

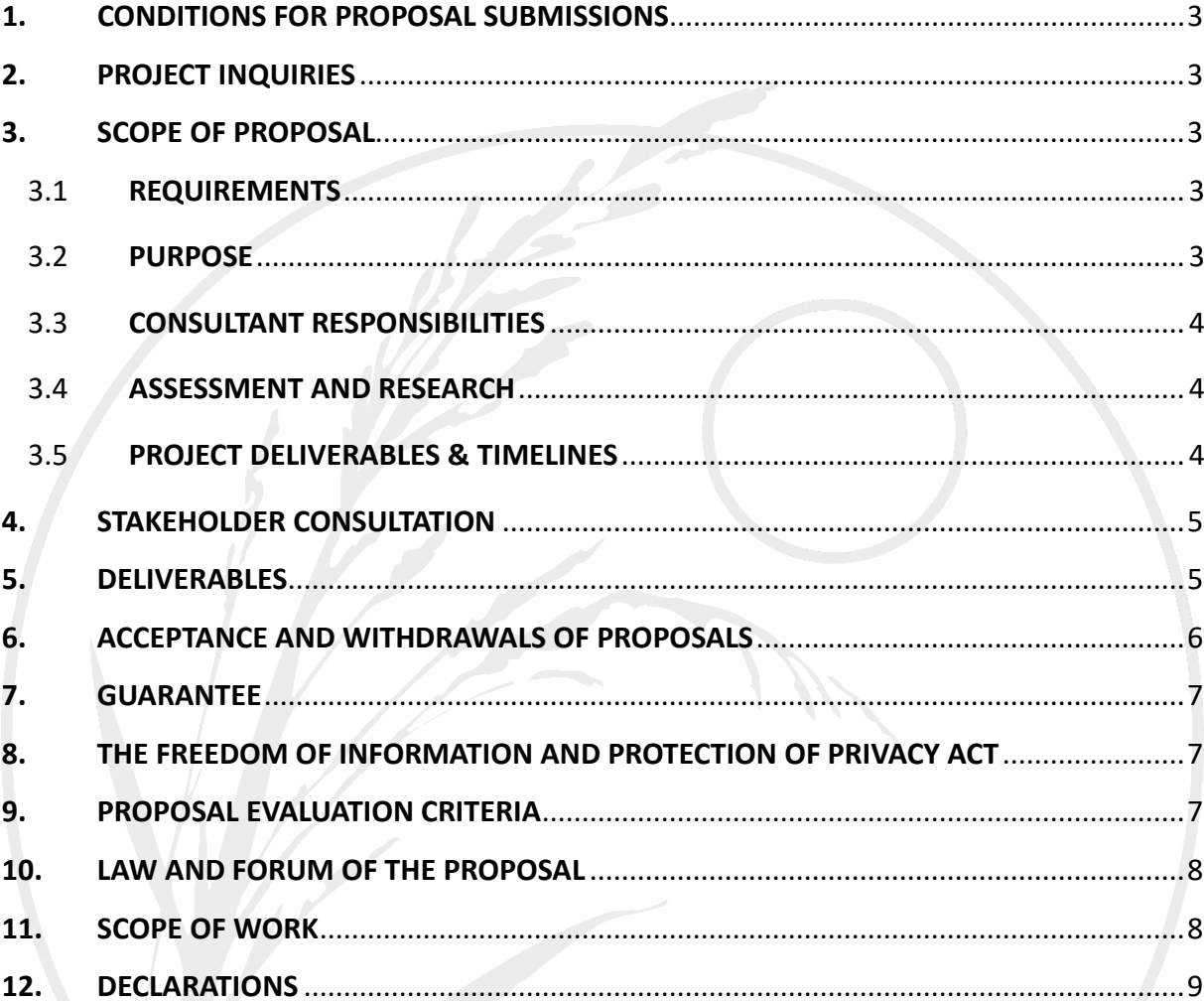


Cypress County

REQUEST FOR PROPOSAL

Agrifood Resilience and Workforce Development

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1. CONDITIONS FOR PROPOSAL SUBMISSIONS

Bidders can submit Proposals by any of the following methods:

Email:

ecdev@cypress.ab.ca

Mail or Drop-off:

CYPRESS COUNTY

Administration Building (Front Counter)

Attention: Economic Development

816 - 2nd Avenue

Dunmore, AB T1B 0K3

Phone: (403) 526-2888

Proposals will be accepted up to 4:00 p.m. MT on June 30, 2026.

