



Advancing BC's Agricultural Workforce: HR Tools Customization for BC Employers

Request for Proposals - CAHRC14

1. About the Canadian Agricultural HR Council

The Canadian Agricultural Human Resource Council (CAHRC) is a national, not-for-profit organization focused on addressing human resource challenges facing the agricultural sector. CAHRC works collaboratively with industry stakeholders to develop solutions that support a skilled, diverse, and sustainable agricultural workforce. For more information about the Canadian Agricultural HR Council, visit <https://cahrc-ccrha.ca/>.

2. Project Description

Advancing BC's Agricultural Workforce: HR Tools Development and Employer Training for Sustainable Growth is a project aimed to address labour challenges and support workforce retention in British Columbia's agriculture and food-processing industries. This project is funded by the Government of Canada and the Government of British Columbia through the Agriculture and Food Workforce Development Initiative (AWDI). An initiative delivered by the Investment Agriculture Foundation of BC.

Advancing BC's Agriculture Workforce will focus on enhancing HR tools, best practices, and training programs to ensure long-term sector sustainability. The project complements the Human Resources for Agriculture Employers Program being delivered by AgSafe BC: <https://agsafebc.ca/human-resources/>.

In 2022, 42% of agriculture employers in British Columbia were unable to find all the workers required. This project is expected to reduce this challenge, improving workforce retention and productivity while addressing critical labour shortages.

The project includes five key initiatives:

- Adapting the AgriHR Toolkit to align with BC's employment legislation, workplace safety standards, and industry-specific case studies while ensuring accessibility for employers through training and awareness initiatives.
- Providing tailored HR training and resources to enhance workforce management capabilities across the sector.
- Establishing an online hub for AgriHR advisors, facilitating industry collaboration through webinars, and creating a framework for ongoing knowledge-sharing.
- Conducting industry consultations, focus groups, and outreach efforts to ensure alignment with sector needs and priorities.
- Developing a long-term strategy to extend the impact of HR tools and training beyond the project's completion.
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2.1 Objective

The objective of this project is to support the BC agriculture and food industries in recruiting, retaining, and developing a skilled workforce by customizing, scaling, and promoting innovative HR tools, practices, and training resources.

The objective of the work included in this RFP is to customize the content of the current [CAHRC Agri HR Toolkit](#) including BC employment legislation, provincial workplace safety standards and BC-focused case studies.

2.2 Activities

The Canadian Agricultural HR Council requests proposals from experienced individuals, organizations or teams acting as consultants to undertake the following main activities:

- **Conduct a comprehensive review of existing AgriHR Toolkit** content covering the following ten HR areas:
 1. Recruitment, Selection and Hiring
 2. Compensation and Benefits
 3. Worker Performance
 4. Succession Planning
 5. Workforce Planning
 6. HR Policies
 7. Health and Safety
 8. Workplace Wellness
 9. Diversity and Inclusion
 10. Foreign Workers
- **Identify specific content areas requiring updates or new development** to ensure alignment with BC legal framework, cultural context, and operational realities in the agriculture and food processing sectors.
- **Analyze and interpret BC-specific legislation and standards** including, but not limited to BC Employment Standards Act, WorkSafeBC regulations, and Human Rights Code to extract relevant requirements.
- **Adapt existing toolkit content** including manuals, templates, guides, checklists, and sample policies to reflect BC-specific requirements.
- **Customize content for varying user profiles, ensuring tiered relevance for:**
 - Primary producers (e.g., crop and livestock farms)
 - Food and beverage processors
 - Small-scale operations with limited HR capacity
 - Medium to large enterprises with HR staff
 - HR practitioners and small business owners.
- **Update content language, references, and workflows** to align with BC's employment and safety regulations.
- **Develop new BC-relevant case studies and real-world examples**, drawing from stakeholder input and BC employers to reflect local challenges, regulatory expectations, and innovative practices.
- **Include culturally appropriate content** for diverse and multilingual farm settings in BC.
- **Ensure consistency across content sections** while allowing flexibility for employers to adapt tools to their specific commodity group, business size, and workforce needs.

2.3 Deliverables

As part of the contractual agreement, the successful bidder will deliver:

1. Revised HR Content

Customized and legally compliant content for each of the ten HR areas, including:

- Updated manuals and guidance text
- BC-specific policies and procedures
- Editable templates and forms (e.g., job offers, time-off requests, performance evaluations)
- Step-by-step checklists aligned with BC employment and occupational health and safety requirements

2. Tiered Content Variants by Employer Type

Creation of tiered content versions or accompanying guidance notes tailored to the needs of different employer types, including:

- Primary producers (farms, ranches)
- Food and beverage processors
- Small-scale operations with limited HR capacity
- Medium and large businesses with dedicated HR personnel
- HR practitioners and owners/operators

3. BC Case Studies and Example Bank

Development of a collection of BC-relevant case studies and examples to illustrate practical application of HR best practices, including:

- 5 to 10 new case studies drawn from BC agricultural and food processing businesses
- Examples demonstrating compliance with employment standards, occupational health and safety, workforce planning, and diversity and inclusion initiatives

4. Project Management and Reporting

To support oversight and transparency, the Consultant will also deliver:

- A detailed work plan outlining key activities, timelines, and deliverables for the duration of the project
- Bi-weekly written status updates summarizing progress, challenges, and next steps
- Final report summarizing the customized content delivered and recommendations for integrations with other resources, updates frequency and sustainability.

