



**US & CANADIAN NON-UNION
JOB EVALUATION & COMPENSATION REVIEW
REQUEST FOR PROPOSAL
Date Issued: April 6, 2017**

**Inquiries and Responses
May 5, 2017**

1. Please confirm that pricing is required as a separate document.

As stated in Section V, C – Cost Bid of the Request for Proposals, the Authority requests the pricing and all specifics related to be its own section, therefore it is preferable it is submitted as a separate document as an addendum.

2. How long has the current job evaluation system been in place?

As outlined in II. Description of the Authority Section C. Current Non-Union Compensation Structure, the last external job evaluation was conducted in 2001 only utilizing Canadian salary data. The Authority positions have never been evaluated as American and Canadian positions separately. The current non-union job descriptions are being updated to reflect position functionality, however, standardizing and updating non-union job descriptions is part of the RFP scope of work.

3. Is the desire to develop a brand new job evaluation system or assess and refine the current job evaluation system?

It is the desire of the Authority for the successful proponent to assess the current job evaluation system and develop a brand new job evaluation system.

4. Is there a desire to develop refined job descriptions, as well as offering recommendations to update job descriptions?

It is the desire of the Authority for the successful proponent to create a standardized job description template, develop refined job descriptions and offer recommendations for all aspects of the job description; education, years of knowledge and experience, job functions, core competencies, physical and cognitive aptitudes and other requirements as stated by the Authority to update the current job descriptions.

5. Is there a desire to involve employees in the job evaluation process, and incorporate their inputs of their job contents?

It is the desire of the Authority for the successful proponent to review the job descriptions with the Human Resources Manager and involving Management as required to gain further insight of the Authorities current position requirements. If clarity is required regarding the position functionality or to investigate overlap in positions or hybrid positions, employees may be involved.

6. When was the job description template last reviewed/revised?

The job description template (also referred to as position profile) was last reviewed and revised in 2009. Some job descriptions have been updated due to recent recruitment and promotion initiatives. All non-union job descriptions are currently being updated with review of the employee and manager in preparation of this project.

7. Do you currently participate in any published surveys that you would like to include as part of the market assessment?

Previous market assessment surveys were conducted by external compensation service providers retained by the Authority, however, as stated in the RFP, the studies were conducted with Canadian salary data only. The Authority is seeking the professional advisement and recommendations of sources to utilize in the future that are most suitable, sustainable and current reflecting the unique nature of the Authority as an internal compact entity.

End of inquiries & responses.

Carrie Stone
Human Resources Manager, CHRL
Buffalo & Fort Erie Public Bridge Authority