Bidders must submit their proposal in accordance with the instructions provided in this document.

It is the Bidder's responsibility to confirm receipt of their submission prior to the Proposal closing time.

2. PROJECT INQUIRIES

For information regarding this project, you may contact:

Economic Development Department

Cypress County

816 - 2nd Avenue

Dunmore, Alberta, T1B 0K3

Email: ecdev@cypress.ab.ca (preferred method of contact)

Phone: (403) 526-2888

3. SCOPE OF PROPOSAL

3.1 REQUIREMENTS

The consultant will be required to provide on-site time with the client for the project kickoff meeting, advisory committee meetings, stakeholder engagement sessions, a mid-project progress review, and a final presentation of findings and recommendations.

In addition, monthly virtual progress meetings with Cypress County staff will be required throughout the duration of the project.

3.2 PURPOSE

The purpose of this Request for Proposal (RFP) is to select a qualified consultant or consulting team to undertake a comprehensive research and planning project focused on strengthening the resilience of Cypress County's agriculture sector in response to evolving trade conditions and tariff pressures.

The project will assess opportunities for value-added agri-food processing, evaluate market and tariff impacts on local agricultural commodities, identify workforce requirements necessary to support future processing opportunities, and develop a coordinated workforce adjustment strategy that supports long-term economic resilience and growth within Cypress County.

3.3 CONSULTANT RESPONSIBILITIES

The successful consultant will be responsible for:

- Conducting research and analysis related to tariffs, market opportunities, value-added processing, and workforce development.
- Engaging producers, processors, industry organizations, educational institutions, and other stakeholders throughout the project.
- Assessing current agricultural production volumes, supply chains, processing opportunities, workforce capacity, and training requirements.
- Evaluating infrastructure requirements, processing feasibility, environmental considerations, and market opportunities for locally produced agricultural products.
- Identifying workforce requirements, occupational profiles, skills, certifications, and training pathways necessary to support future agri-food processing opportunities.
- Developing actionable recommendations and implementation strategies that support workforce resilience and economic diversification.
- Presenting findings and recommendations to Cypress County Administration, Council, and project partners.

3.4 ASSESSMENT AND RESEARCH

The successful proponent must conduct an in-depth assessment of Cypress County's current workforce. This includes:

- Reviewing existing industry data, market intelligence, workforce studies, trade information, and agricultural production data.
- Surveying and engaging local producers to identify production volumes, market challenges, tariff impacts, and opportunities for value-added processing.
- Conducting market analysis of domestic and regional opportunities for agricultural commodities and processed products.
- Evaluating low-water and environmentally sustainable processing methods suitable for the region.
- Assessing existing infrastructure, transportation networks, utilities, and supply chain considerations necessary to support processing opportunities.
- Identifying current and future workforce requirements associated with potential processing opportunities.
- Reviewing existing education, training, and workforce development programs to identify gaps and opportunities.
- Developing recommendations to support workforce development, labour market adjustment, and value-added agricultural growth.

3.5 PROJECT DELIVERABLES & TIMELINES

The successful consultant must provide all necessary tools, software, resources, and personnel required to complete the project. The consultant shall provide a detailed project work plan outlining milestones, stakeholder engagement activities, deliverables, and timelines.

The proponent must meet the following timelines:

- **Project Kick-Off: July/August 2026**
- **Research & Stakeholder Engagement: July/August– December 2026**
- **Draft Findings & Advisory Committee Review: January 2026**
- **Final Reports & Presentation: No later than February 2027**

4. STAKEHOLDER CONSULTATION

The successful consultant must:

- 4.1 Conduct engagement activities with agricultural producers throughout Cypress County to gather information related to production volumes, tariff impacts, workforce challenges, and processing opportunities.
- 4.2 Facilitate meetings with the project advisory committee, including representatives from Cypress County, Medicine Hat College's Centre for Innovation, Prairie Rose School Division, Southeast Alberta Chamber of Commerce, and other identified stakeholders.
- 4.3 Conduct interviews, workshops, focus groups, and/or consultations with processors, industry organizations, educational institutions, workforce development organizations, and other relevant stakeholders.
- 4.4 Develop and administer surveys and data collection tools as required to support project research objectives.
- 4.5 Provide summaries of stakeholder feedback and present interim findings to Cypress County Administration and the advisory committee.

