



THE CORPORATION OF THE TOWNSHIP OF  
DAWN-EUPHEMIA

## REQUEST FOR QUOTATION

# CONSULTING SERVICES TO COMPLETE A PAY EQUITY PLAN AND COMPENSATION SURVEY

**CLOSING DATE:** 16:00 LOCAL TIME, ON FRIDAY SEPTEMBER 22, 2017

**RETURN TO:** Ms. Donna Clermont, Administrator-Clerk  
Township of Dawn-Euphemia  
4591 Lambton Line, RR 4  
Dresden, Ontario, N0P1M0  
Ph: 519-692-5148 Email: [clerk@dawneuphemia.on.ca](mailto:clerk@dawneuphemia.on.ca)



## REQUEST FOR QUOTATION

### CONSULTING SERVICES TO COMPLETE A PAY EQUITY PLAN AND COMPENSATION SURVEY

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*The Corporation of the Township of Dawn-Euphemia is seeking quotations for budgeting purposes, from firms and/or consultants who have extensive knowledge and experience in pay equity legislation. The Township wishes to retain the services of a Consultant to facilitate a Compensation Review and Pay Equity Plan that meets the legislative requirements of the Pay Equity Act. The Bidder shall identify their experience and their particular area of expertise. The Township of Dawn-Euphemia is located in the County of Lambton in Southwestern Ontario, and has 13 full-time employees.*

*A basic plan including salary survey and compensation study was conducted in 1996 and job descriptions were updated in 2012 or later. A quote is also requested should the Township wish to complete the work in-house, under the supervision of a consultant.*

*Depending on the quotations received, the Township reserves the right to proceed in phases, only complete certain phases and not others, defer part of the project, or not proceed at all.*

1. *Quotations, clearly identified will be received by email, mail or delivered until 16:00 hrs (4:00 pm) on Friday September 22, 2017 to:*

**Donna Clermont, Administrator-Clerk,  
Township of Dawn-Euphemia  
4591 Lambton Line, RR4, Dresden, ON N0P 1M0  
Ph: (519) 692-5148      Email: clerk@dawneuphemia.on.ca**

2. *Under no circumstances will proposals be considered which are received after the due date and time.*
3. *A proponent may withdraw their quotation at any time prior to 4:00 pm on the date of closing.*
4. *Proposals that are incomplete, conditional, illegible or obscure may be rejected.*
5. *The proponent shall submit either one (1) electronic copy or hard copy to the undersigned.*
6. *The proposal shall be valid for 120 days after the date of closing.*
7. *The Township of Dawn Euphemia is not obligated to accept the lowest cost or any proposal submitted.*
8. *The Township of Dawn-Euphemia reserves the right to reject any or all submissions and to determine in its own judgment the best qualified proponent to undertake these services.*
9. *The Township of Dawn-Euphemia will not be responsible for any cost incurred by proponents in the preparation or submission of a quotation.*
10. *The Township specifically reserves the right to request proponents to address specific requirements not adequately covered in their initial quotation and/or to provide additional information.*
11. *Proponents may be invited to discuss their quotation in further detail with the Administrator-Clerk.*
12. *Inquiries regarding the Request for Proposal may be directed to person identified in S 1.*
13. *Should there be appeals to the Pay Equity Tribunal the consultant must be available as required.*



**SCOPE OF QUOTATION #1** - The quotation is for the following:

Item #	Description	Quote
1	Develop a questionnaire, and/or interview a selection of staff to ensure a clear understanding of the duties and responsibilities of the positions.	
2	Establish a set of factors and weights to appropriately evaluate positions, recognizing the scope of responsibility of the positions to achieve internal equity. Preparation, presentation and posting of a compliant pay equity plan including the consultant's findings, conclusions and recommendations for consideration.	
3	Based on the findings from the reviews of internal and pay equity, ensure that the salary structure is consistent with the Township's current and future needs.	
4	Assess salary structure and make recommendations as to the appropriate salary bands, salary grid or steps within bands using an independent market competitiveness review for positions.	
5	Conduct external compensation review for each job classification for comparative purposes and recommendation.	
6	Update applicable job descriptions in a consistent format reflecting current duties and responsibilities of all applicable positions.	
7	Recommend a job evaluation tool for use by the municipality to maintain pay equity and internal equity in the future.	
	Subtotal	
	Hst	
	<b>TOTAL</b>	
Time required to complete steps 1-7:		

**SCOPE OF QUOTATION #2** - The quotation is for a Compensation Review only:

1	Conduct external compensation review for each job classification for comparative purposes and recommendation.	
	Hst	
	<b>TOTAL</b>	
Time required to complete External Compensation Review only:		

**SCOPE OF QUOTATION #3** - The quotation is for the following:

Alternatively, if the Township pursued an option whereby some or all of the Items 1-7 (as above) are completed in-house by Senior Staff and whereby the member of staff works under the direction and supervision with a Pay Equity Consultant from your firm, as needed – can you please provide an hourly rate for this service.

Hourly rate to work with Township Staff to perform some or all of items 1-7	\$
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*Please submit this form with your quote.*

