



AMENDMENT: REQUEST FOR PROPOSALS TO REVIEW COMPENSATION

1. Context for Proposed Work:

The Established in 1986, the Joint Secretariat (“JS”)– Inuvialuit Settlement Region serves to provide support to the co-management system established under the Inuvialuit Final Agreement (IFA); to preserve cultural identity, enable the Inuvialuit to be participants in the northern and national economy, and to protect and preserve the Arctic.

The Joint Secretariat supports and facilitates the interests and activities of the wildlife and environmental councils, committees and the Inuvialuit Game Council (IGC). The Joint Secretariat office provides administrative, financial, and technical support to those committees and the IGC. Located in Inuvik, NWT the Joint Secretariat office currently employs 28 staff who directly and indirectly support the IGC and co-management system.

The Joint Secretariat is initiating a project ***to be completed by March 31, 2022*** to consider updating its current compensation. The Joint Secretariat is seeking proposals from qualified persons or organizations to conduct a comparative analysis of compensation for approximately 20 employment positions within the Joint Secretariat, putting forward suggested modifications and improvements to ensure competitiveness with local Federal, Territorial and Indigenous Government employers.

In light of current circumstances related to COVID-19, contact between the successful bidder, the JS Board and JS staff, will be by e-mail and Zoom conferencing unless special circumstances warrant otherwise. Any proposal submitted should be organized around this limitation.

2. Scope of Work:

The successful bidder will be required to:

- Utilizing current JS job descriptions for approximately 20 positions, undertake a comparative review of current positions and salaries with that relevant Indigenous

organization such as Gwich'in Renewable Resource Board and the Inuvialuit Regional Corporation as well as Federal and Territorial employers.

- Develop a critical overview comparing the present compensation package outlining opportunities for improvements based on information available from the Territorial and Federal governments and relevant Indigenous organizations.
- Propose recommendations for job classification and pay increments and structure (levels between and across positions).
- Outline specific recommended changes and include a brief rationale for each.
- Present a draft summary of comparative analysis results to the Joint Secretariat Board for discussion no later than March 18th, 2022;
- The Joint Secretariat will provide feedback and comments within 10 working days of receipt. The contractor must address the Board's comments and concerns and make revisions and/or edits to the proposed report based on Board instructions; and
- Make a final presentation on the revised report to the Joint Secretariat Board during the last week of March 2022.

3. Proposal Contents:

To be considered for this work, a proposal must include:

- A one-page summary highlighting the team's qualifications, expertise and approach to the assignment signed by the proposed team project manager.
- A description of the work to be conducted with a step-by-step work plan and schedule indicating which team member will be undertaking specific tasks;
- A list of personnel to be used, including their respective time commitment and relevant experience supported by their CVs along with a brief summary of comparable projects they have worked on;
- A budget for the work including hourly rates for all team members and details of any disbursements required to support the work;
- A minimum of 3 references and their contact details for comparable work cited so the Joint Secretariat can interview individuals or organizations as needed to confirm the adequacy and quality of the work performed

4. Qualifications of the Successful Bidder:

The successful bid should show that the project team has:

- Experience in actual pay scale reviews (including northern benefits) and job classifications;
- A good understanding of the legal and operational context applicable to administrative tribunals and joint secretariats;

- Up to date knowledge of compensation practices and benefits with a Northern lens; and
- The capacity, expertise and experience to complete this project on time and on budget.

5. Joint Secretariat Contact for this RFP Process:

Questions about this RFP, the bidding process or the pay scale review should be directed in writing to:

Jade Galarneau
Human Resources Manager
The Joint Secretariat
107 Mackenzie Road
PO Box 2120, Inuvik, NT
X0E 0T0
(867) 777-2828
<mailto:rfp@jointsec.nt.ca>

NOTE: Any questions submitted, and all responses will be circulated to all bidders.

6. Proposed Budget and Contract Details:

The lowest bid will not necessarily be accepted.

The contractor selected will be required to enter into a contract with the Joint Secretariat in order to initiate this project. No commitment exists between the Joint Secretariat and any bidder until a contract is signed. A draft form of contract will be provided to the successful bidder.

7. Timelines for the RFP and Contracting Process:

Request for proposals released December 22, 2021.

Amendment: extension of submission deadline, amendment to evaluation criteria, and clarifications released January 14, 2022.

Proposals must be submitted to Jade Galarneau in PDF Format by end of business (Mountain) February 2, 2022.

Review of proposals, reference checks and follow up to reach a decision by February 4, 2022.

Contract signed and work initiated – before February 7, 2022.

8. Evaluation Criteria:

The evaluation criteria and weighting are as follows:

• Approach & Methodology	15 %
• Team member knowledge of the regional context.	10 %
• Experience in pay scale reviews and job classifications.	30 %
• A good understanding of the legal and operational context applicable to administrative tribunals and joint secretariats.	10 %
• Up to date knowledge of compensation practices and benefits with a Northern lens.	15 %
• The capacity, expertise and experience to complete this project on time and on budget supported by references.	10 %
• Price	10 %

Price:

- **Lowest price** **10 points**
- **Price within 15% of lowest price** **6 points**
- **Price greater than 10% of lowest price** **3 points**
- **Highest price** **no points**

The proposal with the highest total combined technical and price points will be awarded the contract.