

## NOTICE TO PROSPECTIVE VENDORS

14 February 2018

This Notice advises prospective vendors of the following modifications to the CNA RFP:

### 1. CSCN Chair Role

In section 4.4.1 CSCN Secretary, the CNA RFP states as follows:

#### ***4.4.1 CSCN Secretary***

The CNA shall perform the duties of the CSCN Secretary in accordance with the CSCN Administrative Guidelines, as may be amended from time to time. Such duties include but are not limited to:

- 1) Attend and **chair** all meetings of the CSCN;

The CNAC advises prospective vendors that the CSCN Chair role is only being performed by the current vendor due to the lack of a volunteer from the CSCN to fulfill this role. If in the future a CSCN participant volunteers to be the CSCN Chair, then the new Vendor will not perform the Chair role. Accordingly, prospective vendors should submit in their proposals the cost of performing the CSCN Chair role as a separate annual cost which will be paid if they perform the role and not paid if a volunteer fulfills the role.

### 2. Error in Section 2.0 ADMINISTRATIVE INQUIRIES REGARDING THIS RFP

In Section 2.0 the postal code in the address is incorrect. The correct postal code is K1B 3G4.

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