3. Project Management and Oversight

3.1 Project Authority

The Consultant will report to Viktoria Schuler, CAHRC Senior Manager, Products and Services. The Consultant shall appoint a corresponding lead contact from its team with whom CAHRC shall communicate.

4. Budget

The overall budget for this project is **\$52,500** exclusive of applicable taxes.

5. Timeline

It is anticipated that the project will start May 15, 2025 and will end July 15, 2025.

6. Submission Process

6.1 Enquiries

All enquiries for clarification of information must be forwarded to vschuler@cahrc-ccrha.ca in English by May 5, 2025.

If you require an access to the current HR toolkit content to prepare your proposal, please email vschuler@cahrc-ccrha.ca to request a code for a free access.

6.2 Submission

Proposals shall be submitted by email to vschuler@cahrc-ccrha.ca.

6.3 Closing

Consideration will be given to all proposals received via e-mail by 13:00 a.m. Eastern Standard Time, May 9, 2025. It shall be the sole responsibility of the proponent to ensure that the proposal is received at the email address prior to the specified time. The Council shall reply to all proponents with an email confirming receipt of their proposal. Only complete proposals received before closing time will be considered.

7. Evaluation

7.1 Criteria

Upon receipt of proposals, the Council will examine each submission for compliance with bidding requirements, prior to carrying out the primary evaluation.

Mandatory Criteria

- The proposal must be received by the Canadian Agricultural Human Resource Council before the specified closing time.
- The proposal must be in English and must be submitted by email in PDF format.
- Submissions must not exceed 10 pages, excluding consultant CV's. Proposals exceeding this limit shall be disqualified.
- All proposals must include bidder's name and quote the title of the project.
- The proposed team must include at least one member with at least five years 'experience in:
 - HR Management
 - Development of HR tools, resources and training.
- The proposed team must have knowledge of and experience working with the agriculture and food-processing sectors in Canada.
- The proposed team should be familiar with BC-specific employment legislation and standards.
- The proposed team must include one or more members that have a minimum of 3 years working with the agriculture community providing HR research, consulting and engagement with employers.
- The proposed team must all have experience developing HR tools, resources and training.

Additional Criteria

- The proposed team should have a minimum of one team member with a Certified Human Resource Professional (CHRP) designation.
- Preference would be given to the consultants with experience in British Columbia.

7.2 Evaluation Criteria

Evaluation of proposals will be conducted by a committee formed by the Council and may include members of the Board of Directors, employees, and contractors of Council. All personnel will keep confidential all information in the proposals. The Council's intent is to enter into a contract with the proponent achieving the highest overall ranking.

Proposals must meet all of the mandatory criteria to be considered, and will be further assessed against the following evaluation criteria:

A: Understanding the Requirements (10)

- An understanding of the project's objectives, elements, and outcomes.

B: Work plan (30)

- A proposed work plan including a description of project activities and the work products for each activity.
- Proposed research methodologies to realize the project's objectives.
- A schedule, including timelines and milestones, for undertaking the work on time and on budget.
- A matrix specifying how much time each member of the consulting team shall dedicate to each activity and their role(s) in undertaking that activity.
- A description of reporting methods on the progress of the project.
- A description of potential challenges or issues that might be encountered in undertaking the project, how the consultant would respond to ensure that project deliverables and deadlines are respected, and what implications these responses might have for the Council in undertaking the project.

C. Deliverables (15)

- A detailed description of all project deliverables and how they align to the project objectives.
- How implementing the work plan will result in the full realization of the project's deliverables and objectives.
- Special features or services the proponent can provide to enhance the project objectives.

D: Experience (25)

- Includes history, mission, area(s) of consulting focus of the proponent, identification of a project lead and contact information.
- A description of the team's relevant knowledge, skills and experience, including competencies in project management, client and stakeholder relations, writing, quantitative and qualitative research, analysis, group facilitation and presentations.
- CV's that outline each team member's relevant knowledge, skills and experience as it pertains to their project roles. The CV's may be appended to the proposal.
- Three references from clients for which the bidder has completed similar work. References should include client name, contact person, phone number, e-mail address, project description, project duration, and team lists for each of the three projects.

E. Overall Impression (10)

- Completeness and quality of the proposal.

F: Financial Proposal (10)

- The anticipated material, supply, incidental, travel, human resource (external to the consulting team) and other expenses.
- The cost for each activity. Include consultant travel and any material costs, but exclude the cost of translation.

8. Terms**8.1 Development Principles**

The consultant will:

- Declare to the Council any interests in or agreements with any supplier of services or materials.

8.2 Sub-Contracting

Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. However, one of these proponents must be prepared to take overall responsibility for successful undertaking and completion of the contract, and this should also be clearly defined in the proposal.

Where applicable, the names of approved sub-contractors listed in the proposal will be included in the contract. No additional subcontractors will be added or other changes made, without the written consent of the Council.

8.3 Acceptance of Proposals

This RFP should not be construed as an agreement to purchase goods or services. The Council is not bound to enter into a contract with the proponent who submits the lowest priced proposal or with any proponent. Proposals will be assessed in light of the evaluation criteria. The Council will be under no obligation to receive further information, whether written or oral, from any proponent.

8.4 Modification of Terms

The Council reserves the right to modify the terms of this RFP at any time at its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a contract with the successful proponent.

8.5 Use of Request for Proposals

Any portion of this document, or any information supplied by the Council in relation to this RFP, may not be used or disclosed for any purpose other than for the submission of proposals. By submitting a proposal, the proponent agrees to hold in confidence all information supplied by Council in relation to this RFP.