

REQUEST FOR PROPOSALS

INITIATIVE: NWMB Salary & Benefits Review

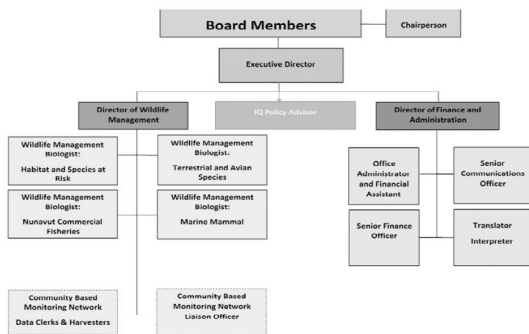
PROPOSALS RECEIVED UNTIL: 26-November-2021



The Nunavut Wildlife Management Board (NWMB) is seeking proposals from qualified consultants/firms to conduct a salary & benefits review for the purpose of evaluating the present salary and benefit structure.

The NWMB is an Institution of Public Government established under the Nunavut Agreement (NA). The NWMB is an independent administrative tribunal that makes decisions concerning wildlife management in Nunavut. The NWMB is comprised of nine (9) Board Members, including the Chairperson. The NWMB retains a full-time staff which carries out the day-to-day operations of the NWMB.

CURRENT ORGANIZATIONAL CHART



The NWMB currently has capacity for a staffing complement of eleven (11) full-time staff and several casual positions on an as-needed basis. These positions are organized into an Executive Section, Wildlife Section, an Inuit Qaujimagatuqangit Policy Section and a Financial and Administrative Section.

The salary & benefits review will ensure that staff are compensated and receive benefits, both financial and non-financial at competitive rates to enable the NWMB to attract and retain qualified personnel.

The NWMB is presently seeking proposals from qualified firms to conduct a salary & benefits review and to formulate recommendations for consideration including but not limited to:

- Comparison of similar positions within other Nunavut Institutions of Public Government such as the Nunavut Impact Review Board, the Nunavut Water Board and the Nunavut Planning Commission as well as institutions such as the Government of Nunavut-Department of Environment, the federal wildlife departments in Nunavut; Nunavut Inuit Organizations such as Nunavut Tunngavik Inc., the Qikiqtani Inuit Association, and other territorial and federal departments with a similar organizational structure and mandate;
- Ensuring that salaries and benefits, both financial are non-financial are comparable to similarly qualified positions in the Nunavut workforce;
- Annual vacation allotments per years of service;

- Vacation Travel Assistance;
- Northern Allowance;
- Mental and physical well-being initiatives;
- Alternative work arranges during peak times;
- Increasing the salary grid from 6 to 10 steps to encourage retention of qualified employees;
- Bonus percentages awarded to those employees that may have attained the highest grid on the current salary grid structure.

NOTE: If the review results in recommendations for salary and benefits adjustments, analyses must accompany the recommendation.

A complete information package of the existing staff organizational chart, position descriptions, Board Governance Manual, and the 2018-2023 NWMB Strategic Plan will be provided to firms interested in submitting a proposal for consideration, upon request.

	Evaluation Criteria	Value
1	Describe your company's experience with facilitating similar salary & benefits reviews, noting experience with similarly-sized organizations and/or Northern organizations.	20%
2	Outline how you intend to meet the objectives and scope of work as outlined in this RFP.	30%
3	Provide a draft contract with project budget and detailed cost breakdown, schedule and timeline for deliverables.	50%
4	Identify if your company is a Nunavut registered business and/or registered Inuit firm? If so, provide proof of registration.	Up to 14% bid adjustment

The proposal will need to be limited to 3 pages in length (12pt font). CV's of qualified personnel and proof of NNI registration can be included as appendices and not considered as part of the page count. Work must be completed by February 28, 2021.

Submit Proposal To:

Email: hr@nwmb.com
 Mail: Jason Akearok, Executive Director
 Nunavut Wildlife Management Board
 P.O. Box 1379, Iqaluit, NU. X0A 0H0

PROPOSALS WILL BE ACCEPTED UNTIL 5:00 PM ET, November 26, 2021.

LATE SUBMISSIONS WILL NOT BE CONSIDERED.

PARTIES ARE ADVISED THAT THE LOWEST PRICED PROPOSAL WILL NOT NECESSARILY BE AWARDED A CONTRACT. THE NWMB RESERVES THE RIGHT, IN ITS SOLE DISCRETION, TO WITHHOLD THE AWARDING OF CONTRACTS IF NO ACCEPTABLE PROPOSALS ARE RECEIVED, OR CANCEL THE RFP PROCESS IN WHOLE OR IN PART.