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# DISTRICT OF CHETWYND LABOUR MARKET RESEARCH PLAN

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Request For Proposal

No: 01-2026

Posted: June 8, 2026

**CLOSING:** Tuesday, June 30, 2026, at 12:00pm

Proposals are to be submitted electronically to:

Attention:

Ellen McAvany

Economic Development Officer/ Parks Manager

d-chet@gochetwynd.com

## REQUEST FOR PROPOSAL (RFP)

### Labour Market Research Plan

District of Chetwynd  
5400 Hospital Road  
Chetwynd, BC V0C1J0  
250-401-4100  
[d-chet@gochetwynd.com](mailto:d-chet@gochetwynd.com)



June 8, 2026

### 1. Introduction

This RFP invites qualified Canadian consulting firms to develop a Labour Market Research (LMR) Plan in alignment with the [Rural and Remote Employment Initiatives Fund – Labour Market Research Plans program](#).

### 2. Project Background

The Labour Market Research (LMR) program supports rural and remote communities in identifying labour market challenges and opportunities to support strategic planning. The program focuses on research and planning activities that generate findings and recommendations to inform future workforce development initiatives, funding applications, and policy or program development.

### 3. Scope of Work

The selected consultant will be responsible for completing both Local and Regionally informed Labour Market Research Plans which incorporates findings as available from current/ongoing LMR within the communities of Fort St. John, Dawson Creek, Chetwynd and Fort Nelson. All LMR will be completed in alignment with the Rural and Remote Employment Initiatives Fund program requirements.

The scope of work is expected to include, but is not limited to, the following components:

- Workforce analysis, including current labour supply, workforce characteristics (working age-population and size; and composition) & identified gaps or shortages
- Business and industry landscape review, identifying key sectors, employers, and economic drivers, business size and industry type
- Employment opportunity assessment, including emerging, seasonal, and future employment opportunities
- Stakeholder and community engagement, incorporating input from employers, service providers, and relevant partners

Information on job skills and occupations will align with the Occupational and Skills Information System, *OaSIS*.

The consultant will work collaboratively with staff and partners and must be actively working within the community to ensure the research plan is locally informed, practical, and responsive to rural and remote community contexts.

#### **4. Deliverables**

- Project workplan and timeline
- Draft report including:
  - Employer and stakeholder engagement summary
  - Local Labour Market Study including:
    - Workforce Analysis
    - Business and Industry Review
    - Employment Opportunity Assessment
  - Integrated Regional Labour Market Study with partnering communities including regional overview
  - Data submission to Steering Committee, and Northern Development Initiative Trust
- Final report (PDF and print-ready)
- Appendices and data sources

#### **5. Project Timeline**

All work must be completed no later than September 15, 2027.

#### **6. Budget:\$ 55,000.00**

Please provide full breakdown on costs.

#### **7. Quotation Requirements**

Submissions must include company profile, methodology, scope, cost breakdown, and references.

#### **8. Submission Instructions**

RFP responses must be submitted electronically to the contact listed. Include deadline and contact details. All submission must be received before Closing Date June 30<sup>th</sup>, 2026 on or before Noon.

#### **9. Evaluation Criteria**

Criteria include methodology quality, experience, cost-value, and timeline feasibility.

#### **10. Additional Information**

Include collaboration details if applicable.

#### **11. Inquiries**

Ellen McAvany, Economic Development Officer / Parks Manager, email: [emcavany@gochetwynd.com](mailto:emcavany@gochetwynd.com) or cell: 250-788-5823

## Appendix 1 – Evaluation Criteria

Criteria	Description	Weight (%)	Scoring Guide (1–5)
<b>1. Local Presence &amp; Ongoing Community Commitment</b>	Demonstrated <b>active, current presence</b> in Fort St. John, Dawson Creek, Chetwynd, and Fort Nelson, and clear plan for <b>ongoing engagement and relationship-building</b> throughout the project	30%	1 = No local presence; remote-only approach 3 = Some regional familiarity or <b>limited/remote presence</b> 5 = <b>Active, current</b> presence in communities + clear ongoing commitment
<b>2. Understanding of Project &amp; Methodology</b>	Understanding of LMR objectives, rural/remote context, and strength of proposed methodology	20%	1 = Limited understanding 3 = Adequate 5 = Strong, well-aligned approach
<b>3. Experience &amp; Qualifications</b>	Relevant LMR and rural project experience; team capacity and qualifications	15%	1 = Limited 3 = Moderate 5 = Extensive and highly relevant
<b>4. Stakeholder &amp; Community Engagement Approach</b>	Quality and inclusiveness of engagement plan; ability to work collaboratively with employers and partners	15%	1 = Weak 3 = Adequate 5 = Strong and well-defined
<b>5. Deliverables &amp; Practical Value</b>	Clarity, usability, and actionability of outputs	10%	1 = Unclear 3 = Meets requirements 5 = High-quality and practical
<b>6. Project Management &amp; Timeline</b>	Feasibility of workplan and coordination across communities	5%	1 = Weak 3 = Feasible 5 = Strong and detailed
<b>7. Cost &amp; Value for Money</b>	Budget clarity and overall value within \$55,000	5%	1 = Poor value 3 = Reasonable 5 = Strong value