



REQUEST FOR QUOTE

WORKSHOP DELIVERY

Release date: Monday February 10, 2025

Submissions and Questions: send to seda@seda.ca

Submissions must be received by: 5:00 p.m. February 26, 2025

INTRODUCTION & BACKGROUND

The Saskatchewan Economic Development Alliance (SEDA) is the provincial backbone organization for community economic development in Saskatchewan. From local to regional development, it has worked together with communities to strengthen people, places, and economies.

OBJECTIVES/SCOPE OF WORK

SEDA invites the submission of a summary proposal and quote from qualified individuals and entities to deliver a four-hour Business Retention and Expansion (BRE) workshop on November 3, 2025. The workshop will take place directly prior to SEDA's 2025 Provincial Summit in Saskatoon on November 4-5, 2025.

The interactive workshop will provide practical and effective ways for community staff and professionals to support local businesses and strengthen local and regional economies. The content should be customized specifically for Saskatchewan communities and contain (at a minimum) the following elements:

- easy-to-implement strategies to help retain and grow local businesses
- real-world examples and interactive exercises
- BRE best practices, business engagement techniques

DELIVERABLES and TIMELINE

Workshop Location: Sheraton Cavalier Saskatoon

Date: November 3, 2025

Time: 1 pm to 5 pm

SUBMISSION

Submit via email to seda@seda.ca

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SELECTION CRITERIA

In evaluating proposals submitted pursuant to this request, cost, evidence of technical competency and applied experience to undertake the work will be the deciding factors.

The Saskatchewan Economic Development Alliance (SEDA) assumes no responsibility and no liability for costs incurred by the responding firm(s) prior to the issuance of a contract. SEDA reserves the right to negotiate with proposers or to reject any or all proposals. SEDA is committed to promote equitable contracting and procurement opportunities.