



Saskatchewan
Parks and Recreation
Association
*Recreation
An investment for life*



**Request for Proposals
for the
Provision of Professional Consulting
Services
for a
Salary and Compensation Review
of the Sport, Culture and Recreation
Sectors within
the Province of Saskatchewan**

March 2019

Supported by:



Request for Proposals - Salary and Compensation Review

Introduction

The intent of this document is to provide interested vendors with sufficient information to enable them to prepare and submit proposals for consideration to supply Sask Sport Inc. (SSI), SaskCulture Inc. (SC), the Saskatchewan Parks and Recreation Association (SPRA) – and collectively referred to as the SSI/SC/SPRA - with a comprehensive research document that encompasses the salary and compensation levels for a defined group of employees within the sport, culture and recreation sectors in the Province of Saskatchewan.

Background

The Lottery-funded system for sport, culture and recreation is delivered to the people of Saskatchewan through three independent community partners. The Saskatchewan Parks and Recreation Association, SaskCulture Inc. and Sask Sport Inc. collectively represent hundreds of community organizations and ensure that Lottery proceeds benefit communities across the province.

Sask Sport Inc.

Sask Sport Inc. is a volunteer-led, non-profit organization, funded by the Saskatchewan Lotteries, and the federation for amateur sport in Saskatchewan. Its members provide opportunities for Saskatchewan residents of all ages and abilities to participate in sport. The sport federation's membership includes more than 70 sport and multi-service organizations that deliver sport across the province to over 300,000 registered participants. Sask Sport Inc. administers the Sport Section of the Saskatchewan Lotteries Trust Fund.

SaskCulture Inc.

SaskCulture Inc. is a provincial non-profit organization, funded by the Saskatchewan Lotteries, that strives to build a culturally vibrant future in which all citizens of Saskatchewan individually and collectively, celebrate value and support participation in and access to the cultural experience. SaskCulture Inc. represents the cultural community as a whole and works with over 140 organizations, groups and individuals, and provides programs and services in the areas of funding, cultural networking, organization development, advocacy and community development. SaskCulture Inc. administers the Culture Section of the Saskatchewan Lotteries Trust Fund.

The Saskatchewan Parks and Recreation Association

SPRA is a non-profit, member organization funded by the Saskatchewan Lotteries. SPRA administers the Recreation Section of the Saskatchewan Lotteries Trust Fund. SPRA is the recognized voice for parks and recreation in Saskatchewan and is dedicated to enhancing the quality of life in the Province. SPRA represents more than 700,000 Saskatchewan residents through its municipal memberships alone, and is governed by a volunteer Board of Directors.

SPRA's Vision is *"We envision a Saskatchewan in which all people have equitable access to recreation experiences that contribute to their health and wellbeing; result in connected and engaged community members; and provide connection and attachment to the natural environment"*.

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Purpose and Objectives

The purpose of the compensation study is to review and benchmark the current compensation ranges for selected staff levels within sport, culture and recreation sectors. SSI/SC/SPRA intend to share the information provided with other volunteer, non-profit sport, culture and recreation organizations in order to have current data that can be used in comparison to similar studies/reviews that have been done across the country.

Scope of Work

Through consultation with SSI/SC/SPRA, the project shall include, but is not limited to, the following activities:

1. Development and design of a survey that will focus on:

- a. Job title
- b. Education and Experience
- c. Supervisory responsibility (number of employees supervised)
- d. Budget responsibility and size of organization
- e. Salary range (Starting base wage, wage of current staff, and maximum wage for given positions)
- f. Years to attain maximum wage (if applicable)
- g. Additional incentive pay structures
- h. Paid time off benefits (i.e. holiday, sick, vacation, bereavement and personal leaves)
- i. Retirement plan types and contributions
- j. Health Insurance benefits
- k. Additional benefits not listed above

2. Submission to relevant organizations

- a. Submit survey to targeted organizations by whatever method deemed appropriate (i.e. mail, email, fax, etc.)

3. Collection of survey responses

- a. Persuade targeted organizations to respond to the survey questionnaire in order to ensure a high response rate (Minimum of 85% return rate)
- b. Act as the main point of contact for the survey questions
- c. Receive survey responses

4. Compilation of results into a comprehensive report of findings and recommendations

- a. Provide, within report, information on survey methodology
- b. Include detailed tables, charts and general observations of survey results
- c. Report should be broken down into five (5) sections (see below)
- d. Provide recommended salary grids for the various positions
- e. Review wages and benefits from the culture and recreation sector to other comparable sectors in terms of job responsibility, budget, number of employees supervised, etc. (i.e.: health or education, etc.)

5. Completion Date

The Survey(s) and Final Report are to be completed no later than **Friday, June 21, 2019**.

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The survey will be targeted at the following groups and organizations:

Section I – SaskCulture Inc.