5. DELIVERABLES

- 5.1 **Tariff and Market Assessment Report**
A report providing an inventory of key agricultural commodities produced within Cypress County, including analysis of tariff exposure, market risks, export dependencies, and market diversification opportunities.
- 5.2 **Processing Feasibility and Infrastructure Assessment**
A report evaluating viable value-added processing opportunities, processing technologies, infrastructure requirements, supply chain integration, environmental considerations, and implementation feasibility.
- 5.3 **Agri-Food Processing Market Opportunity Analysis**
A report identifying commercially viable processing opportunities, projected market demand, competitiveness, scalability, and investment considerations.
- 5.4 **Workforce Needs and Skills Mapping Report**

A report identifying workforce requirements associated with future processing opportunities, including occupational profiles, skills requirements, certifications, training pathways, workforce gaps, and labour market considerations.

5.5 Workforce Development and Adjustment Strategy

A comprehensive workforce roadmap outlining recommendations, training priorities, partnerships, implementation actions, and long-term workforce development opportunities.

5.6 Yuill School of Agriculture Integration Framework

Recommendations outlining opportunities to align workforce development initiatives with the Prairie Rose School Division's Yuill School of Agriculture, including skills development pathways and experiential learning opportunities.

5.7 Regional Adjustment and Tariff Response Framework

A practical strategy synthesizing all project findings and providing actionable recommendations to support market diversification, value-added processing, workforce development, and economic resilience.

5.8 Advisory Committee Documentation

Meeting summaries, consultation findings, stakeholder feedback, and engagement results collected throughout the project.

5.9 Final Presentation

Presentation of project findings, recommendations, and implementation strategies to Cypress County Administration, Council, project partners, and invited stakeholders.

5.10 Editable Files

All final reports, presentations, data sets, survey results, and supporting documentation shall be provided in editable digital formats.

6. ACCEPTANCE AND WITHDRAWALS OF PROPOSALS

6.1 Proposals must be submitted by Canada-based firms with proven experience in economic development and municipal branding initiatives.

6.2 Proposals must be signed by the person/persons submitting the proposal.

6.3 Proposals may be withdrawn at any time prior to the closing time by a request via email to the Economic Development Department at ecdev@cypress.ab.ca.

6.4 Proposals shall not be withdrawn after the closing time. Negligence or mistake on the part of the bidder in preparing the proposal confers no right for withdrawal of the bid after closing time.

6.5 Modifications to proposals will only be considered when submitted via email addressed to Economic Development Department indicating the proposal name, and providing such changes are received at the office of the Economic Development Department, prior to the scheduled closing time for receipt of proposals. It is the proponent's responsibility to confirm the modifications change have been received.

6.6 Cypress County reserves the right at its sole option, to reject any and all proposals, or any or all portions of a proposal.

6.7 The lowest bid or any other proposal will not necessarily be accepted.

6.8 Cypress County reserves the right, in its sole discretion, to waive any irregularities in a proposal.

7. GUARANTEE

7.1 Prices must include all disbursement charges including mileage, and all costs.

8. ACCESS TO INFORMATION ACT AND THE PROTECTION OF PRIVACY ACT

ACCESS TO INFORMATION Proponents are advised that Cypress County is a public body subject to Alberta's Access to Information Act (ATIA) and Protection of Privacy Act (POPA). Information submitted to the Operations Department/Request for Proposal Schuler Rink Roof Replacement 5 of 16 INSTRUCTIONS TO BIDDERS County may be subject to access requests and disclosure in accordance with ATIA, subject to any applicable exceptions. The County will protect personal information in its custody or control, and will collect, use, and disclose personal information in accordance with POPA. Proponents should clearly identify any information in their proposal that they believe is confidential or proprietary; however, the County does not guarantee that such information will be withheld from disclosure if required by law.

