



## **REQUEST FOR PROPOSALS JOB DESCRIPTION AND COMPENSATION REVIEW**

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### **ADDENDUM #1: Responses to Questions Received**

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#### **Question #1**

While the monetary value of the proposal will be considered at the end of the evaluation process, can you provide the council approved budgeted amount for this RFP at this time?

#### Town response:

The total budget authorized by Town Council for this project (to date) is \$30,000. Council reserves all stated rights as identified in the RFP upon receipt of proposals.

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#### **Question #2**

Will in-person meetings be required or is virtual sufficient? I have completed similar projects 100% virtually with success, but want to confirm the Town of Smithers expectations before completing my cost expenditures.

#### Town response:

The posted RFP states the following:

*“The total cost to conduct Job Description and Compensation Benefit Package Review, interviews, report, and presentation. Include - travel costs and disbursements. The Town is open to interview processes that are conducted remotely.”*

To state more fully, the Town is open to proposals that recommend the works be conducted remotely.

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**Question #3**

In the RFP under General Conditions, section 6, it discusses the requirement for a WorkSafe BC proof of coverage and clearance letter. I've reconfirmed with WorkSafe BC via a call and their website - <https://www.worksafebc.com/en/for-employers/small-businesses> - that coverage is not required for a sole proprietorship.

Is this still a requirement for the Town of Smithers? If yes, is coverage required or a status letter from WorkSafe BC stating coverage not required? Note, either scenario will take 10 business days to process and may not be available in time for the RFP submission deadline.

**Town response:**

The Town does not wish to penalize proponents of different sizes. The Town is open to accepting a coverage letter from WorkSafe BC identifying that:

- a) coverage is not needed for the proponent or; that the
- b) coverage requirements as stated in the RFP are met.

The Town is willing to accept this information prior to execution of a contract with the selected proponent, rather than as a component of the proponents submission by the submission deadline. This statement is intended to supersede the RFP language concerning this matter.

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**Question #4**

In the RFP, under the Employee Compensation Review section, there is mention of "comparison of public and private employers who are providing equitable services" and "local, similarly sized and resort communities". We would like to clarify whether the Town of Smithers already has a specific list of comparator public employers?

**Town response:**

The Town does not already have such a list. The Town wishes to work with the successful proponent to develop and agree on such a list of comparable communities.

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**Question #5**

In the RFP, there is mention of "benefits data". Does the Town of Smithers already have access to external benefits data for the analysis?

Town response:

The Town does not have readily available comparative data for benefits for comparative communities. On this matter, the Town anticipates reaching existing benefits partners and available datasets through Civicinfo BC's 'Civicstats' tools, as applicable. Their relevance to the comparisons may depend on the scope of benefits as presented in the RFP, or as mutually agreed upon.

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**Question #6**

Is there any flexibility on the timeline for completion? For example, end of July (rather than end of June).

Town response:

Although the RFP document states the following:

*"The project is expected to be completed by June 15th, 2022, and the final report completed by June 30th, 2022."*

The Town is open to proposals that have a later set of dates as presented in the anticipated deadlines. The Town wishes that proponents place their intended scope of work, deliverables and qualitative elements ahead of the anticipated timelines presented in the "Timeline" section. To the minimum extent possible, this paragraph seeks to supersede alternate impressions presented in the RFP.

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**Question #7**

Do you currently have access to compensation information for similar towns in BC that we can use or are you expecting the HR Consultant to reach out and engage other similar towns to see if they would be willing to participate in the benchmarking exercise?

Town response:

The Town has modest information on comparison communities (several collective agreement "Schedule A's", and wage data available through the municipal "Civicstats" portal).

Although this may be helpful for and made available to proponents, the Town anticipates that additional information beyond the Town's resources would be required to achieve the scope of work identified in the RFP. The amount of work this would involve depends on the scope and approach as identified in the successful proponent's proposal, and how it may align with existing data.

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**Question #8**

Is this an in-person exercise? Will travel expenses be covered if yes?

Town response:

The posted RFP states the following:

*"The total cost to conduct Job Description and Compensation Benefit Package Review, interviews, report, and presentation. Include - travel costs and disbursements. The Town is open to interview processes that are conducted remotely."*

To state more fully, the Town is open to proposals that recommend the works be conducted remotely. Travel expenses are required to be included in the total submission amount if the proponent wishes to include them as a component of their scope of work.

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**Question #9**

Timeline: Are you flexible with the deadline submission up to March 30th?

Town response:

As it stands, the deadline for submission as indicated in the RFP documents is firm. The Town reserves the right to extend this deadline if it chooses.

