



RFP – Design “Community Support Guide”

Questions & Answers

1. Q - Re: “the final design will be provided in multiple digital file types, editable for future updates” how many different files types, and which, should be used?

A - Microsoft Office compatible (ie: Word and PDF), with the ability to post on our website www.100milehouse.com.

2. Q - Re: “Professional voice with conversational tone” we expect this means copyediting support is desired and of value, correct?

A – Copyediting is desired and valued. Ie: we may provide a paragraph style format for some sections of the guide, which may be better portrayed in a list format or via images.

3. Q - Re: Your judging matrix: I have a vision for this that is highly illustrated so that it tells more of a visual story. However, creating a custom illustration style and developing the illustrations, while it would drastically improve the effectiveness of the material, would also add to the cost. Which is more important to you: effectiveness or price?

A – Effectiveness is the most important to us. The content requires sensitivity as it is a challenging subject matter. While we will provide the content for the guide, we will look to the design professional to portray the information in an engaging format suited to the intended audience.

4. Q - Whether companies from Outside Canada can apply for this? (like, from India or USA)

A – No.

5. Q – Whether we need to come over there for meetings?

A – Meetings can be conducted virtually.

6. Q – Can we perform the tasks (related to RFP) outside Canada? (like, from India or USA)

A – No.

7. Q – Can we submit the proposals via email?

A – Yes, proposals can be submitted via email.