



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Communication Procurement Directorate/Direction
de l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

**LETTER OF INTEREST
LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Title - Sujet SYNDICATED RESEARCH STUDIES	
Solicitation No. - N° de l'invitation EP363-190460/B	Date 2018-07-25
Client Reference No. - N° de référence du client EP363-19-0460	GETS Ref. No. - N° de réf. de SEAG PW-\$\$CY-021-75169
File No. - N° de dossier cy021.EP363-190460	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-04-01	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Amaral, Paola	Buyer Id - Id de l'acheteur cy021
Telephone No. - N° de téléphone (613) 998-8588 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 5TH FL. 350 ALBERT ST. OTTAWA Ontario K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Annex A – RFI Submission Template

This document is also available in MS Word version.

SYNDICATED STUDIES – RFI Submission Template	
1. Study Title:	
2. Overview of topics covered / Main Themes:	
3. Key areas of interest to the GC (e.g., public policy areas or GC priorities):	
4. Target population(s):	
5. Methodology(ies):	
a) Quantitative and/or qualitative methods used (e.g., Telephone survey, online panel, focus groups, etc.)	
b) Sample size	
c) Length of survey	
d) Research frequency / when will next study be fielded	
e) Geographic location(s) (if applicable, breakdown by region)	
f) Sample source(s) (probability or non-probability)	

g) Recruiting methods		
h) Recruiting sources		
i) Additional Info (e.g., Are there previous iterations of the study, and is previous data available for tracking purposes?)		
6. Language(s) used in data collection:		
7. Deliverables:		
a) indicate what deliverables are included in the price (e.g. final report, data tables, raw data file (SPSS/Excel etc.), presentation)		
b) Is it politically neutral? (See Directive on the Management of Communications 6.40) ¹	Yes	No
c) Planned timeline		
8. Total Cost:	Excluding HST	Including HST
a) Government-wide license cost (deliverables to include at minimum 2 presentations and accompanying presentation deck)		
b) Custom study cost		

¹ Directive on the Management of Communication - <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=30682§ion=html>

Solicitation No. - N° de l'invitation
EP363-190460/B
Client Ref. No. - N° de réf. du client
EP363-19-0460

Amd. No. - N° de la modif.
File No. - N° du dossier
cy021.EP363-190460

Buyer ID - Id de l'acheteur
cy021
CCC No./N° CCC - FMS No./N° VME

c) Translation cost for final presentation deck in the other official language		
d) Web accessible ² (HTML 5.0) presentation deck cost for one official language (the official language in which the study is produced)		
e) Web accessible ⁵ (HTML 5.0) presentation deck cost for both official languages		
9. Proposed payment schedule		
10.Permission:		
a) Indicate whether you agree to share the information submitted in response to this RFI with interested GC departments	Yes	No

² Standard on Web Accessibility - <https://www.tbs-sct.gc.ca/ws-nw/wa-aw/index-eng.asp>