

Request for Proposals
Saskatchewan Government and General Employees' Union

Request for Proposal

The Saskatchewan Government and General Employee's Union (SGEU) are seeking competitive proposals from qualified offerors to complete a comprehensive salary benchmarking analysis study. This study aims to compare identified job positions with similar roles in the market to ensure that our organization's compensation packages are fair, competitive, and aligned with industry standards.

SGEU Human Resources

RFP Reference Number: SGEU #2025-02

Release Date: July 15, 2025

Closing Date: August 12, 2025 at 12:00 noon Saskatchewan Time

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1.0 PROCEDURES AND INSTRUCTIONS

1.1 Purpose

Saskatchewan Government and General Employees' Union ("SGEU") is conducting an RFP to obtain submissions for the services as outlined in this document. As a result of this competition, SGEU wishes to select an offeror to provide requested services.

The Saskatchewan Government and General Employee's Union (SGEU) is seeking competitive proposals from qualified offerors to complete a comprehensive salary benchmarking and compensation analysis study across Saskatchewan, Manitoba and Alberta in order to compare salaries for specific jobs as identified by SGEU, with comparable tasks and/or job descriptions. The project scope is provided in Section 2.

Background

SGEU serves union members through labour relations and administrative services at offices in Regina, Prince Albert and Saskatoon.

SGEU Human Resources department is currently completing a review of their existing job evaluation system to ensure leading practices and contemporary job evaluation plan design for the Union.

We are seeking proposals from qualified firms to conduct a comprehensive salary benchmarking and compensation analysis study. The objective is to evaluate our current compensation structure by comparing identified job positions with similar roles in comparable organizations. This analysis will inform SGEU's efforts to ensure that our compensation packages are equitable, competitive, and aligned with industry standards.

1.2 Issuing Office

1011 N Devonshire Drive
Regina, Saskatchewan
S4X 2X4

Attention: Rikki Boté
Phone: 306.775.7225
Email: robote@sgeu.org

1.3 Closing Date and Time

The offeror proposal, signed by the offeror's authorized representative, must be received by 12:00 noon in the issuing office on August 12, 2025 and marked **RFP#2025-02**.

Proposals received after the deadline date and time will not be considered. **Submissions will be accepted exclusively in electronic and written format. Faxed submissions are not permitted.**

1.4 RFP Process

Upon closing, SGEU will review all proposals for completeness and compliance with the requirements of this RFP. Incomplete proposals will be rejected and will receive no further consideration. The result will be a "short list" of offerors who will be further evaluated to ensure compliance with the specifications and in accordance with the evaluation criteria identified in this RFP. Preferences will be given to companies with offices or representatives in Saskatchewan, Manitoba and Alberta.

1.5 Key Dates

Release of RFP	July 15, 2025
Confirmation of Intent to Participate Form (Appendix A)	July 31, 2025
Deadline for RFP Clarifying Question Inquires	July 31, 2025
Deadline for RFP proposal submissions	August 12, 2025 by noon (Saskatchewan time)
Screening ("Short list") applications	August 14, 2025
Presentations (if required)	August 21, 2025 (in Saskatoon, Saskatchewan)
Contract commencement	September 2, 2025, subject to completion of Job Evaluation process

Key dates are tentative and may be changed by SGEU at any time.

1.6 Inquiries and Changes

It is the responsibility of each offeror to inquire about and clarify any requirements of this RFP that are not understood, in writing. If an offeror discovers any inconsistency, discrepancy, ambiguity, errors or omissions in this RFP, the offeror must notify the Issuing Office immediately. Inquiries, interpretations, and questions regarding the requirements of this RFP are to be directed to the Issuing Office (see Article 1.2). Contacts are restricted to the Issuing Office. Contact with individuals other than those listed above may result in bid disqualification.

Amendments to proposals will be accepted if received in writing prior to the proposal closing date and time (Article 1.3). Proposals may be withdrawn upon written request from the offeror.

1.7 Clarification Questions

All clarification questions from the offeror in regard to product and service requirements must be made in writing to Paulette Kidd (pkidd@sgeu.org) no later than July 31, 2025. Responses to the questions will be provided to all potential offerors who have completed and returned the Confirmation of Intent to Participate Form (Appendix A). Any clarification questions received from offerors after this time will not be answered.

1.8 Irrevocable Offer

Proposals shall constitute a valid and irrevocable offer which is open for acceptance by SGEU for a period of 90 days following the closing date and time specified in Article 1.3. SGEU will not be liable under any order/contract in connection with this RFP, or the submission of proposals, unless and until SGEU has an agreed upon contract or proposal in writing.

