



## **Request for Proposal (RFP)**

### **Compensation Review City of Morden**

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#### **1. Introduction**

The City of Morden invites qualified consulting firms to submit proposals for conducting a **Compensation Review** of all hourly and salary positions within the organization. This initiative aims to ensure that the City remains competitive in attracting and retaining talent while maintaining internal equity and alignment with market standards.

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#### **2. Project Scope**

The successful proponent will:

- 1. Analyze Current Compensation Structure:**
    - Review existing salary grids and hourly wage schedules.
    - Assess internal equity across positions.
  - 2. Market Benchmarking:**
    - Compare current compensation levels with similar roles in comparable municipalities and organizations.
    - Provide insights into regional, provincial, and industry-specific trends.
  - 3. Job Evaluation:**
    - Evaluate job descriptions to confirm alignment with compensation levels.
    - Recommend updates to job classifications if necessary.
  - 4. Policy Review:**
    - Assess compensation-related policies (e.g., merit increases, overtime, benefits, etc.).
    - Recommend improvements to ensure alignment with best practices.
  - 5. Deliverables:**
    - Detailed compensation structure and recommendations for adjustments.
    - Final report with findings, recommendations, and implementation plan.
    - Presentation of findings to City Manager and City Council.
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#### **3. Project Objectives**

- Ensure compensation aligns with the City's strategic goals and budgetary constraints.



- Foster fairness, equity, and transparency in pay structures.
  - Enhance the City's ability to attract and retain skilled employees.
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#### **4. Proposal Requirements**

Proposals must include:

- 1. Company Profile:**
    - Overview of your firm and expertise in compensation reviews.
    - Relevant experience with municipalities or similar organizations.
  - 2. Project Team:**
    - Names, qualifications, and roles of personnel assigned to this project.
  - 3. Approach and Methodology:**
    - Description of your process for conducting the review.
  - 4. Proposed Timeline:**
    - Key milestones and deliverable dates.
  - 5. Budget:**
    - Detailed fee structure, including hourly rates and estimated project costs.
  - 6. References:**
    - Contact information for at least three clients for whom similar services were provided.
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#### **5. Proposal Submission**

Proposals must be submitted by **September 18, 2025 @ 4:00 p.m.** to:

**City of Morden**  
Nicole Reidle, City Manager  
100-195 Stephen Street  
Morden, MB  
R6M 1V3  
[nreidle@mymorden.ca](mailto:nreidle@mymorden.ca)

Late submissions will not be considered.

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#### **6. Evaluation Criteria**



Proposals will be evaluated based on:

- Relevant experience and qualifications (30%)
  - Methodology and approach (25%)
  - Timeline and project management plan (20%)
  - Cost competitiveness (20%)
  - References (5%)
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## 7. Questions and Clarifications

All questions regarding this RFP must be submitted in writing to **Nicole Reidle**, [nreidle@mymorden.ca](mailto:nreidle@mymorden.ca) by **September 15, 2025**. Answers will be provided to all proponents.

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## 8. Terms and Conditions

- The City of Morden reserves the right to accept or reject any proposal and is not obligated to select the lowest-cost proposal.
  - The City is not responsible for any costs incurred in preparing or submitting a proposal.
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## 9. Anticipated Timeline

- RFP Issuance: **August 28, 2025**
  - Proposal Submission Deadline: **September 18, 2025**
  - RFP Award: September 22, 2025
  - Project Start: **October 1, 2025**
  - Final Report Delivery: **November 28, 2025**
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We look forward to receiving your proposals and partnering to ensure the City of Morden's compensation structures support our mission and workforce goals.