9. PROPOSAL EVALUATION CRITERIA

- 9.1 Each proposal will be evaluated on the basis of the criteria listed below and the County will have the sole and unfettered discretion to award up to the maximum number of points for each criterion as listed below. By submitting a proposal, the Bidder acknowledges and agrees that the County has, and it is hereby entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the noted criteria.
- 9.2 Proposals will be evaluated based on the experience and qualifications of the firm(s) and the qualifications of the team member(s). The firm(s) should outline their organizational structure, highlighting key individuals who will be involved in the project's duration. Details of any third-party contractors taking part in this project must be included.
- 9.3 Demonstrated successful project completion record for similar projects: The firm is required to provide a description of up to three (3) projects that highlight their expertise with projects similar in size, nature, and scope to that outlined above.
- 9.4 References must be provided, including project details and contact persons available for verification.
- 9.5 By submitting its proposal, each bidder acknowledges and agrees that it waives any right to contest in any legal proceedings, the decision of the County to award points in respect of the criteria noted below. The criteria and the maximum number of points for each criterion are as follows:

Category	Criteria	Weight
Program Plan/Approach	Understanding of project objectives, scope, and desired outcomes	20

	Methodology for market analysis, processing feasibility assessment, workforce planning, and stakeholder engagement	15
	Work plan, project schedule, and ability to meet project timelines	5
	Category Total	40
Organization Capability	Experience conducting agricultural economic development, agri-food processing, workforce planning, labour market, or related studies	20
	Demonstrated successful completion of similar projects, including feasibility studies, workforce development strategies, market assessments, or economic development initiatives	15
	Qualifications and experience of proposed project team, including references	5
	Category Total	40
Compensation Structure & Pricing	Pricing	20
	Category Total	20

