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ADMINISTRATION

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**Request for Proposals  
Peace Regional Labour  
Market Readiness and  
Planning Project**



**NORTHERN SUNRISE  
COUNTY**



April 22, 2026

## Request for Proposals Peace Regional Labour Market Readiness and Planning Project for Northern Sunrise County

Northern Sunrise County is currently requesting proposal options for a Peace Regional Labour Market Readiness and Planning Project.

Specifications and related proposal documentation are attached.

Inquiries may be made to Lynn Florence, Economic Development Officer at 780.625.3288 or [lflorence@northernsunrise.net](mailto:lflorence@northernsunrise.net).

Proposals will be accepted until 2:00:00 pm on Wednesday, May 20, 2026, submitted **electronically in PDF format** to Lynn Florence at [bids@northernsunrise.net](mailto:bids@northernsunrise.net). Failure to comply with the above may result in disqualification.

## **Background**

**Northern Sunrise County (County), Town of Peace River (T of PR) and Lac Cardinal Regional Economic Development (LCRED)** are working collaboratively on the Peace Regional Labour Market Readiness and Planning Project to strengthen workforce development across the Peace Region of northwest Alberta.

The regional economy is supported by a diverse mix of industries including:

- Energy and industrial development
- Agriculture and forestry
- Manufacturing and supply chain services
- Construction and skilled trades
- Retail and service sectors
- Public sector and community services

These industries are critical to the economic stability and future growth of the region. However, like many rural regions across Canada, the Peace Region is experiencing increasing labour market pressures, including:

- Shortages in skilled trades and technical occupations
- Workforce aging and retirement of experienced workers
- Competition for labour with larger urban centres
- Economic uncertainty caused by global tariffs, automation, and restructuring within key industries such as forestry and energy
- Challenges attracting and retaining workers and their families in rural communities

At the same time, emerging economic opportunities, including industrial development, infrastructure investment, and potential large-scale projects may significantly increase demand for skilled workers across multiple sectors.

This Peace Regional Labour Market Readiness and Planning Project will support workforce development, attraction, and retention across Northern Sunrise County, the Town of Peace River, and the Lac Cardinal Region.

This project will be completed in **two phases**:

### **Phase 1 – Regional Labour Market Study and Workforce Strategy Report**

Phase 1 will involve research, analysis, and stakeholder engagement to develop a regional workforce strategy report and identify potential actionable initiatives and recommendations.

### **Phase 2 - Implementation and Action Plan (Future Phase)**

Development and implementation of actionable initiatives identified in Phase 1. Phase 2 is a future phase and not in the scope of this work.

## **Purpose and Scope**

Northern Sunrise County (“the County”) and its collaborative partners are seeking proposals from qualified consulting firms (“Consultant”) to complete Phase 1 of the Peace Regional Labour Market Readiness and Planning Project.

Phase 1 will support:

- Regional economic growth and diversification
- Workforce attraction and retention strategies
- Career pathways for youth and local residents
- Collaboration between municipalities, industry, and educational institutions
- Workers impacted by industry changes, tariffs, or economic transitions
- Alignment of workforce development initiatives across the region

The purpose of Phase 1 of this project is to conduct a Regional Labour Market Study and develop a Workforce Strategy Report. This Report shall provide a clear understanding of workforce needs, labour market trends, and barriers to workforce development while identifying strategic opportunities to strengthen the regional labour market.

The Consultant will be responsible for completing **Phase 1 – Regional Labour Market Study and Workforce Strategy Report**, which may include but is not limited to the following:

### **Regional Labour Market Analysis**

- Assess current labour market conditions across the Town of Peace River, Northern Sunrise County, and the surrounding region
- Identify workforce supply and demand across key industries
- Analyze labour shortages, workforce gaps, and projected workforce needs
- Assess the impacts of industry changes, tariffs, automation, and economic restructuring
- Review demographic trends including population growth, aging workforce, and migration patterns

### **Sector Analysis**

The study should focus on industries that are foundational to the regional economy or expected to experience increased workforce demand, including:

- Energy and industrial development
- Construction and skilled trades
- Engineering and technical occupations
- Manufacturing and industrial supply chain
- Public sector and community services
- Retail, accommodation, and service sector

