FREQUENTLY ASKED QUESTIONS

1. How many unique positions/jobs are there at CAO?
   a. CAO has overall around 45 unique roles.

2. Are you wanting to do your own market survey?
   a. If a recent CAO relevant market survey is available, the vendor may use the data to help CAO validate the grid. CAO doesn't have any specific requirement of conducting a market survey.

3. Can the work be conducted virtually, or does it have to be onsite?
   a. CAO doesn't have any priorities of work being done virtually or on-site.

4. If the work cannot be conducted virtually, can travel costs be reimbursed?
   a. CAO will not be liable for any travel cost related to the work.

5. What is the estimated total ceiling value of the contract (to provide an idea of the expected size of the project)?
   a. CAO policy doesn't allow to share the budgeted value of the contract.
   b. In terms of the size please look at question 1 and 6

6. What is your current employee headcount? Full-Time and (Part-Time)
   a. 64 Full-time
   b. 1 Part-Time

7. Do you currently have an existing salary range structure?
   Yes, we currently do have a structure in place last update was in 2019.

8. Do you have updated job descriptions/job profiles for all jobs?
   a. Yes.

9. Are you expecting the provider to create/revise/write job descriptions?
   a. No we do not require this service. We have all Job descriptions in place for all our roles/jobs.

10. Do you currently have a written compensation policy/practice?
    a. CAO currently uses salary grids.

11. Does the organization have an annual salary/wage review process?

a. Yes, as part of our annual performance review employee's salaries are revised.

12. Does the organization have a designated human resources function or resource responsible for HR-related duties?
    a. Yes.

13. Does the organization have a current Organizational Chart? If so, are you able to share it?
    a. Yes, it will be shared with the successful vendor.

14. Does the organization have a performance management process?
    a. Yes, it will be shared with the successful vendor.

15. Does the organization have a Pay Equity Plan? If so, when was it last reviewed?
    a. CAO currently follows the pay equity across the organization, but CAO is required to document its pay equity practices in a written policy to comply with legislative requirements.