

# Communications Services Supplier Registration Update Form 2021

Email a completed registration package to [commtenders@gov.sk.ca](mailto:commtenders@gov.sk.ca).  
Please be sure to attach completed reference check forms and any additional pages as needed.

**Company Name:**

**Primary Contact Name:**

Address:

City:

Province:

Postal Code:

Phone:

Email Address

Website:

**Please provide the names and specific responsibilities of all owners/partners.**

<b>Names of Owners/Partners</b>	<b>Responsibilities</b>

**Please disclose any relationships between partners and client list.**

<b>Partner</b>	<b>Client</b>	<b>Relationship</b>

**Employees (owners/partners/contractors are not to be included):**

Number of full-time staff:

Number of part-time staff:

Please identify any partners employed by the Government of Saskatchewan in the past two years and where they were employed:

Partners Employed by Government of Saskatchewan	Ministry/Branch

Is your company limited to a particular geographical area for provision of services? If yes, please state location.

Yes, location:

No

**Appointed individual who will have authorized access to the Oracle tendering system and online responsibilities:**

Name:

Phone number:

Email:

**Please identify the classifications that you are applying to be added in and/or be removed from. Services must be done in house. You will not be registered in any communications service category that you sub-contract.**

**Primary Research & Analysis**

2.1 Qualitative – In person

2.2 Qualitative – Online

2.3 Quantitative – In person

2.4 Quantitative – Online

Add	Remove

**Digital Marketing & Communications**

3.1 Strategy, Information Architecture, Analytics Consulting, and UX

3.2 Web Design & Development

3.3 Mobile/Social Service Development


**Multimedia Production**

- 4.1 Video Production
- 4.2 Post Production
- 4.3 Sound Production
- 4.4 Animation
- 4.5 Media Duplication

Add	Remove

**Photography**

- 5.1 Photography

--	--

**Design & Desktop Publishing**

- 6.1 Graphic Design
- 6.2 Desktop Publishing


**Writing**

- 7.1 Writing

--	--

**Event Coordination**

- 8.1 Event Planning and Experiential Marketing

--	--

**Marketing**

- 9.1 Marketing Strategy
- 9.3 Social Media/Online Community Management


**Communications Management**

- 10.1 Communication Strategy
- 10.2 Media Training


**Media Mentoring**

- 11.1 Print & Broadcast Media Monitoring

--	--

**Client References:**

In order to be registered in the new business classification(s) checked above, please provide three client references you have worked with in the past two years. A reference may speak to multiple classifications. Do not include Government of Saskatchewan clients. Please attach the completed reference forms along with the completed registration form.

**Authorization of data:**

I/We wish to register my/our company as a potential supplier of goods and/or services to the Government of Saskatchewan.

I/We certify that the information contained in this registration form is correct and current.

I/We further certify that my/our company shall comply with the provisions of the Purchasing Act of Saskatchewan, and its attendant Purchasing Agency Operating Regulations.

I/We certify that my/our company will comply with the policies required by Communications Services.

I/We certify that neither the applicant nor any persons (or concerns) have any connection with the applicant as a principal or officer, so far as known, and is not deterred or otherwise declared ineligible by any public agency from bidding or furnishing materials, supplies or services to a public sector agency thereof.

I confirm that the information provided in this registration is accurate to the best of my knowledge.

I confirm that the above form is complete, including references

I confirm that all references have completed the reference check form and all references check forms are attached.

**Submitted/Prepared by:**

**Name of Authorized Principal:**

**Date:**