work.

## 2.4 Stream 4: Forensic Audit

The range of activities under this Stream could include:

- Forensic accounting;
- Establishment of effective continuous auditing for fraud detection;
- Fraud and allegation investigations;
- Attestation of testimony in the courts;
- Business evaluations of damages;
- Anti-Fraud Programs - Fraud Awareness and Prevention Processes;
- Administrative inquiries;
- Evolving fraud related accounting/legal standards; and
- Computer skills related to the various requirements of forensic requirements.

### Minimum Mandatory Qualifications and Experience for the Resource Categories:

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this Stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the bid solicitation stage. The applicable period during which experience should fall within (e.g. "*within the past x years\**,...") should be identified in the solicitation documents for the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.

### Partner/Managing Director

- **Education/Professional Qualifications:** Professional Designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA), Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP) or Certified Fraud Examiner (CFE); **AND**
- **Experience:** within the past four (4) years\*, must have completed a minimum of four (4) forensic audit projects, each valued at more than \$50,000; **AND** within the past ten (10) years\*, must have a minimum of five (5) cumulative years of forensic audit experience.

### Project Manager/Leader

- **Education/Professional Qualifications:** Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **OR** a CFE accompanied by 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** 20 years of experience with a police service.
- **Experience:** within the past four (4) years\*, must have completed a minimum of three (3) forensic audit/investigation projects, each valued at more than \$50,000; **AND** within the past ten (10) years\*, must have a minimum of five (5) cumulative years of forensic audit/investigation experience, including at least two (2) cumulative years of experience in leading projects relevant to the Stream.

### Senior Auditor

- **Education/Professional Qualifications:** Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **OR** a CFE accompanied by 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** 15 years of experience with a police service; **AND**
- **Experience:** within the past four (4) years\*, must have participated in a minimum of two (2) forensic audit/investigation projects, each valued at more than \$50,000; **AND** within the past ten (10) years\*, must have a minimum of three (3) cumulative years of forensic audit/investigation experience.

### Auditor

- **Educational/Professional Qualification:** Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA, CGAP or CFE; **OR** 10 years of experience with a police service; **AND**
- **Experience:** within the past four (4) years\*, must have participated in a minimum of one (1) forensic audit/investigation project, valued at more than \$50,000; **AND** within the past ten (10) years\*, must have a minimum of one (1) cumulative year of forensic audit/investigation experience.

### Junior Auditor

- **Education/Professional Qualifications:** 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 relevant to the Stream and/or the Statement of Work; **OR** 5 years of experience with a police service relevant to the Stream.

## 2.5 Stream 5: External Audit

The range of activities under this Stream could include:

- Financial statement audit readiness assessment;
- Financial statement audit; and
- Other external assurance work as outlined in the CICA Handbook

### Minimum Mandatory Qualifications and Experience for the Resource Categories:

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this Stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the bid solicitation stage. The applicable period during which experience should fall within (e.g. "*within the past x years\**,...") should be identified in the solicitation documents for the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.

### Partner/Managing Director

- **Education/Professional Qualifications:** Professional Designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA) or Certified General Accountant (CGA); **AND**
- **Experience:** within the past ten (10) years\*, must have a minimum of eight (8) cumulative years of external audit of financial statements and related services experience.

### Project Manager/Leader

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA, or CGA; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of six (6) cumulative years of external audit of financial statements and related services experience, including at least two (2) cumulative years of experience in leading projects relevant to the Stream.

### Senior Auditor

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA or CGA; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of three (3) cumulative years of external audit of financial statements and related services experience.

### Auditor

- Education/Professional Qualifications: Professional designation in any one of the following: CPA, CA, CMA or CGA; **OR** a degree/diploma from a recognized university or college (see note above), with a specialization relevant to the Stream and/or the Statement of Work; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of two (2) cumulative years of external audit of financial statements and related services experience.

### Junior Auditor

- Education/Professional Qualifications: 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.

## 2.6 Stream 6: Financial and Accounting Services

The range of activities under this Stream could include:

- 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.

### Minimum Mandatory Qualifications and Experience for the Resource Categories:

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this Stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the bid solicitation stage. The applicable period during which experience should fall within (e.g. "*within the past x years\*,...*") should be identified in the solicitation documents for the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.

### Partner/Managing Director

- Education/Professional Qualifications: Professional Designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA) or Certified General Accountant (CGA); **AND**

- Experience: within the past ten (10) years\*, must have a minimum of eight (8) cumulative years of financial and accounting and related services experience.

#### **Project Manager/Leader**

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA or CGA; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of six (6) cumulative years of financial and accounting and related services experience, including at least (2) cumulative years of experience in leading projects relevant to the Stream.

#### **Senior Auditor**

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA or CGA; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of three (3) cumulative years of financial and accounting and related services experience.

#### **Auditor**

- Education/Professional Qualifications: Professional designation in any one of the following: CPA, CA, CMA or CGA; **OR** a degree/diploma from a recognized university or college (see note above) relevant to the Stream and/or the Statement of Work; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of two (2) cumulative years of financial and accounting and related services experience.

#### **Junior Auditor**

- Education/Professional Qualifications: 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.

## **2.7 Stream 7: Internal Control Training**

This Stream will require the services of professionals to deliver Internal Control Training. The training services may include, but is not limited to, internal audit; financial management; financial reporting; financial policy and accounting. The training would be required to cover all aspects of internal control in the Canadian Federal government environment.

### **Minimum Mandatory Qualifications and Experience for the Resource Categories:**

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this Stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the bid solicitation stage. The applicable period during which experience should fall within (e.g. "*within the past x years\**,...") should be identified in the solicitation documents for the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.

#### **Partner/Managing Director**

- Education/Professional Qualifications: Professional Designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA), Certified Internal Auditor (CIA) or Certified Government Auditing Professional (CGAP); **AND**

- Experience: within the past ten (10) years\*, must have a minimum of eight (8) cumulative years of audit experience, including at least (2) cumulative years of experience in developing or delivering internal control training.

#### **Project Manager/Leader**

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of five (5) cumulative years of audit experience, including at least one (1) cumulative year of experience in leading the development or delivery of internal control training.

#### **Senior Auditor**

- Education/Professional Qualifications: Professional Designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **AND**
- Experience: within the past six (6) years\*, must have a minimum of two (2) cumulative years of audit experience, including at least six (6) cumulative months of experience in developing or delivering internal control training.

#### **Auditor**

Not required in this Stream

#### **Junior Auditor**

Not required in this Stream

### **2.8 Stream 8: Recipient/Contribution Agreement Audit**

This Stream will require the services of professionals to provide expert services and advice in support of recipient/contribution agreement audit.

A Recipient audit is an independent assessment to provide assurance on a recipient's compliance with a funding agreement. The scope of a recipient audit may address any or all financial and non-financial aspects of the funding agreement.

#### **Minimum Mandatory Qualifications and Experience for the Resource Categories:**

The following are the minimum mandatory requirements that must be met by the Contractor's personnel identified under each applicable resource category for work to be performed under this Stream. User departments cannot reduce these minimum requirements but, if necessary, user departments may increase these requirements at the bid solicitation stage. The applicable period during which experience should fall within (e.g. "*within the past x years\**,...") should be identified in the solicitation documents for the bid solicitation phase and/or be from the date the resource is being proposed to be added to a contract after contract award.

#### **Partner/Managing Director**

- Education/Professional Qualifications: Professional designation in any one of the following: Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA), Certified Internal Auditor (CIA) or Certified Government Auditing Professional (CGAP); **AND**
- Experience: within the past ten (10) years\*, 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.

### **Project Manager/Leader**

- Education/Professional Qualifications: Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; AND
- Experience: within the past ten (10) years\*, must have a minimum of six (6) cumulative years of audit experience including at least two (2) cumulative years of recipient/contribution agreement audit experience **AND** at least two (2) cumulative years of experience in leading projects relevant to the Stream.

### **Senior Auditor**

- Education/Professional Qualifications: Professional designation in any one of the following: CPA, CA, CMA, CGA, CIA or CGAP; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of three (3) cumulative years of audit experience **OR** a minimum of three (3) cumulative years in managing transfer payments.

### **Auditor**

- Education/Professional Qualifications: Professional designation in any one of the following: CPA, CA, 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; **AND**
- Experience: within the past ten (10) years\*, must have a minimum of two (2) cumulative years of audit experience.

### **Junior Auditor**

- Education/Professional Qualifications: Must be in the process of obtaining a degree/diploma from a recognized university or college (see note above) relevant to the Stream and/or the Statement of Work; **OR** in the process of completing an apprentice program (see note above) relevant to the Stream and/or the Statement of Work.



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E60ZQ-180001/D

Amd. No. - N° de la modif.  
A001 to A008

Buyer ID - Id de l'acheteur  
006ZQ

Client Ref. No. - N° de réf. du client  
E60ZQ-180001

File No. - N° du dossier  
006zqE60ZQ-180001

CCC No./N° CCC - FMS No./N° VME

## **ANNEX B**

### **GENERIC SECURITY REQUIREMENTS CHECK LISTS**

The list and details of the pre-approved SRCL's for professional services are available for download from the CPSS website: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/31-eng.html>

Note to Supplier: It is mandatory to have a minimum security clearance of DOS Reliability prior to issuance of a PASS SA. Should your company require sponsorship at the minimum DOS Reliability level, it is suggested suppliers send an email request to the PASS SA Authority as soon as possible.

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E60ZQ-180001/D

Amd. No. - N° de la modif.  
A001 to A008

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E60ZQ-180001

File No. - N° du dossier  
006zqE60ZQ-180001

CCC No./N° CCC - FMS No./N° VME

## **ANNEX C**

### **QUALIFIED STREAMS**

Annex C will be attached to the PASS Supply Arrangement upon award.