

REQUEST FOR PROPOSAL

PROPOSAL: **Town of Drumheller Salary and Wage Survey**

DATE: **May 10, 2022**

INITIATOR: **Valerie Lefin, Human Resources Manager**

DATE PROPOSAL REQUIRED:

YEAR: **2022** MONTH: **May** DAY: **24** TIME: **2:00 PM Local Time**

Submit Proposal via email to the attention of:

Purchasing Department - purchasing@drumheller.ca

with the subject line: "RFP - Town of Drumheller Wage and Salary Survey"

This Request for Proposal document is comprised of:

- RFP General Instructions
- Schedule A – Evaluation Criteria
- Schedule B – Specifications

If you do not have all of these components the RFP package is incomplete - please contact the Initiator.

The Town of Drumheller will NOT accept electronic submissions.

Your firm is invited to submit a Proposal, pursuant to the general conditions for the scope of work as described. This Proposal shall not be considered authorization to proceed with work herein described. All Procurement processes must comply with Town of Drumheller Purchasing Policy C-09-20.

SECTION #1 - SCOPE OF WORK:

The Town of Drumheller invites Proposals for the Town of Drumheller Wage and Salary Survey. The survey will provide comparison data for sample jobs in other municipal or provincial government employers, compared to similar sized communities, and located near other major centres in Alberta.

The survey sample consists of 31 common, mostly unionized jobs, and some non-union jobs. The survey must provide comparator wages to those of similar sample jobs at the Town of Drumheller, identify the wage percentile for the jobs at the Town of Drumheller, and the Mean and Median wage or salary of the comparator group surveyed.

For a complete list of comparator jobs see Schedule B - Specifications.

Key Dates	
Posting Date	May 9, 2022
Closing Date	May 24, 2022
Evaluation Completion	June 3, 2022
Project Award	June 6, 2022
Work Completion and Submission	July 8, 2022

The supplier is required to complete all necessary sections of this Request for Proposal. Alternative methodologies or equipment will only be evaluated if submitted by the successful Proposer, no other work alternatives will be reviewed.

SECTION #2 - PROPOSAL AMOUNT:

All Proposals must be in Canadian Funds, excluding GST.

Total Cost \$ _____

Proposal submission price in effect for _____ days from date of acceptance from the Town of Drumheller.

SECTION #3 - SUBMISSION REQUIREMENTS:

The Town of Drumheller requires that all submissions shall include the following:

1. All pages of this Request for Proposal;
2. All issued Addenda;
3. Town of Drumheller Business License – to be obtained within three (3) business days upon award of project;
4. Effective Date of the Comparator Salary.

SECTION #4 - INELIGIBILITY:

The Town of Drumheller shall deem a submission to be ineligible under the following situations:

- a) Submissions that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind shall be considered ineligible;
- b) Submissions that do not include the items listed in Section #3 Submission Requirements, and;
- c) Submissions that are not received prior to the closing date and time, as determined by the time keeping of the Town of Drumheller computer system.

SECTION #5 - EVALUATION CRITERIA:

The lowest, or any evaluated Proposal, may not necessarily be accepted. The Town of Drumheller reserves the right to reject any or all Proposals or to accept the Proposal evaluated to be in the best interest of the Town of Drumheller.

The Town's evaluator shall score each submission on the basis stated in Schedule A - Evaluation Criteria. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed in Schedule A - Evaluation Criteria.

By submitting a Proposal, you acknowledge and agree to waive any right to contest

through legal proceedings. The decision to award points in respect to the criteria noted below will be at the sole discretion of the Town of Drumheller.

By submitting a Proposal, you acknowledge that you have reviewed the Ineligibility Criteria contained herein and you confirm that your Proposal meets all requirements of *the Town*.

SECTION #6 – REFERENCES:

Reference #1

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Reference #2

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Reference #3

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

SECTION #7 - INTENT:

The undersigned contractor hereby provides a Proposal to supply the services as described herein in its entirety for the cost as described in Section 2.

