



FREQUENTLY ASKED QUESTIONS

1. **Will you accept proposals that only address the recruitment portion of the scope, or is a comprehensive response for all services required?**

The purpose of conducting this RFS is to identify and engage a vendor that can provide the majority or all of the services outlined in our scope of services. While partial responses are not the primary focus of this RFS, the CAO may consider expanding our roster of recruitment vendors sometime in the future, for which we may roll out a separate RFS.

2. **Which role categories are included in this RFS?**

The roles would be both technical (i.e. IT-related) and non-technical (i.e. business-related functions such as Policy, Finance, HR). In terms of seniority of the role, we may be looking to engage for an individual contributor to management or executive level roles.

3. **In the absence of a defined project, how should proponents structure their methodology and timeline response for as-needed services?**

We understand for recruitment services, it may not be possible, but for projects such as Compensation benchmarking, Pay equity and workplace investigations, proponents are encouraged to outline their proposed overall methodology and approach.

4. **What level of detail is expected for deliverables and progress tracking given that specific tasks will only be identified at the time-of-service request?**

A high-level overview is sufficient. We don't expect very detailed project plans, but an overview of timelines (in weeks) and their overall methodology and approach to delivering services.

5. **What services does the CAO envision receiving with regards to compensation benchmarking?**

Conducting Primary and secondary research for all roles, including comparisons within the industry and ancillary sectors such as the public sector.

6. How many positions does the CAO have?

45 unique roles

7. Is the CAO's workforce unionized?

No

8. Does the CAO have up to date job descriptions?

Yes

9. Does the CAO have an up-to-date job evaluation plan?

No

10. Does the CAO have a salary structure and salary range for all roles?

Yes

11. Does the CAO have a current pay equity plan?

No

12. When was the last compensation benchmarking exercise?

2023

13. When was the last pay equity review?

N/A