



Request for Standing Offer

Agriculture Labour Market Information Consultant Services

Issue Date: October 14, 2026

Issued By:

Canadian Agricultural Human Resource Council
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Closing Date and Time:

4 p.m. Eastern Standard Time on October 26, 2026

BACKGROUND

The Canadian Agricultural Human Resource Council addresses human resource issues facing agriculture businesses in Canada. Its objectives are to support an adequate, reliable, and well-trained work force that will strengthen the ability of the agriculture community to thrive and be successful in an internationally competitive marketplace. The Council's efforts are collaborative and involve the participation of agricultural leaders, governments and educational stakeholders to research, develop and implement solutions to challenges in employment and skills development in agriculture. It is recognized as the centre for reliable labour market information, and the access point for customizable solutions related to HR management and training. For more information about the Canadian Agricultural HR Council, visit www.cahrc-ccrha.ca.

REQUEST FOR STANDING OFFER

The Council is soliciting proposals from service providers to provide Agriculture Labour Market Information (Agri LMI) consulting services for our organization. The purpose of this RFSO is to select suitable contractor(s) and establish a Standing Offer Agreement with the successful bidder(s) for the provision of services.

QUALIFICATIONS REQUIRED

- Extensive experience in one or all of the following:
 - labour market research including design, development, data collection and delivery of results.
 - Skills analysis and research
 - Competency research and analysis
 - Job scrapping and AI-generated data collection and analysis
 - Survey development and data analysis.

THE WORK

Following the signing of a Standing Offer agreement and during the timeline outlined below, the service provider may be engaged to provide services for one or multiple projects, as required. Note, Appendix 1 outlines CAHRC's Use of Artificial Intelligence requirements included in our professional services contracts, for your information.

The following activities may be required:

- Review Agri LMI related project materials that have been developed and advise on gaps, updates and additions to improve same
- Assist with strategic integration of additional effective LMI processes and practices
- Provide technical research expertise related to labour market intelligence, skills analysis, survey development, data management and analysis.
- Write and edit materials that describe complex topics about agriculture labour market information and human resource issues in a clear and engaging manner.

- Present CAHRC's ideas clearly to ensure that the Council's goals are met through writing and editing research reports and accompanying documents to meet project requirements.

TERM

The term of the standing offer will be from November 16, 2026 to October 31, 2029 with potential for a two-year extension.

GUIDELINES

A submission is not to exceed 5 pages, excluding consultant CV's and three references.

Submissions must include but are not limited to the following components:

- Description of services to be provided;
- Demonstrated ability to perform the work, experience in consulting in the agriculture industry
- Organizational history with experience and qualification profile;
- 2-3 samples of your work
- Number of years of professional consulting labour market information work;
- A list of previous industry association clients. Experience in working with agricultural clients is an asset;
- References;
- Financial proposal and rates.

LOGISTICS

Proposals should be prepared in English and submitted electronically to agillespie@cahrc-ccrha.ca clearly indicating 'Agri LMI Consultant Services'. The deadline for the submission is 4:00 p.m. EST on October 26, 2026.

All questions are to be sent electronically to Aaron Gillespie, Project Manager AgriLMI at agillespie@cahrc-ccrha.ca by October 20, 2026 at 12:00pm ET. Responses to questions will be provided by October 22, 2026 12:00pm ET. Late submissions will not be considered. The successful bidder(s) will be notified in writing prior to November 10 2026.

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.