Appendix 1

Procurement Escalation Form

*Required for Procurement Escalation- Once the form is complete, please send to Katharine Ashford-Smith, Events & Operations Director, Medtech Canada at* [kashford-smith@medtechcanada.org](mailto:kashford-smith@medtechcanada.org)

**To expedite the escalation process, it is important that the following information be completed in this template and sent to Medtech Canada.**

1. Please clarify the specific type of issue:

* Terms and Conditions
* Ethical
* Value Add / Grants
* Other, please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please identify if you have attempted to resolve the issue directly with the procuring entity:

🞎 Yes

🞎 No

If “Yes”, please identify who you communicated with from the procuring entity:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If “No”, please provide the reason the concern was not communicated directly to the procuring entity:

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1. RFP Name/Code:
2. RFP Open Date
3. RFP Close Date:
4. Please specifically identify where the concern is originating and include applicable documents and timelines.

*Example: ABC Contract #124, Section Q Clause #1\_ \_\_\_\_\_\_\_\_\_\_\_\_*

*“quote text from RFP”*

1. Please provide clarity as to why you have this concern. Define the issue and impact. Please include any applicable guidelines or legislation that you believe are violated by this situation.

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1. Your Contact Information

Name:

Title:

Organization:

Email:

Phone: