

## RFP – Community Profile

### Questions & Answers

Q - You have requested multiple formats of the document, editable and print-ready. Will you have an Adobe InDesign license with which to edit the file?

A – We are looking for the ability to print copies as needed and update the content in-house annually. If possible, we would like a version that is compatible with Microsoft Office products, Adobe Writer, or Canva. If another program (ie: Adobe InDesign) is required for editing or printing purposes, please include the required program type in your proposal. We may be open to acquiring a licence, if necessary, to ensure we can maintain a quality product.

Q - The existing Community Profile is 42 pages in length. How many pages do you anticipate the updated Community Profile will be?

A – While we do not have a target number of pages in mind, we anticipate the updated Community Profile may be approximately ½ the number of pages (+/-). However, we are open to any number of pages that conveys the required information in the format described in the RFP.

Q – We are preparing to submit a proposal for this RFP, and would like to confirm whether the total budget of \$15,000 is inclusive of GST?

A – The total budget is **not** inclusive of GST?

Q – What program was used to create the existing relocation guide and investment opportunity profile sheets – ie Adobe InDesign or Microsoft Word?

A – Adobe was used but we are not sure if the designer used InDesign specifically. We were given PDF files that are partially editable using Adobe Pro.

Q – Can the community profile design re-use the page layouts, images, and graphic icons used in the two documents mentioned?

A – We want the Community Profile to be complementary to the two documents, not identical. Our brand guidelines must be followed. We will not recommend using the previous designer’s work for the Community Profile project. The District owns most of the images used in the Relocation Guide and Investment Opportunity Profile sheets.

