

**October 13, 2017**

## **Request for Supplier Qualification (RFSQ)**

**SQ341-2017-01**

### **For Graphic Design Services**

Please see the answers below regarding any questions raised in relation to this RFSQ.

**1. Question:**

Would some of the "and/or creative services" being asked for in the brief involve the need for video production services?

**Answer:**

No, video production services are not included in this scope of work.

**2. Question:**

It is acceptable to submit samples in a digital format?

**Answer:**

The Partnership will accept digital portfolios.

**3. Question:**

For requirement XI "provide five (5) print and five (5) web/digital work samples for a total of ten (10) samples of work." are bidders expected to provide five physical copies of print work or are digital versions of print work acceptable? If we are required to submit physical copies, will they be returned after the RFSQ selection process?

**Answer:**

The Partnership will accept digital portfolios. Physical samples can be returned after the RFSQ selection process.

**4. Question:**

The request for an "outline of a typical Project Process including estimated average turnaround time." Might you be able to specify the type of project on which to base this estimate? The timelines can vary dramatically depending on the type of project undertaken.

**Answer:**

Please provide an outline of a typical project process and estimated turnaround times for a range of projects such as those listed in Section 4.0 (Mandatory Requirements).