



679-2020 ADDENDUM 1

REQUEST FOR PROPOSAL FOR CALL OUT LIST FOR INVESTIGATIVE, FORENSIC AND PERFORMANCE AUDIT SERVICES

URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE REQUEST FOR PROPOSAL

ISSUED: November 5, 2020
BY: Joe Anne Wiebe/for Bryan Mansky
TELEPHONE NO. 204 - 986-3404

THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: AR20160708

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

PART B – BIDDING PROCEDURES

- Revise B11.2 (f) to read: **(f) reference information:**
- i. Investigative/Forensic services: one (1) current name with telephone number per engagement, including business sector and approximate size**
 - ii. Performance Audit services: Two (2) current names with telephone numbers per engagement, including business sector and approximate size**
- Revise B13.3 to read: The Contractor shall not **begin** any Work until final approval has been given by the Contract Administrator, or designate in writing.
- Revise B22.1 to read: **Proposals shall be evaluated** based on the following evaluation criteria:
- Revise B22.12 to read: **Contracts** will be awarded by item, to multiple Proponents on a call out-basis.
- Replace B23.1, B23.2 and B23.2.1 to read:
- B23.1 This Contract will be awarded by item, to multiple Proponents on a call-out basis. Further to B22.13 and B13, when investigative, forensic or performance audit services are required, the City shall contact the qualified Proponent whose Proposal was evaluated the most advantageous pursuant to B22 and provide a detailed scope of service for that particular engagement in order to confirm that Proponent's capability of performing the required Services. The Proponent shall respond and either confirm its ability to supply such Services and provide written details of any and all requirements required by the City to execute the engagement including, but not limited to engagement plan, time line, proposed budget, and applicable fees (calculated pursuant to the Proponent's Form B Prices), or shall indicate it is not available to supply such Services, in which case the City shall contact the next most advantageous Proponent, who shall supply the same information, or otherwise indicate its unavailability, and so on until the City has received confirmation from a Proponent that it has the availability to supply such Services. The City and Proponent who shall Supply such Services shall execute a Statement of Work for same in the form attached as Appendix A – Statement of Work to this Request for Proposals.

PART C – GENERAL CONDITIONS

Replace C0 General Conditions in its entirety to read:

C0 GENERAL CONDITIONS

- C0.1 The General Conditions for Consultant Services (Revision 2017-03-24) are applicable to the Services of the Contract.
- C0.1.1 The General Conditions for Consultant Services are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm
- C0.2 A reference 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 Consultant Services.

PART D – SUPPLEMENTAL CONDITIONS

Revise D1.1 to read: In addition to the General Conditions for **Consultant Services**, these Supplemental Conditions are applicable to the Work of the Contract.

Delete D12 in its entirety.

Delete D13 in its entirety.

PART E – SPECIFICATIONS

Revise E2.2 to read: **Qualified resources are required for service delivery. If the Contractor provides resources from another jurisdiction, the Contractor will incur all travel expenses. Depending upon the particular engagement, the City may require the firm’s qualified resource to attend City of Winnipeg facilities as part of the engagement.**

Revise E2.5 (a) to read: (a) Hold a CFE or CPA, CFF designation.

APPENDICES

Add: Appendix_A Sample Statement of Work

QUESTIONS AND ANSWERS

- Q1: Will CoW accept a single client reference contact point for each Forensic Investigations project?
A1: See revision above regarding B11.2 (f).
- Q2: Please confirm how many successful bidders under each work stream will be awarded contracts.
A2: The bids will be evaluated and ranked based on experience and price. Contracts will be awarded on an as required basis - there is no limit to the number of proponents on the call out list.
- Q3: Will the CoW confirm that any proposed resources located in other jurisdictions will be compliant in meeting this requirement provided that all travel costs associated with travel to/from Winnipeg will be borne by the proponent?
A3: See revision above regarding E2.2
- Q4: Will the CoW please define the minimum requirements for the number and resource levels of proposed “Key Personnel” required for evaluation purposes?
A4: Key Personnel are as defined on Form B.

- Q5: Can the CoW confirm proponents are to include partners and owners within the three resource levels outlined in Form B.
- A5: Proponents are requested to submit qualified resources at the three defined experience levels. Those years of experience levels are considered the minimum to be qualified; resources may have more years' of experience than the stated minimum.
- Q5: Will CoW accept a single client reference contact point for each investigative/forensic project?
- A6: See revision above regarding B11.2 (f).
- Q6: Subject to the timely issuance of the CoW's responses to questions submitted, we respectfully request the proposal deadline be extended to December 1, 2020.
- A7: At this point in time, the deadline will remain at noon (Winnipeg time) on November 17, 2020.
- Q7: Who has the CoW used in the past five years to conduct Forensic Investigations and Performance Audits?
- A8: The majority of Forensic Investigations and Performance Audits have been completed in house. All previous Audit reports are available at: <https://winnipeg.ca/audit/reports.stm#tab-AuditReports>
- All consultants hired by the City of Winnipeg (January 1, 2015 – December 31, 2019) are available at: [2015-2019 Consultant Assignments, see item 13](#)
- Q10: With respect to the specific requirements for junior level resources like the "Associate/Staff Investigator" level, will the CoW accept any one of the other certifications as meeting the requirement of E2.5 (a), provided more senior members of the proposed team meet the CFE requirement?
- A10: See revision above regarding E2.5 (a)
- Q11: Can the CoW please confirm whether proponents will be able to submit a proposal that provides a response to only one of the two streams?
- A11: Yes, that is correct.
- Q12: We respectfully request clarification as to how the CoW plans on issuing call-ups in a fair manner based on the overall ranking of the bidders?
- A12: The proposal will be evaluated based on experience and price. The Work will be arranged on an "as required" basis and will be based on experience, price and availability. See revision to B23.1 above.