

Request for Proposals

Town of Montague Administrative Staff Review - April 2010

Terms of Reference

Purpose:

The human resources review and recommendations proposal is designed to assist the Montague Town Council in fulfilling its obligations relating to human resources, including:

- Performance
- Compensation
- Succession
- Job tasks and responsibilities
- Security and safety appropriateness for community assets within the scope of the administrative staff.

Scope of Work:

The successful consulting firm will review, document and recommend:

1. Human Resources policy and planning;
2. Job tasks and responsibilities including performance, resulting in current job descriptions for chief administrative officer, town clerk, and municipal treasurer;
3. Compensation principles and practices including appropriateness of current levels;
4. Recommend any significant gaps or excesses in the above;
5. Construct an annual review of municipal goals and objectives by which performance of all administrative staff will be measured;
6. Identify future positions necessary to the administrative operation of the town; and
7. Identify succession planning practices and provide an implementation strategy.

Timeframe

The successful human resources firm shall submit with the proposal bid, an appropriate timeframe for the research, review, documentation and recommendation report and at the conclusion of the contract provide eight (8) hard copies, and a digital copy in any of the following formats (wpd, doc, or pdf) capable of reproduction, to the Montague Town Council at the agreed conclusion date. All submissions should be **received at the Montague Town Hall, Queens Road by 12:00 noon, Friday May 28, 2010.**

Requirements

All proposals must be accompanied by the following documentation and will be scored as outlined:

1. Cv's for all personnel tasked with working on this project. (30%)
2. Demonstrated competence in performing the required work as outlined above including, but not limited to, proof of similar work performed for other organizations with at least 2 references. (30%)
3. All RFP pricing must be submitted on the form provided by the Town of Montague and such pricing will include all the duties and requirements as outlined. (40%)

DATE:

TO: The Town of Montague
 273 Queens Road
 P O Box 546
 Montague, PE
 COA 1R0

FROM: _____

Tel: _____

The undersigned Bidder has carefully examined the work described herein; has become familiar with the character and extent of the work; has carefully examined the Request for Proposals and fully understands the stipulations, requirements and provisions.

The undersigned Bidder hereby agrees to provide all necessary equipment, tools, labour, incidentals and other means of employment to do all the work, and furnish all the materials of the specified requirements which are necessary to complete the work, and agrees to accept therefore as payment in full the unit or lump sum prices for the various items described and to do all extra work which may be required in connection with the completion of the work under contract.

The undersigned Bidder understands that the Town may delete some of the work listed or add some additional work depending on the total estimated cost.

Section A: Administrative Staff Review

Price _____

GST _____

PST _____

Total Price _____

DATED THIS _____ DAY OF _____, 2010.

Name of Firm

Name of Signing Officer (print)

Signature of Signing Officer