1.9 Acceptance or Rejection Proposals

SGEU reserves the right to accept the proposal which it deems most advantageous and the right to reject any or all proposals, in whole or in part, whether the prices offered are the lowest or not. SGEU is under no obligation to award an order/contract and reserves the right to terminate the proposal process at any time, and to withdraw from discussions with any or all of the offerors who have responded.

1.10 Selection Process

SGEU intends to select the most comprehensive, qualified, and cost-effective, best value proposal based on the evaluation of the responses to this RFP. Upon receipt of the responses, SGEU will screen each response to ensure compliance with the specifications of the RFP. After initial screening SGEU will analyze the responses to the individual requirements. Ratings will remain confidential, and no totals or scores of the evaluation will be released to any offeror.

1.11 Cost Structure

Costs must be shown in Canadian dollars, Goods and Services Tax (GST) and Provincial Sales Tax (PST) excluded.

Cost structure considerations addressed in the proposal are to include a description of fees (including administration), commissions, rebates, asset-based fees, and any other fees that are contained within your proposal.

1.12 Indemnity

The offeror shall indemnify SGEU for all damage suffered by SGEU as a result of negligent actions or wrongful acts of the offeror, its employees, servants and/or agents. The offeror shall indemnify and hold harmless SGEU, its respective board of directors, employees, servants and/or agents from all claims, demands, losses, costs, damages, actions, suits, or proceedings initiated by third parties arising from the negligence of the offeror, its employees, servants, and/or agents or rising directly as a result of the project.

1.13 Permits, Licenses, Notice, Laws and Rules

The offeror shall obtain and cover the costs for all permits, licenses that are necessary for the execution of the project, including liability for all applicable taxes; shall give notices and comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the project; and shall pay all fees required by law.

1.14 Governing Law

The order/contract shall be subject to and governed by and interpreted in accordance with the laws of Canada and the Province of Saskatchewan.

1.15 Conflict of Interest

The successful offeror shall not undertake an assignment that actually or potentially creates a conflict of interest with the provision of the goods and related services without having first disclosed to SGEU the actual or potential conflict of interest.

1.16 External Marketing

The offeror shall not use the name of SGEU for any external marketing purposes whatsoever without express written permission from the SGEU.

1.17 Survival

The terms, conditions, representations and warranties contained in the order/contract shall survive the termination or expiration of the order/contract.

1.18 Insurance Requirements

a. Commercial General Liability Insurance:

With a limit of not less than two million dollars (\$2,000,000.00) inclusive per occurrence for bodily injury (including death), and damage to property including loss of use thereof. Such insurance shall include coverage for broad form property damage, contractual liability, completed operations, product liability and non-owned automobiles.

Copies of the certificate of insurance will be required upon finalization of contract with selected offeror.

1.19 Workers Compensation Coverage

A copy of a letter of good standing and clearance from WCB will be required upon finalization of contract with the selected offeror.

1.20 Time Disputes

In the event of a dispute regarding time, SGEU's time clock will govern.

2.0 PROJECT SCOPE AND REQUIREMENTS

2.1 Scope of Services

The selected firm will be expected to:

- Review and analyze the job descriptions of identified in-scope positions within our organization.
- Identify and select appropriate comparator organizations based on factors such as industry, size, geographic location, and organizational structure across Saskatchewan, Manitoba and Alberta, preferably in unionized environments.
- Collect and analyze market compensation data for comparable positions, including base salary, total compensation, and, where applicable, benefits and other forms of remuneration.
- Assess internal equity by comparing compensation across similar roles within the organization.
- Provide recommendations to ensure our compensation structure is fair, competitive, and supports our talent acquisition and retention strategies, within the parameters of our classification plan and collective bargaining agreement
- Deliver a comprehensive report detailing findings, methodologies, and actionable recommendations.

2.2 Proposal Requirements

(a) The documentation for each proposal:

(i) Must be submitted in a sealed envelope or container displaying a full and correct return address.

(ii) Must consist of one (1) original (clearly marked as such on its first page) hard copy, ten (10) duplicate hard copies, and one (1) electronic copy (maybe provided by email through a secure email platform or memory stick) of the main proposal document as described in the section below; and

(iii) Must be delivered no later than the deadline to SGEU's Representative, Rikki Boté, SGEU, 1011 N Devonshire Drive, Regina, Saskatchewan, S4X 2X4.

(b) Delays caused by any delivery service (including Canada Post and courier) shall not be grounds for any extension of the deadline, and proposals that arrive after the deadline will not be accepted.

