



To: Mayor and Council
From: Nadine Bennett, Human Resources Advisor
Date: September 7, 2023
Committee of the Whole Date: September 11, 2023

☐ For Direction
☐ For Information
☒ For Adoption
☐ Attachment __ pages

Title: Award of RFP 23-CORP-01 – Pay Equity Program and Compensation Review

Recommendation: THAT Council of the Corporation of the Town of Smiths Falls award RFP 23-CORP-01 to Gallagher Benefit Services Group Inc. in the amount of \$29,965.00 excluding HST.

Purpose: To provide Council with the results of the Request for Proposal for the Pay Equity Program and Compensation Review and to award the work to the highest scoring proponent.

Background: The Town, as the employer, determines pay rates for all non-union positions within the organization through a job evaluation and pay equity system. The current system to evaluate positions has been in place since approximately 1990 and is due for review and upgrades. The goal is to update and implement the system to ensure that pay equity compliance obligations are met with development of a market competitive grid for the non- union employee group. A commitment was made to staff that the organization would undertake a pay equity and compensation review and the expectation is to have the review completed by the end of the year so that the resultant recommendations are reflected in the 2024 budget.

Analysis and Options:

A full review of job descriptions is being completed by the Management Team and Human Resources. The successful proponent will be expected to develop an extensive questionnaire that is specific to the services provided. Interviews will be completed to ensure that there is a clear understanding of duties and responsibilities of positions. The final deliverable will include a total compensation package and salary structure that is competitive in the market to facilitate our talent attraction and retention objectives, and to provide a pay equity tool to evaluate positions in the future. A request for proposal was released in June and closed on July 24. Six (6) proposals were received.

Each of the proposals were reviewed by an evaluation team consisting of the CAO, Director of Public Works & Utilities, Director of Corporate Services/Treasurer, and the Human Resources Advisor. The team considered the following components and rated the proponents individually.

- The firm's qualifications and experience on similar projects;
- The project teams experience;
- Project understanding and approach;

- Work plan, methodology and quality assurance plan; and,
- Project schedule.

Company	Score (maximum 70 points)	Price (excluding HST)
Ernst & Young LLP	41.50	\$40,000.00
CultureALLY Software Inc.	38.50	\$39,600.00
Pesce & Associates Human Resources Consultants	59.50	\$30,800.00
The Osborne Group	46.50	\$39,100.00
Associium Consultants	62.50	\$35,800.00
Gallagher Benefit Services (Canada) Group Inc.	63.00	\$29,965.00

Staff recommend that Council award the RFP to Gallagher Benefit Services Group Inc as they scored the highest.

Gallagher Benefit Services Group Inc. have extensive municipal experience including small and urban municipalities and have demonstrated their understanding of the current employment market. Their proposal provides that the consultant will explore any attraction and retention challenges to gain an understanding of the current tool, processes, salary structure and salary administration. They will also discuss and confirm the market comparator group.

Budget/Financial Implications: The fee proposal from Gallagher is \$29,965 exclusive of HST. An amount of \$40,000 has been included in the 2023 budget.

The financial proposal assumes all meetings will be virtual. Additional costs may be incurred for onsite meetings or presentations. Staff are confident the total cost for this assignment, including one or two onsite meetings, will be well within the approved budget.

Link to Strategic Plan: N/A

Existing Policy: Pay Equity System (1990)
Pay Equity Act

Consultations: Chief Administrative Officer, M Morris; Director of Corporate Services/Treasurer, M Baumann; Director of Public Works and Utilities, P McMunn and references provided in proposals.

Attachments: None

Respectfully Submitted by:

Approved for agenda by CAO:

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Original Copy Signed

Nadine Bennett, Human Resources Advisor

Malcolm Morris, CMO