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ADMINISTRATION

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**Request for Proposals  
Compensation Review  
Northern Sunrise County**



**NORTHERN SUNRISE  
COUNTY**



January 28, 2025

**Request for Proposals  
Compensation Review  
for Northern Sunrise County**

Northern Sunrise County is currently requesting proposal options for an employee compensation and benefits review.

Specifications and related proposal documentation are attached.

Inquiries may be made to Cindy Millar, Chief Administrative Officer (CAO), at 780.625.3290 or [cmillar@northernsunrise.net](mailto:cmillar@northernsunrise.net).

Proposals will be accepted until 2:00:00 pm on Thursday, February 27, 2025 submitted **electronically in PDF format** to Cindy Millar, Chief Administrative Officer, at [cmillar@northernsunrise.net](mailto:cmillar@northernsunrise.net). Failure to comply with the above may result in disqualification.

## **Background**

The County offers the typical core rural services to a population of approximately 1,300 residents. The County has a full-time equivalent staff complement of approximately 50 that provide services to the residents. It also employs part-time, casual, and seasonal staff. Full-time staff are salaried employees, and the part-time, casual, and seasonal staff are hourly employees.

## **Purpose and Scope**

Northern Sunrise County (“the County”) is currently seeking proposals from qualified consulting firms (“Consultant”) to provide a comprehensive review of our compensation and benefits structure in order to meet the goal of recruitment, retention, and succession planning within the County’s organizational/strategic plans.

The purpose of this RFP is to solicit proposals from firms with demonstrated expertise in compensation analysis and benefits benchmarking. The selected Consultant assist the County in ensuring our HR practices remain competitive, equitable, and aligned with municipal and/or industry standards.

The scope of the assignment includes the following:

1. In consultation with the CAO, establish appropriate comparator municipalities.
2. Review position descriptions to fully understand the scope of responsibility, key job functions, educational and skill requirements in anticipation of review with comparator municipalities. Individual or group interviews with County staff may be required.
3. Assess comparative hourly and salary ranges for employees, taking into consideration the complex and demanding workload of municipal employees.
4. Assess comparative non-monetary compensation, including but not limited to, benefit plan contribution ratios, vacation and other leaves of absences, hours of work, long service recognition, including those staff who are at the top of salary grid for their position.
5. Recommend wage and salary range adjustments for individual positions.
6. Recommend strategy for future hourly and salary range adjustments.
7. Recommend employee attraction/retention incentives.
8. Review and recommend changes to Compensation Policy, if applicable.
9. Prepare and present a draft report of findings and recommendations for review by the CAO and Council.
10. Prepare and present a final report, that includes an executive summary suitable for public circulation.

The Consultant shall maintain timely communication with the CAO throughout the project.

The Consultant shall meet with the CAO no less than twice during the project, and at least once for an introductory meeting and prior to preparation of the draft report.

The timeframe for completion of this project (presentation of the draft report) is three (3) months from the date of signing an agreement for the work.

### **Submission of Proposal**

In submitting a proposal, the proponent acknowledges and accepts all terms, conditions, and other details as listed or otherwise shown in the RFP document and the proponent agrees to abide by and conduct the work under such terms, conditions, and details in this document.

Proposals shall be signed by an authorized representative and must be submitted **electronically in PDF format** to Cindy Millar, Chief Administrative Officer, at [cmillar@northernsunrise.net](mailto:cmillar@northernsunrise.net).

Proposals must be received at the address indicated above before the stipulated closing date and time. It is the proponent's sole responsibility to ensure that its proposal is received on time. Late submissions will not be considered.

### **Closing Date and Time for Receipt of Proposals**

Proposals must be received no later than **2:00:00 pm on Thursday, February 27, 2025**.

Proposals may be withdrawn or changed at any time prior to the closing date and time at the proponent's discretion. Withdrawal notification shall be in written form (email is acceptable).

### **Inquiries and Clarifications**

All inquiries relating to specifications, RFP procedures, and general information regarding the project shall be directed in written form to Cindy Millar, Chief Administrative Officer, at [cmillar@northernsunrise.net](mailto:cmillar@northernsunrise.net).

Responses to all questions will be shared with all potential proponents.

### **Proposal Requirements**

Interested proponents should include the following in their proposal:

A cover letter shall be provided with the proposal clearly stating the consultant's understanding of the services to be provided. The letter must include the name(s) of the person(s) authorized to make representations for the Consultant, their title(s), and contact information.

At a minimum, the proposal shall include the following (to a maximum of six (6) pages):

1. **Company Profile and Contact**

A brief profile of the consulting firm indicating the scope of its practice as well as contact information for the individual(s) who will be designated as the primary contact(s) for the project.

2. **Experience and Team Qualifications**

Relevant experience with current and prior municipal, public, and/or private sector clients, including qualifications and experience for the team member(s) assigned to the project.

3. **Project Methodology, Plan, and Timeframe**

The Consultant's approach to the project and the project timeframe. This section must clearly demonstrate the Consultant's understanding of the project and deliverables.

4. Comparisons Between Municipalities

The Consultant must include how they plan to compare salaries and benefits provided in other similar sized municipalities and how they plan to compare position descriptions/duties and direct reports in relation to the salaries and benefits provided in other similar sized municipalities.

5. Fee Proposal

The fee proposed for the required services, as a lump sum consulting fee. Compensation for expenses/disbursements (e.g., travel, accommodation, meals, etc.) must be outlined separately.

The payment scheduled based on completion of milestones (generally as outlined in the Scope of Work above).

6. References

Two references, at least one of which is a municipal client. Include contact name, phone number, and email address for each reference.

**Evaluation and Selection**

All proposals received in accordance with this RFP will be evaluated by the Evaluation Committee within one (1) month of the closing date and time.

The lowest-priced or any proposal will not necessarily be selected. The Evaluation Committee will, in its sole discretion, select the Consultant(s) who best meets the needs of the County based on the information provided in the proposal, this RFP, and the following evaluation criteria:

Experience and Team Qualifications	25%
Project Methodology, Plan, and Timeframe	20%
Comparison Between Municipalities	15%
Fee Proposal	20%
References	15%
Quality of Proposal Submission	5%

Should all the proposals received by the County score less than 70 points, the County will not be obliged to proceed with the RFP in any way.

The County will not be required to disclose to consultants, the results of its evaluation or provide an explanation for the award of the RFP to the successful consultant.

Consultants who submit a proposal agree to waive any right to claim damages in any court proceeding or other dispute resolution form in respect of any aspect of this RFP process or any representations made or purported to be made before, during, or after the RFP process or negotiation phase.

By submitting a proposal, the consultant waives any right to contest in any legal proceeding or action, the right of Northern Sunrise County to award the work.

**Agreement**

The successful proponent will be required to enter into a formal agreement with the County to provide the services described in this RFP and the successful proponent's proposal.

**Remuneration**

Remuneration shall be made for services completed. The successful proponent shall provide an invoice and listing of the activities and deliverables completed in the period. Payment shall be made in accordance with County policy.

**Acceptance or Rejection of Proposals**

Proposals shall be irrevocable, valid, and remain open for acceptance for a period of 30 days from the closing date and time.

The County reserves the right to reject any and all proposals or cancel this RFP at any time and for any reason without any obligation or any reimbursement compensating any proponent.

The County further reserves the right to reject or accept any proposal whether completed properly and containing all required information. Without prejudice to this right, the County may request clarification where, in the sole opinion of the County, the proponent’s intent is unclear.

If any of the mandatory requirements are not included in the proposal, the County may not further evaluate the proponent’s proposal.

If, in the sole opinion of the County, the price provided by a proponent is unreasonably low (i.e., the services could not reasonably be completed for the proposal price), the County reserves the right to disqualify the submission without discussion with the proponent.

The County further reserves the right to negotiate changes to a preferred proponent’s proposal and any agreement entered into with a preferred proponent.

**Goods & Services Tax**

The County will pay Goods and Services taxes, where applicable. These taxes are not to be included in charge out rates, disbursement, etc., but shown as a separate charge.

**Worker’s Compensation Coverage, Insurance & Indemnity**

The successful proponent shall provide certified copies of Worker’s Compensation Coverage confirming that the individual(s) assigned to this project are covered for injuries.

The successful proponent shall provide certified copies of Professional Liability Insurance – Errors & Omissions coverage in an amount not less than \$2,000,000 on a ‘per occurrence’ basis. The policy shall provide coverage of all claims occurring during the term of the policy notwithstanding the fact that the claim may be asserted subsequent to the expiration of the policy for a minimum of three (3) years.

The successful proponent shall add the County as an Additional Named Insured to its GCL and Professional Liability insurance policies with a minimum 30-day notice of cancellation clause.

The successful proponent shall indemnify and save harmless the County from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recovered against them and/or the County, by reason of any act or omission or alleged act or omission of the said successful proponent, its agents, employees, or subcontractors in the execution of the services.

**Conflict of Interest**

At no time during the proposal stage, evaluation stage, after award, or during the performance of the services, shall a County employee or member be in any way connected with the proponent. Proponents shall include with their initial proposal, and at any subsequent time when requested to do so by the County, full details of any employee, person, firm, or corporation that could be considered in a conflict of interest.

**Cost of Preparation of a Proposal**

Proponents shall be solely responsible for their own expenses in preparation and submission of a proposal and in subsequent negotiations and clarifications, if any, with the County.

**Freedom of Information and Protection of Privacy Act**

Proponents are advised that parts or all of their proposals may be subject to the provisions of Alberta's *Freedom of Information and Protection of Privacy Act*. Firms who wish to ensure particular parts of their proposals are protected from disclosure under this Act must specifically identify any information or records provided with their proposal that:

- Constitute trade secrets
- Are supplied in confidence, and
- The release of which could significantly harm their competitive position.

Information that does not meet all three of the foregoing categories may be subject to disclosure to third parties.