Frequently Asked Questions

Public Services and Procurement Canada

Questionnaire for Canadian Businesses Owned or Led by

Persons with Disabilities

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## About the questionnaire

### Who is conducting this questionnaire and why?

Public Services and Procurement Canada (PSPC) is conducting this [questionnaire.](https://buyandsell.gc.ca/procurement-data/tender-notice/PW-21-00976335) The results of the questionnaire will help PSPC develop initiatives to increase the participation of businesses owned or led by persons with disabilities in federal procurement. This questionnaire will provide PSPC with feedback directly from business owners and leaders with disabilities on their experience with federal procurement and their business environment, ensuring PSPC initiatives reflect the realities and needs of their businesses.

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### Why should I complete this questionnaire? What are the benefits to my business?

Federal procurement is recognized as a key element in generating economic opportunity for small and medium enterprises (SMEs), including businesses owned or led by persons with disabilities. This questionnaire supports evidence-based decision making on initiatives to increase supplier diversity and promote economic growth for underrepresented groups through federal procurement.

### Why do you need to know so much about my business?

PSPC questionnaires collect information on businesses in order to measure the participation of diverse SMEs in federal procurement. The questions ask about the goods or services your business provides, the number of employees, ownership characteristics and previous experience with federal procurement. All information collected is aggregated and anonymized for reporting and analysis.

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### Are my responses really confidential?

Yes. Pursuant to the *Financial Administration Act* and in accordance with the *Communications Policy of the Government of Canada*, the information in the questionnaire is collected on a voluntary basis. Your personal information is protected, used and disclosed in accordance with the [*Privacy Act*.](http://laws-lois.justice.gc.ca/eng/acts/P-21/)

The anonymized data will be used by PSPC to conduct research and meet program requirements. The personal information is described in [Personal Information Bank Public Communication PSU 914](https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/information-about-programs-information-holdings/standard-personal-information-banks.html). Participants are asked not to disclose unnecessary confidential information about themselves or other individuals.

If you require clarification about the privacy statement that accompanies the questionnaire, you may contact the PSPC Privacy Coordinator at AIPRP.ATIP@pwgsc.gc.ca, call 873-469-3721, or write to the Privacy Coordinator at:

Privacy Coordinator
5C1, Place du Portage, Phase III
Gatineau QC K1A 0S5

For more information on privacy issues and the *Privacy Act* in general, please consult the [Privacy Commissioner website](https://www.priv.gc.ca/en/) or call 1-800-282-1376.

### Can anyone complete the questionnaire?

Yes. Anyone may provide feedback through the questionnaire. However, the community of interest for this activity is businesses owned or led by persons with disabilities in Canada.

## Level of effort

How long will it take to complete the questionnaire?

Recognizing that disability is diverse and that some disabilities may affect the amount of time it takes to complete the questionnaire, there is no estimated timeline. However, the questionnaire was developed in consultation with persons with disabilities to minimize barriers it may pose, including survey length.

### How long do I have to answer the questionnaire?

The data collection period closes on **March 31, 2022** **14:00 Eastern Standard Time**. We encourage you to submit your responses as soon as possible.

## Information about the questionnaire

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### Is this questionnaire really from the Government of Canada?

Yes. PSPC is using Outsidesoft Solutions Inc.’s SimpleSurvey software, which adheres to Web Content Accessibility Guidelines 2.0 level AA. For that reason, you may see references to SimpleSurvey appearing in the communication material.

### How will the Government of Canada use the information gathered?

Your feedback will inform PSPC’s work to increase federal procurement opportunities for businesses owned or led by persons with disabilities. The questionnaire will also guide PSPC’s efforts to reduce barriers to participation in federal procurement for persons with disabilities and engage the community of business owners and leaders with a disability in federal procurement.

### Is an accessible version of the questionnaire available?

This survey uses software that adheres to Web Content Accessibility Guidelines 2.0 level AA. An alternative Word version of the questionnaire is available in the Attachment section of the [Request for Information (RFI)](https://buyandsell.gc.ca/procurement-data/tender-notice/PW-21-00976335) on Buyandsell.gc.ca. You may email the completed questionnaire. Please read the Word version for submission details. If you require any additional accommodations to participate in the questionnaire, or if you have any additional questions, please send an email to: TPSGC.PACRAAccessible-APAccessiblePRC.PWGSC@tpsgc-pwgsc.gc.ca.

### How can I review my submitted responses?

At the end of the questionnaire you will be able to review your responses online, and to save a PDF or Word version. However, once you have submitted your responses, you will not be able to re-access the questionnaire.

### What if I have questions? Where can I get more information or clarifications?

If you need additional information or clarification, please send an e-mail to:

TPSGC.PACRAAccessible-APAccessiblePRC.PWGSC@tpsgc-pwgsc.gc.ca