



# JOINT SECRETARIAT

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January 14, 2021

To whom it may concern:

**RE: Extension of Submission Deadline, Amended Evaluation Criteria and Clarifications for Compensation Review of the Joint Secretariat – Inuvialuit Settlement Region RFP**

Please be advised that the attached RFP document has been amended to reflect the extension of RFP submission deadline and evaluation criteria. Please also note the following clarifications:

*Question: Is there a defined compensation philosophy at the Joint Secretariat?*

The Joint Secretariat does not have a written compensation philosophy. The strategy that we are seeking is to take a leading approach in the labour market to remain competitive and retain staff.

*Question: What is the current approach for job classification?*

There is no true classification system at the Joint Secretariat, however there are three general categories of positions: Administrative, Financial, and Technical. Our positions are generally administrative in nature although there are several positions that require a solid science/technical; background, including areas of environmental science, computer/informatics science and finance. The organizational chart is attached.

*Question: Does the Joint Secretariat have an existing grade structure?*

The Joint Secretariat does not have an existing pay grade/pay scale structure. This has been done on a case-by-case basis.

*Question: Does the Joint Secretariat have existing salary structure?*

The Joint Secretariat does not have an existing salary structure. This has also been conducted on a case-by-case basis. Recently, there were comparisons made for a couple positions against other roles in NWT and the Federal Government when salary increases were made.

*Question: Is there flexibility on timelines?*

The Joint Secretariat will be remaining with the completion date of March 31, 2022, with a possibility of extension.

*Question: Why are you conducting this project at this time? What is not working with your existing compensation structure?*

The Joint Secretariat is seeking this project to first, create a more equitable approach to compensation amongst staff and second, to remain competitive in the regional labour market. As it stands, assessing compensation on a case-by-case basis is more challenging as the organization grows. We wish to increase perceived fairness and retention by implementing more a more comprehensive and competitive compensation structure.

The deadline for extension has been extended an additional three weeks. Proposals must now be submitted to Jade Galarneau in PDF format by the end of day **February 2, 2022**. A decision will be made by **February 4, 2022** after review of proposals and reference checks.

Regards,

A handwritten signature in blue ink that reads "J. Galarneau". The signature is written in a cursive, flowing style.

Jade Galarneau  
Human Resources Manager  
Joint Secretariat – Inuvialuit Settlement Region