



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des
soumissions – TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

LETTER OF INTEREST

LETTRE D'INTÉRÊT

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Special Projects Division (SPD)/Division de Projets
Spéciaux (DPS)

Terrasses de la Chaudière 4th Floor

Terrasses de la Chaudière 4e étage

10 Wellington Street,

10 Wellington Street,

Gatineau

Québec

K1A 0S5

Title - Sujet Nice Classification Notification for Nice Classification Industry One-on-One Sessions	
Solicitation No. - N° de l'invitation U8300-209753/C	Date 2021-01-22
Client Reference No. - N° de référence du client U8300-209753	GETS Ref. No. - N° de réf. de SEAG PW-\$\$XU-004-38948
File No. - N° de dossier 004xu.U8300-209753	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 04:00 PM Eastern Standard Time EST on - le 2021-03-12 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Li, Huajun	Buyer Id - Id de l'acheteur 004xu
Telephone No. - N° de téléphone (819) 661-2854 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie) Signature Date	

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NOTIFICATION FOR TRADEMARKS NICE CLASSIFICATION SOLUTION INDUSTRY ONE-ON-ONE SESSIONS

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1. BACKGROUND

- 1.1** Public Works and Government Services Canada (PWGSC) issued the Request for Information (RFI) for Trademarks Nice Classification Solution on October 28, 2020, on behalf of the Canadian Intellectual Property Office (CIPO). Four suppliers participated in the RFI process. A Summary of Feedback and Outcomes Report for the RFI, which generally summarized the comments and feedback received from industry, was published on BuyandSell.gc.ca on December 17, 2020.
- 1.2** To better understand the industry capabilities, including the classification of older and complex statements of Canadian goods and services, Canada will hold One-on-One Supplier Demonstration Sessions (hereafter referred to as One-on-One Sessions) with interested suppliers to present and demonstrate their solution's capabilities.

2. NATURE OF ONE-ON-ONE SESSIONS

- 2.1** These One-on-One Sessions are a consultative activity, led by PWGSC, on behalf of CIPO, hereafter referred to as Canada.
- 2.2** The consultative activity is neither a call for tender nor a Request for Proposal (RFP). No agreement or contract will be entered into directly pursuant to these One-on-One Sessions. This consultative activity is not to be considered as a commitment by Canada to issue a subsequent RFP or award contract(s) for the work described in the RFI #U8300-209753/A.
- 2.3** Participation in these One-on-Ones Sessions is encouraged, but is not mandatory. There will be no short-listing of potential suppliers for the purposes of undertaking any future work as a result of these One-on-One Sessions. Similarly, participation in these One-on-One Sessions is not a condition or prerequisite for the participation in any potential subsequent RFP, or other type of solicitation.

3. SUPPLIER DEMONSTRATIONS

- 3.1** Canada intends to hold One-on-One Sessions with Industry starting the week of February 15, 2021.
- 3.2** Suppliers should express in writing to the Contracting Authority their interest in providing to Canada a demonstration of their solution. Suppliers interested in participating in a One-on-One Session are required to confirm their participation by returning the completed Appendix A: Registration Form for One-on-One Supplier Demonstration Sessions to the

Contracting Authority via email: Huajun.li@tpsgc-pwgsc.gc.ca by Friday, February 5, 2021 at 4:00PM EST. Registrations received after this date will be accommodated at Canada's discretion. Requests for one-on-one meetings outside of the scheduled One-on-One Sessions dates will be accommodated at Canada's discretion. Suppliers should also identify their preferred language of the demonstration (i.e. English or French).

3.3 The suppliers' demonstration of their solution will be done individually and the content will be kept confidential.

3.4 The supplier may indicate their preferred session date and time in their completed Appendix A. Only one session will be held for each supplier. Canada will do its best to accommodate the preferred date and time. The specific date, time and format of the supplier demonstrations will be decided and provided by the Contracting Authority and will be communicated in writing to the registered suppliers at a later date. Due to the Covid-19 pandemic, suppliers should be prepared to provide a virtual demonstration to Canada.

3.5 One-on-One Session Format

Suppliers will be given the opportunity to demonstrate their software solution which will allow Canada to gain understanding of industry current capabilities. The planned agenda and the expected demonstration of the supplier's software solution are described as follows:

3.5.1 Agenda

Item #	Event	Time Allocated	Speaker
1	Welcome	10 minutes	PSPC CIPO
2	General Introduction of the software solution	20 minutes	Supplier
3	Demonstration by using various statements provided during the session	25 minutes	Supplier
4	Closing Remarks	5 minutes	PSPC

3.5.2 Expected Demonstration

The demonstration is expected to show how the supplier's demonstrated software handles various statements of goods and services comprised of:

- Intermediate terms, which mean a direct match is not found in the Goods and Services Manual, nor in the Nice Classification system; the term is a synonym for another term which can be classified using the Nice Classification system. Context of

the entire statement must be taken into account when determining proper classification;

- o Complex terms, which mean the term is not found in the Goods and Services Manual, nor in the Nice Classification system; the application and interpretation of the Nice Classification system and General Principles is required or the solution has learned to assign the term to a particular class. Context of the entire statement must be taken into account when determining proper classification;
- o Statements of goods and services from older registrations that are in a sentence structure;
- o Statements of goods and services that are comprised of introductory statements with subsequent terms that need to be divided between classes for which the terms are not found in the good and services manual nor in the Nice Classification system.

In order to observe how the current version of the demonstration software works, Canada will provide statements of the above types of terms to each supplier during the One-on-One Session, not beforehand.

