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Cree School Board
Commission scolaire crie

Request for Proposals

School Agendas 2023-2024

Wednesday, March 15, 2023

Background

The Cree School Board (CSB) is a non-profit organization established in 1978. Our mandate is to deliver Education services and support to over 5,000 students from the Youth, Adult, Post-Secondary sectors in Cree, English, and French. We manage elementary and secondary schools and adult education centres located in nine (9) communities in northern Quebec. These are administered by various departments and supported by human, finance and material resources services. We have close to 1,000 employees.

Project

The CSB is seeking the services of a Canadian design firm who specialized in design, production, and printing for the Cree School Board 2022-2023 School Agendas. The CSB School Agendas 2022-2023 will be available in print format to all schools in each community.

Proposal Requirements

- 2 examples of previous similar projects.
- A description of the overall approach and process to be used in carrying out the work.
- A detailed budget with a breakdown of expenditures.
- A proposed schedule (include milestones such as content required by, draft schedules, etc.).
- A shipping cost to the schools
- A brief history of working with non-project and/or First Nation organization.

Project Specifications

1. Elementary School Agenda - English

- Closed size: 8.5 x 11"
- Approximately 142 pages + cover
- Inside page: 4/4 full color, perforation, no bleed, 100M offset
- Cover page: 4x0 full color with bleed 12 pt lamination recto/verso
- Binding: spiral 11"
- Quantity: 1688 copies

2. Elementary School Agenda - French

- Closed size: 8.5 x 11"
- Approximately 148 pages + cover
- Inside page: 4/4 full perforation, no bleed, 100M offset
- Cover page: 4x0 full color with bleed 12 pt lamination recto/verso
- Binding: spiral 11"
- Quantity: 544 copies

3. High School Agenda - English

- Closed size: 7 x 9"
- Approximately 158 pages + cover
- Inside page: 4/4 full color, perforation, no bleed, 100M offset
- Cover page: 4x0 full color with bleed 12 pt lamination recto/verso
- Binding: spiral 9"
- Quantity: 1691 copies

4. High School Agenda - French

- Closed size: 7 x 9"
- Approximately 168 pages + cover
- Inside page: 4/4 full color, perforation, no bleed, 100M offset
- Cover page: 4x0 full color with bleed 12 pt lamination recto/verso
- Binding: spiral 9"
- Quantity: 455 copies

Delivery of the final products should the week of Monday, August 7, 2023.

Deadline for Proposal Submission

Please submit your proposal to the email address provided below no later than **Friday, March 31, 2023, at 1 p.m.** Please send any questions that you may have by **Monday, March 27, 2023.**

Attn: April Pachanos
Director of Communications and Community Relations
Cree School Board

Email: April.Pachanos@cscree.qc.ca

The selected proposal will be confirmed by email within 5 business days of the deadline for submission.

The Cree School Board is not bound to accept any quote and may, at its discretion, award the contract to the service provider of its choice, whether or not the price is the lowest. Qualifications, credentials and organizational knowledge or work experience with First Nations organizations will be factored when assessing the quotes.