



Request for Information

For

[Insert Title of RFI**]**

Request for Information No.: **[**Insert RFI Number**]**

Issued: **[**Insert Date of Issue**]**

Submission Deadline: **[**Insert Date of Deadline**]** local time

1. Introduction

This Request for Information (“RFI”) is issued by City of Saskatoon (the “City”) for the purposes of gathering information about the marketplace in order to assist in the determination of future purchasing options or requirements. Respondents are asked to respond to the City and provide the information requested below.

2. RFI Timetable

Issue Date of RFI	**Insert date**
Site Visit / Pre-Bid Meeting [Remove if no site visit or pre-bid meeting]	**Insert date and time**
Deadline for Questions	**Insert date** 4:00 PM local time
Deadline for Addenda	**Insert date** 4:00 PM local time
Submission Deadline	**Insert date and time**

The RFI timetable is tentative. It may be changed by the City at any time, and the City may choose to waive or extend the Deadline for Questions, Deadline for Addenda and/or the Submission Deadline.

Insert details on site visit/pre-bid meeting if applicable

3. Background

Insert information on the background of the project and why your organization is issuing an RFI

4. Information Requested

Insert type of information requested. Requests should be as specific as possible with reference to your organization’s specific context and the project background identified in Section 2 and how information will be used by your organization

5. Submission Instructions

Respondents are asked to submit their information and signed Respondent Submission Form by **Insert date here** to the following address and to the attention of the following RFI Contact:

Insert name and email

Purchasing Services
222 Cardinal Crescent
Saskatoon, SK S7L 6H8

Respondents should direct any questions on this RFI process to the same RFI Contact.

Submissions should include a completed and signed Respondent Submission Form (Appendix A) that acknowledges, among other things, that this RFI and any respondent submissions will not create a legal relationship or obligation regarding the procurement of any good or service.

APPENDIX A – RESPONDENT SUBMISSION FORM

1. Respondent Information

Please fill out the following form, naming one person to be the respondent's contact for the RFI process and for any clarifications or communication that might be necessary.	
Full Legal Name of Respondent:	
Any Other Relevant Name under which Respondent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Fax:	
Respondent Contact Email:	

2. Terms of Reference

In responding to this RFI, the respondent acknowledges its acceptance of the following RFI Terms of Reference:

a. Request for Information Not a Formal Competitive Bidding Process

This RFI is issued for information-gathering purposes and is not intended to be a formal legally binding "Contract A" bidding process. Without limiting the generality of the foregoing, this RFI will not necessarily result in any subsequent negotiations, direct contract award, invitational tendering process or open tendering process, and does not constitute a commitment by the City to procure any goods or services.

b. RFI Not to Limit the City's Pre-existing Rights

This RFI will not limit any of the City's pre-existing rights. Without limiting the generality of the foregoing, the City expressly reserves the right, at its discretion, to:

- (i) seek subsequent information or initiate discussions with any potential supplier, including potentials suppliers that did not respond to this RFI;
- (ii) initiate direct negotiations for the procurement of any good or service with any potential supplier or suppliers, regardless of whether the potential supplier or suppliers responded to this RFI;

- (iii) contact a limited number of potential suppliers, which may include only those that responded to this RFI or may include potential suppliers that did not respond to this RFI, for the purpose of a competitive process for the procurement of any good or service;
- (iv) elect to proceed by way of open tender call where all potential respondents, including those that did not respond to this RFI, are eligible to compete for the award of a contract for the supply of any good or service; and
- (v) elect not to procure the good or service that is the subject of this RFI.

These expressly reserved rights are in addition to any and all other rights of the City that existed prior to the issuance of this RFI.

c. Pricing Information for General Information Purposes Only

Any pricing information provided by respondents is for general information purposes and is not intended to be binding on respondents. Any legally binding pricing or purchasing commitments will be established only where specified by the express terms of a subsequent tender call process or where established through the execution of a written agreement.

d. Information in RFI Only an Estimate

The City and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the RFI or issued by way of addenda. Any quantities shown or data contained in this RFI, or provided by way of addenda, are estimates provided only as general background information.

e. Parties to Bear Their Own Costs

The City will not be liable for any expenses incurred by a respondent, including the expenses associated with the cost of preparing responses to this RFI. The parties will bear their own costs associated with or incurred through this RFI process, including any costs arising out of, or incurred in, (i) the preparation and issuance of this RFI; (ii) the preparation and making of a submission; or (iii) any other activities related to this RFI process.

f. Accuracy of Responses

The respondent acknowledges that the information provided is, to the best of its knowledge, complete and accurate.

g. Submissions Will Not Be Returned

Except where set out to the contrary in this RFI or expressly requested in the respondent's submission, the submission and any accompanying documentation provided by a respondent will not be returned.

h. Confidential Information of the City

All information provided by or obtained from the City in any form in connection with this RFI either before or after the issuance of this RFI (i) is the sole property of the City and must be treated as confidential; (ii) is not to be used for any purpose other than replying to this RFI; (iii) must not be

disclosed without prior written authorization from the City; and (iv) must be returned by the respondent to the City immediately upon the request of the City.

The respondent may not at any time directly or indirectly communicate with the media in relation to this RFI without first obtaining the written permission of the City.

i. Disclosure of Information

The respondent consents to the City's collection of information as contemplated under the RFI for the uses contemplated under the RFI. Respondents should not include information in their response that is proprietary or confidential. Information provided by a respondent may be released in accordance with governing laws. To the extent that a respondent does include confidential or proprietary information, the respondent should identify any information in its submission or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the City. The confidentiality of such information will be maintained by the City, except where an order by a tribunal or court requires the City to do otherwise. The respondent consents to the disclosure, on a confidential basis, of this submission by the City to advisers retained by the City for the purpose of reviewing this submission.

The respondent acknowledges that the City may make public the name of any and all respondents.

j. Governing Law

This RFI process will be governed by and construed in accordance with the laws of the province of Saskatchewan and the federal laws of Canada applicable therein.

Signature of Respondent Representative

Name of Respondent Representative

Title of Respondent Representative

Date