



RFP 440-2022 ADDENDUM 2

PROFESSIONAL SERVICES FOR AUDIT AND/OR INVESTIGATIVE/FORENSIC ENGAGEMENTS

URGENT

**PLEASE FORWARD THIS DOCUMENT TO
WHOEVER IS IN POSSESSION OF THE
BID/PROPOSAL**

ISSUED: September 14, 2022
BY: Joe Anne Wiebe
TELEPHONE NO. 204 986-3404

**THIS ADDENDUM SHALL BE INCORPORATED
INTO THE BID/PROPOSAL AND SHALL FORM
A PART OF THE CONTRACT DOCUMENTS**

Template Version: Add 2021-03-05

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid/Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Bid/Proposal may render your Bid/Proposal non-responsive.

PART B – BIDDING PROCEDURES

Delete: B13.4 (b) delete clause in its entirety

PART D – SUPPLEMENTAL CONDITIONS

Clarification of D12.1: Please focus on (a) and (b) – references to 'Plant' are not related to the Request for Proposal. We work closely with firms on each project in a mutually, beneficial cooperative relationship. Deficiencies are identified and addressed if they arise at the weekly job meetings.

QUESTIONS AND ANSWERS

- Q1: Has the City identified a preliminary budget for the work?
A1: The maximum contract value is approximately \$200,000 per annum.
- Q2: Please clarify how many team members at each resource level should be proposed.
A2: Proponents should determine the number of team members to include in their proposal.
- Q3: Would the City accept a Certified Internal Auditor designation for the performance audit stream as a suitable replacement for the CPA?
A3: In accordance with B12.2 a CPA designation is required at the Senior Auditor and Manager role.
- Q4: B11.1 (a) When providing projects of similar value, what is the value being looked at?
A4: Typically projects in the \$100,000.00 to \$200,000.00 range.
- Q5: Will there be a requirement for expert witness services?
A5: Expert witness services are not anticipated, however if this was a factor, this would be noted in the Statement of Work.
- Q6: Please explain what you mean by the term "audit".
A6: Audit work is completed according to GAGAS standards. Please refer to GAS Standards 2018 Revision.

<https://www.gao.gov/assets/gao-18-568g.pdf> section 1.21 to 1.26. We do not complete financial statement audits.

Q7: E3. Are you able to provide a broad list of what type of Subject Matter Experts (SME) may be required?

A7: SMEs are determined based on project's requirements. Four examples from a broad listing may be engineering; project management; contract management, Human Resources.

Q8: On Form A item 6 refers to Bid Security.

A8: Bid security is not required for this Request for Proposal.

Q9: On Form A item 7 refers to C4 – where is C4?

A9: C0.2 A refers in the Request for Proposal to a section, clause or subclause with the prefix "C" designates a section, clause or subclause in the General Conditions for Supply of Services. See C01.1.1 for where the Proponent can find the General Conditions for Supply of Services document.

Q10: Will communication be provided electronically or by hard copy?

A10: Most communication will be electronic and most meetings will be held on Microsoft Teams. However, see B16.4 for more information.

Q11: Can references information provided under Section B11(e) and B22.11 be released under FIPPA requests?

A11: No.

Q12: When work is completed can the firm use the work provided as a reference for future proposals?

A12: No.