



# Upper Nicola

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## **REQUEST FOR PROPOSALS**

**FOR**

Pay Grid Review and Update for the Upper Nicola Band  
(UNB)

**AT**

UNB

**TO SUBMIT PROPOSALS:**

Upper Nicola Band  
Attention: Collette Sunday, Band Administrator  
admin@uppernicola.com  
Phone: 250-350-3342 Ext.235

**CLOSING DATE FOR PROPOSALS**

September 16, 2022



# Upper Nicola

## **BACKGROUND**

Upper Nicola Band (UNB) is seeking proposals from interested and qualified company/individuals for the review and update our existing pay grid. UNB wishes to align its compensation plan with its strategic goals and objectives. This project will result in updated salary grid that drives compensation decision-making, reaffirms the UNB's commitment to how it values its employees, and provides a frame of reference for total rewards practices and salary increases for employees. Ideally, we would like to have this project completed before March 2023, and this will be dependent upon approved funding.

### **Background**

UNB is a First Nation of the Okanagan Nation, with a membership of approximately 980 members. Upper Nicola is located 45 km east of Merritt and 90 km south of Kamloops, British Columbia, Canada. Upper Nicola has eight reserves located near Nicola Lake and Douglas Lake. Upper Nicola's two main residential communities are located on Nicola Lake (IR #1), and at the west end of Douglas Lake (IR #3). These communities are known locally as Spaxomn (Douglas Lake) and Quilchena (Nicola Lake). The reserves comprise approximately 30,848 acres that span a range of 50 kilometers along Highway 5A and the Douglas Lake Road.

UNB initially passed its Finance Administration Law in 2014 and updated it in 2018 (FAL 2018). The goal of the FAL 2018 is to practice transparency and accountability to UNB members. FAL 2018 describes roles and responsibilities of Leadership (Chief and Council) and Band Administration to ensure that community funds are managed in a transparent manner and that there is accountability to the members.

In December 2016, UNB opted in to seek Financial Management System Certification (Certification) from the First Nations Financial Management Board (FMB). In March 2020, UNB received this Certification, at which time it was recognized that UNB Leadership, Administration and community membership were implementing their own financial administration law.

In 2016, UNB passed Property Tax Laws, under the standards of the First Nations Tax Commission. The UNB Property Tax Laws allow UNB to implement its jurisdiction over property taxes. Instead of the Province of BC collecting taxes on UNB lands, UNB (a First Nation government) began to collect taxes in 2017.



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To follow best practices, we are looking for proposals for an organizational UNB Pay grid review and update. We wish to;

- Learn about the total compensation that employees are seeking
- Learn what other comparable employers are providing
- Learn what's happening in the marketplace
- Review/refine organizational compensation strategy
- Optimize UNB's ability to effectively retain its employee base through competitive and fair compensation strategies
- Benchmark jobs
- Foster internal pay equity
- Improve our organization's GOH (Gross Organizational Happiness)



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## SCOPE OF WORK

1. Review Pay Equity: The chosen consultant will review UNB's salary scale and position rankings to ensure that UNB is in compliance with Pay Equity legislation.
2. Job Evaluation and Ranking: UNB went through a salary review process in 2019. Since that time, several positions have been added, removed, and/or modified. UNB's Senior Staff have an existing job evaluation system that has been used to evaluate positions as they evolve or are vacated and refilled. The consultant will provide review and comment on these new or modified positions, including comments on the scoring that has been applied. The consultant will ensure that the established job evaluation tool continues to meet legislative requirements and the needs of the organization. UNB Human Resources will be responsible for updating all job descriptions, as necessary, prior to the start of the consultant's work. The consultant will provide comment to UNB Human Resources on any necessary amendments to the ranking system as necessary.
3. Collect and Analyze Market Data: The chosen consultant will collect and analyze comparable salary data from other indigenous organizations, municipalities and similar organizations. This information will be used to verify or justify modification of UNB's existing salary rates.
4. Update Existing Salary Grid: Based on the data collected, the consultant will, through discussions with the Band Administrator and UNB Human Resources, provide recommendations on updates to UNB's existing salary grid.
5. Lastly, prepare a report and present it to the Band Administrator/UNB FAC/UNB Chief and Council

## PROPOSAL MANAGEMENT

Proposal Management is provided by the following:

Band Administrator: Collette Sunday

Mailing Address: General Delivery, Douglas Lake, BC V0E 1S0

Tel: (250) 350-3342 Email: [admin@uppernicola.com](mailto:admin@uppernicola.com)

