



Request for Proposals
West Kootenay Recruitment Agency Pilot
Issue Date: September 23, 2024

Closing Date and Time (Pacific Time):	October 23, 2024 at 11:59 PM, PT
Submissions must be submitted via email to:	awilkey@futures.bc.ca (RFP Contact)
RFP Questions & Updates:	Questions re: the RFP should be directed to the RFP Contact only. Responses of relevance to all proponents will be added to the bottom of this RFP. Proponents are encouraged to check the RFP for updates periodically.

1. The Project

The *West Kootenay Recruitment Agency (WKRA) Feasibility Study*, completed in March 2024, set out to determine the viability of a recruitment agency in the West Kootenay Region to help address forecast workforce shortages predicted over the next decade.

The study concluded that a recruitment agency could break-even at 24 employees recruited per year. This represents 1.9% of the total employees forecast by the province to be hired in the West Kootenay region each year. Among employers, there seems to be need and support for an agency especially if a recruitment agency is Kootenay-based, effective and responsive. The recruitment agency could also generate additional revenue through fee-based services. The Feasibility Study can be viewed [here](#).

The Steering Committee now seeks to engage a contractor to pilot a West Kootenay Recruitment Agency. This involves business start up activities for the recruitment agency with the goal of demonstrating that a recruitment agency can support local businesses in the West Kootenay region to meet their hiring needs and affirming its viability.

2. Recruitment Agency Description

The vision for the WKRA is a firm/entity that assists in different stages of the hiring process and acts as an intermediary between a company that's looking to hire someone and a job seeker who is looking for employment. The services of a recruitment agency can be solicited by companies looking to recruit new employees or by individuals looking for work. When a company enlists the services of a recruitment agency, it pays a fee for that service. For the job seeker, working with a recruitment agency is always free. At the end of the day, a recruitment agency's main function is to find the most suitable candidate for a job opening its recruiters have been asked to fill.

3. Project Steering Committee

A Steering Committee will provide direction and support to the contractor over the completion of the work. Steering Committee members include representatives from Kootenay Career Development Society, Kootenay Employment Services, Selkirk Innovates, the Castlegar & District Chamber of Commerce, Destination Castlegar, Community Futures South Kootenay, the Lower Columbia Initiatives Corporation, the Nelson & District Chamber of Commerce and Community Futures Central Kootenay (CFCK).

As the host agency for the WKRA Pilot, CFCK seeks to incubate the WKRA by providing the contractor with start-up business supports, administrative and financial management supports and organizational infrastructure. Steering Committee organizations will facilitate introductions to employers throughout West Kootenay, promote and endorse the WKRA with clients.

4. Scope & Deliverables

The Steering Committee has identified a number of activities that could be delivered in order to prove the need for and viability of the WKRA. These activities are outlined below in order of priority. The Steering Committee recognizes that the WKRA Pilot budget may not be sufficient to deliver all of the activities outlined below. As such, proponents are invited to suggest in their proposals what deliverables they would prioritize and see as achievable within the existing budget. The Steering Committee is also open to other suggestions for deliverables that support the goal of proving the demand for and viability of the WKRA.

The WKRA pilot will benefit from the following start-up activities:

1. Creation of a WKRA Business Plan
 - a. Should include a client fee structure, staff model and all standard elements of a traditional business plan tailored specifically to a recruitment agency in the West Kootenay region serving local businesses. Support available from CFCK.
2. Client Relationship Building & Recruitment Services
 - a. The contractor will cultivate relationships with local businesses and identify potential clients, their hiring needs and promote WKRA services.
 - b. Engage potential clients for feedback on proposed fee structure.
 - c. Develop operational policies re: client supports and limitations.
 - d. The contractor will deliver recruitment services for employer clients during the pilot. Proponents are asked to estimate and state in their proposal how many employees they estimate being able to recruit during the pilot.
3. WKRA Marketing & Communications Plan & Implementation
 - a. Develop a plan to promote WKRA services to target audiences.
 - b. Develop website content to be posted on futures.bc.ca re: WKRA services
 - c. Develop additional marketing collateral, tools and outreach activities as appropriate for a recruitment agency.

4. Steering Committee
 - a. The contractor will coordinate a minimum of 3 Steering Committee meetings during the pilot to provide updates on the pilot's progress including a kick-off meeting, interim progress meeting and a wrap-up meeting with a presentation on pilot outcomes.
5. Creation of HR Council
 - a. The WKRA feasibility study recommended the creation of a West Kootenay HR Council to bring together human resource professionals in the region who work for local businesses to network, share information and inform HR challenges and opportunities for the region.
 - b. The contractor will set up the Council, coordinate quarterly meetings with Agenda items informed by the membership.
6. Upon completion of the pilot the contractor will provide:
 - a. Final Report on all activities completed during the pilot which may include:
 - i. Business Plan
 - ii. Financial Report (including budget and actuals)
 - iii. HR Council membership list, contact information and Terms of Reference
 - iv. Client Lists
 - v. Lessons Learned
 - vi. Recommendations moving forward.
 - b. A redacted version of the Final Report will be published on the CFCK website for general public information.

5. Budget

1. Proposals should include a budget that outlines:
 - a. contractor's hourly and total project rate;
 - b. travel costs;
 - c. taxes including GST if applicable; and
 - d. any other expenses deemed necessary to fulfill project deliverables such as software subscriptions for the duration of the pilot or equipment purchases.
2. The contractor is expected to provide their own tools and technology such as computer equipment, office set-up and Zoom license.
3. Project funding available totals \$45,000 inclusive of GST and applicable taxes.



5. The successful proponent will be paid according to this schedule:
 - a. 15% on signing contract
 - b. 35% on completion of start up activities
 - c. 35% on completion of pilot (date to be mutually agreed upon)
 - d. 15% on completion and receipt of Final Report, Presentation and other final deliverables (date to be mutually agreed upon)

6. Project Timeline

Proponents are invited to provide a customized project timeline that aligns with their proposal. Sample project timeline is as follows:

1. Contract Awarded for Pilot (October 31, 2024) – completion of RFP process for a contractor.
2. Start Up Activities Completed (March 31, 2025) – final draft of Business Plan created, Marketing & Communications Plan developed and being implemented, Website in place, HR Council formed and has met at minimum of once, Steering Committee has met twice.
3. WKRA Pilot Activities (July 31 – November 30, 2025)* – Client relationship building activities and recruitment and other HR services underway. HR Council and Steering Committee meet as appropriate.
4. Pilot Completed (July 31 - November 30, 2025)* – Final Report delivered and presented to Steering Committee. Earliest completion can be July x and latest completion can be November 30 th

**It is up to the proponent to suggest a timeline that enables sufficient time to pilot the concept as well as is feasible within the available budget. Project work can be completed as early as July 31, 2025 if the proponent feels this is sufficient time to complete the pilot. Alternatively if the proponent feels the pilot will require additional time for completion, the pilot may continue until November 30, 2025.*

7. Proposal Contents

The successful proponent will have in order of priority:

- a) hands-on experience as a senior recruiter;
- b) a robust networking and strong connections within the recruitment industry including sector-specific recruitment specialists;
- c) hands-on experience as a human resource manager or consultant;
- d) a strong understanding of the unique challenges and opportunities facing West Kootenay employers with recruitment as well as the unique-selling points of living and working in the West Kootenay region; and
- e) a demonstrated track record of success in developing and implementing new business ventures.

Proposals to include:

- f) executive summary highlighting key features of the proposal;
- g) proponent overview & relevant experience;
- h) high-level workplan for carrying out start-up and pilot deliverables and activities;
- i) a budget as per above; and
- j) Three (3) references.

***Proposals should be a maximum 10 pages or less.**



8. Criteria

Proposals will be reviewed based on the following criteria:

- Knowledge of recruitment agency and human resource service provider organizations;
- References
- Knowledge of the West Kootenay region;
- Business experience including business plan, cash flow development; and
- Timeline and budget.

9. No Obligation to Proceed

Community Futures Central Kootenay is not bound to select a proponent and reserves the right to not proceed with this RFP process.

This project is made possible through financial support of the Economic Trust of the Southern Interior of BC, the Province of British Columbia's Ministry of Jobs, Economic Development and Innovation through the Rural Economic Diversification and Infrastructure Program as well as contributions from the Nelson & Area Economic Development Partnership, Castlegar & District Chamber of Commerce and Destination Castlegar, the Lower Columbia Initiatives Corporation and Kootenay Career Development Society.