

## Request for Proposals: Compensation Analysis

Alberta One-Call Corporation, now operating as [Utility Safety Partners](#) (USP), providing damage prevention and locate request processing services for Alberta, Saskatchewan and Manitoba, is seeking proposals from qualified and experienced consulting firms to conduct a comprehensive compensation analysis of its Administration Team.

USP is committed to providing fair and competitive compensation to all employees. As the Corporation continues to grow and its services evolve, it is important to regularly assess compensation practices to ensure they remain competitive and in line with industry standards. Therefore, we are seeking a consultant who can conduct a thorough compensation analysis to provide us with recommendations on compensation alignment.

The selected consultant will be responsible for conducting a comprehensive compensation analysis of the following USP Administrative positions and providing recommendations on compensation that align with industry standards and ensure fairness and competitiveness.

- Operations Director
- Controller
- Accounting Assistant
- Public Awareness Coordinator
- Technical Administrator
- Membership Coordinator
- Member Services Assistant
- Contact Centre Manager
- Team Leader
- Quality Control Supervisor
- Quality Control Agents
- Executive Assistant

The scope of work should include, but not be limited to, the following:

- Evaluate USP's current compensation practices and policies
- Compare USP's compensation practices with other service providers in the same job family
- Conduct a job analysis to identify similar jobs in the market
- Analyze USP's pay structure and pay ranges to determine if they are in line with industry / job family standards
- Review USP's performance management system to ensure it aligns with compensation practices
- Provide recommendations on how to improve USP's compensation practices to ensure they remain competitive and fair

## Deliverables

The selected consultant will provide the following deliverables:

- A detailed report on the findings of the compensation analysis, including a comparison of USP's compensation practices with industry standards
- Recommendations on how to improve USP's compensation practices to ensure they remain competitive and fair
- A presentation to USP's senior management team to discuss the findings and recommendations of the compensation analysis

## Proposal Submission

Interested consultants should submit a detailed proposal that includes the following:

- A detailed approach to conducting the compensation analysis
- A description of the experience and qualifications of the consulting team that will conduct the analysis
- A proposed timeline for completing the analysis
- A budget that includes all costs associated with conducting the analysis

## Evaluation Criteria

The proposals will be evaluated based on the following criteria:

- Experience and qualifications of the consulting team
- The proposed approach to conducting the compensation analysis
- The proposed timeline for completing the analysis
- The proposed budget for conducting the analysis

## Timeline

The timeline for the RFP process is as follows:

- RFP Release Date: March 15, 2023
- Proposal Submission Deadline: March 31, 2023
- Selection of Consultant: April 14, 2023

## Contact Information

All inquiries and proposals shall be submitted via email to USP President, [Mike Sullivan](#), and include "Compensation Analysis" in the subject line.