

Canadian Numbering Administration Consortium (CNAC)

Request for Proposals (RFP) for Vendors to Perform Role of Canadian Numbering Administrator (CNA)

Second Amendment to Process (Change to CNA RFP Section 5.0)

OTTAWA – February 6, 2018 – The Canadian Numbering Administration Consortium (CNAC) today revised its Request for Proposals (RFP) (January 5, 2018 as amended on January 24, 2018) from prospective vendors to perform the role of Canadian Numbering Administrator (CNA) for the five year term commencing on January 1, 2019.

The revisions to the RFP issued today is: (i) to add an information session with Leidos Canada personnel currently performing the CNA functions to be held by web video conference on 15 February 2018 at 2:00 pm (Ottawa time). Section 5.0 of the RFP (SCHEDULE AND DEADLINES) has been amended to add this information session to the formal RFP Process; and (ii) to change the “Due date for Receipt of Written Questions from Vendors” from 9 February 2018 to 22 February 2018 in order to provide prospective vendors with additional time to develop and submit their questions to CNAC including questions related to the information session. The attached document contains the revised Section 5.0 which replaces the original section in the CNA RFP.

The information session is in response to prospective vendors’ inquiries regarding information related to Leidos CNA operations, systems and staffing. The information session is scheduled for 2:00 pm (Ottawa time) on Thursday 15 February 2018. The session will be a webinar hosted by CNAC at which Leidos CNA staff will provide an overview of its CNA operations including but not limited to information on CNA staff members’ roles and responsibilities, a demonstration of the CNAS and related CNA software systems, and a summary of the numbering data to be transferred to the new vendor, plus information regarding a transition plan for transferring the CNA role to a new vendor by 1 January 2019. The webinar will be in listen/view mode only with any questions to be submitted by e-mail to CNAC either before the session or during the session.

The information session webinar will be open only to prospective vendors who register with CNAC by 9 February 2018. Interested prospective vendors are to register for the information session by e-mailing vendor name and contact details and suggested questions for the session to Doug Birdwise at douglas.birdwise@sympatico.ca.

Vendors interested in obtaining a copy of the RFP (as amended) may download it from the CNAC web site at www.cnac.ca where additional information on Canadian numbering administration may be obtained.

Deirdre Massiah-Gomes
President
Canadian Numbering Administration Consortium

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For more information, please contact:
Douglas Birdwise
Business Manager
Canadian Numbering Administration Consortium
tel: 1-613-830-0081
e-mail: douglas.birdwise@sympatico.ca

5.0 RFP SCHEDULE AND DEADLINES

It is anticipated that activities associated with this RFP and the selection of the CNA for the five year term commencing on January 1, 2019 will occur in accordance with the schedule shown in the chart below; however, CNAC may change the activities and/or schedule at any time for any reason.

CNA RFP SCHEDULE			
#	Event/Activity	Start Date	End Date
1	CNAC issues RFP		05-Jan-18
2	Vendor review of RFP	05-Jan-18	09-Feb-18
3	Due Date for Receipt of Written Questions from Vendors		22-Feb-18
4	Due Date for Receipt of Vendor Letter of Intent to Respond		09-Feb-18
4A	Leidos CNA Information Session for Prospective Vendors		15 Feb 18
5	CNAC RFP Committee develops & sends responses to vendors	22-Feb-18	2 -Mar-18
6	Due Date for CNAC receipt of Vendor Proposals		23-Mar-18
7	CNAC RFP Committee reviews proposals & creates short list of prospective vendors	23-Mar-18	6-Apr-18
8	CNAC RFP Committee develops & sends list of questions to short list of vendors	6-Apr-18	20-Apr-18
9	Due Date for receipt of Short List Vendors' Responses to CNAC Questions		04-May-18
10	CNAC RFP Committee review of vendor responses to questions	04-May-18	11-May-18
11	CNAC RFP Committee preparation for vendor presentations	11-May 187	18-May-18
12	Vendor presentations to CNAC RFP Committee	22-May-18	25-May-18
13	CNAC RFP Committee review and assessment of vendor Proposals	28-May-18	22-Jun-18
14	CNAC RFP Committee recommendation of vendor to CNAC Board	25-Jun-18	29-Jun-18
15	CNAC Board Meeting to approve recommendations re: Vendor		29-Jun-18
16	Contract negotiations with selected vendor	3-Jul-18	3-Aug-18
17	CNAC Board Meeting to approve contract		17-Aug-18
18	Sign contract		31-Aug-18