



HASCALL D'OFFERS

Website design for the Council of
Fransaskois schools (CÉF)



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Institution Overview

The Conseil des écoles fransaskoises (CÉF) has 13 schools and two pavilions located in 11 communities. The CÉF covers the entire territory of Saskatchewan. It is composed of 10 school regions, each represented by a school trustee, including five urban regions and five rural regions.

Francophone education in Saskatchewan

The CÉF has adopted a triple academic, cultural and community mandate with a view to preparing its students to become proud French speakers and accomplished citizens.

His mission

With its schools of excellence in French as a first language, the CÉF is a healthy and welcoming environment, which prepares students for their educational, identity and cultural success.

His vision

The student will master the skills that will enable them to flourish, assert themselves as French speakers and contribute fully to society.

Its values

A high-quality Francophone education is essential to the development of our Francophone community and to each of our students. To ensure that every student receives this quality education and achieves success, the following principles and values are at the heart of all actions undertaken by the CÉF.

Interpersonal relationships

We value the development of respect for others, appreciation of others and social awareness in our students.

Healthy environment

We value open and effective communication in a healthy and safe environment.

Culture of excellence

We value a culture of excellence that cares about success for all and a commitment to community growth.

The partnership

We value the home-school-community partnership based on the principles of tolerance, inclusion and respect.

Innovation

We value innovation, constantly seeking to improve what already exists.

Opening to the world

We value the discovery of the French-speaking world, openness to the world and innovation.

MANDAT

Context

The Conseil des écoles fransaskoises serves students from prekindergarten to Grade 12 in several schools located in different communities across Saskatchewan. To better reflect its identity, improve its communication with families, staff, and community partners, and facilitate information management, the Conseil is seeking a new main website, as well as integrated sites for each school.

Subject of the call for tenders

This call for tenders aims to recruit a company specializing in the design and development of websites *open source*, capable of delivering a modern, dynamic, bilingual, accessible and easy-to-administer digital ecosystem.

Goals

The CEF proposes the following objectives for the design of its website:

- Design a main website for the school board.
- Design integrated sub-sites for each of the board's schools.
- Ensure a seamless user experience across all platforms (mobile, tablet, desktop).
- Provide centralized yet flexible administration.
- Promote visibility and interaction through social media.

Scope of the project

The site must:

- Use a platform *open source* (e.g. Drupal, WordPress, Joomla) with open source code.
- Be bilingual (French and English), with independent management of content in each language.
- Be adaptive (*responsive design*) for all types of devices.
- Comply with WCAG 2.1 digital accessibility standards.
- Integrate:
 - o A document management system (creation of directories, restricted/public access). Customizable online forms (registrations, requests, surveys).
 - o Ability to automate tasks (e.g., automatic sending of emails, alerts, newsletters).
 - o Seamless integration with social media platforms.
 - o Traffic analysis tools (Google Analytics, Matomo, etc.).
- Allow the creation and customization of school sites, while ensuring graphic consistency with the main site.
- Provide differentiated access according to user profiles (administrators, management, teachers, administrative staff).

Expected deliverables

- Detailed tree structure of the main site and the training sites.
- Bilingual graphic models (UI/UX).
- Development and deployment of sites.
- Training plan for administrative and technical staff.

- Technical documentation and user guide.
- Post-launch support service (6 to 12 months minimum recommended); and,
- Hosting, maintenance and update management plan

Deadline for submission of the submission

The final document (in PDF format) must be sent by email to the following address: cjharel@cefsk.ca no later than Thursday, September 11, 2025, at 9:00 a.m. (CST).

SSUBMISSION

Content of the proposal

Proposals should include:

- A cover letter.
- A description of the company, its expertise and similar projects completed.
- A clear development methodology.
- A detailed quote (design costs, training, hosting, support, maintenance).
- Relevant references.

Bid Evaluation Criteria

Proposals will be evaluated according to the following criteria:

Assessment elements	Weighting
Understanding of the mandate and relevance of the proposed solution	25%
Technical quality of the solution (CMS, features, security)	20%
Relevant experience (education sector, bilingualism, accessibility)	20%
Project management approach and respect for deadlines	15%
Overall cost (design, hosting, maintenance)	10%
After-sales service and training offered	10%

Note: Since some consultations will be carried out with unilingual English speakers, the consultant must demonstrate their ability to work in both official languages.

Preliminary schedule

Steps	Dates
Publication of the call for tenders	August 28, 2025
Deadline for receipt of questions	September 4, 2025
Answers to published questions	September 8, 2025
Deadline for submission of proposals	September 11, 2025
Selection of the successful company	September 15, 2025
Project launch	September 17, 2025

Award of contract

The contract will be awarded on merit. The CÉF reserves the right to accept or reject any proposal. The contract will not necessarily be awarded to the lowest bidder.

Information (in writing only): Mr. Claude-Jean Harel – Acting Director of Communications (cjharel@cefsk.ca).