



Town of Portugal Cove-St. Philip's
RFP Human Resources Consultant Services
#PCSP-HR-2024-04

Addendum 1 - Vendor Questions and Answers

ADDENDUM 1 RFP #PCSP-HR-2024-04 Human Resources Consultant Services

The contents of this addendum shall form an integral part of the above-mentioned Request for Proposals document. This addendum shall take precedence over all forms of the aforementioned specification with which it may prove to be at variance or may otherwise be qualified in writing by authorized personnel.

Vendor Questions & Answers

Q1. 2023 Organizational Review: Will the successful proponent have access to this review?

Response: Yes, the successful proponent will have access to the 2023 Organizational Review report.

Q2. Job Descriptions: The RFP indicates that there are 46 employees. Can you please indicate the number of different roles/job descriptions?

Response: Of the 46 employees currently on staff, 36 are within the NAPE bargaining unit and the remaining 10 are non-union. The 36 unionized positions encompass 20 different position descriptions. The 10 non-union positions all have individual position descriptions. A total of 30 position descriptions.

Q3. External Consultation & Compensation Review: the RFP indicates that external consultation is not required. Can you please elaborate on what is expected for the compensation review as when I have done such reviews, comparison to other organizations has been a key part of the assessment.

Response: For the purposes of the compensation review, external consultation in the form of public engagement and/or meetings with the general public will not be expected. However, an environment scan and comparison against other organizations would be expected.

Q4. Timeline: the scope of work is significant and submission of a final report by September 27, 2024 will be challenging. By what date will the successful proponent be notified? Would a three-week extension request be acceptable (October 18, 2024).

Response: As a public body, the annual budget process for the Town is well under way during the month of October and therefore portions of the RFP scope will be required no later than the posted deadline. This will be detailed with the successful proponent. However, the remaining portion of the RFP would be considered for a three (3) week extension to the deadline.