



September 28, 2023

ADDENDUM No. 02

RFP No: SEN-031 23-24

Title: Compensation program review services

The following shall be read in conjunction with and shall form an integral part of the Bid and resulting Contract documents. All other terms and conditions remain the same.

General

The closing date of this RFP is extended to Wednesday, October 11, 2023 @ 11:00am EDT.

Questions and Answers

Q1: Has the Compensation Structure implemented 18 years ago been revised or modified? If so, in what terms?

A1: **No, it has not.**

Q2: Regarding the modified Hay job evaluation system for the included classifications currently in use, is the Senate:

- a. Seeking recommendations on modifications of the current system?
- b. Needing guidance on better, more efficient use the existing system (clarity is needed, as referenced in your RFP)?
- c. Seeking recommendations on other job evaluation systems?

A1: **a. No, we are not looking to replace our current our job evaluation plan.
a. No, we are not looking at changing our current job evaluation plan.
b. No, we are not looking at changing our current job evaluation plan.**

Q3: If the current Hay system remains in use, in some form, will we have access to the Hay Scoring Charts that were used?

A3: **Access may be provided only upon receipt of expressed consent of the provider.**

Q4: Are there current Job Descriptions for 50+ jobs to be benchmarked?

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A4: Yes, all positions at the Senate have job descriptions.

Q5: How many job families do you have, and can you identify them?

A5: The Senate job families are grouped as follows:

- IT information technology)
- Finance
- Legislative
- Legal
- Operations
- Administrative

Q6: Does this mandate include Executives?

A6: Yes

Q7: Do you have a job evaluation committee, if so, will we have ready access to them?

A7: The Senate have a Classification Advisor that will be available for questions.

Q8: We understand that you are Federally regulated for Pay Equity compliance. Please confirm.

A8: Yes

Q9: Do you have a Pay Equity Committee?

A9: The committee has not been formed yet.

Q10: Will there be assistance/dedicated resource(s) available for logistics, data gathering and questions throughout the mandate?

A10: Yes, support will be provided.



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Q11: Are you willing to share the budget for this mandate?

A11: **No, the Senate does not share budgets information associated with tenders.**

Q12: What levels does the senior management group occupy in the 10+ compensation level salary structure?

A12: The Senate Executive group is equivalent to EX group in the Public Service.

Q13: Does the Senate have a current compensation strategy in place?

A13: **No, the Senate does not have a current strategy.**

Q14: Please confirm that "total compensation" is inclusive of base salary and incentives only.

A14: **Yes, that is correct.**

Q15: Has the Senate completed a market compensation review previously? If so, when was the last study completed?

A15: **Yes, the last study was completed in 2013.**

Q16: It appears that the Senate is looking to perform a market compensation review by conducting a custom survey. Would the Senate be open to also have market data provided (in addition to the custom survey) from published survey sources that is available to the selected vendor (provided there are comparable matches and available data)?

A16: **Yes**

Q17: Does the Senate have a defined comparator market (i.e., named organizations) that needs to be included as part of the custom survey?



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A17: **Comparators must include the Federal Public Service, Crown Corporations, the House of Commons and the NCR market.**

Q18: Approximately how many organizations is the Senate looking to include in the custom survey?

A18: - **A minimum of 8 comparators.**

Q19: Please confirm that you are looking to include 50 jobs in the custom survey? If so, could you please provide the split between the Executive and Management groups? Would the Senate be open to including a subset of the jobs in the custom survey and the remainder have data provided from a published survey source?

A19: **Yes, and the 50 jobs must be compared to the Federal Public Service. Most of these jobs are part of the Finance and Information Services Directorates. There would be approximately 2 executives and 5 management level positions to be compared. The Senate would be open to using both survey and published sources.**

Q20 What stakeholder groups will be engaged for the review of the compensation strategy?

A20: **Executive level and senior management**

Q21: As part of the presentation of recommendations on how to enhance/change the current compensation structure, is the Senate looking on potential options on revised salary structures as a result of the custom survey, including a financial impact analysis?

A21: **Yes**



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