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**Question #10**

The proposed start date is April 26th and the end date is June 15th? a) Are you expecting the entire project to be completed in 6 weeks? b) Having completed a similar project to your RFP for the {REDACTED}, the project took much longer than 6 weeks.

Town response:

Although the RFP document states the following:

*“The project is expected to be completed by June 15th, 2022, and the final report completed by June 30th, 2022.”*

The Town is open to proposals that have a later set of dates as presented in the anticipated deadlines. The Town wishes that proponents place their intended scope of work, deliverables and qualitative elements ahead of the anticipated timelines presented in the “Timeline” section. To the minimum extent possible, this paragraph seeks to supersede alternate impressions presented in the RFP.

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**Question #11**

I am currently completing a {REDACTED} contract for {REDACTED}. Before starting it, I was assured by WorkSafe BC that General Liability Insurance or WSBC insurance is not required for self-employed contractors who work from home. The CAO didn't have an issue with it.

- My company is registered in BC as a proprietorship, and I have been working consistently on contracts for municipalities, non-profit organizations and small businesses without insurance.

Town response:

The Town does not wish to penalize proponents of different sizes. The Town is open to accepting a coverage letter from WorkSafe BC identifying that:

- a) coverage is not needed for the proponent or; that the
- b) coverage requirements as stated in the RFP are met.

The Town is willing to accept this information prior to execution of a contract with the selected proponent, rather than as a component of the proponents submission by the submission deadline. This statement is intended to supersede the RFP language concerning this matter.

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**Question #12**

I have a quick question/ clarification of the request which asks for "Sample job descriptions, evaluations and report formats, including digital formats." Would you please expand on this for me? Would you like to see a number of similar work description roles in similar organizations which we have created? And in terms of evaluations and report formats, could you please let me know a little more detail about what we can present which would meet your needs? Thank you in advance, we want to be sure we are giving you exactly what you want to see.

Town response:

Yes, samples of Job Descriptions OR Evaluations (Job Evaluation Grids) OR report formats (Final Reports from similarly scoped works) from other organizations that your firm has worked with would be valuable for the review of the RFP.

The digital format reference speaks to the Town's openness to receive them in digital format.

The goal behind that part of the "Submission Contents" was for the Town of Smithers to get an impression of the prior work of the proponent, and to gain clarity (if none is provided elsewhere) on anticipated outcomes that the proponent may recommend to the Town.

**Question #13**

Would the organization be open to using a cloud based software in conjunction with management consultation for job description review and updates.

Town response:

The Town would need to vet any software tools for compliance with the *Freedom of Information and Protection of Privacy Act* of BC. If compliance (probably on security and data residency grounds) is achieved, the Town is open to considering it.

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**Question #14**

Based on the organizational review of the Town of Smithers conducted in summer of 2021, are internal grades and allocation of unique jobs to grades well defined?

Town response:

No, they are not well defined. Grades of jobs are defined per the Collective Agreement between CUPE 1570 and the Town of Smithers, which is subject to negotiation through collective bargaining.

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**Question #15**

Are you looking to conduct a market review for all unique jobs or a representative set of benchmark jobs?

Town response:

The Town seeks to have a market review for all unique jobs. Some classifications may be substantially similar within the bargaining unit, which may make the completion of comparisons easier.

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**Question #16**

Is designing a compensation structure with salary ranges part of the scope?

Town response:

The Town anticipates a finished product encompassing ‘findings’, as identified in 2.3 in the “Scope of Work” that uses comparative data for firms that offer comparable services / operations.

The Town predicts that the comparison of jobs to similar entities and appropriately scoped work identified in the Job Description update process will be relevant to these ‘findings’.

Although the Town predicts that a compensation structure and/or ranges for relevant positions would be a part of these ‘findings’, management will look for proponent advice on how the ‘findings’ can be shaped toward and achieve the goals of the Town.

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**Question #17**

The RFP provides a 6 week timeline with an additional 2 weeks for report presentation. Is there flexibility around this?

Town response:

Although the RFP document states the following:

*“The project is expected to be completed by June 15th, 2022, and the final report completed by June 30th, 2022.”*

The Town is open to proposals that have a later set of dates as presented in the anticipated deadlines. The Town wishes that proponents place their intended scope of work, deliverables and qualitative elements ahead of the anticipated timelines presented in the “Timeline” section. To the minimum extent possible, this paragraph seeks to supersede alternate impressions presented in the RFP.

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**Question #18**

Is there an overall budget for the scope of work?

Town response:

The total budget authorized by Town Council for this project (to date) is \$30,000. Council reserves all stated rights as identified in the RFP upon receipt of proposals.

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I thank all proponents for their questions, their interest in the RFP to date, and offer best wishes to them.

This addendum was prepared by:  
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