



Request for Proposal

The Corporation of the Township of Wollaston & The Wollaston
Public Library

Pay Equity Plan & Compensation Review

August 21, 2020

Wollaston Township

PO Box 99

Coe Hill, Ontario

K0L1P0

Purpose and Scope

The Corporation of the Township of Wollaston, as the lead organization, in partnership with the Wollaston Public Library Board, is issuing the Request for Proposal (“RFP”) to identify qualified consulting firms or individuals (the “Consultant”) for the preparation of a Pay Equity Plan and Compensation Review for Municipal staff and the Wollaston Public Library staff. The Municipality seeks a Consultant that has experience in such work including pay equity; compensation analysis (including a non-union pay grid), compensation agreements (policies) training staff and job descriptions. The Township of Wollaston also requires the project to contain an Implementation Plan, outlining a prioritization of immediate, short-term, medium -term and long-term implementation actions.

The selected Consultant will be one that has demonstrated experience in the preparation of municipal pay equity plans and compensation review.

Staff Overview

The Township of Wollaston currently employs the following number of staff

Full Time:

Non-Union – 3
Union – 4

Part Time:

Non-Union – 0
Union - 2

The Wollaston Public Library staff are not unionized. There is regular one part time staff and one on-call casual staff.

Scope of Work

The successful Consultant, provided with assistance from and coordinating with the Township Clerk / Administrator and the Treasurer, will develop and facilitate a process to produce the following deliverables for each phase. As required the Library Board Chair and Staff will assist.

The Consultant will provide a written final report for each phase, including any implementation plan, that summarizes the results of the review, incorporating findings, and analysis, recommendations, conclusions and workplans (detailing implementation and/or phasing plans. A redacted copy of the report may be

required in accordance with the *Municipal Act*, Section 239 (2). The reports are to include:

- a. An analysis of project findings including recommendations and action plan (immediate, short, medium and long-term) to implement
- b. An action-oriented implementation plan with timelines that recognize priorities and resource constraints. The action plan is intended to be a road map for action that ensures implementation is doable and will achieve the expected results.
- c. The recommended strategies and implementation plans will be required to be fiscally responsible and mindful of the resource and staffing capacity limitations of the Township.
- d. If required, the Consultant shall appear before Council to present the report(s).

Phase 1

- Recommend a job evaluation review tool and /or review process
- Review the job duties and compensation levels for all staff included in the review. For all non-unionized positions recommend any necessary adjustments regarding workload and duties.
- Review all jobs using a job evaluation review tool / process
- Conduct and prepare a job analysis comparison report, including all staff positions
- Identify positions that would be impacted by Pay Equity requirements

Phase 2

- Prepare a Pay Equity Plan and make recommendations on how to achieve or maintain pay equity as appropriate
- Provide training to the Township and Library on how to manage and monitor the Pay Equity plan
- Provide training to the Township and Library on using the job evaluation tool, so future positions will be assessed for inclusion into the Pay Equity Plan
- Recommend job descriptions, employment agreements and compensation agreements for all non-union positions.
- Recommend a non-union pay grid
- Review all applicable policies and/or recommendations for new policies. Make recommendations regarding a process for annual performance appraisals, employee training plans, succession planning and a process for reviewing all compensation as it relates to new or changing positions including those related to the *Pay Equity Act*.

All materials shall be provided in an electronic copy (PDF) and shall be provided to the Clerk / Administrator by the agreed upon completion dates. Draft policies, agreements and job descriptions shall be provided in an editable Word (.doc) format as well.

Timelines Submission and Schedule

An electronic copy of the proposal in .pdf format must be submitted to Bernice Crocker (clerk@wollaston.ca) no later than 2:00 p.m. EST on September 10, 2020. The e-mail subject line should read: "RFP Wollaston Township and Wollaston Public Library Pay Equity & Compensation Review"

It is the sole responsibility of the vendor to ensure that their proposal is received by the municipality in the proper time. Late responses will not be accepted. The Municipality may provide respondents who have given prior notice, one additional Business day to submit their proposals.

Submission of a proposal indicates acceptance by the vendor of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted.