Proposals shall include, at a minimum, the following: (all may not be applicable)

1. General background information about your firm, number of years in business, provincial location(s);
2. Total number of firm advisors (stating their provincial geographic location), and providing names and professional designations or other credentialing who would be dedicated to the project;
3. A description of your insurance coverages including Errors and Omissions, Directors & Officers, Fiduciary Liability, including names of carriers and limits;
4. Your privacy policy with regard to sharing plan information to outside parties;
6. A full and complete description of the services you will and will not provide for each of the items listed under "Scope of Work" above. Include your fee structure, or other pricing arrangements for annual plan administration fees itemized by base fees, if applicable, and/or per participant fees.
7. A specimen copy of your client service agreement, contract, or other relevant documents;

3.0 INSTRUCTIONS TO OFFERORS – (MANDATORY REQUIREMENTS)

The offeror must have substantial compliance with all mandatory requirements.

3.1 Response Guidelines

To ensure your bid is considered for evaluation, offerors should ensure bids include the following:

- A complete proposal outlining all required elements,
- An authorized official signature of the offeror's company.

3.2 Security

The selected offeror must verify in writing that all printed information pertaining to SGEU is kept confidential and secure. This also applies to any related reporting and other data provided to SGEU. The offeror must also comply with all applicable privacy laws.

3.3 Past Performance Reference

Offerors must provide three (3) clients of similar size to SGEU, preferably clients of equivalent complexity. References should be for clients with requirements similar to those of SGEU.

Information should include the scope and date of the project, names and address of the client, title and phone number and email address of the contact person.

3.4 Terms and Conditions

Available upon request, must be agreed to at the time of contract signing.

4.0 RFP RESPONSE FORMAT

In order to receive a uniform format of responses from all offerors, the following guidelines for formatting the Proposal have been outlined.

4.1 General Outline

- a) A table of contents of all presented material.
- b) Concise outline of your corporate structure and ownership.
- c) A complete description of the duration and extent of your company's experience in handling similar projects.
- d) Include response for all mandatory requirements (See Articles 2.2 and Article 3.0)
- e) The cost structure, in Canadian dollars (see Article 1.11), for all services.
- f) Responses to required information as presented in this RFP. The offerors shall clearly indicate any specification that cannot be met in its entirety.
- g) Submission of three (3) relevant references.
- h) A summary of any value-added benefits.
- i) Completed Confirmation of Intent to participate (see Appendix A).

4.2 Signing Authority

Offerors' proposals must be dated and signed in the firm or corporate name and must bear the signature of a principal duly authorized to represent the offeror. The offeror's name must be fully stated. Where a proposal is signed by an agent of the offeror, evidence of authority to act as the offeror's agent shall accompany the proposal.

4.3 Innovation – Additional Services

Please indicate any additional value-added possibilities including unique features, and/or incentives. Each value-added submission should be described and priced separately.

5.0 Screening for Presentation (“Short list” of proposals)

The first stage of the evaluation will consist of a review of the proposal to ensure that it is compliant with all mandatory requirements contained in this document. Proposals not considered compliant may be rejected at this stage and no further efforts will be made by the evaluation team.

Screening of proposals will be conducted by the evaluation team on August 14, 2025.

5.1 Screening Criteria

Mandatory Requirements (must be included in the proposal)
Scope of Services/Proposal Requirements
References provided (see Article 3.4) – three (3) higher complexity clients
Security (see Article 3.2) – statement address security
Respondent's Profile – with signing authority
Receipt of proposal – within stated timeline

6.0 Presentation

Successfully screened offerors will be invited to present to the evaluation team on August 21, 2025 in Saskatoon, Saskatchewan. Presentations may be conducted in person (preferred) or virtually. The presentation must be given by personnel who will be directly involved in providing the services required. All costs associated with the presentation will be the responsibility of the offeror.

Appendix A –Confirmation of Intent to Participate Form
RFP Reference Number: SGEU #2025-02

Please complete this form and email IMMEDIATELY to:

SGEU

1011 N Devonshire Drive

Regina, Saskatchewan

S4X 2X4

Email: rbote@sgeu.org and cc: pkidd@sgeu.org

Failure to return this form may result in no further communication regarding this Request for Proposal.

Company Name:	
Address:	
Contact person:	
Phone Number:	
Email Address:	

I have received a copy of the above noted Request for Proposal tender. I authorize the SGEU to send further correspondence that it deems to be of an urgent nature by e-mail, as they deem appropriate.

I understand that if I do not submit a proposal, this will not affect our company's status as a potential supplier to SGEU in the future. I also understand that if I do not return this form our firm will not receive any further notice with regard to this Request for Proposal.

I understand that any clarification questions (as per Article 1.6) must be made no later than July 31, 2025.

Please select one of the following:

☐ I will be participating in this formal procurement.

☐ I will not be participating in this tendering process.

Name:		Signature:	
Title:		Date:	