### **Workforce Demographics**

The study should assess workforce needs and opportunities across multiple demographic groups including:

- Youth entering the workforce
- Working-age adults (18–64)
- Workers transitioning between industries
- Workers impacted by industry closures or tariffs
- Indigenous populations
- New residents and potential immigrants

### **Stakeholder Engagement**

The Consultant will engage with a minimum of 30 key regional stakeholders, which may include:

- Industry employers
- Municipal governments
- Indigenous communities
- Educational institutions and training providers
- Workforce development organizations

Engagement may include surveys, interviews, workshops, or focus groups.

### **Strategy Development**

The Consultant will develop the **Workforce Strategy Report** that includes:

- Key labour market challenges and opportunities
- Strategic priorities for workforce development
- Workforce attraction and retention strategies
- Opportunities for regional collaboration
- Recommendations for initiatives that strengthen workforce capacity across the region

The Consultant will present the draft Report to each of the Economic Development Committees (Northern Sunrise County, the Town of Peace River, Lac Cardinal Regional Economic Development, and the Peace River & District and Grimshaw Chambers of Commerce) to gather feedback and identify actionable implementation priorities.

Phase 1 of this project shall be completed by **December 31, 2026**.

### **Information and Resources**

- [Economic Development - Northern Sunrise County, AB](#)
- [Business & Development | Town of Peace River](#)
- [Economic Development – Lac Cardinal Country](#)

### **Submission of Proposal**

In submitting a proposal, the proponent acknowledges and accepts all terms, conditions, and other details as listed or otherwise shown in the RFP document and the proponent agrees to abide by and conduct the work under such terms, conditions, and details in this document.

Proposals shall be signed by an authorized representative and must be submitted **electronically in PDF format** to Northern Sunrise County at [bids@northernsunrise.net](mailto:bids@northernsunrise.net).

Proposals must be received at the address indicated above before the stipulated closing date and time. It is the proponent's sole responsibility to ensure that its proposal is received on time. Late submissions will not be considered.

### **Closing Date and Time for Receipt of Proposals**

Proposals must be received no later than **2:00:00 pm on Wednesday, May 20, 2026**.

Proposals may be withdrawn or changed at any time prior to the closing date and time at the proponent's discretion. Withdrawal notification shall be in written form (email is acceptable).

### **Inquiries and Clarifications**

All inquiries relating to specifications, RFP procedures, and general information regarding the project shall be directed in written form to Lynn Florence, Economic Development Officer, at [lflorence@northernsunrise.net](mailto:lflorence@northernsunrise.net).

Responses to all questions will be shared with all potential proponents.

### **Proposal Requirements**

Interested proponents should include the following in their proposal:

A cover letter shall be provided with the proposal clearly stating the Consultant's understanding of the services to be provided. The letter must include the name(s) of the person(s) authorized to make representations for the Consultant, their title(s), and contact information.

At a minimum, the proposal shall include the following (to a maximum of six (6) pages):

1. **Company Profile and Contact**

A brief profile of the consulting firm indicating the scope of its practice as well as contact information for the individual(s) who will be designated as the primary contact(s) for the project.

2. **Experience and Team Qualifications**

Relevant experience with current and prior municipal, public, and/or private sector clients, including qualifications and experience for the team member(s) assigned to the project.

3. **Project Methodology, Plan, and Timeframe**

The Consultant's approach to the project and the project timeframe. This section must clearly demonstrate the Consultant's understanding of the project and deliverables.

4. Fee Proposal

The fee proposed for the required services, as a lump sum consulting fee. Compensation for expenses/disbursements (e.g., travel, accommodation, meals, etc.) must be outlined separately.

The payment scheduled based on completion of milestones (generally as outlined in the Scope of Work above).

5. References

Two references that include contact name, phone number, and email address for each reference.

**Evaluation and Selection**

All proposals received in accordance with this RFP will be evaluated by the Evaluation Committee within one (1) month of the closing date and time.

