

## **Request for Proposals**

### **Compensation Review Services**

#### **INTRODUCTION**

The Municipality of Colchester is inviting proposals to review its non-union staff salaries and provide recommendations on adjustments to compensation. It is the policy of the Municipality to complete such a review every two years to ensure employees are compensated fairly in relation other comparable municipalities and our local economy.

#### **DETAILS OF WORK TO BE QUOTED:**

You are invited to submit a proposal and quote to complete for the following scope of work:

- Review the existing salaries for sixty-one permanent full-time positions and assess based on comparison against comparable municipalities, local economy, and if advisable make recommendations for adjustments.
- Review the Municipality's approved salary scale and, if advisable, make recommendations for adjustment(s) to the scale.
- Review the Municipality's non-union Salary Policy and, if advisable, make recommendations for amendment(s).
- Facilitate a session with the municipality's Senior Leadership Team on the implementation of any recommendations made.

#### **SUBMISSION GUIDELINES:**

Based on the scope of work above, a budget shall be proposed by you, the proponent, should you choose to submit a proposal. Should you be the successful proponent, the Municipality requires delivery of all work on or before January 31, 2025.

If you are interested in submitting a proposal, I would invite you to do so by Friday, November 22, 2024, at 4:30pm local time. This proposal should detail a formal scope of work, timeline and budget that will serve as an agreement between the Municipality and yourself, should you be the successful proponent.

Proposals will be accepted by mail or email and are to be submitted to Scott Fraser, Director of Corporate Services, Municipality of the County of Colchester, 1 Church Street, Truro, NS, B2N 3Z5 or [sfraser@colchester.ca](mailto:sfraser@colchester.ca)

Questions can be directed to Scott Fraser at the same email address or 902-897-3157. When submitting a proposal please clearly mark the package or email "Proposal – Compensation Review Services".

**ADDITIONAL INFORMATION:**

- Any submissions received past the deadline will not be considered.
- The Municipality reserves the right to reject all or any proposals, not be obligated to accept the lowest proposal, accept any proposal that it considers to be in the Municipality's best interest and reject any proposal that the Municipality feels is incapable of providing the necessary resources to perform the work in a satisfactory manner.
- No adjustments will be allowed to any proposal submitted. Proposals may be withdrawn by written request prior to the closing date and time for the submission.
- The Municipality shall not pay a fee to any proponent for the preparation and delivery of its proposal in response to this RFP.
- This RFP neither expresses nor implies any obligations on the part of the Municipality to enter a contract with any proponent submitting a proposal.

**Evaluation:**

Proposals will be evaluated based on the following criteria:

- Proposed Methodology – 40%
- Cost – 30%
- Experience -20%
- Compliance with RFP requirements – 10%

**CONFIDENTIALITY**

The Municipality of the County of Colchester shall make every effort to safeguard the confidentiality of each proposal. However, all quotes may be subject to the provisions of Nova Scotia's Freedom of Information and Protection of Privacy Act, as amended.