



## **Request for Expression of Interest Business Outreach**

### **1. Introduction**

The City of Quesnel is seeking a qualified individual to provide business outreach services in support of economic development initiatives.

The successful proponent will be expected to conduct communication via email, telephone and in-person visits to Quesnel-based businesses. The contract may also require presentation delivery to business groups and organizations. The contractor will be equipped with information to share with the business community as well as questions to gather information. The contractor will be expected to compile data collected and keep records of business contacts and interactions.

The contract is expected to start no later than June 1, 2026, and end no later than November 30, 2026. The contract may be extended subject to need and funding availability.

The Business Outreach Coordinator will work from a home office and is expected to actively visit businesses in the community throughout the contract term.

### **2. Submission Details:**

Expressions of interest should be emailed to Amy Reid, Manager of Economic Development & Tourism, [areid@quesnel.ca](mailto:areid@quesnel.ca) with the subject line: Expression of Interest – Business Outreach.

Closing Date: May 8, 2026

**Inquiries:** Clarification of the terms and conditions of the contract should be directed to Amy Reid, Manager of Economic Development & Tourism - [areid@quesnel.ca](mailto:areid@quesnel.ca)

### **3. Submission Requirements**

- a. Cover Letter, including:
  - i. Expected hourly rate



- ii. Experience in economic development, community development or business development
  - iii. Knowledge of community and local businesses
  - iv. Project coordination, information gathering and report writing.
- b. Resume
  - c. References (will only be contacted following an interview)

#### **4. Working Agreement**

Before any work is completed, the successful proponent will be required to enter into a contract for services with the City of Quesnel.

The successful proponent will be retained as a contractor to provide services to the City of Quesnel, and will not be, in any capacity, an employee of the City of Quesnel.

The contract has an initial value of up to \$10,000. The successful proponent will provide a monthly invoice based on hours worked. The contract may be extended in terms of length, value, and scope of related services if further funding becomes available.

As a contractor of the City of Quesnel, the successful proponent will be required to obtain a City of Quesnel business license.

#### **5. Responsibilities:**

- Complete outreach to business owners and managers operating in Quesnel, providing information on available business resources and collecting basic business information through a short survey.
- Complete follow-up to answer any questions arising from meetings with businesses in a timely manner.
- Track all business contacts, questions and responses. Compile survey responses into a final report.
- Provide monthly progress updates to the Manager of Economic Development & Tourism.

#### **6. Expected Outcomes:**

- Increased number of businesses accessing business resources and tools.
- Increased number of businesses registered to receive communication from the City of Quesnel.