



12 JAN 2022

TO: ALL PROPONENTS OF RECORD

FROM: CHRIS PARKER, CLGM, CAO

RE: **TOWN OF PEACE RIVER  
REQUEST FOR PROPOSAL – ORGANIZATIONAL AND COMPENSATION REVIEW  
RFP TPR2022001  
TENDER ADDENDUM NO. 1**

The following information supplements and/or supersedes the tender documents issued on 7 Jan 2022 and any addenda issued to date. This Addendum forms part of the contract documents and is to be read, interpreted, and coordinated with all other parts. The cost of all contained herein is to be included in the contract sum. The following revisions supersede the information contained in the original drawings and specifications issued for the above named project to the extent referenced and shall become part thereof.

**1 INFORMATIONS TO BIDDERS**

- .1 Attached are the following for information;
  - .1 Town Organization Chart

**2 RESPONSE TO QUESTIONS**

- .1 Question: What is the scope of the organizational / compensation review? (I note there is a collective agreement in place with CUPE until the end of 2022)
  - .1 Response: The scope is provided within the narrative of the RFP. If there are areas that need to be specifically clarified for the RFP please submit these questions. The current contract with CUPE expires 31 Dec 2022.
- .2 Question: Are there any other unions representing workers within the organization?
  - .1 Response: No, just CUPE Local 898.
- .3 Question: How many out of scope, or exempt from Union positions would be included in the review?
  - .1 Response: We currently have 99 FTE positions which 24 are in scope (union) not including and temporary or casual staff.
- .4 Question: Are there any specific service areas that you would like to address through the review process?
  - .1 Response: No, although if the consultant in the course of their investigations finds opportunities to improve in the future we would expect those to be provided in the recommendations to the Town.
- .5 Question: Is the aim of the review to gain efficiencies, address service gaps, or a

combination of the two?

- .1 Response: The aim of the review is to ensure that we are staffed adequately for the services we provide, and that organizationally these resources are allocated efficiently.
  
- .6 Question: I have a question regarding the scope of work in the RFP. Can you please explain further what you are looking for when you say you require the proponent to ***review and evaluate the present utilization and adequacy of human resources within the Municipality?***
  - .1 Response: The intent is to ensure that the Town is sufficiently staffed to provide for the existing levels of service and that those positions are allocated within the right departments.
  
- .7 Question: Could I receive the current organization chart?
  - .1 Response: Yes. See the Organizational Chart attached.
  
- .8 Question: How many different positions does it involve?
  - .1 Response: See the attached Organization Chart.
  
- .9 Question: Is it acceptable to do interviews remotely?
  - .1 Response: Yes. The Town utilizes both Teams and Zoom platforms.

### **3 REFER TO THE RFP**

- .1 The tender close date remains the same. No extensions are granted. All other tender close details remain the same.
- .2 All tender questions are to be submitted in writing to the Town contact. All responses will be provided in the form of an addendum and posted on both APC and the Town website.

**END OF ADDENDUM No. 1**