



Rules of Engagement and Participation Agreement

An overriding principle of the industry consultation is that it be conducted with the utmost of fairness and equity between all parties. No one person or organization shall receive nor be perceived to have received any unusual or unfair advantage over the others.

All documentation provided throughout the industry consultative process, which begins with the publication on the Government Electronic Tendering Service (GETS) – www.buyandsell.gc.ca/tenders of the Letter of Interest (LOI) and concludes with the dissemination of the RFI Summary of the feedback and outcomes, if applicable, will be provided to all registered participants who have agreed to and signed the Rules of Engagement.

The Consultative Process may consist of the following events:

- a. Release of one or more Request for Information (RFI) or Questionnaires;
- b. Virtual Industry Day (can take place with a specific segment of the industry members only [Optional]);
- c. One-on-One Industry Meetings with participants who provides relevant information (Optional);
- d. Submission of the RFI Responses (Optional);
- e. One-on-One Post-RFI/questionnaire Submission Meetings (Optional);
- f. Release of the Participant List;
- g. Release of the RFI Summaries of Feedback and Outcomes; and
- h. Release of a Question and Answer Compendium if required.

A number of consultations and workshops may be conducted on various topics to solicit industry feedback/comments. There is a possibility that Canada may subdivide parts of the consultation process into subgroups to expedite the consultation process.

Canada will not disclose proprietary or commercially sensitive information concerning a Participant to other Participants or third parties except and only to the extent required by law.

TERMS AND CONDITIONS:

The following terms and conditions apply to the Consultative Process. In order to encourage open dialogue, Participants agree to:

- a. Discuss their views concerning the requirement and to provide positive resolutions to the issues in question. Everyone shall have equal opportunity to share their ideas and suggestions;
- b. Industry shall direct enquiries and comments to the Contracting Authority unless advised otherwise. Please note that any communication to unauthorized representatives of Canada may be subject to full disclosure by Canada on GETS;
- c. Canada is not obligated to issue any Request for Proposal (RFP), or to negotiate any contract for the Requirement;
- d. If Canada does release an RFP, the terms and conditions of the RFP shall be subject to Canada's absolute discretion;



- e. Canada will not reimburse any person or entity for any cost incurred in participating in this Consultative Process;
- f. All enquiries with regards to the procurement of the Requirement are to be directed to the Contracting Authority;
- g. Participation is not a mandatory requirement. Not participating in this consultative process will not preclude a bidder from submitting a proposal against a competitive RFP process;
- h. If Canada proceeds with the project, a Draft RFP may be provided to Industry for its comments;
- i. Failure to agree to and sign the Rules of Engagement will result in the exclusion from participation in this Consultative Process; and,

By signing this document, the individual represents that he/she has full authority to bind the company listed below and that the individual and the company agree to be bound by all the terms and conditions contained herein.

Name of Company:

Representative:

Telephone:

E-mail:

**Preferred Language
of Correspondence:**

French

English



**Business activity(ies)
covered by the
Vendor**

Vaccine Storage

Vaccine Distribution

Temperature controlled freight/haulage services

Domestic services

International services

Storage of temperature controlled products

Domestic services

International services

3rd party logistics services specialized in vaccines

Domestic services

International services

Other, please specify:

Signature:

Date: