



REQUEST FOR PROPOSALS

2026.06 Comox Valley Workforce

Development & Labour Market

Alignment Initiative

September 2026

The Town of Comox (the "Town"), in collaboration with the Comox Valley Regional District, City of Courtenay, Village of Cumberland, North Island College and regional partners, is seeking a qualified consultant to undertake the Comox Valley Workforce Development & Labour Market Alignment Initiative. The work will deliver a comprehensive Labour Market Study and an implementation-ready workforce framework for the Comox Valley.

Disclaimer: The execution of an agreement resulting from the Request for Proposals is contingent upon final funding approval by the local governments of the Comox Valley. If the required funding is not approved, the procuring parties reserve the right not to proceed with the contract and shall not be obligated to enter into an agreement.

This RFP will be issued through the Town of Comox procurement process.

Closing Date: **October 23, 2026**

Closing Time: 4:30 p.m. Pacific Time

Enquiries: Koreen Gurak (kgurak@comox.ca)

Town Representative: Communications Coordinator

Introduction

The following terms and conditions will apply to this RFP and to any subsequent Agreement entered into and arising out of this RFP. Submission of a proposal in response to this RFP indicates acceptance by the Proponent of the terms and conditions that follow and any terms and conditions that are included in an addendum issued by the Town. Unless expressly permitted under the terms of the RFP, a Proponent should not submit a submission based on different terms and conditions than those in this RFP. Proponents should submit their submissions only in the format requested in this RFP.

Any submissions submitted pursuant to this RFP shall not be offers to contract for the provision of any of the goods or services outlined herein, but shall only be used to identify a preferred Proponent with whom the Town may negotiate an agreement for the provision of goods or services.

1.0 Definitions

- 1.1 **“Agreement” or “Contract”** means the written agreement or contract for the provision of goods or services resulting from this RFP executed by the Town and the successful Proponent, incorporating by reference to this RFP and the Proponent’s submission and including, where applicable, a Town purchase order or the Town’s standard terms and conditions of purchase.
- 1.2 **“Bidding System”** means the Bids & Tenders electronic system used by the Town of Comox for its competitive bids at the following website bcbid.gov.bc.ca , which is required to be used for all dissemination of information by or on behalf of the Town and all submissions from Bidders.
- 1.3 **“Town”** means the Town of Comox.
- 1.4 **“Closing Date”** means the calendar date a Proponent’s submission is to be received as set out on the cover page of this document.
- 1.5 **“Closing Time”** means the System Time a Proponent’s submission is to be received as set out on the cover page of this document.
- 1.6 **“Consultant”, or “Contractor”, or “Supplier” or “Vendor”** means the successful “Proponent” of this RFP.
- 1.7 **“Proposal”** means the information, details, and pricing submitted in response to this RFP by a Proponent or Bidder.
- 1.8 **“Proponent” or “Bidder”** means the individual or company that submits, or intends to submit a response to this RFP.

- 1.9 **“RFP”** means this Request For Proposal including all appendices, schedules, and addenda.
- 1.10 **“System Time”** means the date and time determined by the Bidding System web clock.
- 1.11 **“Work”** means and includes anything and everything required to be done to fulfill and complete the identified scope of work.

2.0 Bid System Registration

- 2.1 All Proponents require a Bidding System vendor account and be registered as a Plan Taker for this opportunity, which will enable the Proponent to download the bid documents, to receive addenda email notifications, submit questions and download all documents without the watermark “preview” on them.

The onus is on the Proponent to create a Bidding System vendor account and to be registered as a plan taker for the bid opportunity at: bcbid.gov.bc.ca

- 2.2 Proponents are strongly urged when creating a Bidding System vendor account to invite additional contacts to the vendor profile. This will permit invited contacts, after they use the invitation to create a login, to manage (register, submit, edit, and withdraw) bids for which the Proponent’s company is a registered plan taker. In the event of vacations, illness or other absence, these additional contacts may act on the Proponents behalf, have the authority to receive addendum notifications from the Bidding System, submit bids electronically through the Bidding System or withdraw or edit or acknowledge addenda.

3.0 Submissions

- 3.1 Submissions must be received by Town through the Bidding System by the Closing Date and the Closing Time. The definitive Closing Time for the purpose of this section will be the System Time.
- 3.2 Proponents are cautioned that the timing of their bid submission is based on when the bid is successfully received by the Bidding System, not when a bid is submitted by a Proponent, as bid transmissions can be delayed due to high volumes of internet traffic, file transfer size, transmission speed, etc. It is the Proponent’s sole responsibility to transmit their bid sufficiently in advance of the Closing Date and Closing Time set to allow for the timely receipt by the Town.

For the above reasons, the Town strongly recommends that Proponents allow sufficient time to upload their bid submission and attachment(s), if applicable, and to resolve any issues that may arise prior to the Closing Date and Closing Time.

- 3.3 Submissions must be received by the Closing Date and Closing Time. Late submissions are not permitted by the Bidding System.
- 3.4 The Town recommends that Proponents take advantage of the Bidding System feature to preview uploaded documents prior to submission. By doing so, a Proponent may avoid an error that could occur by the Proponent uploading an incorrect or unreadable file, which could render their submission non-compliant.
- 3.5 **Electronic file size must not exceed 500MB per file.** Multiple files are permitted.
- 3.6 The Bidding System will send a confirmation email to the Proponent advising that their bid was submitted successfully. If a confirmation email is not received or if the Proponent encounters any problems with the Bidding System, they should contact Bids & Tenders Technical Support listed below, at least twenty-four (24) hour prior to the Closing Date and Closing Time.
- Telephone: 1.800.594.4798
Email: support@bidsandtenders.ca
- 3.7 All submissions are to be in the English language.
- 3.8 After the Closing Date and Closing Time, all documents received by the Town become the property of the Town.
- 3.9 The successful Proponent will be required to assign any applicable copyright material to the Town. The Town will have the exclusive rights to copy, edit and publish the material.
- 3.10 The awarding of a contract as a result of this RFP will not permit the successful Proponent to advertise the relationship with the Town without the Town's written authorization.
- 3.11 Under no circumstances may the Work or any part thereof be subcontracted, transferred, or assigned to another firm, person, or company without the prior written approval of the Town.
- 3.12 This RFP is subject to the terms and conditions of the Canadian Free Trade Agreement (CFTA), MASH Annex 502.4 and the New West Partnership Trade Agreement (NWPTA) between the provinces of B.C., Alberta, Saskatchewan, and Manitoba.
- 3.13 If any director, officer or employee agent or other representative of a Proponent makes any representation or solicitation to any Councillor, officer or employee of the Town of Comox with respect to this RFP, whether before or after their submission, the Town shall be entitled to reject or not accept the submission.

4.0 Addenda

- 4.1 The Town may at any time prior to the Closing Date issue additional information, clarifications, or modifications to this RFP by written addenda via the Town of Comox Bids & Tenders website: comox.ca/opportunities
- 4.2 Written addenda are the only means of varying, clarifying, or otherwise changing any of the information contained in this RFP. Information provided in the addenda shall supersede all previous information provided and will form part of the RFP.
- 4.3 It is the Proponent's sole responsibility to ensure they have reviewed the Town's Bidding System website for any addenda issued and shall acknowledge receipt of any addenda through the Bidding System by checking a box for each addenda and any applicable attachment.
- 4.4 If a Proponent submits their bid prior to the Closing Date and Closing Time and an addenda has been issued, the Bidding System shall **WITHDRAW** the bid submission and the bid status will change to an **INCOMPLETE STATUS**. The Proponent can view this status change in the "MY BIDS" section of the Bidding System. Proponents are solely responsible to:
- i. make any required adjustments to their bid;
 - ii. acknowledge the addenda;
 - iii. ensure the re-submitted Bid is RECEIVED by the Bidding System no later than the stated bid closing time and date.
- 4.5 By submitting a response the Proponent is deemed to have accepted and to abide by all addenda issued.

5.0 Amendment or Withdrawal

- 5.1 Proponents may edit or withdraw their bid submission prior to the Closing Date and Closing Time, but not after. Proponents are solely responsible to ensure any re-submitted bid is received by the Bidding System no later than the stated Closing Date and Closing Time.

6.0 Confidentiality and Freedom of Information

- 6.1 Your submission should clearly identify any information that is considered to be of a confidential or proprietary nature (the "Confidential Information"). However, the Town is subject to the provisions of the Freedom of Information and Protection of Privacy Act. As a result, while Section 21 of the Act does offer some protection for third party business interests, the Town cannot guarantee that any Confidential Information provided to the Town will remain confidential if a request for access in respect of your qualifications is made under the Freedom of Information and Protection of Privacy Act.

7.0 Cancellation

- 7.1 The Town reserves the right to cancel this RFP at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of that cancellation.

8.0 Accuracy of Information

- 8.1 The Town makes no representation or warranty; either expressed or implied, with respect to the accuracy or completeness of any information contained or referred to in this RFP.

9.0 Responsibility of Proponent

- 9.1 Each Proponent is responsible for informing themselves as to the contents and requirements of this RFP. Each Proponent is solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of the RFP and to prepare and submit their qualifications.
- 9.2 Only the written RFP and any addenda issued by the Town, and not any other third party, should be relied upon by Proponents when preparing and submitting their response.
- 9.3 Proponents are solely responsible for their own costs or expenses in preparing, and submitting submissions, and for any meetings, presentations, negotiations, or discussions with the Town or its representatives and consultants, relating to or arising from this RFP.
- 9.4 By making a submission, the Proponent represents that it has the expertise, qualifications, resources, capacity and relevant experience to perform the Work.

10.0 Limitation of Damages

- 10.1 The Town and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a submission, or participating in negotiations for an Agreement, or any other activity related to or arising out of this RFP.

11.0 Enquiries

- 11.1 All enquires related to this RFP are to be submitted through the Bidding System by clicking on the "Submit a Question" button for this specific opportunity.

- 11.2 No oral conversation or information obtained from any other source is binding on the Town and should not be relied upon as part of this process.
- 11.3 An enquiry deadline may be identified for this RFP and will be posted on the Bidding System. Proponent's are expected to submit any enquiries prior to the question deadline. Responses will be provided where the Town deems that time permits. Enquires and responses will be recorded and may be distributed to all Proponent's, by way of issuing an addenda, at the Town's sole discretion.

12.0 References

- 12.1 The Town shall have the right, but not the obligation, to contact any references.
- 12.2 The Town has the right to obtain references from sources other than those supplied by the Proponent.

13.0 Insurances, Licenses & Permits

- 13.1 All insurances, licenses, and permits as listed within the Agreement or the Purchase Order Terms and Conditions must be submitted by the successful Proponent to the Town, upon notice of award.
- 13.2 The successful Proponent shall provide and pay for all necessary insurances, licenses, permits, and approvals from authorities having jurisdiction required for the performance of the Work and is responsible for any deductible amounts under the policies.
- 13.3 All insurances, licenses, and permits must remain valid for the term of the Work.

14.0 Indemnification

- 14.1 The Proponent hereby releases and shall indemnify and save harmless the Town, its officers, employees, officials, agents, contractors, and representatives from and against any and all claims, costs, damages, actions, causes of action, losses, demands, payments, suits and expenses, legal fees or liability arising from:
- a. errors, omissions or negligent acts of the Proponent, its officers, agents, members, employees, contractors or subcontractors, or any other person for whom the Proponent is in law responsible in the performances of the Services;
 - b. the breach, violation or non-performance of this Agreement by the Proponent, its officers, agents, members, employees, contractors or subcontractors, or any other person for whom the Proponent is in law responsible in the performance of the Services; or

- c. personal injury including death, property damage and loss arising out of, suffered or experienced by any person in connection with or during the provision of the Services under this Agreement, including without limitation WorkSafeBC claims and assessments.
- 14.2 The release and indemnity contained in section 14.1 shall apply except to the extent that the claims, costs, damages, actions, causes of action, losses, demands, payments, suits, expenses or legal fees or liability arise from the negligence of the Town, its officers, employees, officials, agents, contractors, or representatives.
- 14.3 The Proponent is solely responsible for and shall promptly pay all WorkSafeBC premiums and assessments relating to the performance of the Work under this Agreement, whether by the Proponent, its officers, agents, members, employees, contractors or subcontractors, or any other person for whom the Proponent is in law responsible.
- 14.4 The release and indemnity contained in section 14.1 shall survive the termination of this Agreement.

15.0 Declarations

- 15.1 In submitting a Proposal the Proponent declares that:

I (we) do not (or any related company) have any family, ownership, and operating relationships with the Town, or any elected official, staff or other officials holding public office in the Town and agree that the Town reserves the right to reject any quotation that may be perceived to be in a conflict of interest.

I (we) am (are) not or have not:

- a. an individual who has; or
- b. an individual who was a shareholder or officer of a company that has; or
- c. a company that has; or
- d. a company with a shareholder or officer who has; or
- e. a company that is, or was a shareholder of a company that is, or was a shareholder of a company that has; or
- f. a company that has a shareholder or officer who is also a shareholder or officer of another company that has;
- g. had a bid bond retained, or
- h. had all or part of a performance bond retained, or breached a contract with the Town, or failed to complete its obligations under any prior contract with the Town (or any other publicly funded jurisdiction or organization in British Columbia), or has been charged or convicted of an offence in respect of a Town (or any other publicly funded jurisdiction or organization in British Columbia) contract.

16.0 Evaluation Process

- 16.1 An evaluation committee will be reviewing RFP submissions. The evaluation criteria will be applied to all submissions fairly and without bias to any Proponent and the same criteria will be applied to all submissions.
- 16.2 No assumptions should be made that information regarding the Proponent or its participants, their experience, expertise and performance on non-Town projects is known, other than the documentation and responses submitted by the Proponent and any relevant documentation between the Town and the Proponent on previous Town projects.
- 16.3 The Town may, at its discretion, request additional information or clarifications from Proponents with respect to any submission and the Town may make such requests to selected Proponents. The Town may consider such clarifications or additional information in evaluating a submission.
- 16.4 The Town, may at its discretion, invite some or all of the Proponents to provide a presentation, which may include a demonstration of their product. In such event, the Town will be entitled to consider the information received in evaluating submissions. Proponents are responsible for any associated costs or expenses.
- 16.5 The Town reserves the right to correct, change or adapt the stated specifications to the wishes of the Town.
- 16.6 The Town reserves the right to evaluate a Proponent's past performance and past conduct in any prior procurement processes including, but not limited to, illegal or unethical conduct, refusal of the Proponent to honour submitted pricing or other commitments, deficient safety practices or concerns, or demonstrated business practices that resulted in additional costs or time to the Town.
- 16.7 The Town reserves the right to consider whether litigation is likely to affect the Proponent's ability to work with the Town, its consultants and representatives and whether the Town's experience with the Proponent indicates that there is a risk the Town will incur increased staff and legal costs in the administrations of the Agreement if it is awarded to the Proponent.
- 16.8 The points awarded for evaluation criteria shall be a calculation of a score, from "0" to "10", multiplied by the relevant weighting factor assigned to each evaluation criteria.
- 16.9 When evaluating submissions, the non-budget scores are based on the following scorecard:

SCORE	RELEVANCE
PASS / FAIL	Where applicable, must clearly demonstrate that any stated mandatory requirements are met. If not, no further consideration will be given
UNACCEPTABLE 0 – 1 Points	Fails to meet most or all of the submission requirements; lack of essential information; significant and numerous weaknesses; very low probability of success
MARGINAL 2 – 4 Points	Some of the submission requirements are addressed; minimal essential information provided; weaknesses exist in key areas and outweighs strengths; low probability of success
MODERATE 5 – 6 Points	Most of the submission requirements are addressed; some weaknesses exist; has probability of success
GOOD 7 – 8 Points	All of the submission requirements are addressed and some of the elements are done in an outstanding manner; few significant weaknesses; very good probability of success
EXCELLENT 9 – 10 Points	Submission requirements are completely addressed; exhibits outstanding knowledge, creativity, innovation or other factors to justify rating; no significant weaknesses; highest probability of success

- 16.10 The Town will evaluate submissions based on what the Town considers “best value” and not necessarily the lowest cost. The following are some of the key considerations that the Town expects to take into account to determine best value:

	Description	Weight
1	Qualifications & Experience: Similar municipal experience in services & products, personnel qualifications, references, etc.	35%
2	Methodology: Demonstrated understanding of project requirements, approach, timing and schedule, reporting, controls, etc.	40%
3	Proposal: Concise and relevant details, completeness, overall quality and level of details submitted, value added services, etc.	15%
4	Budget: Rate structure, fees, etc.	10%

- 16.11 Nothing in this RFP is intended to indicate an offer by the Town to enter a contract with any person who submits a response to it. While the Town intends to evaluate submissions in accordance with these instructions, it has no contractual obligations to Proponents in connection with this RFP process and may, without liability to any Proponent, evaluate submissions, or otherwise act, in accordance with its assessment of the Town’s best interest.

17.0 Negotiation of Agreement

- 17.1 If the Town selects a preferred Proponent, then the Town may enter into discussions with that preferred Proponent to clarify any outstanding issues and attempt to finalize the terms of the Agreement, including financial terms. If discussions are successful, the Town and the preferred Proponent will finalize an Agreement.
- 17.2 If at any time the Town reasonably forms the opinion that a mutually acceptable Agreement is not likely to be reached within a reasonable time frame the Town may terminate discussions in which event the Town may either open discussions with another Proponent or terminate this RFP and retain or obtain the services in some other manner.
- 17.3 The Town further reserves the right to conduct post-award meetings in order to correct, change, or adapt the selected submission to the wishes of the Town.
- 17.4 The Town reserves the absolute right to negotiate with one or more Proponents as it sees fit. Nothing in this RFP shall obligate the Town to enter into an Agreement with any person.

About the Labour Market Partnership Project:

The economic landscape of Comox, is changing rapidly due to local, provincial and federal policy and regulatory changes, evolving economic drivers, shifting public values, and global events like the COVID-19 pandemic, climate change and global economic trade disruptions. Regional aquaculture and fisheries industries are particularly affected (with spin-off impacts on other regional sectors, such as tourism and agriculture, making workforce attraction and retention efforts difficult.

In response, the Town of Comox, in collaboration with the Comox Valley Regional District, City of Courtenay, Village of Cumberland, North Island College and regional partners, is undertaking the Comox Valley Workforce Development & Labour Market Alignment Initiative. The project will update and strengthen labour market information, improve stakeholder understanding of workforce challenges and opportunities, and develop practical, implementation-ready actions for the Comox Valley.

We have formed this Labour Market Partnership because:

1. Our regional economies are linked;
2. Recent challenges have impacted industries in the Town and region;
3. We are experiencing similar challenges with workforce retention and attraction;
4. We can work together to explore opportunities and strategies to diversity our economies.

A steering committee is being convened for this Labour Market Partnership project. Steering Committee members will represent diverse industries, governments, organizations and interests. They will actively participate in the project, guide decision-making, and facilitate cross-community collaboration.

A. PROJECT OVERVIEW

The Town is undertaking the Comox Valley Workforce Development & Labour Market Alignment Initiative to improve understanding of current and emerging labour market conditions and to develop practical actions that strengthen workforce participation, workforce supply pipelines, training alignment and sector resilience across the Comox Valley.

The project area includes the Town of Comox, Comox Valley Regional District, City of Courtenay and Village of Cumberland. The Consultant will work with the Town, the project Steering Committee, North Island College-supported Comox Valley Learning Council, employers, industry organizations, educational institutions, Indigenous

organizations, community organizations and government partners.

PROJECT OBJECTIVES

The Consultant will conduct research, compile data and undertake engagement to obtain a greater understanding of the challenges and opportunities facing the Town of Comox and Comox Valley labour markets, with specific attention to short- and long-term workforce needs and structural constraints affecting workforce participation.

1. Improve understanding of labour force participation, workforce supply pipelines, training alignment and sector resilience.
2. Clarify workforce demand, occupational requirements and labour supply conditions across priority sectors.
3. Identify workforce gaps, skills shortages, succession pressures, participation barriers and emerging competency requirements.
4. Develop an action-oriented Labour Market Study and an implementation-ready workforce framework with practical recommendations and priority actions.
5. Strengthen regional collaboration among employers, training providers, workforce organizations, Indigenous organizations, community partners and local governments.

PRIORITY SECTORS

The Labour Market Study will prioritize sectors identified through previous engagement and regional economic development planning. The analysis is expected to include, at a minimum:

Marine, commercial seafood and aquaculture;

Defence-related and aviation services;

Housing, construction and skilled trades;

Digital and broadband infrastructure;

Tourism and hospitality;

Agriculture, food and beverage systems; and

Other sectors or cross-sector workforce issues validated through the research and engagement process.

SCOPE OF WORK

The Consultant will manage the research, analysis, engagement, strategy development and reporting required to complete the Labour Market Study and workforce framework. The scope is intended to establish the minimum required work; proponents may recommend additional methods where they clearly improve the quality or usefulness of the final deliverables.

Project Initiation and Governance

Participate in project initiation with the Town and Steering Committee and confirm the detailed workplan, methodology, engagement plan, schedule, reporting approach and project governance.

Work with the Steering Committee convened through the North Island College-supported Comox Valley Learning Council to support decision-making, validate findings and facilitate cross-community collaboration.

Research and Baseline Analysis

1. Review and integrate relevant existing studies, economic development plans, workforce research, demographic information and regional data sources.
2. Develop sector profiles and establish baseline labour market conditions for the Comox Valley and priority sectors.
3. Examine demographic replacement demand, workforce participation trends, occupational shortages and sector-specific workforce pressures.
4. Clarify workforce demand, occupational requirements, labour supply conditions, recruitment and retention challenges, succession pressures and skills gaps.
5. Identify barriers to workforce participation and opportunities to improve access to stable employment and workforce participation.

Employer and Stakeholder Engagement

Design and implement a targeted engagement program that includes sector committees for the priority sectors, supported by appropriate methods such as sector roundtables, interviews, focus groups, workshops, surveys and validation sessions. The Consultant will establish and facilitate sector committees representing employers and relevant sector stakeholders. Any proposed consolidation of related sectors into a joint committee will require prior approval from the Town.

Engage employers, industry associations, educational institutions, Indigenous organizations, community organizations, workforce organizations and government partners through the sector committees and broader project engagement process.

Collect quantitative and qualitative employer and sector input, including documented input from the sector committees, to identify critical skills gaps, emerging competency requirements and training alignment opportunities.

Synthesize engagement findings and validate labour market priorities, workforce challenges, opportunities and emerging trends.

Labour Market Analysis

1. Prepare a situational analysis describing the status, needs, challenges and opportunities of the Comox Valley economy and labour market.
2. Assess labour supply and demand, workforce gaps, skills shortages, occupational requirements, barriers to participation and labour market trends across priority sectors.
3. Analyze recruitment and retention strategies and approaches that can support inclusive labour markets and increased workforce participation.

Strategy and Action Planning

4. Develop an implementation-ready workforce strategy that identifies priority actions, workforce pathways, training alignment opportunities and workforce participation strategies.
5. Provide actionable recommendations that respond to identified labour shortages, skills gaps, participation barriers and sector resilience needs.
6. Identify opportunities to improve collaboration and alignment among employers, training providers, workforce organizations and community partners.

DELIVERABLES AND EXPECTED RESULTS

The Consultant will produce a comprehensive Labour Market Study and supporting materials that satisfy the Town's funding agreement and are suitable for review by the Steering Committee and the Province of British Columbia. Deliverables will include, at a minimum: A confirmed project workplan, methodology, engagement plan and schedule;

7. A situational analysis and baseline labour market assessment;

8. Priority-sector profiles and analysis;
9. Documented stakeholder and employer engagement findings;
10. Documented sector committee participation, findings, validation and sector-specific priorities;
11. Analysis of workforce demand, occupational requirements, labour supply conditions, workforce gaps, skills shortages, recruitment and retention challenges and participation barriers;
12. Workforce forecasts and forward-looking labour market findings appropriate to the available evidence;
13. An implementation-ready workforce strategy including priority actions, workforce pathways, training alignment opportunities, participation strategies and actionable recommendations;
14. Draft and revised versions of the Labour Market Study and workforce strategy for Town, Steering Committee and Province review;
15. A final, Province-approved Labour Market Study and workforce framework prepared for public distribution; and
16. Supporting data, research sources and other project materials in usable electronic formats.

Expected results include improved alignment between employer demand, training capacity and workforce participation; improved understanding of sector-specific workforce gaps and skills needs; stronger understanding of participation barriers; improved collaboration among employers, training providers and partners; and practical pathways to address labour shortages and improve access to stable employment.

PROVINCIAL REVIEW AND PUBLIC DISTRIBUTION

17. The Consultant must support the Town in submitting draft project materials to the Province for review and approval. The Consultant will incorporate changes requested by the Province. Final project materials must not be publicly disseminated until the Town confirms that the required Provincial approval has been received.

