

**REQUEST FOR PROPOSAL AMENDMENT**

**RETURN BIDS TO:**

**Title: : Layout + Conversion to Web-accessible PDF**

**Environment Canada  
Procurement & Contracting  
867 Lakeshore Road  
P.O. Box 5050  
Burlington, Ontario  
L7R 4A6**

**Date: 19 November 2013**

**Request For Proposal No: KM455-13-1300  
Amendment Number: 005**

**Solicitation Closes**

**At: 14:00:00 HRS. DST  
On: 25 November 2013**

**Address Enquiries To: Heidi Noble**

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Facsimile No: (905) 336-8907  
E-Mail: Heidi.Noble@ec.gc.ca**

**CONTRACTOR NAME & ADDRESS**

(Print or type complete legal entity)

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.....  
.....

**Telephone No:** .....

**Facsimile No:** .....

I (We), the undersigned, hereby offer to sell to Her Majesty the Queen in right of Canada, as represented by the Minister of Environment, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the services and/or supplies listed herein and on any attached sheets at the price(s) set out therefor.

.....  
Name and title of person authorized to sign on behalf of vendor (type or print).

.....  
**Signature**

.....  
**Date**

## **Amendment No. 004 is being raised to provide questions and answers in regards to the requirement**

### **Question 1:**

On page 8 of the RFP the SOW lists the following suggesting that the document is to be worked on in Microsoft word:

**EC will provide the successful bidder with the Microsoft Word Templates using the EC corporate look. The content will be forwarded in both English and French as a Word document. The Contractor shall also be responsible for basic word formatting for consistency and the creation of the cover page using the elements of the Environment Canada look, (included in the template).**

However on page 10 it states

- **Files must be created and provided as Adobe InDesign CS4 format (PC compatible).**

Can you please confirm which program you require us to work in – Microsoft word or Adobe Indesign CS4?

### **Answer :**

EC will provide documents in word. All draft documents will be supplied to EC in word however the final document will be created using Adobe.

### **Question 2:**

RFP mentions 3 images per page. Will specific alt tag descriptions be provided for each image and for complex charts. Descriptions will also need to be provided in French.

### **Answer:**

Yes, all alt tags will be supplied in both French and English.

### **Question 3:**

The of the English and French documents will be approximately 500 pages, each made up of the 6 regions as mentioned in the RFP. Are you requiring 2 final accessible PDFs - 1 English and 1 French or will they be split into sections? Are there any file size limitations that we need to be concerned about for the final accessible PDFs?

**Answer:**

There will be 6 publications (documents) for 6 Regions; British Columbia, Prairies, Arctic, Ontario, Quebec and Atlantic. Each of these regions will need a French and an English version. All English regions combined will total approximately 500 pages. All French regions combined will total and additional 500 pages.

**Question 4:**

In several places in the RFP it mentions print ready accessible PDFs (300dpi), do you mean Print Ready PDF and Accessible PDF (2 separate documents)? Do you require the Accessible PDF at 300dpi or lower resolution for web posting.

**Answer:**

Yes, 2 separate documents. One print ready PDF at 300 DPI and one set of accessible PDF at 72 dpi for web posting.

**Question 5:**

Testing to ensure compatibility with multiple adaptive technologies. Is there a list of the specific technologies that the accessible PDF will need to be tested for.

**Answer:**

At this time there is no list of specific technologies.