RFP Issued	August 21, 2020
Deadline for questions	September 4, 2020 by 4 pm
Deadline for submission of Proposals	September 10, 2020 by 2 pm
Opening of Proposals	September 10, 2020 at 2 pm
Awarding of Proposal	September 18, 2020
Phase 1 Report Delivery	October 23, 2020
Phase 2 Report Delivery	November 20, 2020

Inquiries

Respondents may contact Bernice Crocker, Clerk / Administrator for clarification and information pertaining to this 'Request for Proposal'. Any request for information or clarification must be submitted in writing by email to the contact person listed below:

clerk@wollaston.ca

The Municipality will provide Prospective Respondents with written responses in the form of addenda to questions that are submitted. Any oral communications will be considered unofficial and non-binding on the municipality. Vendors should rely only on written statements issued by the contact person listed above.

RFP Revisions

The Township of Wollaston may make revisions to this RFP and also reserves the right to cancel or re-issue the RFP at any time. Amendments or a notice of cancellation will be posted to the Wollaston Township website.

It is the sole responsibility of the vendor to monitor these sites for the postings of all updates and other relevant information.

Consultant Requirements

Minimum requirements by the Consultant for submission of a proposal in response to the RFP shall include the following:

1. Demonstrated understanding of public sector management, local municipal organization and operations including service delivery, research methods, group consensus building, implementation methods, and monitoring and up to date-processes.
2. Demonstrated familiarity with the development and implementation of personnel policies including those related to compensation.
3. Demonstrated experience, competence and qualifications of the Consultants and the participating staff of successfully providing similar services to public entities (three references will be required).
4. Demonstrated understanding and experience in the *Ontario Pay Equity Act*, the *Pay Equity Commission* and establishing appropriate systems that support the legal requirements of the Municipality.
5. Understanding of the requested services and appropriateness of the proposed work program.
6. Ability to perform the work in a timely manner, availability of staff (if included) and contingency plans and it to include a proposed work schedule.
7. Proposals must state the Consultant's related business information.

Consultant Work Schedule

The Consultant's work schedule will begin immediately upon award of the contract and is expected to continue until Council approves the acceptance of the Pay Equity plan and training has been completed.

RFP Proposal Submission Requirements

Consultants interested in providing these services must prepare and submit a Proposal that includes:

Cover Letter

The cover letter is to be signed by an officer of the company authorized to execute a contract with the Municipality.

Consultant Qualifications

This section shall describe the areas of expertise of current permanent staff whether a sole proprietor or individuals on a team and the scope of service that can be provided by the firm without the services of contractors under the Consultant's direction.

Key Personnel

Include a proposed project management structure. Identify the key contact for the project and all personnel, if applicable, who will be assigned to work on this project, including a description of their abilities, qualifications, and experience. Include resumes for all key individuals. There can be no change of key personnel once the proposal is submitted without the prior written approval of the Municipality.

Sub-contractors

Identify any portion of the scope of work that will be subcontracted. Include firm qualifications and key personnel, telephone number and contact person for all sub-contractors. The Municipality reserves the right to approve or reject all Consultants or internal staff performing consultation services, proposed by the Consultant during or after the Consultant review and selection process.

Project Work Plan

A description of project understanding, detailed work approach and methodology will be identified. The work plan should list specific tasks and any specific considerations, options, or alternatives.

Project Schedule

Propose a timeline for completion of the review including state date, milestones, and target date of completion. Any assumptions regarding turnaround time for Municipal Council or staff review should be clearly noted.

Budget

Provide a detailed fee proposal by task for the services identified in the scope of work section of this proposal. Identify sub-tasks and the respective cost in your fee proposal, as necessary. This section of your proposal shall include a professional fee schedule (hourly fee chart) for the Consultant (and if applicable the Consultant's personnel) and any subcontractor's key personnel identified above who would be working on this project. Hourly fees for additional or optional services that may be required shall also be included. Unless specified in the submission, the professional fee schedule shall include any costs associated with complying with the Municipality's insurance requirements. Identify the fee that will be charged for additional public or Council meetings not identified in the scope of services provided here.

References

A list of projects completed by the respondent under which services similar to those required by this RFP where performed shall be listed in your proposal. An emphasis shall be placed on projects undertaken within the last five years and if those projects undertaken for public agencies were located in similar sized communities. Include a brief description of the services, dates the services were provided and name and telephone number or references familiar with the services provided.

Work Samples

Provide brief descriptions of two projects dealing with organizational and compensation reviews prepared by or under the direction of your firm. Include in your description the techniques used in the process and outcome(s).

Presentation

Respondents may be requested to be available for an interview (over the phone or in person) as part of the final selection process. The lead members(s) of the Consulting team will be expected to attend any interviews scheduled with the Municipal team.

Accept or Reject Proposals

The Township of Wollaston reserves the right to reject any or all proposals and recommendations and may waive any minor errors or omissions in any proposal. The Township of Wollaston is not obligated to award the contract based on the lowest price or any other particular factor. The Municipality will not be liable or reimburse any firms for the costs they incur to prepare their proposals or for attendance at a pre-award meeting. The Municipality also reserves the right to substitute components where the Municipality considers that an alternative may be more suitable and the right to modify any and all requirements stated in the RFP at any time prior to the possible awarding of the contract.

Indemnification, Hold Harmless and Insurance Requirements

In addition to other standard contractual terms, the Municipality will require the selected vendor to comply with indemnification, hold harmless and insurance requirements as outlined below:

- a) The Consultant shall indemnify and hold harmless the Municipality (including any of its bodies, agencies, councils and associations and their servants, agents, officers, directors, elected officials, successors, assigns, employees and personal representatives and each of them) from and against any loss resulting from negligence, claim, demand, liability, and costs and permitted assigns. This provision shall survive termination of any agreement resulting from this RFP.
- b) The Consultant shall procure and maintain, for the duration of this contract, insurance against claims for injuries to persons or damages to property which

may arise from or in connection with the performance of work hereunder by the Consultant, his/her agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Consultant. Insurance shall meet or exceed the following unless otherwise approved by the Municipality.

c) Insurance Requirements

Worker's Compensation coverage as required by the Province of Ontario.

Comprehensive or Commercial General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.

Professional Liability Errors and Omissions of \$2,000,000

Review and Evaluation Process

The selection of the Consultant will be based upon a qualitative review of the Proposals submitted. A Municipal evaluation team may request additional clarifying information from any or all Consultants that submit a Proposal during the review process. The Municipal team will evaluate the responses to this RFP and may interview the top-rated Consultants or all Consultants. Following the interview, a recommendation will be made to the Council on the selection of the Consultant determined to be the most qualified for the project.

It is anticipated that the Township of Wollaston will award the winning proponent no later than September 18, 2020.

Proposals will be evaluated on the basis of the following criteria:

- 1) Experience and Qualifications (35%)
 - a) Knowledge of Municipal Organizations and Operations
 - b) Planning and Project Management
 - c) Resumes
 - d) References
- 2) Approach (35%)
 - a) Quality of the Consultant's Approach
 - b) Proposed Frameworks and Methodologies
 - c) Type of Consultation Activities and Events
 - d) Timeline and Duration
 - e) Implementation Plan
- 3) Budget (30%)

Confidentiality

The Parties agree that the content of each response to this 'Request for Proposal' will be held in the strictest confidence, and details of any response will not be discussed

with any other party, except for the information made public by way of reports to Council or subject to the 'Freedom of Information and Privacy Act'. The successful Proponent will be required to review, sign and adhere to the Township confidentiality agreement.

Ownership of Intellectual Materials

All data collected and all resulting reports and publications prepared by the Consultant will be the exclusive property of the Township of Wollaston who reserves ownership rights to all ideas and concepts developed.

Laws

The final contract with the successful Proponent shall be governed by the laws of the Province of Ontario.

Equal Opportunity

The Municipality is an equal opportunity employer and required all Respondents to comply with policies and regulations concerning equal opportunity. The Respondent, in the performance of this contract agrees not to discriminate in its employment due to an employee's or applicant's race, religion, national origin, ancestry, gender, sexual preference, age, physical handicap or any other characteristic protected by law.

Accessibility

The Municipality is committed to and working towards ensuring municipal services are accessible to all. We strive to meet or exceed the standards set by the Accessibility for Ontarians with Disabilities Act (AODA) which are rules established by the Province to help businesses and organizations identify, remove, and prevent barriers to accessibility. The AODA requires accessibility of goods, services, facilities, accommodations, employment as well as information and communication.

Health and Safety

Given the current Pandemic situation, all Respondents will be required to follow and abide by any health and safety measures in place by the Municipality. Such measures may be subject to change based on the latest medical advice provided by the County.