Following approval, final materials will be prepared for distribution to stakeholders and the public and for publication by the Town of Comox, Comox Valley Regional District, City of Courtenay, Village of Cumberland and North Island College. All project

communications, publications, advertising, press releases and public acknowledgements must be coordinated through the Town and comply with Article 18 - Public Acknowledgement of the Town's funding agreement with the Province, reproduced as Appendix 3 to this RFP.

PROJECT MILESTONES

The project term is August 1, 2026 to August 31, 2027. The Consultant's detailed workplan must support the following funding-agreement milestones. Proponents may propose earlier completion dates where practical.

By September 30, 2026: consultant procurement and project governance / Steering Committee arrangements completed.

By January 31, 2027: research, data compilation, sector profiles, baseline labour market conditions and integration of existing studies and regional data sources completed.

By March 31, 2027: labour market / situational analysis and stakeholder engagement activities completed.

By April 30, 2027: engagement findings synthesized and validated; labour market trends, recruitment and retention strategies, demographic replacement demand and sector-specific workforce pressures assessed.

By June 30, 2027: Labour Market Study analysis, findings, conclusions and recommendations completed, together with the implementation-ready workforce strategy.

By July 31, 2027: draft materials submitted for Provincial review and required revisions incorporated.

By August 31, 2027: final approved Labour Market Study distributed to stakeholders and made available for public use

REPORTING AND PROJECT MANAGEMENT

Provide regular progress reporting to the Town, including completed activities, upcoming work, risks, issues requiring decisions and status against the approved schedule and budget.

Provide information required by the Town to satisfy activity reporting associated with claims for payment under the funding agreement.

With the final invoice, provide a final project activity summary addressing the completion and status of each required deliverable or result and identifying any performance shortcoming and recommended response.

Maintain clear records of research sources, engagement activities, datasets, assumptions and analytical methods.

Promptly respond to Town requests for information required for project administration, Provincial reporting or project evaluation.

CONSULTANT APPROACH

Proponents should describe a practical, evidence-based methodology appropriate to the Comox Valley and the project objectives. The approach should demonstrate how quantitative analysis and qualitative employer and stakeholder evidence will be integrated, how findings will be validated, and how recommendations will be translated into implementation-ready actions.

The successful Consultant will be expected to work independently while maintaining close coordination with the Town and Steering Committee. Any proposed subcontractors or specialist resources must be identified in the proposal and remain subject to the Town's approval in accordance with the RFP and resulting agreement.

PROPOSAL SUBMISSIONS

Submission information provided should be concise in nature and pertain to the relevant and specific details as requested within this RFP. In addition to the information requested, please ensure to provide detailed information on the following:

Firm Profile & Experience

1. Complete and submit Appendix '1'
2. Provide a cover letter introducing your firm including, company name, corporate history, number of employees, office locations in Canada, office location that will provide service and support.
3. Ensure you to list the organization's name, contact person, services provided, length of service, telephone number, and e-mail address.

Qualifications & Experience

Provide the professional qualifications of the team members.

Provide your corporate history and outline your firm's experience as well as the experience of team members, including professional designations and previous experience working with municipalities. Proponents should demonstrate relevant expertise in municipal economic development and planning, housing and workforce issues, labour market research and analysis, and engagement across multiple industry sectors.

Provide the number of similar projects your firm has completed and include examples.

Provide three (3) references demonstrating that your firm has provided similar services, of similar scope.

Liaison & Assigned Team

Provide name, positions, duties, and qualifications, including resumes, of the designated person along with their team member who will provide the products and services to the Town.

Reporting & Analytics

Describe the level and frequency of reporting that the Town can expect. At a minimum, the Town will require monthly reporting, including a breakdown of completed tasks and activities, accounting for budget and expenses, and planned next steps;

Describe how you would summarize and report research findings, document sector committee and stakeholder engagement, validate findings, and measure progress toward the project outcomes and deliverables.

Budget

A maximum consultant contract budget of \$95,000, excluding GST, has been established for this RFP. This is a firm maximum for the Consultant's contracted scope for the duration of the project. The \$95,000 budget must include all professional fees and all costs required to complete the Consultant's scope of work, including travel and meeting expenses, sector committee and stakeholder engagement costs, research and data acquisition, supplies, software, equipment, design and production costs, and approved subcontractors or specialist resources. GST will be payable in addition to the \$95,000 maximum contract value.

Proponents must provide a detailed budget showing the hourly rates and anticipated hours of each team member; proposed subcontracting and specialist costs, if applicable; anticipated project expenses; and allocation of costs by major work component and deliverable.

The Consultant is expected to manage all aspects of the contracted work within the approved budget. Proponents must identify any specific assistance, information or staff support expected from the Town. The Town will have no responsibility for Consultant costs that exceed the maximum contract value unless a change is authorized in writing by the Town.

Value Added Services

Provide any additional value-added services or other relevant information that you would like to provide to the Town for consideration.

OTHER INFORMATION

The following documents are attached for information purposes only:

APPENDIX 1 – PROPONENT COMPANY PROFILE

Date: _____

Company Name: _____

Address: _____

Town/Province: _____ Postal Code: _____

Telephone No.: _____

Primary Contact: _____

Title: _____

Email: _____

Signature: _____

APPENDIX 2 – TOWN OF COMOX STANDARD TERMS AND CONDITIONS OF PURCHASE AND CONTRACT WITH CONTRACTOR

The following Town contract template is included as the anticipated basis for the agreement with the successful Proponent, subject to final review and completion by the Town of Comox. The RFP, the successful Proposal, the approved workplan and any project-specific schedules or conditions may be incorporated into the resulting agreement.

