

Appendix 1

Procurement Escalation Form

Required for Procurement Escalation- Once the form is complete, please send to Gurman Virk, Manager; Government& Stakeholder Relations, Medtech Canada at [gvirk@medtechcanada.org](mailto:gvirk@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 \_\_\_\_\_

2. 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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3. RFP Name/Code:

4. RFP Open Date :

5. RFP Close Date:

6. 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"

7. 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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8. Your Contact Information

Name:

Title:

Organization:

Email:

Phone: