



- product development •
- interim processing •
- extrusion technology •
- process development •
- technology transfer •
- training & education •
- sensory evaluation •
- quality assurance •
- pathfinding •

Saskatchewan Food Industry Development Centre Inc.

product development ◆
interim processing ◆
extrusion technology ◆
process development ◆
technology transfer ◆
training & education ◆
sensory evaluation ◆
quality assurance ◆



PERSONAL & CONFIDENTIAL

Dear Prospective Client:

Thank you for your interest in the Saskatchewan Food Industry Development Centre Inc. (Food Centre). The Food Centre prides itself in its one-stop-shop concept. We offer assistance to the Saskatchewan food industry in the following areas:

- product development
- technology transfer
- extrusion technology
- interim processing
- process development
- sensory evaluation
- quality assurance
- food safety training & education

Please find attached a client interview package. Answer the questions in detail and return the completed form to the Food Centre via mail, fax, email or you may submit your answers online at www.foodcentre.sk.ca/Concept_to_Consumer/Prospective_Client_Form/. Data from the form will help us determine how the Food Centre may assist you in developing your food product idea.

Once the information has been received, our Communications Director will be in contact with you to schedule an appointment.

Sincerely,

Dan Prefontaine
President

Attach.

Confidentiality Agreement

BETWEEN:

The Saskatchewan Food Industry Development Centre Inc.
(hereinafter referred to as the “Food Centre”)
-and-

(hereinafter referred to as the “Client”)

Objective: To ensure client confidence in the Food Centre’s ability to uphold information that is confidential and/or sensitive. The Food Centre understands the Client’s concerns regarding project confidentiality and will conduct all business within a confidentiality protocol as outlined below:

Definition: “Confidential Information” includes all information disclosed by the Client or potential client directly to Food Centre, including, without limitation, all recipes, ingredient lists, methods of production, technology (whether owned by or licensed to the Client), new products or new uses for existing products, research, discoveries, inventions, developments, designs, improvements, processes, techniques, know-how, all financial, marketing and other plans or data of the Client from time to time, and all related confidential information received by Food Centre from third parties.

Procedure:

1. No third parties will be privy to confidential information unless authorized by the Client.
2. Food Centre annual reports, communications, publications and contract reporting will not contain any confidential client information.
3. All Confidential information of potential clients will be returned to the potential client if they decide not to proceed with a project and any confidential information that has been disclosed to Food Centre will be kept confidential.
4. Client files and confidential information will be kept secure, with access restricted.

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5. Building security will be maintained in such a manner as to ensure that confidential information is properly protected.
6. Sub-contractors will only be provided with information relating to the project upon written permission of the Client.
7. Employees and co-service providers of Food Centre will:
 - a) use confidential information acquired during the course of employment only for official or legal purposes and not for personal or illegal advantage;
 - b) not disclose confidential information unless authorized in writing to do so by the Client;
 - c) assume all project details (company name, service provided, fees, formulas, etc.) are confidential unless otherwise instructed by the Client;
 - d) not make any Food Centre materials (manuals, guides, training materials, etc.) available to individuals and organizations outside Food Centre unless granted written permission by the Client;
 - e) not disclose any confidential information regarding Food Centre or its clients upon termination of employment.

**THE SASKATCHEWAN FOOD INDUSTRY
DEVELOPMENT CENTRE INC.**

Per: _____
Dan Prefontaine, President

DATED this _____ day of _____, 20__.

THE CLIENT

Per: _____

DATED this _____ day of _____, 20__.

- product development ◆
- interim processing ◆
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Date: _____

GENERAL INFORMATION

Company: _____

Contact Person: _____

Address: _____

Town/City: _____ Prov.: _____

Postal Code: _____ Email address: _____

Phone: _____ Fax: _____

PROJECT DESCRIPTION / PRODUCT IDEA

1. What stage is your product currently at?

- Idea Stage
- Selling in community
- Selling at Farmers' Market
- Selling at restaurants
- Retail
- Others: _____



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2. Where is your intended market?

- Farmers' Market
- Local retail stores
- Retail chains
- Hotels/restaurants
- Convenience stores
- Specialty stores
- Others: _____

3. Why do you think your product will succeed?

4. Are there competitive or complimentary products already in the marketplace? If yes, list product name, price and size.

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5. How does your product compare to what you found in the marketplace? (strengths, weaknesses, opportunities).

6. Do you have a packaging type and size in mind? If yes, please provide details (type, size or similar to product already in the market).

7. Do you have a label design concept?

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8. Have you established the cost of your product? (packaging, labelling, ingredients, labour, processing facility rental, etc)

9. Do you have a business plan? Please provide details or attach/enclose business plan.

10. Do you have a marketing plan? Please provide details or attach/enclose marketing plan.

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11. Are your product ingredients allowed for food production?

12. When do you plan to launch this product into the market?

13. What are your current manufacturing capabilities for this product(s)?

14. What technical assistance is required from the Food Centre?

- Food Product Development
- Process Development
- Interim Processing
- Food Safety Training
- All of the above

Other, please specify below:

- product development ◆
- interim processing ◆
- extrusion technology ◆
- process development ◆
- technology transfer ◆
- training & education ◆
- sensory evaluation ◆
- quality assurance ◆



15. Is there adequate funding in place for this project? If no, what is the primary source of funding?

16. Please use this section to highlight other pertinent information related to your project. (ie health benefits or claims you hope to incorporate)

Note: Clients requesting Food Centre assistance may be required to provide a detailed business plan for review prior to application acceptance. If using the Food Centre’s processing facilities, Clients are also required to have a minimum of \$2 million comprehensive general liability insurance. Any processing at the Food Centre must comply with all appropriate federal and provincial regulations.

Please complete the form in full and mail/fax/email to the Food Centre:

**Attn: Carmen Ly
117-54 Innovation Boulevard
Saskatoon, SK S7N 2V3**

Fax: (306) 933-7208

email: cly@foodcentre.sk.ca

