



The Corporation of the Municipality of Morris-Turnberry

**Pay Equity and Compensation Review
Request for Proposal**

To be delivered to:

**The Corporation of the Municipality of
Morris-Turnberry**

Attention: Trevor Hallam, CAO/Clerk

41342 Morris Rd., PO Box 310

Brussels, ON, N0G 1H0

thallam@morristorynberry.ca

RFP# 2023-01

Issued: 3 May 2023

THE CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

41342 Morris Rd., PO Box 310 Brussels, ON, N0G 1H0

Telephone: (519) 887-6137

www.morristurnberry.ca

1. Proposal

The Corporation of the Municipality of Morris-Turnberry wishes to retain the services of a consultant with expertise to facilitate a Pay Equity and Compensation review. Through submission of a proposal, successful firms will identify their experience and their particular area of expertise that the Municipality may use for future assignments as deemed appropriate.

Inquiries regarding this RFP are to be directed in writing by email to:

Trevor Hallam
CAO/Clerk
Email: thallam@morristurnberry.ca

Inquiries must not be directed to other municipal employees or elected officials. All clarification requests must be sent in writing to the individual mentioned above. No clarification requests will be accepted by telephone. Responses to clarification requests will be provided to all proponents in writing.

2. Requirements & Scope of Services

2.1 Basic Requirements

2.1.1 Eligibility

Before preparing a proposal, proponents are advised to ensure that they can meet the following mandatory eligibility criteria:

- Experience in conducting Pay Equity and Compensation reviews for Ontario municipalities.

2.1.2 Term of Agreement

The Municipality is interested in entering into an agreement for the completion of a pay equity and compensation review to be delivered on or before October 31, 2023.

2.2 Scope of Services

2.2.1 Corporate Profile

The Municipality of Morris-Turnberry is a lower-tier municipality in Huron County with a population of approximately 3,496, providing a range of services to its ratepayers. Morris-Turnberry's settlement areas include Bluevale, Lowertown Wingham, Belgrave east of County Road 4 and small urban areas outside of Brussels, Belmore and Walton.

The Municipality covers 376.89 square kilometres and is a prime agricultural community, rich in productive agricultural land. The Municipality is diverse, and includes industrial, commercial, and residential lands.

2.2.2 Objectives

The Municipality of Morris-Turnberry last conducted a thorough pay equity review in 2018. The Municipality currently utilizes a pay equity grid that consists of 13 bands with 5 steps within each band. The Municipality currently employs approximately 13 full-time non-union employees, as well as up to 1 part-time, and 5 seasonal employees. Roles and responsibilities for all positions at a small municipality are vast and varied. The Municipality is committed to being an employer of choice.

The Municipality of Morris-Turnberry is seeking the services of a qualified consultant to review the compensation plan for the Municipality (approximately 13 positions) to ensure that the Municipality is fully compliant with Pay Equity legislation, maintains internal equity and is competitive in the market as compared to Ontario municipalities of similar size.

The successful proponent is expected to:

- Review current job descriptions to ensure a clear understanding of the duties and responsibilities of the positions.
- Establish a set of factors and weights to appropriately evaluate positions, recognizing the scope of responsibility of the positions to achieve internal equity and the posting of a compliant pay equity plan.
- Based on the findings from the reviews of internal and pay equity, ensure that the salary structure is consistent with the Municipality's current and future needs.
- Assess salary structure and make recommendations as to the appropriate salary bands, and salary or steps within bands using an independent market competitiveness review for non-unionized positions.

3.0 Request for Proposal Process

3.1 Contact & Closing Time

Proposals shall be submitted by mail, or email only.

By Mail:

Three (3) copies of the proposal must be submitted in a sealed envelope or package clearly marked "Request for Proposal (RFP) – Pay Equity and Compensation Review"

By Email:

As a PDF attachment to an email with the subject line "Request for Proposal (RFP) – Pay Equity and Compensation Review"

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Proposals must be received by 12:00 pm (local time), 31 May 2023 (the “Closing Time”) at the office of:

Trevor Hallam
CAO/Clerk, Municipality of Morris-Turnberry 41342
Morris Rd., PO Box 310
Brussels, ON, N0G 1H0
thallam@morristurnberry.ca

After which time, such Proposals will be opened publicly and read aloud at the offices of the Municipality, 41342 Morris Rd., Brussels, Ontario.

Proposals received after the Closing Time will not be accepted and will be returned unopened. The Municipality reserves the right, at its sole discretion, to extend the closing date and time. Prior to the Closing Time, proponents must not establish contact with anyone inside the organization regarding this Proposal without the permission of the CAO/Clerk.

3.2 Conditions

3.2.1 Proponents are cautioned to carefully read and follow the instructions stated herein as the Municipality reserves the right to disqualify any Proposal that fails to meet any of the requirements of this RFP.

3.2.2 The Municipality reserves the right to discuss all proposals, request additional information from the proponents, and accept or reject any or all proposals.