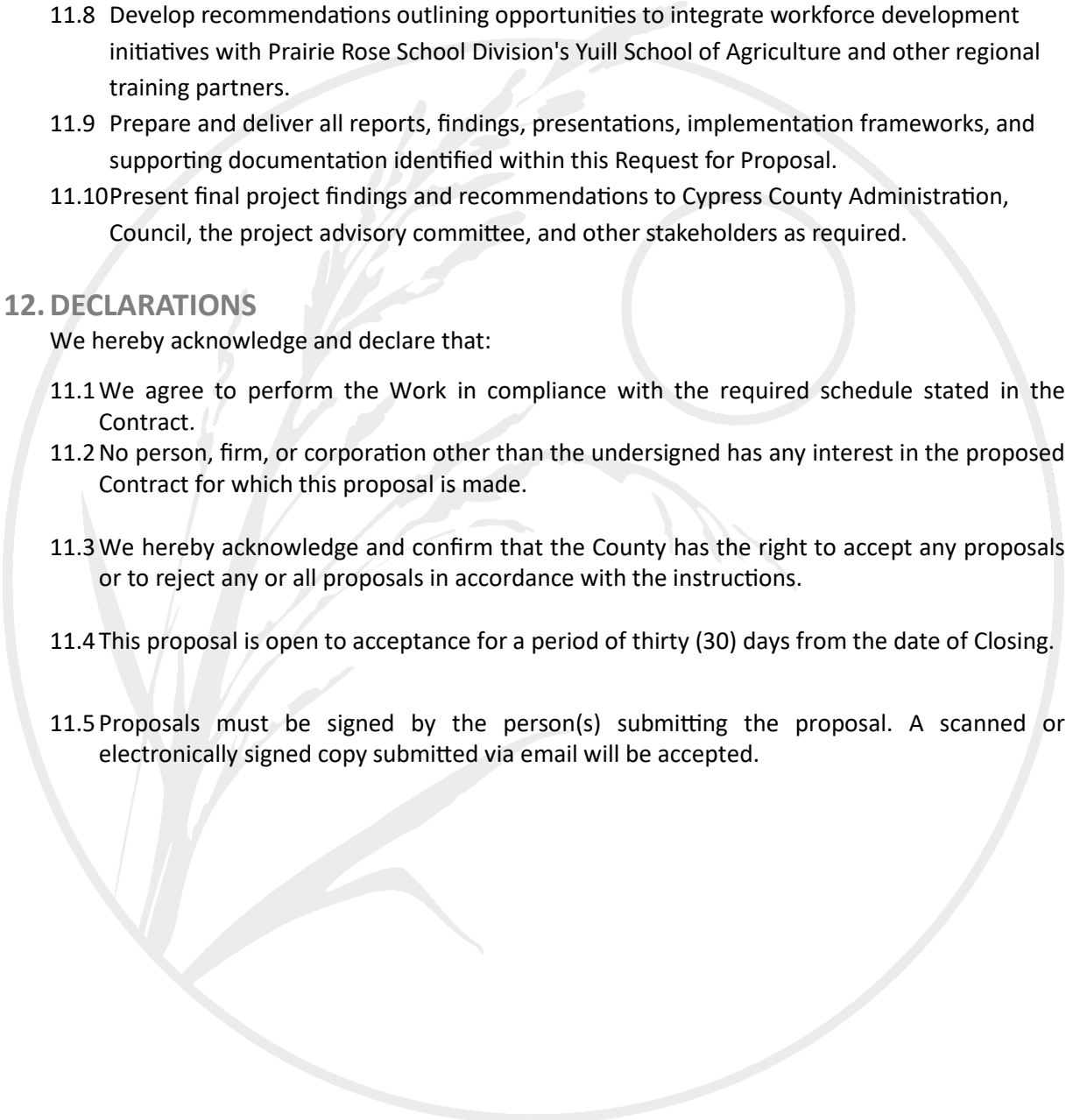
10. LAW AND FORUM OF THE PROPOSAL

10.1 The law to be applied in respect of the Proposal Documents and the Contract shall be the law of the Province of Alberta and all civil actions commenced in relation to the Proposal Documents or Contract shall be adjudicated by the Courts of the Province of Alberta and by submitting Quotes, bidders are taken to have agreed to attorn to the jurisdiction of the Courts of the said Province.

11. SCOPE OF WORK

The scope of work required is as described in the items listed below:

- 11.1 Conduct a comprehensive assessment of the impacts of tariffs and changing trade conditions on Cypress County's agricultural sector, including crop and beef production.
- 11.2 Undertake market research and analysis to identify opportunities for value-added agri-food processing, market diversification, and increased local economic resilience.
- 11.3 Evaluate potential agri-food processing opportunities, including processing methods, infrastructure requirements, supply chain considerations, environmental impacts, and overall feasibility.
- 11.4 Engage agricultural producers, processors, industry organizations, educational institutions, workforce development organizations, and other stakeholders to gather information and validate findings.
- 11.5 Conduct a workforce needs assessment to identify current and future labour requirements associated with potential agri-food processing opportunities, including occupational profiles, skills requirements, certifications, and training pathways.

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- 11.6 Review existing workforce development and training programs to identify gaps, opportunities, and alignment with industry needs.
 - 11.7 Develop recommendations and implementation strategies to support workforce development, labour market adjustment, value-added processing, and long-term economic resilience within Cypress County.
 - 11.8 Develop recommendations outlining opportunities to integrate workforce development initiatives with Prairie Rose School Division's Yuill School of Agriculture and other regional training partners.
 - 11.9 Prepare and deliver all reports, findings, presentations, implementation frameworks, and supporting documentation identified within this Request for Proposal.
 - 11.10 Present final project findings and recommendations to Cypress County Administration, Council, the project advisory committee, and other stakeholders as required.

12. DECLARATIONS

We hereby acknowledge and declare that:

- 11.1 We agree to perform the Work in compliance with the required schedule stated in the Contract.
- 11.2 No person, firm, or corporation other than the undersigned has any interest in the proposed Contract for which this proposal is made.
- 11.3 We hereby acknowledge and confirm that the County has the right to accept any proposals or to reject any or all proposals in accordance with the instructions.
- 11.4 This proposal is open to acceptance for a period of thirty (30) days from the date of Closing.
- 11.5 Proposals must be signed by the person(s) submitting the proposal. A scanned or electronically signed copy submitted via email will be accepted.

13. SIGNATURES

Signed, sealed, and submitted for and on behalf of:

Company:

_____ (Name)

_____ (Street Address or Postal Box Number)

_____ (City, Province, and Postal Code)

Signature:

_____ (Name and Title)

_____ (Witness)

_____ (Date)

14. PRICE

_____ (not including G.S.T.)

The successful proponent will enter into a service agreement with Cypress County