



HR Handbook Generator Tool Content Development

Request for Proposals

1. About the Canadian Agricultural HR Council

The Canadian Agricultural Human Resource Council (CAHRC) is a national, non-profit organization focused on addressing human resource issues facing agricultural businesses across Canada. The Council works to fully understand and meet the unique needs of those within the various commodity areas that define the national agricultural industry. We are recognized as the centre for reliable labour market information, and the access point for customizable solutions related to LMI, HR management and training. For more information about the Canadian Agricultural HR Council, visit <https://cahrc-ccrha.ca/>.

2. Project Description

The Canadian Agricultural Human Resource Council (CAHRC) is seeking a qualified consultant, organization, or team to develop content for an Employee Handbook Generator Tool as part of the CAHRC AgriHR Toolkit¹.

The Handbook Generator will provide agricultural employers with a simple, guided process to create an employee handbook tailored to their workplace. Employers will provide basic information about their business and select the policies and HR topics relevant to their organization. Based on these selections, the Generator will produce a customized employee handbook that employers can review, edit, save, and download.

2.1 Objective

The CAHRC AgriHR Toolkit is a practical, agriculture-focused web-based resource designed to help employers build strong HR practices and manage their workforce. Developed specifically for Canadian agricultural businesses, the Toolkit provides ready-to-use manuals, downloadable templates, policies, checklists, guides, and other HR resources covering key areas of the HR management. The toolkit is used by small and medium sized producers that do not have dedicated HR team, HR professionals working in the agriculture industry and academic institutions. The platform currently has more than 500 active users.

The objective of this project is to develop the content and framework for a practical and easy-to-use Employee Handbook Generator that helps agricultural employers create a handbook appropriate for their workplace. The content should be designed so that employers can select the sections relevant to their workplace and customize key information based on their organization. The final content will be used by CAHRC to develop an online Employee Handbook Generator as part of the AgriHR Toolkit.

The Generator Tool should simplify the handbook development process by guiding employers through a series of questions and selections and using their responses to generate relevant handbook content.

¹ Technical development, programming, website design, and implementation of the Employee Handbook Generator are not included in this RFP.

The project will:

- establish the recommended structure and content for an agricultural employee handbook;
- identify the information employers need to provide to customize their handbook;
- develop and/or adapt handbook content using existing AgriHR Toolkit resources and developing additional resources when needed;
- identify core content that should be included in all handbooks and optional content that employers can select based on their operational and regulatory requirements.
- develop the questions, selections, instructions, and guidance required to take users through the handbook-building process;
- identify where content may need to vary based on factors such as business type, workforce size, location, employment legislation, or other relevant employer characteristics; and
- develop functional requirements and recommendations to support the future technical development and integration of the Generator into the AgriHR Toolkit.

For more information about the CAHRC Agri HR Toolkit visit <https://hrtoolkit.cahrc-ccrha.ca/>. If you require an access to the current HR toolkit content to prepare your proposal, details how to get free access are provided in Section 6.1. of this RFP.

For example of Handbook Generator visit [this resource](#) developed by Workplace Safety and Prevention Services.

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:

1. Review Existing Resources

- Review existing AgriHR Toolkit policies, templates, guides, checklists, and other resources relevant to an employee handbook.
- Identify content that can be adapted or incorporated into the Employee Handbook Generator.
- Identify gaps where new handbook content is required.

2. Develop the Employee Handbook Structure

- Develop a recommended structure and table of contents for an agricultural employee handbook.
- Identify core sections that should be included in most employee handbooks.
- Identify optional sections that employers may choose based on their workplace and workforce.
- Organize the content in a clear and logical order.

3. Develop and Adapt Handbook Content

- Adapt relevant existing AgriHR Toolkit content for use in the Employee Handbook Generator.
- Develop new handbook content where gaps are identified.
- Develop customizable content that allows employers to insert or select information specific to their workplace.
- Include clear guidance or instructions where employers are required to make a choice or provide information.
- Ensure content is practical, easy to understand, and appropriate for agricultural workplaces.
- Ensure consistency in terminology, format, and tone throughout the handbook.

4. Develop Content Customization Options

- Identify the information employers will need to provide to customize their handbook.
- Identify where handbook content should change based on employer responses or selections.

- Develop questions, prompts, and selection options that will guide employers in choosing appropriate content.
- Clearly identify which content is standard, optional, or requires employer customization.

5. Legislative and Regulatory Considerations

- Reference common employment requirements and employer responsibilities, where relevant to the handbook content.
- Clearly identify areas where requirements may differ by province, territory, or jurisdiction.
- Ensure the content does not provide legal advice and directs employers to confirm applicable legislative requirements where appropriate.
- Coordinate with CAHRC to ensure consistency with other AgriHR Toolkit resources.

6. Project Management and Reporting

- Develop and maintain a work plan outlining key activities, timelines, milestones, and deliverables.
- Participate in regular project check-ins with CAHRC.
- Prepare a final summary of the work completed and recommendations for future content updates and maintenance.

2.3 Deliverables

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

1. Employee Handbook Structure

- Recommended structure and table of contents for the Employee Handbook.
- Identification of core and optional handbook sections.
- Recommended organization of content based on employer and workforce needs.