3.2.3 The lowest bid proposal will not necessarily be accepted. Submissions will be evaluated, and the contract will be awarded based on an evaluation to determine which proposal best meets the needs of the Municipality.

3.2.4 The Municipality may waive minor discrepancies that:

- Do not affect responsiveness.
- Are merely a matter of format.
- Do not change the relative standing or otherwise prejudice other proposals.
- Do not change the meaning or scope of the RFP.
- Are trivial, negligible, or immaterial in nature.
- Do not reflect a material change in the work; or
- Do not constitute a substantial reservation against a requirement or provision.

3.2.5 The Municipality shall not be liable for any expenses, costs, or losses suffered by any respondent or any third party resulting from the Municipality exercising any of its expressed or implied rights under this RFP.

3.2.6 Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the proposal and in any contract between the Municipality and the firm selected.

3.2.7 The Municipality reserves the right to enter negotiations with a proponent, and any changes to the proposal that are acceptable to both parties will be binding.

3.2.8 Signed Conflict of Interest declaration (Appendix A) and Non-Collusion Affidavit (Appendix B) required with submission.

4. Proposal Content

4.1 The proposals will be evaluated based on the information provided by the Proposer, and the experience/qualifications of the Proposer and their staff.

4.1.1 Required General Firm Information

- Provide a brief history of your Firm.
- Details of ownership and principal officers of your organization.
- Number of years in business, including, if applicable, the number of years of and experience of consultants applicable to this proposal.

4.1.2 Experience

- Provide a list of municipalities for which you have provided a similar type of deliverables as outlined in this request for proposal. Information shall include the organization's name, year the work was completed, and a brief description of the deliverables provided.

4.1.3 Pricing

- The proposal must describe the detailed costs for services provided.
- Proponents must clearly identify any additional charges that may be applicable that have not already been addressed in their proposal. An itemized price list must be provided for all tasks required to complete the project. This must include the cost of all necessary meetings with staff, and external parties; identify separately the hourly rates of all staff (including sub-consultants) and any other fees that may be applicable. The total fees will become the upset limit of the project which shall not be exceeded without prior written authorization of the Municipality. All quoted prices shall also identify all applicable taxes (HST to be excluded and shown separately).

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4.1.4 Company Acceptance

- A statement, signed and dated by an authorized signing officer, agreeing to be bound by the proposal terms, conditions and description of services be provided as stated herein upon acceptance of the proposal by the Municipality.
- The proponent hereby acknowledges that offers contained within the proposal shall remain open for acceptance by the Municipality from the date of receipt until a suitable proposal has been accepted.

5. Proposal Evaluation

5.1 Proposals will be evaluated based on information provided by the bidder at the time of submission, as well as the previous experience of the bidder in this marketplace.

5.2 Proposals will be evaluated by an evaluation team comprised of appropriate Municipality staff members. The Municipality may ask firms to provide further information or clarification on the contents of their submissions.

5.3 The evaluation criteria may include but not be limited to the following:

1. Compliance with the proposal submission requirements
2. The service profile and inclusion of additional value-add items
3. Stability and reputation of firm
4. Firm's relevant experience
5. Pricing
6. Interview (if required)

6. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

6.1 In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information collected in response to the RFP is collected under the authority of the Corporation of the Municipality of Morris-Turnberry and the Municipal Act, S.O. 2001, c.25, as amended. The information collected will be used solely for evaluating the submissions for supplying professional consulting services. All proposals submitted become the property of the Municipality and will not be returned. Because of MFIPPA, respondents are reminded to identify their proposal material for specific scientific, technical, commercial, proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete proposals are not to be identified as confidential.

7. Additional Information

7.1 The Municipality will make available to any proponent, upon request, existing available information relevant to the scope of the RFP.

Appendix A

Pay Equity and Compensation Review Consulting Services

Conflict of Interest Declaration

Please check the appropriate response:

- I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- The following is a list of situations, each of which may be a conflict of interest or appears as potentially a conflict of interest in our Company's quotation submission or the contractual obligations under the Agreement.

List Situations:

In making this quotation submission, our Company has / has no (*strike out inapplicable portion*) knowledge of or the ability to avail ourselves of confidential information of the Municipality (other than confidential information which may have been disclosed by the Municipality in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at _____ this _____ day of _____, 2023

Firm Name: _____

Bidder's Authorized Official: _____

Title: _____

Signature: _____

Appendix B

Pay Equity and Compensation Review Consulting Services

NON-COLLUSION AFFIDAVIT

I/We _____ the undersigned am fully informed respecting the preparation and contents of the attached quotation and of all pertinent circumstances respecting such bid.

Such a bid is genuine and is not a collusive or sham bid.

Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham bid in connection with the work for which the attached bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Municipality of Morris-Turnberry or any person interested in the proposed bid.

The price or prices quoted in the attached bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The bid, quotation or proposal of any person, company, corporation or organization that does attempt to influence the outcome of any Municipality purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Firm Name: _____

Bidder's Authorized Official: _____

Title: _____

Email: _____

Signature: _____