
MUNICIPALITY OF THE COUNTY OF ANTIGONISH

Request for Proposals

Compensation Review Services

INTRODUCTION

The Municipality of the County of Antigonish is inviting proposals to review its staff salaries and council stipends, provide recommendations on adjustments to compensation and a methodology for calculating salaries for future positions. It is the policy of the Municipality to complete such a review every three-five years to ensure employees and elected officials are compensated fairly in relation to other comparable municipalities and our local economy. The last adopted review was conducted in 2016.

We aim to create positive social impact and contribute to a fair, more inclusive community. We are committed to fostering diversity and equity in our business engagements and supply chain; this encourages innovative and creative approaches and solutions. As part of our procurement process, we actively seek to partner with individuals and organizations who demonstrate commitment to diversity and inclusion. Proponents are encouraged to share how they internally and through their operations contribute to this and how it may be reflected within the scope of this contracted service.

DETAILS OF WORK TO BE QUOTED:

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

- Review the existing salaries for twenty-five permanent full-time positions and stipends for municipal councillors, assess based on comparison against comparable municipalities and the 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 Salary Determination Policy (07:010) and the Municipality's Council Remuneration Policy #14 and, if advisable, make recommendations for amendment(s).
- Develop a methodology for the Municipality's use in identifying salary scales for new positions created in the future.
- Facilitate a session with the municipality's Senior Leadership Team on the approach and

expectations of the review process.

- Meet with senior staff and where needed with others to update existing job descriptions.

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 **Thursday, October 31, at 12:00pm** local time. This proposal should detail a formal scope of work, timeline and budget with clear deliverables identified as outlined in the needs, 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 Shirlyn Donovan, CAO, Municipality of the County of Antigonish, 285 Beech Hill Road, Beech Hill, NS, B2G 0B4 or shirlyn.donovan@antigonishcounty.ca. Questions can be directed to the same email address or you can call, Shirlyn Donovan at 902.863.1117. 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.
- This RFP neither expresses nor implies any obligation on the part of the Municipality to enter into a contract with any party submitting a response.
- 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 any fees or expenses to any proponent for the preparation and delivery of its proposal in response to this RFP.

CONFIDENTIALITY

The Municipality of the County of Antigonish 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* and are reported on the Nova Scotia Procurement Portal.