



Northwest Training and Adjustment Board  
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Northwest Training and Adjustment (NTAB)  
Request for Proposals for Human Resource Policy Update

The Board of Directors at NTAB and staff invites proposals for consultant services to complete a review and update to the human resource policies, admin policies and the compensation and benefit package.

Please review and respond to the

Evaluation of the submitted proposals will be based on the following:

1. Approach/methodology proposed 40%
2. Related experience/qualifications/references 20%
3. Understanding of objectives 10%
4. Timing and fixed cost 30%

Interested parties should forward a detailed proposal to [ntab@ntab.on.ca](mailto:ntab@ntab.on.ca) marked as "Northwest Training and Adjustment (NTAB), Request for Proposals for Human Resource Policy Update" no later than 11:00am on Monday, August 10, 2020.

Inquiries should be directed to:

Allyson Pele, Co-chair

[Allyson.pele@hotmail.ca](mailto:Allyson.pele@hotmail.ca)

Or

Don Eldridge, Co-Chair

[donel@7generations.org](mailto:donel@7generations.org)

## 1.0 Introduction

The Northwest Training and Adjustment Board is a community directed, non-profit corporation leading the Kenora and Rainy River Districts in their approach to workforce development and labour market planning.

The Northwest Training and Adjustment Board functions as a neutral broker of research, disseminator of information and facilitator of collaborative partnership development. Operating as part of the Local Boards Network of Ontario, it is one of 25 local planning board areas funded by the Ministry of Labour, Training and Skills Development to conduct and distribute local labour market research and engage community stakeholders in a planning process that supports local solutions to local issues. NTAB's mandate is to provide guidance regarding important workforce and employment challenges facing the Kenora and Rainy River Districts. More information can be found at the following link: <https://www.ntab.on.ca/>

## 2.0 Background

Recently the Executive Director (ED) resigned from their position at NTAB and the Board of Directors would like to undertake a review of the human resource policy and benefits package. Due to the COVID-19 pandemic, the board saw the benefit in permitting staff to work effectively from home and would like to add a work from home policy to the policy manual. Additionally, the human resource policies have not always been clear to staff and the board and it is time to have the policy updated and brought forward so NTAB can attract a strong Executive Director in the 2020 workplace. It should be noted, that the Executive Assistant (EA) will be maintaining their position in the organization and the board does not wish to disturb their entitlements, however; the EA wishes to work from home and the board wants to ensure this will happen with the new ED in place. The Human Resource policy must follow the Agreement with the Ministry of Labour, Training and Skills Development.

## 3.0 Scope of Work and Deliverables

The scope of work will include, but not be limited to:

Project activities include the following:

- Review and update existing Human Resource Policy
  - With special attention to the following:
    - Work from home policy
    - Employment contract
    - Compensation and benefits package
    - Use of personal vehicle
    - Employee must be physically located in the NTAB service area and must reside at an address in the region
- Review and update to employment contract and compensation and benefits package

## 4.0 Project Requirements

4.1 All information, electronic data, reports, mapping, literature or software/hardware developed or acquired by the Consultant in the course of this project and having application to this project shall become the property of NTAB. This property shall be delivered to the NTAB with the final billing.

A contingency allowance should not be used in making cost estimates for the completion of the work. All proposals should clearly indicate that the work to be provided will be for a specific amount. NTAB will not consider cost overruns.

Final invoice for the work can be submitted with the Final report and will be paid upon NTAB's approval of the work.

#### 4.2 The Consultant can identify meetings required in their proposal.

The following meetings are suggested:

1. An introductory meeting to confirm the scope of work, timelines and project completion, including the work plan;
2. Meeting to review the final draft of the policy.

#### 4.3 Reproduction

The consultant shall provide electronic copies of all reports.

#### 4.4 Distribution of Documents

All documents and revisions to documents shall be forwarded by the consultant in sufficient time so that they will be received by NTAB in advance of the meeting at which the document will be discussed.

#### 4.5 Time Frame

The project is to commence immediately on the signing of a contract with the Consultant. The project must be completed by September 8, 2020.

The consultant shall outline in the proposal the time frames for the completion of the aforementioned stages of the project.

### 5.0 Reporting Requirements

The selected consultant will report to the NTAB Selection Committee in undertaking the completion of the work.

The NTAB Selection Committee will:

1. Conduct the call for proposals;
  2. Select the proponent;
  3. Approve a detailed work plan;
  4. Provide the proponent with background information as required;
- And
5. Accept and recommend the final policy.

### 6.0 Consultant Proposal

The consultant shall prepare a proposal which clearly indicates how the consultant will carry out the work set out in the Scope or Work and Deliverables section. The Consultant's Proposal must contain at least, but not limited to:

- A workplan showing the proposed approach/methodology;
- Related experience/qualifications/references;
- Understanding of objectives;
- Timing (September 8, 2020 project completion deadline) and fixed cost.

### 7.0 Reference Material

All reference material will be provided by the NTAB Selection Committee

## 8.0 Contract

The consultant shall enter into a contract with NTAB. The contract shall indicate that the work undertaken shall be completed to the satisfaction of NTAB, according to the Request for Proposal for the amount as set out in the consultant's proposal. The contract shall also indicate that no additional money shall be paid to the consultant for any additional work for which authorization has not been given in writing.

### 9.1 Changing the Contract

The contract may be revised during the project provided a complete analysis of the effect of any proposed change is submitted and agreed upon in writing by both parties. This analysis would include an assessment of the impact on target dates and costs.

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