

REQUEST FOR PROPOSALS

Title: STRATEGIC COMMUNICATIONS SERVICES

Reference No.: 1220-031-2020-001

1. SUMMARY

The City of Surrey (the “City”) intends to issue a competitive solicitation for the provision of a Strategic Communications Services (the “Services”) to be used by the City as further described in the City’s competitive solicitation documents.

2. PARTICIPATION REQUIREMENT

In consideration of the City issuing a competitive solicitation to the Proponent and the City potentially disclosing confidential information to the Proponent related to and/or for purposes of the competitive solicitation the Proponent is required to complete the City’s attached Schedule 1 [Confidentiality and Non-Disclosure Agreement]. This Schedule 1 [Confidentiality and Non-Disclosure Agreement] must be executed by a signatory with the authority to bind each member of the Proponent’s team, and for clarity such signatory may be different than the Proponent’s representative(s).

For ease of completion and processing, Schedule 1 [Confidentiality and Non-Disclosure Agreement] is available as a separate PDF document. Please ensure you have read and understand this Schedule 1 [Confidentiality and Non-Disclosure Agreement], prior to completing and submitting Schedule 1 [Confidentiality and Non-Disclosure Agreement].

Invitation and Schedule 1 – Confidentiality and Non-Disclosure Agreement document for download:
[Schedule 1 – Confidentiality and Non-Disclosure Agreement \(.pdf\)](#)

Competitive solicitation documents will only be provided to those who have submitted the executed Schedule 1 [Confidentiality and Non-Disclosure Agreement] document.

3. ADDRESS FOR DELIVERY

The Schedule 1 [Confidentiality and Non-Disclosure Agreement] must be submitted in the form attached as Schedule 1 [Confidentiality and Non-Disclosure Agreement].

The Proponent may submit Schedule 1 [Confidentiality and Non-Disclosure Agreement] either by email or in a hard copy, as follows:

(a) Email

If the Proponent chooses to submit by email, the Proponent chooses should submit the Schedule 1 [Confidentiality and Non-Disclosure Agreement] electronically in a single pdf file which must be delivered to the City by email at: purchasing@surrey.ca

PDF emailed Schedule 1 [Confidentiality and Non-Disclosure Agreement] is preferred and the City will confirm receipt of email. A Proponent bears all risk that the City’s computer equipment functions properly so that the City receives the Schedule 1 [Confidentiality and Non-Disclosure Agreement].

(b) Hard Copy

If the Proponent chooses NOT to submit by email, the Proponent should submit the original Schedule 1 [Confidentiality and Non-Disclosure Agreement] which must be delivered to the City at the office of:

Name: Richard D. Oppelt, Manager, Procurement Services
at the following location:

Address: City of Surrey, Surrey City Hall
Finance Department – Procurement Services Section
Reception Counter, 5th Floor West
13450 – 104th Avenue
Surrey, B.C., V3T 1V8, Canada

4. DATE

The City would prefer to receive Schedule 1 [Confidentiality and Non-Disclosure Agreement] on or before **March 19, 2020**. The City's office hours are 8:30 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays.