



Answers to requests for clarifications

RFP23-6059 – Preferred Suppliers Agreements for Graphic Designers and Illustrators

Date: 12/03/2024

Question: Will the client provide a calendar or design schedule which aligns with design requests, or is the intent that the supplier is engaged on “as required” basis? If the latter, what is the lead time you will provide the supplier?

Answer: We will connect with you before the project starts with a timeline/deadline date (often given a draft Word document or a brief) and the supplier needs to let us know if this is feasible with their timeline given in the quote.

Question: Skills and qualifications listed include “Knowledge of pre-print processes and production requirements “. Can you clarify whether the supplier will just provide the ready to print files or will they need to be in liaison with printers as well?

Answer: The supplier needs only to supply the print ready file for offset or/and digital files.