

**Addendum to Request for Proposals #CAP 2012-001**  
**Guide to Doing Business with Governments in Atlantic Canada**

**Questions and Answers**

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**Question 1**

*How is the final guide document intended to be reproduced?*

The final guide document will be reproduced in print and will also be posted online; therefore, both a PDF version and an interactive electronic version will be necessary.

**Question 2**

*Will the guide be printed or do you need a PDF as a deliverable? If printed, do you need us to provide print specifications and/or acquire printing costs?*

Printing is not part of this RFP; however, providing a PDF version of the final document will be necessary as each province will print copies as needed.

**Question 3**

*If you need an electronic version, did you want this to be interactive at all?*

Electronic versions are required to be interactive as this guide will be posted on the Atlantic Supplier Development Team (ASDT) website. It should also be delivered in a format that will allow for updates and changes as they occur.

**Question 4**

*Is the proponent responsible for translation services or will they be provided by the ASDT and/or its partners?*

Translation is a requirement of the RFP. The successful proponent will be required to provide an English and French version of the final guide.

**Question 5**

*Do you have translation services or does that need to be included in the budget?*

It is a requirement of the RFP to provide both an English and French version of the guide; therefore, translation services should be included in your budget.

**Question 6**

*Does the \$12k budget exclude applicable taxes?*

We are tax exempt so the \$12,000 would exclude all applicable taxes.

**Question 7**

*Has all the necessary information been gathered by each province or will we have to "hunt and peck" for it? If the latter, will there be one person per province that will be assigned to answer all questions concerning the necessary information?*

For the most part the information already exists, just not in the same format for each province so some gathering of data will be necessary. At the time of award, the successful proponent will be given a contact list of ASDT members assigned to respond to inquiries for this project.

**Question 8**

*Do you have a template design for the guide or is the consultant to create it?*

The consultant is to create the design.

**Question 9**

*If the consultant is to create the guide is there a requirement for graphic design and layout?*

The consultant will be responsible for all aspects of the design and layout, including graphics.

**Question 10**

*Does the draft guide have to be approved by all four provinces and the federal government, other than members of the steering committee?*

The draft guide must be approved by all four provinces and the Federal Office of Small and Medium Enterprises. Members of the Atlantic Supplier Development Team are responsible for seeking any approvals that might be necessary to accept the final draft guide.

**Question 11**

*To outline the procurement processes for the Federal Government can be quite a task. The various departments have various procedures – DND, ACOA, CIC, DFIAT, etc., or is it more limited or generic?*

Public Works and Government Services Canada developed a guide on doing business with the Government of Canada, which will be the main source of the information needed for this project.

**Question 12**

*Under project tasks, there is a requirement to “include information on programs that support small and medium sized businesses (including links).” Will this detail be provided by ASDT?*

At the time of award, the successful proponent will be given a list of Atlantic Supplier Development members assigned to respond to inquiries for this project. It will be up to the successful proponent to acquire the information from each of the named contacts.

**Question 13**

*The guide is to include links to resources of the Government of Canada, and programs and services that can help businesses explore new markets. This is potentially a huge listing. Will this detail be provided? These programs change continually. How will this be kept current?*

Public Works and Government Services Canada developed a guide on doing business with the Government of Canada which will be the main source of the information needed for this project. Included in this guide is a listing of the programs and services available to businesses. Updating this information **is not** part of the scope of work for this project.

**Question 14**

*Are there to be any background documents or forms behind the 8- to 10-page guide?*

No.