



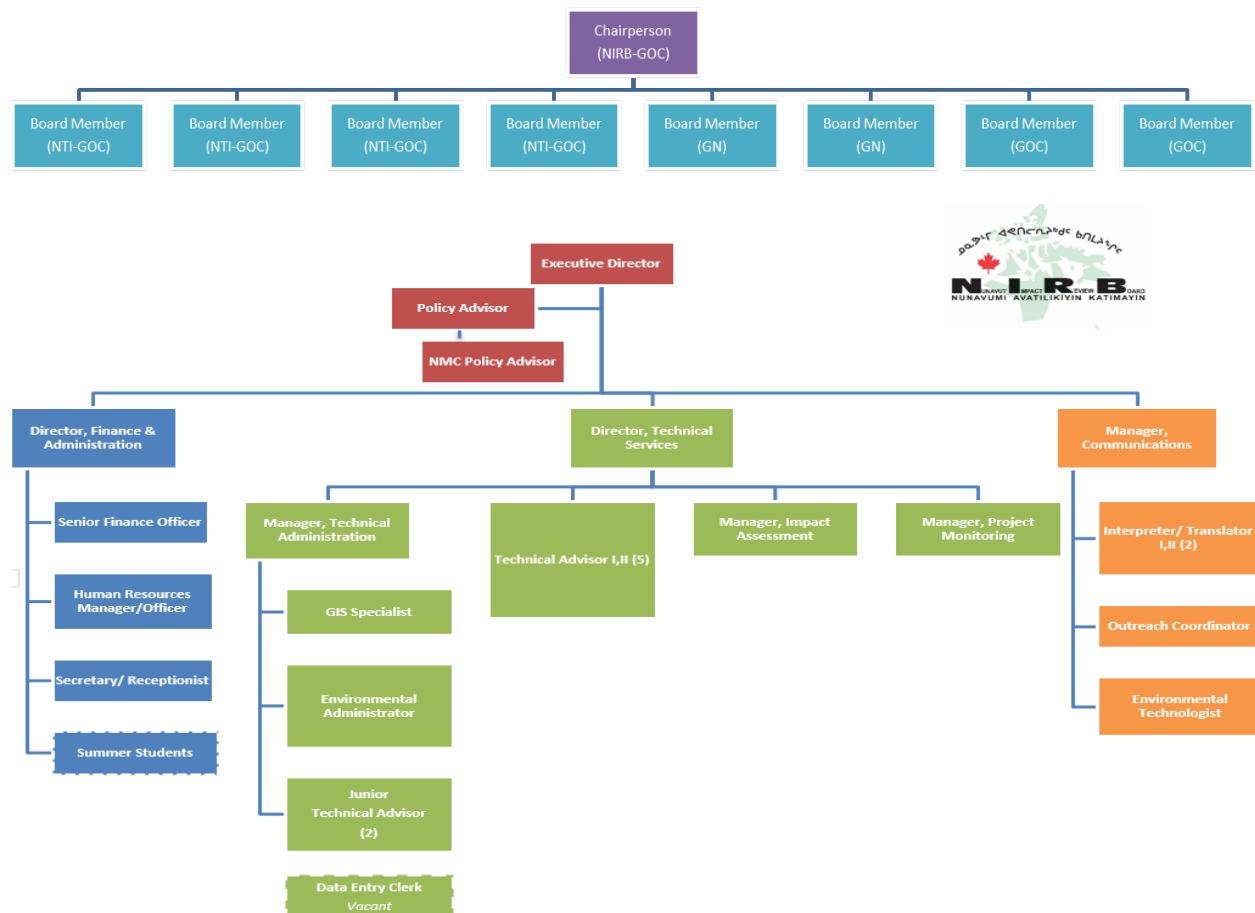
Request For Proposals

INITIATIVE: NIRB 2021-25 Salary Benchmarking Report

PROPOSALS RECEIVED UNTIL: January 28, 2021

EXPECTED COMPLETION DATE: March 15, 2021

The Nunavut Impact Review Board (NIRB) is an Institution of Public Government established under the Nunavut Land Claims Agreement to conduct environmental impact assessments of proposed projects within the Nunavut Settlement Area. The NIRB is comprised of up to nine (9) Board Members, including the Chairperson. The Board retains a full time staff which carries out the day to day operations of the NIRB and provides briefings and materials to Board Members to facilitate their decision-making processes. The staff of the NIRB report through the Executive Director to the Chairperson and Board Members.



