



**ADDENDUM #1  
REQUEST FOR PROPOSAL  
To Develop a Comprehensive Compensation Strategy  
For  
The Thunder Bay District Health Unit (TBDHU)**

**QUESTIONS with RESPONSES**

1. **Can you please provide a list of job titles for each of the following employee groups and number of employees under each title:**
  - a. **Non-union**
  - b. **CUPE**
  - c. **ONA**

*Answer: See Attachment 1 for the Positions by Group with Number of Employees.*

2. **The latest signed collective agreement from ONA Website between the Board of Health of TBDHU and ONA has an expiry date of December 31, 2009. Is the agreement currently under negotiation? If so, is it anticipated to be finalized prior to March 2012?**

*Answer: The ONA Agreement was ratified by the Board of Health on June 21, 2011 for the period January 1, 2010 to December 31, 2012; however, it is not yet finalized for distribution.*

3. **Can you please also provide us a copy of the collective agreement for CUPE employees?**

*Answer: The current CUPE Collective Agreement expired December 31, 2009 and is currently under negotiations. The expired agreement is included in Attachment 2 to this Addendum.*

4. **Within the context of this proposal, where “total rewards” is mentioned, can you please identify the scope of the organization’s expectations regarding implementing a total rewards approach, in particular which part (or all) of the following total rewards components does the organization wish to evaluate?**

- a. **Compensation – Base pay, merit, incentives, etc.**
- b. **Benefits – group benefits (health, dental, disability...), pension plans, paid time off, etc.**
- c. **Work experience – work-life, performance management, career development, etc.**

*Answer: The TBDHU is looking for a comprehensive compensation strategy based on best and leading practices within the Public Sector, ie. taxpayer funded organizations. If the above are considered a component of leading and best practices in this market, recommendations/options for these items should be included.*

5. **Is the organization looking to implement compensation strategies for only non-union employees, or a comprehensive system for both non-union and union employees?**

*Answer: Both union and non-union employee groups.*

6. **Under Deliverables. Point #3, Bullet #2: “a new job evaluation system” will be required. Is it the intent of the TBDHU that this new system will be appropriate to evaluation of both management/non-union and unionized jobs?**

*Answer: Any job evaluation system for union groups would need to be negotiated with the union groups. The Non-Union system is to be reviewed as part of the scope of this RFP.*

7. **Is the market survey to be conducted as part of this project scope, or is the TBDHU just looking for recommendations on how and how often to conduct the surveys?**

*Answer: The successful proponent will be expected to recommend a survey strategy and then conduct any required surveys to complete the development of the compensation system.*

8. **Under Timelines, “it is anticipated that the final plan will be completed by March 15, 2012.” Is the TBDHU able to consider a timeline that would provide the final plan at a later date, say, June 15, 2012?**

*Answer: Timing of completion of the project will be included in the evaluation of the RFP submissions.*

9. **What are your budgetary concerns for the next 1-5 years in terms of employee wages and benefits? Any other concerns that you’d like to share with us for developing the strategy?**

*Answer: Media reports have indicated that Health Care funding in Ontario is not sustainable in its current format. It is anticipated that budget increases will be limited in future years. There are no significant concerns other than what has been identified within the RFP document.*

This addendum forms and becomes part of **Request for Proposal to Develop a Comprehensive Compensation Strategy for the Thunder Bay District Health Unit** and shall be referenced in the proposal.

Yours truly,

Georgina Daniels, C.A.  
Manager of Finance & Strategic Quality Initiatives  
Thunder Bay District Health Unit

Attachment 1 – Positions by Group with Number of Employees  
Attachment 2 – CUPE Collective Agreement

Thunder Bay District Health Unit  
 Addendum to RFP#003-2011 – Comprehensive Compensation Strategy  
 Attachment 1 to Question #1 – Positions by Group with Number of Employees

ONA	CUPE	Non-Union
<ul style="list-style-type: none"> <li>• Public Health Nurses (51)</li> <li>• Registered Nurses (5)</li> <li>• Nurse Practitioner (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Dental Health Educator (4)</li> <li>• Dental Hygienist (3)</li> <li>• Health Promotion Planner (5)</li> <li>• Land Development Officer (1)</li> <li>• Public Health Inspectors (15)</li> <li>• Purchasing &amp; Inventory Control Assistant (1)</li> <li>• Program Assistants (25)</li> <li>• Registered Practical Nurses (5)</li> <li>• Tobacco Enforcement Officer (2)</li> <li>• Tobacco Control Area Network Youth Advisor (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Assistant (3)</li> <li>• Communicative Disorder Assistant (4)</li> <li>• Coordinator - Facilities &amp; Fleet (1)</li> <li>• Dietician (2)</li> <li>• Director (2)</li> <li>• Epidemiologist (1)</li> <li>• Executive Assistant (1)</li> <li>• Fair Start Coordinator (1)</li> <li>• Fair Start Facilitator (1)</li> <li>• Finance Officers (3)</li> <li>• Health Promotion Planner (4)</li> <li>• Human Resources Assistant (1)</li> <li>• Human Resources Officers (2)</li> <li>• Information Systems Assistant (2)</li> <li>• Lay Home Visitors (3)</li> <li>• Librarian (1)</li> <li>• Manager (11)</li> <li>• Network and Applications Analyst (1)</li> <li>• Network Analyst (1)</li> <li>• Public Health Nutritionist (1)</li> <li>• Outreach Worker (3)</li> <li>• Payroll &amp; Benefits Analyst (1)</li> <li>• Program Evaluator (1)</li> <li>• Speech Pathologist (7)</li> <li>• Tobacco Coordinator (1)</li> <li>• Youth Engagement Facilitator (1)</li> </ul>