## PROPOSAL PROCESS AND SCHEDULE

Issuance of RFP	August 16 2022
Deadline to Submit Written Questions about the RFP	September 2, 2022
Proposal Due Date	September 16, 2022
Evaluation of Proposals, Finalists Selected	Week of September 19, 2022
Finalist Interviews (if necessary)	Week of September 19, 2022
Anticipated Contract Award	Between October 2022 – January 2023(tbc – pending availability of funds)
Commencement of Contract	Between October 2022 – January 2023 (tbc – pending availability of funds)

## PROPOSAL EVALUATION CRITERIA

Upper Nicola Band will evaluate the proposals and select a contractor based on a combination of the following factors:

- Qualifications and relevant experience of the firm's proposed project management team;
- Qualifications and relevant experience of the firm's proposed staff;
- The firm's track record of successful completion of assignments similar to request;
- Quality of references from similar work completed recently;
- Reasonableness of cost of labor rates and of products and associated services requested.

## REQUIREMENTS AND FORMAT OF PROPOSAL

Contractors responding to the Request for Proposal should submit the proposals organized and presented as outlined below:

**Part 1 – Letter of Transmittal:** This must consist of a letter of transmittal signed by an individual authorized to bind the Contractor contractually. It shall:

- Concisely identify the services offered in the proposal (you can use an initialed copy of Schedules A, B and C as attached to this RFP);
- State that the proposal will remain in effect for a period of 5 months after the deadline for submission of proposals;
- Include the name, title, address, telephone number and email address of one or more contact individuals;
- Include the name, title, address, telephone number and email address of one or more individuals who are authorized to sign a contract;

**Part 2 – Understanding of the Scope of Work:** The Contractor shall provide a concise presentation of its understanding of the required works and in implementing the scope of work described in this RFP. Contractor should notify the Proposal manager of potential difficulties that might arise in implementing the work, and of major managerial or operational decisions that will have to be made during the term of the contract.

**Part 3 – Proposed Work Plan and Schedule:** The Contractor will describe the approach and proposed schedule for 2022/23 year to be undertaken in order to successfully complete the requested work. Issues raised in Part 2 above shall be addressed, particularly how they will be managed and organized.

**Part 4 – Proposed Contract Price:** Contractor to provide detailed cost estimates for each of Schedules A, B & C. Costs to include materials basic supplies and cleaning agents.

**Part 5 – Proposed Project Team:** Contractor to provide details on the proposed staff, including their titles and credentials, who will be assigned to provide the contracted services.

**Part 6 – Proposed Charge Out Rates outside of Contract:** Contractor to provide a list of labor rates for various levels of staff for any additional work which may arise for cleaning services outside of the Cleaning Program. Labor rates should include both regular and overtime hours.

**Part 7 – Relevant Experience and Client References:** The Contractor to provide details on relevant experience, detailing the timeframe over which the services were provided to specific clients. Contractor to provide a minimum of three (3) references and include the name of company, contact person, address, telephone number and role of the contact person in relation to the services provided.

## LIMITATIONS

Upper Nicola Band reserves the unqualified right to waive defects in any proposal, to choose, or accept or reject any or all proposals submitted in response to this RFP for any reason whatsoever without explanation or justification, to select any firm as the party with whom it would be willing to enter into an agreement regardless of whether such party shall have submitted a proposal pursuant to this RFP at any time including the deletion, addition, modification or other changes hereto, and to make any decision in any manner as Upper Nicola Band may choose in its sole discretion in the determination of its own interests and irrespective of the position of any interested party that Upper Nicola Band determination is unreasonable, unfair, arbitrary, discriminatory or capricious.

Upper Nicola Band may consult references familiar with Contractor, regarding prior projects, management, financial resources, reputation and otherwise. Submission of a proposal in response to this RFP shall constitute permission for Upper Nicola Band to make such inquiries and authorization to third parties to respond thereto.

Upper Nicola Band make no representations, warranties or guarantees that the information contained herein is accurate, complete or timely. The furnishing of such information by Upper Nicola Band shall not create, nor be deemed to create any obligation or liability upon it for any reason whatsoever, and each organization by expressing its interest and submitting its proposal expressly agrees that it has not relied upon foregoing information and that it shall not hold Upper Nicola Band liable or responsible therefore in any manner whatsoever.

## CONFIDENTIALITY

Upper Nicola Band shall seek to hold all proposals and subsequent submissions in confidence to the extent consistent with applicable law, until a final decision has been made or the selection process is terminated. Copies of proposals may be retained for future reference for a minimum of one (1) year.

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