CONTRACT

Standard Terms and Conditions of Purchase and Contract with Contractor

Project:

DESCRIPTION OF WORK:

Contractor:

OFFER AND ACCEPTANCE:

Where a formal agreement has not been negotiated, the Vendor, by accepting an offer with the Town of Comox (the Town), enters into an agreement of purchase and sale with the Town for the supply of goods and/or services, subject to the following terms and conditions.

NECESSARY DOCUMENTATION AND REQUIREMENTS

Ensure the purchase order number PO# and Town staff person making the order are displayed on all invoices, packing slips and other related documentation.

INVOICES AND PAYMENT

Invoices shall be sent to: Accounts Payable
 Email: payables@comox.ca
 1809 Beaufort Avenue, Comox, BC V9M 1R9

DELIVERY

All shipments are Free on Board (F.O.B. Destination) Prepaid to Comox unless alternate freight terms have been negotiated. Shipments of freight (non-letter or non-small parcel) are to be sent to the following address:

Town of Comox
Town Hall
1809 Beaufort Avenue, Comox, BC V9M 0A5
Tel: 250-339-2202

PERMITS AND LICENSES

The Consultant, their employees, agents, and vehicles shall have and maintain valid permits and licenses as required by Federal and Provincial Laws and/or Local Bylaws, ordinances and regulations, to perform the services as detailed in the contract and/or purchase order.

WARRANTY

- a. All goods shall be new and of the latest production design, unless agreed to otherwise.

- b. All goods shall be free of defects.
- c. All goods and services shall conform to the specifications, brands, models and/or drawings provided by the Town and shall be fit for use by the Town as intended.
- d. All goods and services shall meet or exceed all standards required in Canada and the Province of British Columbia—including, but not limited to C.S.A., W.C.B, Weights and Measures and O.S.H.A.
- e. All goods supplied to the Town—in particular, electrical and lifting materials and equipment—shall be approved and labeled by a safety authority acceptable to the Town.
- f. All costs associated with obtaining any necessary approvals shall be borne solely by the Vendor.
- g. All goods and services shall comply with all necessary environmental regulations and protective laws.

PERMITS AND LICENSES

The Vendor, their employees, agents and vehicles shall have and maintain valid permits and licenses as required by Federal and Provincial Laws and/or Local Bylaws, ordinances and regulations, to perform the services as detailed in the contract and/or purchase order.

INSURANCE

The Vendor shall obtain and maintain, during the duration of this Agreement, commercial general liability insurance providing coverage for death, bodily injury, property loss and damage and all other losses arising out of or in connection with the provision of the Services in an amount not less than \$5,000,000.00 per occurrence, or in such a greater amount as may be required by the Town Representative from time to time, acting reasonably.

The Vendor shall ensure all policies of insurance, required to be taken out by it under this Agreement, to be with insurance companies satisfactory to the Town and to:

- Name the Town as an additional insured as: *Town of Comox*
1809 Beaufort Avenue, Comox, BC, V9M 1R9
- Include that the Town is protected notwithstanding any act, neglect or
- Misrepresentation by the Contractor/Consultant which might otherwise result in the avoidance of a claim and that such policies are not affected or invalidated by any act, omission or negligence of any third party which is not within the knowledge or control of the insureds;
- Be issued by an insurance company entitled to carry on the business of insurance under the laws of British Columbia;
- Be primary and non-contributing with respect to any policies carried by the Town and shall provide that any coverage carried by the Town is in excess coverage;
- Not be cancelled or materially changed without the insurer providing the Town with 30 days written notice stating when such cancellation or change is to be effective;
- Be maintained for a period of 12 months per occurrence;
- Not include a deductible greater than \$5,000.00 per occurrence;
- Include a cross liability clause; and
- Be on other terms acceptable to the Town Representative, acting reasonably.

WORKSAFE BC COMPLIANCE

The Contractor shall, at all times, in providing the Services and otherwise performing its obligations under this Agreement, comply with the Workers Compensation Act (British Columbia) and all regulations and orders from time to time in force thereunder, including the Occupational Health and Safety Regulation, and, upon request from the Town, provide evidence of any required registration under that Act and evidence of compliance with

any requirement under that Act to make any payments or pay assessments.

The Contractor and any approved sub-contractors must be registered with WorkSafeBC and coverage must be maintained for the duration of the Contract.

For the purposes of the work performed under this contract, the Contractor will be identified as the Prime Contractor and will be responsible for all associated responsibilities as identified within all Occupational Health and Safety regulations.

INDEMNIFICATION

Notwithstanding the providing of insurance coverage by the Vendor, the Vendor shall indemnify, and save harmless, the Town, and its elected and appointed officials, employees, Vendor and agents, from and against all claims, losses, damages, costs, expenses (including legal fees and disbursements), liabilities, actions and proceedings, suffered, made, incurred, sustained, brought, prosecuted, threatened to be brought or prosecuted, in any manner caused by, based upon, occasioned by or attributable to, any willful or negligent act or omission, or other actionable wrong, on the part of the Vendor, its employees, Vendor or agents, connected with the performance or breach of this Agreement by the Vendor. The Vendor's obligations under this section shall survive the expiry or earlier termination of this Agreement.

