

Government Supplier Digital Readiness Checklist

Review these public-facing business basics before preparing supplier materials or responding to an opportunity.

☐ Business identity and contact information

Use a consistent company name, service area and monitored contact method.

☐ Clear service and capability descriptions

Explain scope, relevant sectors and delivery limits in plain language.

☐ Relevant case studies

Show accurate context, your role and supported outcomes without confidential details.

☐ Optional capability overview or company profile

Keep it current and consistent with the website when the material is useful.

☐ Accessibility and usability checks

Review navigation, headings, contrast, forms and readability across devices.

☐ English and French content where relevant

Use accurate language based on the audience, service environment or opportunity.

☐ Privacy, security and trust information

Maintain HTTPS, working forms, suitable privacy information and verifiable claims.

☐ Professional proposal and presentation materials

Use clear, accessible materials while following each tender's required format exactly.



Important

This checklist supports business presentation and digital preparation. It does not determine eligibility, replace CanadaBuys registration, or satisfy tender requirements.