4. ENQUIRIES

- 4.1** Interested suppliers must note that all communication pertaining to the subject matter of these One-on-One Sessions shall exclusively be directed to the PWGSC Contracting Authority. Interested suppliers must refrain from communicating directly with CIPO stakeholders or with other Government of Canada representatives, regarding any aspect of this procurement process, including the subject matter described herein.
- 4.2** Because this is not a bid solicitation, Canada will not necessarily respond to enquiries in writing or by circulating answers to all potential suppliers. However, respondents with questions regarding these One-on-One Sessions must direct their enquiries to:

Contracting Authority: Huajun LI
E-mail Address: huajun.li@tpsgc-pwgsc.gc.ca
Telephone: 819-661-2854

5. RULES OF ENGAGEMENT

- 5.1** Respondents who wish to participate in the One-on-One Sessions must complete, sign, and submit to the Contracting Authority the Rules of Engagement form (APPENDIX B herein) with the registration form together and prior to their participation in the session.

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APPENDIX A

Registration Form for One-on-One Supplier Demonstration Sessions

A maximum of 5 people from each supplier are allowed to attend.

Attendance: Yes ☐ No ☐

Company Name of Participating Supplier:		
Contact Name:		
Title:		
Telephone:		
E-mail:		
Signature:		
Mailing Address:		
Preferred Language:	English <input type="checkbox"/>	French <input type="checkbox"/>

Attendees:

	Name	Title	Email Address
1			
2			
3			
4			
5			

Preferred Time:

	Monday, February 15, 2021	Tuesday, February 16, 2021	Wednesday, February 17, 2021	Thursday, February 18, 2021	Friday, February 19, 2021
Morning (EST)					
Afternoon (EST)					

APPENDIX B

Rules of Engagement

(Mandatory Form for Participant)

An overriding principle of the Industry Engagement is that it be conducted with the utmost 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 Government of Canada (GC) documentation provided throughout the Industry Engagement Process, which begins with the RFI#U8300-209753/A and concludes when an official RFP is published on the Government Electronic Tendering Service (GETS) or when the GC advises Participants that the Industry Engagement Process (Process) has concluded, will be provided publicly.

The GC 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 Process. In order to encourage open dialogue, Participants agree:

- To 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;
- To allow the GC to record and/or make notes during One-on-One Supplier Demonstration Sessions should clarification of information be required;
- To direct all enquiries to the Contracting Authority. Any communication to unauthorized representatives of the Government of Canada may be subject to full disclosure by the GC on the GETS;
- That the GC is not obligated to issue any Request for Proposal (RFP), or to award any Contract for the requirement;
- That if the GC does release an RFP, the GC retains absolute discretion over the terms and conditions of the RFP;
- That the GC will not reimburse any person or entity for any cost incurred in participating in this Process;
- That participation is not a mandatory requirement. Not participating in this Process will not preclude a supplier from submitting a response to a potential RFP;
- That failure to agree to and to sign the Rules of Engagement will result in the exclusion from the Process;
- That any information submitted to the GC as part of this Process may be used by the GC in the development of a subsequent competitive RFP. However, the Government is not bound to

accept any expression of interest or to consider it further in any associated documents such as an RFP;

- That the GC may disclose the names of Participating Suppliers that choose to participate in the Process;
- That other Participants may join the Engagement Process at any time in the process; and,
- That a dispute resolution process to manage impasses throughout this Process shall be adhered to as follows:

Dispute Resolution Process

1. By informal discussion and good faith negotiation, each of the parties shall make all reasonable efforts to resolve any dispute, controversy or claim arising out of or in any way connected to this Industry Engagement.
2. Any dispute between parties of any nature arising out of or in connection with this industry engagement shall be resolved by the following process:
 - a. Any such dispute shall first be referred to the Participating Supplier's Representative and the PWGSC Procurement Manager managing the Industry Engagement. The parties will have three business days in which to attempt to resolve the dispute;
 - b. In the event the representatives of the parties specified in Article 2.a. above are unable to resolve the dispute, it shall be referred to the Participating Supplier's Project Director and the PWGSC Senior Director of the Directorate responsible for managing the industry engagement. The parties will have three business days to attempt to resolve the dispute;
 - c. In the event the representatives of the parties specified in Article 2.b. above are unable to resolve the dispute, it shall be referred to the Participating Supplier's Vice President and the PWGSC Director General of the Sector responsible for managing the industry engagement. The parties will have three business days to attempt to resolve the dispute;
 - d. In the event the representatives of the Parties specified in Article 2.c. above are unable to resolve the dispute, it shall be referred to the Participating Supplier's President and the PWGSC Assistant Deputy Minister of the Branch responsible for managing the industry engagement, who will have five business days to attempt to resolve the dispute; and,
 - e. In the event the representatives of the Parties specified in Article 2.d. above are unable to resolve the dispute, the Contracting Authority shall within five business days render a final written decision which shall include a detailed description of the dispute and the reasons supporting the Contracting Authority's decision. The Contracting Authority shall deliver a signed copy thereof to the Participating Supplier.

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By signing this document, the individual represents that they have full authority to bind the Participating Supplier listed below and that the individual and the company agrees to be bound by all the terms and conditions contained herein.

Company Name of Participating Supplier:	
Name of Individual:	
Telephone:	
E-mail:	
Signature:	
Date:	

IMPORTANT: Suppliers interested in participating in the One-on-One Supplier Demonstration Sessions must agree to and sign this mandatory form prior to their participation.

Participants are requested to return this completed form via e-mail to:

Huajun.li@tpsgc-pwgsc.gc.ca