BUSINESS REGISTRATION

All Vendors conducting business within the Town shall possess a current Town of Comox business license or Mid-Island Inter Municipal business license.

VENDORS EMPLOYEES

The Vendor's representatives shall be under the exclusive supervision of the Vendor. All responsibility and authority for hiring, training, supervision, direction, compensation, discipline, termination, and administration of the Vendor's representatives, and any and all cost or expenses related thereto, rest exclusively with the Vendor.

WAIVER AND LIMITATIONS OF LIABILITY

The Vendor hereby waives and disclaims any right of action or claim against the Town (other than for payment of the purchase price set forth on the face of the purchase order or Town authorized quotation) for any liability, loss, cost and expense arising directly or indirectly from its supply of the goods and services listed on the face of the contract and/or purchase order.

If, regardless of the foregoing, the Town becomes liable on any basis to the Vendor its liability shall not in the aggregate exceed the purchase price set forth on the face of the purchase order.

CONFIDENTIALITY

Technical information, specifications, drawings, designs, building and floor plans and other documentation relating to the business or activities of the Town disclosed by the Town to the Vendor pursuant to this contract and/or purchase order shall be held in strict confidence by the Vendor and shall remain the exclusive property of the Town and may not be copied or reproduced without the express written consent of the Town.

CONFLICT OF INTEREST

It is the Vendor's sole responsibility to disclose to the Town if any Council member for the Town or any person who was a Council member for the Town at any time during the previous 6 months, has or will have a direct or indirect pecuniary interest in this order and/or any contract executed with the Town.

INTELLECTUAL PROPERTY

The Vendor shall defend, indemnify and hold harmless the Town, its members, officers, employees, agents, clients, and the public from any expense, cost, loss, claim, damage, judgment or liability for infringement or alleged infringement of third party intellectual property rights including any patent, copyright, industrial design, trademark or trade secret with respect to the goods and services and their process of manufacture. The Vendor shall at its own expense defend or assist in the defense of, at the Town's option, any action in which such infringement is alleged.

COMPLIANCE WITH LAWS

In accepting the contract and/or purchase order, the Vendor represents that it has complied and will continue during the performance of this contract and/or purchase order to comply with the provisions of all applicable third-party contracts, and all applicable federal, provincial and municipal laws and regulations. The laws of British Columbia govern this agreement.

NO PROMOTION OF RELATIONSHIP

The Vendor must not disclose or promote its relationship with the Town, including by means of any verbal declarations or announcements and by means of any sales, marketing or other literature, letters, client lists, press releases, brochures or other written materials without the express prior written consent of the Town.

ASSIGNMENT

No right of interest in this contract and/or purchase order shall be assigned by either party without the written consent of the other and no delegation of any obligation owed, or of the performance of any obligation by either the Town or Vendor shall be made without the written consent of the other party.

CHANGES/MODIFICATIONS/TERMINATION

The Town reserves the right at any time, to cancel or terminate this contract and/or purchase order in whole or in part by written or verbal notice confirmed in writing or to make changes in any one or more of the following: quantity, specifications, methods of shipment or packing, and place or timing of delivery. If any such change causes a change in the cost of or the time required for performance of this contract and/or purchase order, an equitable adjustment shall be made in the price or delivery schedule, or both. No agreement or understanding to modify this contract and/or purchase order shall be binding on the Town unless in writing and authorized by the Town's authorized agent.

FORCE MAJEURE

The Vendor is not liable for failure to perform the obligations as set out in the contract and/or purchase order as a result of acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, war, labour dispute, strike, lockout. If the Vendor asserts Force Majeure as an excuse for failure to perform their obligations, they must prove that reasonable steps were taken to minimize delay or damages caused by foreseeable events, that the Vendor substantially fulfilled all non-excused obligations, and that the Town was timely notified of the likelihood or actual occurrence of the event which invoked the force majeure.

Town of Comox:

Name

Signature

Date

Contractor:

Name

Signature

Date

APPENDIX 3 – ARTICLE 18: PUBLIC ACKNOWLEDGEMENT

Excerpt from the signed Shared Cost Agreement CLMP460532700885 between the Province of British Columbia and the Town of Comox:

The Project Holder will:

- (a) consult with and obtain approval from the Province prior to undertaking any communication activities, publications, advertising or press releases, in relation to the Project or this Agreement;
- (b) at the request of the Province, co-operate and assist the Province with any communication activities, publications, advertising or press releases the Province undertakes in relation to the Project or this Agreement; and include in any materials the Project Holder produces and distributes to the public for the purpose of publicizing or promoting the Project; and
- (c) (c) any publication, presentation, symposia or other dissemination of material pertaining to the Project (after first obtaining a license from the Province if required pursuant to section 7.06) an acknowledgement of the Province and the Government of Canada, the form, content and location of which is subject to approval by the Province.