COMPANY: _____

Print name of authorized personnel: _____

Signature: _____ Corporate Seal: _____

Email Address: _____

Telephone number: _____

TOWN OF DRUMHELLER:

Print name of authorized personnel: | Valerie Lefin |

Signature: | _____ |

DATE: YEAR | 2022 | MONTH | _____ | DAY | _____ |

Upon completion of signatures above, this document will represent a contract agreement between the contractor and the Town of Drumheller.

SCHEDULE A – EVALUATION CRITERIA

Section A.1 – Evaluation Criteria Breakdown:

EVALUATION BASED ON:	100%
Cost	50%
References	10%
Qualifications	20%
Specification	20%

Section A.2 – Evaluation Criteria Definitions:

Cost: 50%

Full scoring for cost shall be given to the lowest Total Project Cost value submission. A score of zero (0) shall be given to the highest Total Project Cost value submission. All other submissions shall be awarded a pro-rated value between these two amounts.

References: 10%

The scoring for references shall be based on number of references and quality of references. Scoring shall be assigned as follows:

- 0 references – 0% of score;
- 1 reference – 15% of the score;
- 2 references – 20% of the score, and;
- 3 or more references – 50% of the score.

The remaining 50% of the score shall be based on the quality of the reference as determined by the evaluator(s).

Qualifications: 20%

The Town of Drumheller will evaluate submissions on the basis of proof to provide the work to expected industry standard levels of performance. The Town evaluator(s) shall review all submissions for qualification on the basis of:

1. Past work performance with the Town;
2. Proof of task and scope of work appropriate worker qualifications (tradespersons tickets, proof of certification from manufacturer, etc.), and;
3. Proof of work procedures and quality control and assurance programs.

Specifications: 20%

The Town of Drumheller shall evaluate the submission to confirm that the Proposal represents a clear understanding of the performance and technical requirements.

SCHEDULE B - SPECIFICATIONS

Few Regions in Canada are as unique as Drumheller. The Town of Drumheller's population is approximately 8,000 people and welcomes many visitors as a tourist destination.

The Town has approximately 100 full time and seasonal employees providing the full range of Municipal Services.

A salary survey is being conducted to determine the Town's comparability to similar sized rural communities, located near other major centres in Alberta.

The Survey will determine the Town's percentile ranking in comparison to the Alberta market and comparator group. The report will identify Drumheller's competitive advantage or challenge as a result of its current wages and salaries.

The Survey will also serve as a data tool for collective bargaining.

A salary survey for 31 sample jobs is required. Some of the comparator jobs are non-unionized.

The completed report will include Mean and Median salaries among the comparator group.

Where possible, comparisons should be made to municipal or government jobs.

Comparator jobs include:

Communications: (2 jobs)

- Manager of Communications – Non-Union job
- Social Media Coordinator/Public Information Officer – Union or non-union

Corporate Services: (5 jobs)

- Finance Manager – Non-Union job
- Financial Analyst – Non-Union job
- Payroll Clerk
- Accounts Payable /Receivable Clerk
- Human Resources Assistant/Associate – Union or non-union

Administrative and Support: (4 jobs)

- Executive/Senior Administrative Assistant – Non-Union job
- Legislative Services Clerk/Manager – Non-Union job
- Administrative Assistant
- Office Assistant/Clerk

Information Technology: (1 job)

- GIS Technician

Labour and Maintenance: (4 jobs)

- Labourer – Student - Seasonal
- Labourer - General
- Facility Attendant/Building Service Worker
- Parks Lead Hand

Equipment Operation: (2 jobs)

- Equipment Operator – No supervision
- Lead Equipment Operator

Trades and Technical: (8 jobs)

- Mechanic – Automotive Service
- Mechanic – Heavy Duty
- Water Treatment Plant Operator 2
- Waste Water Treatment Plant Operator 2
- Chief Operator – Water Treatment – Level 3
- Chief Operator – Waste-Water Treatment – Level 3
- Instrumentation Technician
- Instrumentation Technician – Dual Ticketed with Electrician Qualifications

Recreation

Aquatics and Fitness: (2 jobs)

- Lifeguard/Lifeguard Instructor
- Fitness Instructor

Activity and Events Planning: (3 jobs)

- Activity Worker
- Activity Supervisor
- Events Planner/Coordinator