

## REQUEST FOR PROPOSALS

### For Review of the Partnership's Salary Structure

RFP No. RP110-2016-01

## QUESTIONS & ANSWERS

Please see the answers below regarding any questions raised in relation to this RFP.

**1. Question:**

*On page 18 it is indicated that there are 125 Permanent staff, can you indicate the number of positions this represents?*

**Answer:**

There are approximately 35 positions across the organization.

**2. Question:**

*On page 19 it is indicated that insured and uninsured benefits are excluded from the scope of this project that said, would the organization like to cover non-cash elements (such as vacation days, on-call pay, mileage, car policy, etc.) as part of the survey?*

**Answer:**

No.

**3. Question:**

*Is there a preferred number of participants for the custom survey?*

**Answer:**

Yes. We will likely approach the same organizations as we did in 2012 - less than 15 in total.

**4. Question:**

*The Partnership has 125 employees – how many distinct positions do you have?*

**Answer:**

Please refer to Question No. 1.

**5. Question:**

*You mention the custom survey and market benchmarking are for a set list so of positions (which will be further defined with the successful proponent).*

*How many positions are estimated to be in scope?*

**Answer:**

Up to 20 positions.

**6. Question:**

*Do you participate in any compensation surveys – if so which ones?*

**Answer:**

From time to time, we participate in compensation surveys but do not have a regular list that we participate in annually.

**7. Question:**

*Could you also send Word versions of your required Forms for easy input of Proponent information.*

*Schedule B – Form of Offer*

*Schedule C – Pricing Sheet*

*Schedule D – Reference Form*

*Schedule E – Project Deliverables and Milestones*

**Answer:**

Schedules B, C, D and E (Word) will be posted as an attachment with this Question/Answer document.