

## **E-COMMERCE FUND GUIDELINES FOR CONTRACTORS**

### **Project Description**

The Pictou County Regional Enterprise Network (PCREN) has launched an e-commerce fund to help small businesses create or enhance their digital presence. New online tools will enable local businesses to increase their visibility and competitiveness while minimizing the impact of COVID-19.

Businesses can apply to this one-time fund to develop a new website, enhance their current website, and/or to improve or implement an e-commerce site.

The amount awarded to each business will depend on the number of applications. Submission of an application does not guarantee that funding will be provided.

To view the full fund guidelines for the e-commerce fund, please visit the E-commerce Fund Guidelines and Application.

### **Process/ Procedure for Contractors**

- To be considered as a contractor on the pre-approved list, this application must be completed. Once you submit this form it will be vetted by the PCREN staff team. This may include a meeting via phone, online or in-person. Completion of the application does not guarantee that your business will be selected for the pre-approved list or for work under this program.
- You will receive notification by the PCREN team within 10 business days of submitting your application.

### **Eligible Contractors**

- You are in Nova Scotia or currently have a pre-established relationship with a fund recipient
- You are an established business
- You provide services in website and/or e-commerce site design and development

### **If you are selected to be on the pre-approved contractor list**

- Your company name and website will be added to a document that is shared with recipients
- If more information is requested about your company from the recipient, then the below application will be shared with the recipient. A phone call, online or in-person exploratory meeting may be requested.

**Being approved as a contractor on the pre-approved list does not guarantee your company work under the e-commerce fund project.**

### **Contact**

- If you have questions before submitting your contractor application, please contact Heidi Sinclair.
- Email: [heidi.sinclair@pcren.ca](mailto:heidi.sinclair@pcren.ca) or Phone: (782) 440-3480

# E-COMMERCE FUND

## Pre-Approved Contractor List Application

### Business Information

Company/Business Legal Name:

Address:

Town:

Province:

Postal Code:

Phone Number:

Email:

Website:

Social Media:

Is your business registered with the Nova Scotia Registry of Joint Stocks Companies?      Yes      No

If yes, please provide your NS Registry of Joint Stocks Registration Number.

### Application Contact Information

First Name:

Last Name:

Position Title:

Phone Number:

Email:

### What service are you able to provide? *(Please choose all that apply)*

Website development or enhancement

E-commerce site development or enhancement

**Please use the fillable boxes below to answer the questions or to provide a link to a website page that will provide the answer to these questions. Please note that by signing and submitting this form, you are giving the PCREN permission to share this information with recipients that are interested in learning more about your company and services in relation to the PCREN E-commerce Fund.**

**Please describe the services that you offer.**

**Please describe your company/business approach to the work that you offer.**

**Please share bios about your team that will work on this project.**

Please share prices for services. (For example):

<b>Standard Website with 5 pages (no e-commerce store)</b>	
<b>Standard Website with 10 pages (no e-commerce store)</b>	
<b>Simple E-store with up to 20 products</b>	
<b>Simple E-store with up to 200 products</b>	
<b>Hourly rate</b>	

**Additional costs:** (For example: Hosting Fees, Domain Fees, Plug Fees)

**Confirmed price list may be shared with successful recipients.**

**Our funding decisions may take into consideration the quotes provided by contractors.**

I have carefully read the application guidelines and eligibility criteria for this program, and confirm that the organization, group or consortium I represent meets the eligibility criteria.

- I will act as the representative of the organization, consortium or group.
- If selected as a contractor by a recipient I agree to work with PCREN and the recipient to deliver services requested.
- I understand that my application submission does not constitute a guarantee of being listed as a pre-approved contractor.
- I understand that being listed as a pre-approved contractor does not guarantee that I will receive work related to the E-commerce Fund Project.
- I understand that by completing this form the information provided may be shared with recipients as they select a contractor for their project.
- I accept all of the declaration statements above that are applicable to me as an individual application or as a representative of an organization, consortium or group.
- I understand that not accepting these statements as true will affect eligibility for the pre-approved list.

**Name**  **Title (if applicable)**

**Signature**  **Date**

\*Electronic Signature is acceptable. **Send your completed application form to:** [heidi.sinclair@pcren.ca](mailto:heidi.sinclair@pcren.ca).