



LOWER TRENT CONSERVATION

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Registered Charitable Organization No. 107646598RR0001

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RFP Questions and Responses for RFP-CS-01

Lower Trent Conservation received questions from four potential bidders by the June 10, 2025 deadline. The questions and answers below are an amalgam of questions received.

- 1) On page 4 of the RFP under Submitting your Proposal, point (d) states that proposals Must be submitted as one (1) digital PDF document, but on page 6 the RFP states Each proposal must be submitted in two (2) separate segments. Would you like the proposal submitted as 1 or 2 PDF documents?

Apologies for that oversight, one document please.

- 2) Would you be able to provide guidance on budget?

The budget is estimated at \$50,000 for both the Organizational and Salary Review.

- 3) Would you please provide a project timeline with key dates and milestones?

Part of the initial set-up meeting is to determine key dates and milestones.
We anticipate the final project to be completed and a report provided by January 31, 2026

- 4) Is an internal equity process in place to classify jobs and place them into pay grades? If yes, is the organization wanting to modify the existing process or replace the existing process?

There is an older points system in place which we would like to replace the existing process.

- 5) The RFP states that you currently have 21 full-time employees with 5 to 7 seasonal employees. Can you confirm:

The number of unique positions that these incumbents fill:

21 unique positions for full-time employees and 4 unique seasonal positions.

Are all positions considered non-union?

Yes

- 6) To confirm, the work can be done remotely.

There is an expectation that the initial meeting would be in person, however, virtual meetings can be accommodated. The final presentation to the Board of Directors is expected to be done in person at the administration office at 714 Murray St. Trenton, ON

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7) Do you currently use a step-progression model or a pay for performance model? Could you confirm the number of levels within your existing salary grid?

Step progression model with six levels in the existing grid.

8) Will the Chief Administrative Officer position be included within this exercise?

Yes

9) How many management levels exist within your salary grid structure?

Two management levels exist – the CAO and one level for all other managers.

10) Do you currently have any compression issues or other challenges with your salary grid structure?

Yes

11) When was your last benchmarking exercise conducted?

2021

12) Have you purchased or participated in any compensation surveys recently?

Yes, participated in surveys

13) In conducting this review, are you looking for a custom survey approach or are you open to the use of compensation information from databases?

Custom compensation survey of comparable organizations (CAs and municipalities)

14) We understand that you currently have a job evaluation tool in place.

a) What type of job evaluation tool do you currently use?

Points system

b) When was your last job evaluation audit conducted?

2012

c) Is this tool pay equity compliant?

Yes

15) Have all of your positions been evaluated using this tool?

Yes

16) Do all of your positions have job descriptions? When were your job descriptions last updated?

All positions have JDs – they are reviewed annually

17) Would this be the initial pay equity exercise conduct? Will a pay equity posting be required?

A pay equity exercise was conducted in 2008, no posting will be required.

18) How would you qualify their turnover rate? Retirement rate?

Turnover 1.2 staff per year over the past six years.

Retirements 0.5 staff retirement per year over the past six years.

19) What compensation policies and HR policies do you currently have in place?

Personnel Policy outlines compensation and benefits and HR policies.

20) Within the context of the organizational review, are you looking specifically compensation philosophy in line with organizational structure and job description design or are you looking for additional considerations in line with engagement and talent management processes?

Additional considerations in line with engagement and talent management processes

21) May we inquire if the LTC is accepting bids from out-of-province qualified Human Resources consultants?

Yes out-of-province qualified Human Resources consultants are eligible to apply.