2. Complete Employee Handbook Content

- Final content for all sections of the Employee Handbook Generator.
- Customizable fields for employer-specific information.
- Clear identification of standard, optional, and customizable content.
- Final content provided in an editable format and ready for technical development.

3. Customization Questions and Content Logic

- Complete set of questions, prompts, and selection options required to guide employers through the handbook development process.
- Identification of the employer information required to customize the handbook.
- A clear content map showing which handbook sections or content should be included based on employer responses.
- Identification of content may vary based on factors such as province or territory, business type, workforce size, type of workers, or other relevant workplace characteristics.
- Instructions and guidance to be displayed to users when additional information or employer decisions are required.

4. Legislative and Regulatory References

- Identification of legislative or regulatory considerations relevant to the handbook content.
- Clear identification of content that may need to vary by jurisdiction.
- References or links to appropriate government or other authoritative sources, where applicable.
- Appropriate disclaimers or guidance directing employers to confirm requirements applicable to their workplace.

5. Final Content Package

- Final, reviewed version of all handbook content, questions, prompts, customization options, and supporting guidance.
- Content organized and labelled in a format that can be provided to the technical developer for implementation.
- A content map connecting user questions and selections to the applicable handbook sections and content.

6. Project Management and Final Reporting

- Project work plan outlining key activities, timelines, milestones, and deliverables.
- Regular project check-ins and progress updates with CAHRC.
- Final project summary outlining the work completed, key content decisions, outstanding considerations, and recommendations for future content updates and maintenance.

3. Project Management and Oversight

3.1 Project Authority

The Consultant will report to Viktoria Schuler, Director, 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 **\$20,000** exclusive of applicable taxes.

5. Timeline

It is anticipated that the project will start December 15, 2026, and will end March 15, 2027.

6. Submission Process

6.1 Enquiries

All enquiries for clarification of information must be forwarded to vschuler@cahrc-ccrha.ca in English by November 10, 2026.

If you require an access to the current HR toolkit content to prepare your proposal, please email to 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 1:00 p.m. Eastern Standard Time, November 30, 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 in the agriculture sector in Canada.
 - A team member with a Certified Human Resource Professional (CHRP) designation will be considered as an asset.
- The proposal must outline information regarding intended use of AI, as per the Use of AI Terms outlined in Appendix A of this document.
- The proposal must include 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.

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, if applicable.

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.

Appendix I - Deliverable Requirements: Use of Artificial Intelligence (AI)

The Contractor must adhere to the following requirements regarding the use of Artificial Intelligence (AI) in the development of all project deliverables:

1. Approval and Disclosure

- The Contractor must disclose any intended use of AI systems in writing prior to use.
- No AI may be used in the creation, drafting, analysis, or development of deliverables without prior written approval from CAHRC.
- All approved AI use must be formally documented in accordance with project requirements (e.g., Schedule B of the agreement).

2. Permitted Use of AI

- AI systems may only be used for the approved Intended Purpose as defined in the project scope.
- The Contractor must ensure that any AI system used is:
 - Fit for purpose
 - Reliable and materially free of defects

3. Data Protection and Confidentiality

- The Contractor must not use CAHRC confidential or personal information as AI input data unless explicitly approved.
- The Contractor must:
 - Prevent unauthorized access, disclosure, or retention of data by AI systems or providers
 - Ensure no data (input or output) is shared with third parties without consent
- Where use of CAHRC data is approved, the Contractor must ensure:
 - AI providers do not use data for training or secondary purposes
 - Appropriate technical and organizational safeguards are in place
 - Full compliance with privacy, cybersecurity, and data protection laws

4. Ownership and Intellectual Property

- CAHRC retains full ownership of all input data and datasets.
- All AI-generated outputs are considered project deliverables and are subject to the same ownership terms.
- The Contractor must ensure:
 - No AI system used claims ownership or imposes licensing restrictions on deliverables or data
 - Deliverables do not infringe on third-party intellectual property rights

5. Data Use and Retention

- Input and output data may only be used for the purposes of the project.
- Upon project completion or termination, the Contractor must:
 - Return or securely destroy all data
 - Provide written certification of destruction upon request

6. Quality, Accuracy, and Ethics

- The Contractor must take reasonable steps to ensure that AI-generated outputs are:
 - Accurate and reliable
 - Free from bias or discrimination
 - Compliant with applicable human rights and legal standards

7. Compliance and Legal Obligations

- The Contractor must comply with all applicable laws and regulations related to AI use.
- The Contractor must ensure that:
 - AI use does not expose CAHRC data to other clients
 - All AI-related activities align with contractual and legal obligations

8. Audit and Oversight

- CAHRC reserves the right to audit or review AI-related practices to verify compliance.

- The Contractor must cooperate with such reviews, provided they do not unreasonably disrupt operations.

9. Liability and Indemnification

- The Contractor is fully responsible for any risks associated with AI use, including:
 - Unauthorized use of AI
 - Breaches of confidentiality or data protection
 - Intellectual property infringement
 - Non-compliance with laws or contractual terms
- The Contractor must indemnify and hold CAHRC harmless against all claims, damages, or losses arising from AI use.