The lowest-priced or any proposal will not necessarily be selected. The Evaluation Committee will, in its sole discretion, select the Consultant(s) who best meets the needs of the County based on the information provided in the proposal, this RFP, and the following evaluation criteria:

Experience and Team Qualifications	30%
Project Methodology, Plan, and Timeframe	25%
Fee Proposal	25%
References	15%
Quality of Proposal Submission	5%

Should all the proposals received by the County score less than 70 points, the County will not be obliged to proceed with the RFP in any way.

The County will not be required to disclose to Consultants the results of its evaluation or provide an explanation for the award of the RFP to the successful Consultant.

Consultants who submit a proposal agree to waive any right to claim damages in any court proceeding or other dispute resolution form in respect of any aspect of this RFP process or any representations made or purported to be made before, during, or after the RFP process or negotiation phase.

By submitting a proposal, the Consultant waives any right to contest in any legal proceeding or action, the right of Northern Sunrise County to award the work.

**Agreement**

The successful proponent will be required to enter into a formal agreement with the County to provide the services described in this RFP and the successful proponent’s proposal.

**Remuneration**

Remuneration shall be made for completed services. The successful proponent shall provide an invoice and listing of the activities and deliverables completed in the period. Payment shall be made in accordance with County policy.

**Acceptance or Rejection of Proposals**

Proposals shall be irrevocable, valid, and remain open for acceptance for a period of 30 days from the closing date and time.

The County reserves the right to reject any and all proposals or cancel this RFP at any time and for any reason without any obligation or any reimbursement compensating any proponent.

The County further reserves the right to reject or accept any proposal whether completed properly and containing all required information. Without prejudice to this right, the County may request clarification where, in the sole opinion of the County, the proponent's intent is unclear.

If any of the mandatory requirements are not included in the proposal, the County may not further evaluate the proponent's proposal.

If, in the sole opinion of the County, the price provided by a proponent is unreasonably low (i.e., the services could not reasonably be completed for the proposal price), the County reserves the right to disqualify the submission without discussion with the proponent.

The County further reserves the right to negotiate changes to a preferred proponent's proposal and any agreement entered into with a preferred proponent.

**Goods & Services Tax**

The County will pay Goods and Services taxes, where applicable. These taxes are not to be included in charge out rates, disbursement, etc., but shown as a separate charge.

**Worker's Compensation Coverage, Insurance & Indemnity**

The successful proponent shall provide certified copies of Worker's Compensation Coverage confirming that the individual(s) assigned to this project are covered for injuries.

The successful proponent shall provide certified copies of Professional Liability Insurance – Errors & Omissions coverage in an amount not less than \$2,000,000 on a 'per occurrence' basis. The policy shall provide coverage of all claims occurring during the term of the policy notwithstanding the fact that the claim may be asserted subsequent to the expiration of the policy for a minimum of three (3) years.

The successful proponent shall add the County as an Additional Named Insured to its GCL and Professional Liability insurance policies with a minimum 30-day notice of cancellation clause.

The successful proponent shall indemnify and save harmless the County from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recovered against them and/or the County, by reason of any act or omission or alleged act or omission of the said successful proponent, its agents, employees, or subcontractors in the execution of the services.

**Conflict of Interest**

At no time during the proposal stage, evaluation stage, after award, or during the performance of the services, shall a County employee or member be in any way connected with the proponent. Proponents shall include with their initial proposal, and at any subsequent time when requested to do so by the County, full details of any employee, person, firm, or corporation that could be considered in a conflict of interest.

**Cost of Preparation of a Proposal**

Proponents shall be solely responsible for their own expenses in preparation and submission of a proposal and in subsequent negotiations and clarifications, if any, with the County.

**Access to Information Act (ATIA) and the Protection of Privacy Act (POPA)**

Proponents are advised that parts or all of their proposals may be subject to the provisions of Alberta's Access to Information Act (ATIA) and the Protection of Privacy Act (POPA). Firms who wish to ensure particular parts of their proposals are protected from disclosure under these Acts must specifically identify any information or records provided with their proposal that:

- Constitute trade secrets
- Are supplied in confidence, and
- The release of which could significantly harm their competitive position.

Information that does not meet all three of the foregoing categories may be subject to disclosure to third parties.