



Employment Legislation Framework 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 employment legislation frameworks for all 10 Canadian provinces and three territories as part of the CAHRC AgriHR Toolkit.

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.

This project will help agricultural and agri-business employers understand their minimum obligations, identify applicable on-farm exemptions and special rules, and take the steps needed to meet workplace requirements.

2.1 Objective

Develop content for 13 consistently structured, plain-language employment legislation frameworks (one for each Canadian province and territory) that help employers answer:

- What requirements apply to my business?
- Are there specific requirements, exemptions or special rules for my type of operation?
- What do I need to do to comply?

The frameworks must address both agri-business workplaces and on-farm operations. They must identify when general requirements apply and when a specific exemption or special provision applies based on the operation, activity, worker duties or employment arrangement.

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.

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. Develop a Consistent and User-Friendly Framework

- Establish a common structure for the jurisdictional frameworks, using plain language, concise summaries, tables and checklists. Organize information so agricultural and agri-business employers can quickly identify requirements and exemptions applicable to their businesses.
- Develop the proposed structure and one sample jurisdictional framework for CAHRC review before completing the remaining jurisdictions.

2. Research Employment Standards

- Research and summarize employment standards, including wages and payroll, hours of work, breaks and rest periods, overtime, vacation, statutory holidays, leaves, termination notice or pay, young workers, and employment and payroll records.
- Identify applicable thresholds, eligibility conditions, effective dates and record-retention requirements. Explain where general requirements apply to agricultural and agri-business workplaces and where exemptions, exclusions or modified provisions apply.

3. Identify Mandatory Policies and Workplace Requirements

- Identify the policies, programs, plans, procedures, postings, notices, records, training, and committees or representatives' employers must have in place.

For each requirement, determine:

- Which employers or workplaces must comply;
- Applicable workforce-size or other thresholds;
- Whether written documentation is required; and
- Relevant communication, posting, training, review and retention obligations.
- Clearly distinguish mandatory requirements from recommended practices.

4. Review Health and Safety and Other Employer Obligations

- Research key occupational health and safety requirements, including employer and worker responsibilities, hazard management, first aid, harassment and violence prevention, orientation and training, incident reporting, and young and new worker requirements.
- Review other relevant obligations, including human rights, workers' compensation, accessibility where applicable, and privacy and employee information. Identify coverage, registration, reporting and other applicable requirements.

5. Assess On-Farm Requirements and Exemptions

- Identify requirements, exemptions and special provisions relevant to on-farm operations, including those related to:
 - Agricultural and seasonal workers;
 - Young workers and family members;
 - Temporary foreign workers;
 - Employer-provided housing;

- Remote workplaces and first aid; and
 - Farm vehicles, machinery and equipment.
- Explain the general rule, the conditions under which an exemption or special provision applies, and the required employer action. Clearly distinguish on-farm provisions from requirements applicable to other agri-business workplaces, and provincial or territorial obligations from applicable federal requirements.
6. Develop Practical Employer Tools
- Translate the research into at-a-glance snapshots, mandatory workplace requirements inventories and actionable compliance checklists.
 - Use clear applicability notes, employer actions and cross-references to supporting information. Minimize duplication between the snapshot, detailed guidance and on-farm sections.
7. Establish an Update and Maintenance Approach
- Develop recommendation for monitoring and updating legislative content, including sources, suggested review frequency, responsibilities and change tracking.
8. Manage the Project and Incorporate Feedback
- Develop and maintain a work plan outlining activities, timelines, milestones and deliverables.
 - Participate in regular project check-ins and provide progress updates to CAHRC.
 - Incorporate CAHRC feedback at agreed review stages.
 - Prepare a final summary of completed work, outstanding considerations and recommendations for future maintenance.

2.3 Deliverables

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

1. Standard Framework

- A recommended structure and navigation format for all jurisdictional frameworks.
- A consistent format for presenting general requirements, on-farm requirements or exemptions, applicability conditions and employer actions.

2. Thirteen Completed Jurisdictional Frameworks

One framework for each Canadian province and territory, containing:

- At-a-Glance Legislative Snapshot: a concise table of key employment standards, including minimum wage, hours and overtime, vacation, statutory holidays, key leaves, termination notice or pay, young workers and major on-farm exemptions.
- Employment Standards: supporting explanations of requirements, eligibility conditions, thresholds and employer actions.
- Mandatory Policies and Workplace Requirements: an inventory of required policies, programs, postings, records, training and other workplace requirements.
- Health and Safety: practical guidance on applicable workplace obligations.
- On-Farm Requirements and Exemptions: a dedicated section explaining special rules, their applicability and required actions.
- Other Employer Obligations: a summary of relevant human rights, workers' compensation, accessibility, privacy and other requirements.
- Employer Compliance Checklists: an actionable tool with applicability notes, completion fields and links to supporting guidance.

3. Legislative Source and Resource Register

- A consolidated register organized by jurisdiction and topic, identifying:
 - Applicable legislation, regulations, employer guides and relevant provisions;
 - Direct links to authoritative sources and referenced resources;
 - Effective dates and dates last reviewed; and

4. Final Editable Content Package

- A complete, reviewed package of all frameworks, snapshots, inventories, checklists and supporting resources.
- Content must be consistently organized and labelled, supplied in agreed editable formats, and suitable for integration into the CAHRC AgriHR Toolkit. Include a content index showing the relationship between sections, tools and source references.

5. Final Project Report

- A concise summarizing:
 - Work completed and deliverables provided;
 - 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
 - Demonstrated expertise in Canadian employment standards and workplace legislation across multiple jurisdictions.
 - The proposed team must have knowledge of and experience working with in the agriculture sector in Canada.
 - Development of HR tools, resources and training.
 - 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.