



# SHARED SERVICES CANADA

## Request for Proposal (RFP) for Long Distance Services (LDS) - Review

### One-on-one Engagement Session Guidelines & Acknowledgement

#### OBJECTIVE



As the objective of the Review is to increase vendor activity on the RFP for Long Distance Services, SSC is hosting these one-on-one sessions to ensure the solicitation is clear and understand whether there are any show-stoppers with regards to vendor ability to bid.

Attendance for One-on-one Sessions is not mandatory.

## **ONE-ON-ONE ENGAGEMENT SESSION GUIDELINES:**

- 1) Respondents will be asked to provide comments and suggestions, as well as identify areas of the documents that would benefit from additional clarification by Canada. Canada will consider the feedback provided by Respondents. The One-on-one Engagement Sessions will provide all Respondents with the opportunity to participate and provide feedback to SSC.
- 2) Note that the sessions will not necessarily result in the same experience for all Respondents. Some Respondents may have more questions than others. The collaborative nature of the one-on-one meetings will be such that the content covered in meetings with one Respondent may be quite different from the content in a meeting with another Respondent, even though the same general topic is being discussed. Every Respondent has the opportunity to ask questions during these meetings. Information provided to one Respondent in response to oral questions asked during one-on-one meetings will not automatically be provided to other Respondents. Instead, it is the responsibility of each Respondent to determine what information it requires and ask questions accordingly.
- 3) Any oral statements made by SSC's representatives during the One-on-one Engagement sessions will not constitute a representation of fact and will not be binding on SSC.
- 4) If any aspect of a discussion during the One-on-one Sessions results in Canada deciding to modify its requirements (either to alter the requirement or to clarify the requirement), these modifications will be reflected in the documents provided to all Respondents, either in new iterations of the documents released through a Bid Solicitation Amendment.



- 5) By participating in the One-on-one Sessions, the Respondent acknowledges Canada's obligations to maintain records and to provide access to those records in accordance with the Access to Information Act. When the Respondent provides information to SSC, whether orally or in writing, it is the responsibility of the Respondent to indicate to SSC if any portion of the information is:
  - a) a trade secret;
  - b) financial, commercial, scientific or technical information that the Qualified Respondent consistently treats in a confidential manner;
  - c) information the disclosure of which the Qualified Respondent reasonably believes could result in material financial loss or gain, or could reasonably be expected to prejudice its competitive position; or
  - d) information the disclosure of which the Qualified Respondent reasonably believes would interfere with its contractual or other negotiations with a third party.
- 6) Canada will treat the responses in accordance with the Access to Information Act and any other laws that apply. By participating in the One-on-one Sessions, each Respondent agrees that it will not digitally or electronically record (either audio or video) any of the meetings or discussions. Canada also agrees not make recordings of any meeting or discussion with any Respondent during the One-on-one Sessions.
- 7) Respondents may submit written questions to SSC any time. Any written questions that a Respondent believes include proprietary information must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such unless Canada determines that the question is not of a proprietary nature. Canada may edit the questions or may request that the Qualified Respondent do so, so that the proprietary nature of the question is eliminated, and the edited question and answer can be provided to all Qualified Respondents. Questions not submitted in a form that can be provided to all Qualified Respondents may not be answered by Canada.



## SCHEDULE

**Note: Due to COVID-19 restrictions, all meetings during the One-on-one Engagement Sessions will be virtual.**

- 1) The sessions will be limited to 1hr per Respondent. It is the Respondent's responsibility to manage it's time, synthesize the information the vendor would like to share with SSC and ensure the discussion is focused on their highest areas of interest/concern.
- 2) Respondents are asked to complete the tables below and indicate three (3) preferred time slots for one-on-one sessions.
- 3) Sessions will be scheduled on a first come first serve basis. If a desired time slot has been booked, the Respondent will be given the next available time slot in their list.
- 4) Respondents may bring a maximum of five (5) attendees to each one-on-one meeting. Respondents are requested to submit the names, contact information, titles of their representatives who will be attending each one-on-one meeting by email to the Contracting Authority by no later than 2 working days before the scheduled meeting.
- 5) These sessions are for clarity and engagement, Legal counsel is not required.

Session #	Date	Time (Eastern Time)	Respondent	Attendees (Max 5)
1	September 14, 2021	10:00am-11:00am		
1A	September 14, 2021	1:30pm-2:30pm		
2	September 15, 2021	10:00am-11:00am		
2A	September 15, 2021	1:30pm-2:30pm		
3	September 16, 2021	10:00am-11:00am		
3A	September 16, 2021	1:30pm-2:30pm		
4	September 17, 2021	10:00am-11:00am		
4A	September 17, 2021	1:30pm-2:30pm		
5	September 20, 2021	10:00am-11:00am		



5A	September 20, 2021	1:30pm- 2:30pm		
6	September 21, 2021	10:00am- 11:00am		
6A	September 21, 2021	1:30pm- 2:30pm		
7	September 22, 2021	10:00am- 11:00am		
7A	September 22, 2021	1:30pm- 2:30pm		
8	September 23, 2021	10:00am- 11:00am		
8A	September 23, 2021	1:30pm- 2:30pm		
9	September 24, 2021	10:00am- 11:00am		
9A	September 24, 2021	1:30pm- 2:30pm		
10	September 27 2021	10:00am- 11:00am		
10A	September 27, 2021	1:30pm- 2:30pm		



## ACKNOWLEDGEMENT AND AGREEMENT

\_\_\_\_\_ (the "**Respondent**") acknowledges receipt from Shared Services Canada of the One-on-one Engagement Session for the Long Distance Services (LDS) – RFP Review dated \_\_\_\_\_.

The Respondent agrees that the One-on-one Engagement Sessions will be governed by the guidelines described in this document.

The Respondent acknowledges that, regardless of whether any or all the documents provided to Respondents as part of this process are classified, Canada's network architecture, security measures and many other aspects of the project are treated as confidential by the Government of Canada.

For the purposes of this Agreement, any information and documentation includes but is not limited to: any documents, instructions, guidelines, data, drawings, specifications, materials, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labelled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the One-on-one Engagement Session.

The Respondent agrees that it shall not reproduce, duplicate, use, divulge, release or disclose, in whole or in part, in whatever way or form any information or documentation to any person other than a person employed by Canada on a need to know basis, and hereby undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information or documentation in contravention of this Agreement.

Executed this \_\_\_ day of \_\_\_\_\_ by its Authorized Signatory

\_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