The NIRB's updated organizational chart consists of 26 unique staff positions organized into an Executive Services Department, Finance and Administration Department, Technical Services Department and a Communications Department. Reflecting the required adaptability of the NIRB to accommodate the limited labour market in Nunavut, several positions may be staffed at different levels, with different associated qualifications based on the NIRB's needs: the Senior Finance Officer may be filled as a "Senior Finance Officer" or a "Finance and Administration Clerk"; the HR Officer position may be filled as a "HR Officer" or "HR Manager"; the Interpreter/Translator may be filled as "Interpreter/Translator I" or "Interpreter/Translator II"; and, the Technical Advisor may be filled as "Technical Advisor" I" or "Technical Advisor II".

Recognizing that the NIRB's staff complement has grown considerably in recent years to match an increasing workload, the NIRB recently completed an internal organizational review which provided recommendations for restructuring of existing staff reporting relationships, responsibilities and new positions to be added. The NIRB is now implementing the recommendations from this review and has developed an updated organizational chart with several new positions incorporated, for which new position descriptions have been created. Additionally, all existing position descriptions have been updated as necessary to capture revised responsibilities and/or reporting relationships throughout the organization.

The NIRB is presently seeking proposals from qualified firms to conduct a 5 year Salary Benchmarking Report for the 2021-26 period for all staff positions.

Position Match and Salary Determination Methodology

As an institution of public government responsible for the environmental impact assessment of proposed development projects, the Nunavut Impact Review Board (NIRB) is a unique organization in the North, and also in Canada. It is comprised of mostly professional positions that are also unique in the responsibilities and deliverables required to meet NIRB's mandate. While a number of federal organizations with a similar mandate and jurisdiction do exist (e.g. Canadian Environmental Assessment Agency, National Energy Board, Mackenzie Valley Environmental Impact Review Board, etc.), differences in their respective total staff complement, organization and location can make direct comparisons challenging.

It has been the practice of the NIRB to establish salary benchmarks using the National Occupation Codes of positions that most closely match its own positions. Also, it has been our practice to reference up-to-date, valid sources of salary surveys and benchmarks that cover the broad range of jobs for each position referenced through the NOC descriptions.

Given the broad range of data and the uniqueness of NIRB, there is some interpretation required to accurately and fairly establish salary ranges. Although not an exact science, the interpretation and application of salary levels for NIRB is valid when several elements are in place. The evaluation process must address having:

- An appreciation and understanding of the NIRB's mandate
- A complete understanding of the positions and related responsibilities in the NIRB

- A sound working knowledge of the planning, policies and working environment of the NIRB
- A full appreciation of the issues and challenges that come with recruiting and retaining professional staff in a remote northern location
- A working knowledge of how salary survey sources are established and interpreted
- Methodology used in concluding salary ranges.

All of these elements are expected to be in place in establishing the salary ranges to be contained in the requested report.

Scope of Work:

- Review 26 existing staff position descriptions
- Review NIRB's Operational and Administration Policies with emphasis on Section 3 – "Compensation and Benefits Policies"
- Review previous NIRB Salary Benchmarking reports
- Create a salary benchmarking report for NIRB staff positions for the 2021-25 period noting that annual salary increases:
 - Are reflective of the increasing value of the position in the job market
 - Take effect on April 1st of each fiscal year
 - Are in addition to any Cost of Living Allowances, Northern Allowances, Bonuses and Performance Awards

A complete information package of the existing staff organizational chart, position descriptions, past salary benchmarking report, and operational and administration policies will be provided to those firms interested in submitting a proposal for consideration. (Note: further background on the NIRB can be found at our website: www.nirb.ca)

| | Evaluation Criteria | Value |
|---|---|--------------------------|
| 1 | Describe your company's experience with facilitating similar organizational 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 | Is your company a Nunavut registered business and/or a registered Inuit firm? If so, provide proof of registration. | up to 21% bid adjustment |

Submit Proposals To:

Fax: (867) 983-2594

Email: kcostello@nirb.ca

Mail: Attn: Karen D. Costello, Executive Director
Nunavut Impact Review Board
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X0B 0C0

**PROPOSALS WILL BE ACCEPTED UNTIL:
5:00 PM MT, THURSDAY, JANUARY 28, 2021.**

LATE SUBMISSIONS WILL NOT BE CONSIDERED.

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