



## **Advance Contract Award Notice (ACAN) for Job evaluations, rationale, training and pay equity**

The National Energy Board (NEB) has identified a requirement to reevaluate sixteen (16) job descriptions and evaluate one new job description; provide rationale for the evaluations completed to date and provide training on the Hay Job Evaluation methodology to NEB staff.

The purpose of this ACAN is to provide public notice indicating to the supplier community that NEB intends to award a contract for these services to The Hay Group, (herein after, THG). Before awarding the contract however, the government would like to allow other potential suppliers to signal their interest in bidding and demonstrate they are capable of satisfying the requirements by submitting a Statement of Capabilities within the 15 calendar day posting period.

If no other potential supplier submits a Statement of Capabilities that meets the requirements set out in the ACAN, on or before the closing date stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

### **Definition of the requirement**

Follow-up work from a previous contract is required. The National Energy Board (NEB) requires a re-evaluation of 16 job descriptions and evaluation of one new job description, provision of rationale for the evaluations completed to date and to provide training to NEB staff.

The NEB must undertake an analysis to show that it complies with pay equity legislation. The NEB needs external expertise to assist with the analysis. The analysis is based on the job evaluations that were undertaken by Hay.

The Contractor will be required to:



- i. Take the data created internally for each job family and make the appropriate comparisons to similar jobs in related sectors, both regionally and nationally, for compensation competitive analysis
- ii. Provide advice on compensation design.

### **3. Criteria for assessment of the Statement of Capabilities (Minimum Essential Requirements)**

Any interested supplier must demonstrate by way of a statement of capabilities, ability to undertake the following tasks:

#### **Job Evaluations, Rationale and Training**

- i. Provide re-evaluation of amended job descriptions, amended since evaluated by Hay.
- ii. Provide evaluation of one new job description.
- iii. Provide rationale for each job description evaluated by Hay. 1 or 2 lines on each factor (Know- How, Problem Solving and Accountability).
- iv. Provide one training workshop for NEB staff on how to evaluate a job in the Hay Methodology.
- v. Meet with NEB to discuss results and answer any questions.

#### **Pay Equity:**

Review the work undertaken by the NEB on Pay Equity. Provide advice and assistance to the NEB, generally by conference call, on analysis and strategy for engagement with Treasury Board Secretariat and the Union about:

- i. Occupational Group Definition.
- ii. Gender Predominance.
- iii. Work of equal value.
- iv. Job comparison methodology.



Provide a report with an opinion on the Pay Equity analysis undertaken by the NEB.

**Compensation:**

- i. Act as a resource and provide advice on the NEB's Job Families and competitive analysis
- ii. Attend and/or conduct preparatory meetings
- iii. Determine and coordinate the gathering and preparation of information required including general economic data and compensation market analysis
- iv. Participate in briefing NEB management as may be required
- v. Gather and review information related to NEB's existing compensation arrangements
- vi. Match NEB's roles in all job families with benchmark positions in a current Compensation Survey.
- vii. Match NEB roles in all job families to benchmark roles in the Energy industry and related sectors in the Calgary, regional and national markets;
- viii. Estimate current market compensation levels based on salary forecast research
- ix. Review the competitiveness of NEB's total cash compensation (i.e. sum of base salary and short-term incentives) using aged market compensation data
- x. Prepare a detailed report summarizing methodology and findings.
- xi. Provide Canadian cities Cost Of Living Allowance comparisons
- xii. Use the information provided for the NEB's roles/job families as matched to benchmark roles in the Energy Industry and related sectors, in the Calgary, regional and national markets
- xiii. Provide advice on compensation design

**4. Applicability of the trade agreement(s) to the procurement**

This procurement is subject to the following trade agreement(s)

- i. NAFTA
- ii. WTO-AGP



## 5. Justification for the Pre-Identified Supplier

The NEB currently uses the THG classification system.

## 8. Government Contracts Regulations Exception(s)

The following exception(s) to the *Government Contracts Regulations* is invoked for this procurement under subsection 6(d) - "only one person is capable of performing the work".

## 9. Period of the proposed contract or delivery date

The proposed contract is from date of award to December 31<sup>st</sup>, 2016.

## 10. Cost estimate of the proposed contract

The estimated value of the contract is \$ 155,850.00 (GST/HST extra).

## 11. Name and address of the pre-identified supplier

The Hay Group Limited,  
Suite# 800, 350 7<sup>th</sup> Avenue, SW  
Calgary, AB T2P 3N9

## 12. Suppliers' right to submit a statement of capabilities

Suppliers who consider themselves fully capable of providing the services described in the ACAN may submit a Statement of Capabilities in writing to the contact person identified in this notice on or before the closing date of this notice.



The Statement of Capabilities must clearly demonstrate how the supplier meets the advertised requirements.

### **13. Closing date for a submission of a statement of capabilities**

The closing date and time for accepting statements of capabilities is February 5<sup>th</sup>, 2016 at 14:00Hrs MST.

### **14. Inquiries and submission of statements of capabilities**

Inquiries and statements of capabilities are to be directed to:

Owuor Okiro  
Procurement Technical Analyst,  
National Energy Board  
517 Tenth Avenue, SW  
Calgary, AB T2R 0A8  
Tel: 403-604-6254  
Fax: 403-292-5503  
Email: [Owuor.okiro@neb-one.gc.ca](mailto:Owuor.okiro@neb-one.gc.ca)