- Eligible Cultural Organizations
 - All classes: Executive Directors, Program Coordinators and Administrative Assistants
 - Approximately 35 organizations and 150 employees

Section II- The Saskatchewan Parks and Recreation Association

- Provincial Recreation Associations (PRAs)
 - Executive Directors
 - 32 Organizations
- Municipal Recreation Directors (City and Town status)
 - All
- Municipal Recreation Programmer (City and Town status)
 - All

In Saskatchewan there are 16 Cities and 150 Towns.

- Therapeutic Recreation Professionals (Saskatchewan Health Association – Union)
 - Health Sciences Association of Saskatchewan (refer to current Collective Bargaining Agreement)
 - Recreation Therapists
 - Senior Recreation Therapists
 - Service Employees International Union (Refer to current Collective Bargaining Agreement)
 - Recreation Coordinators
 - Recreation Workers
 - Canadian Union of Public Employees (Refer to current Collective Bargaining Agreement)
 - Recreation Coordinators
 - Recreation Workers
- Therapeutic Recreation Professionals (Not directly employed by Saskatchewan Health Association)
 - LutherCare Communities (not limited too)
 - Recreation Specialist
 - Recreation Leader
 - Recreation Programmers
 - Hopes Home (not limited too)
 - Senior Manager of Therapies
 - Recreation Therapist

Provincial/Territorial Recreation Associations (i.e. BCRPA, ARPA, PRO, etc.)

- Executive Director (CEO)
 - Manager
 - Business/Finance Officer
 - Program Consultant
 - Funding Consultant
 - Communication Officer
 - Field Consultant
 - Administrative Assistant
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Section III - Districts

- Sport, Culture and Recreation Districts
 - All classes (Executive Director, Program Coordinator, Administrative Assistant)
 - 7 organizations and approximately 35 employees

Section IV – Sask Sport Inc.

- Provincial Sport Governing Bodies
 - All classes: Executive Directors, Program Coordinators/Technical Directors and Administrative Assistants
 - Approximately 65 organizations and 215 employees

The report is to include separate sections (data collection, analysis and recommendations, etc.) for:

1. SaskCulture Inc.
2. The Saskatchewan Parks and Recreation Association
3. Sport, Culture and Recreation Districts
4. Sask Sport Inc.

Proposal Content

Proposals should demonstrate that the firm has the professional capability to complete all tasks described in the Scope of Work section. Responses should include:

1. The firm's legal name, address, telephone number and principal contact email address
 2. The experience, qualifications and assigned roles of any staff that will be assigned to the project
 3. The firm's competency in design, planning, research and writing
 4. A description of the firm's prior experience on any similar compensation surveys, including response rates (if possible, please reference any experience with volunteer or non-profit organizations, and /or municipal government)
 5. The firm's anticipated availability during the term of the project in order to meet deadlines
 6. The proposed work plan and schedule for activities to be performed
 7. A detailed budget and fee schedule for the project
 8. Three (3) references from projects of a similar nature. Please provide contact information
 9. A firm may include any additional information regarding their firm and/or services that may prove beneficial to the evaluation of the proposal
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Proposal Evaluation

All proposals will be evaluated based on the following:

1. The ability to meet requirements of the project.
2. The experience, knowledge and ability of the firm and their resources to deliver a satisfactory product.
3. The cost of the proposal.
4. The overall value of the proposal.

Note: Lowest price proposal will not necessarily be accepted and all prices are to be in Canadian Funds.

Working Agreement

- The successful Consultant will enter into a Contract for Services with SSI/SC/SPRA, based upon the information contained in this Request for Proposals, the successful Consultant's submission and any modifications thereto.
- SSI/SC/SPRA shall hold the copyright to and total ownership of the Compensation Review Report and all information therein.

Submission Requirements

In order to receive consideration, all proposals must be submitted according to the following requirements:

1. Four (4) copies or email must be received by **4:00 p.m. on Monday, April 22, 2019**. Late proposals will be returned unopened.
2. SSI/SC/SPRA reserves the right to reject all proposals for any reason, without any liability to the firms. Lowest price proposals will not necessarily be accepted. Proposals which vary from the minimum required specifications will be considered accordingly.
3. SSI/SC/SPRA will notify invited vendors of the results within 30 days of closing the RFP. All proposals shall be irrevocable until the contract is awarded, or a period of 30 days has elapsed from the submission deadline.
4. Sealed proposals are to be submitted to:
Randy Durovick
SPRA
100 - 1445 Park Street
Regina SK S4N 4C5

or

By email to: rdurovick@spra.sk.ca

Questions can be directed in writing to Randy Durovick at the address listed above, or by email to: rdurovick@spra.sk.ca. The question and answer provided will be circulated to all potential firms.

We thank all those invited for their interest in providing a proposal.

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Program Team:

Randy Durovick, Saskatchewan Parks and Recreation Association**Field Services Manager**

#100, 1445 Park Street

Regina SK S4N 4C5

T: 306.533.9940

F: 306.780.9257

Email: rdurovick@spra.sk.ca

Curtis Markewich, Sask Sport Inc.**Administration Manager**

1870 Lorne Street

Regina SK S4P 2L7

T: 306.780.9311

F: 306.781.6021

Email: cmarkewich@sasksport.sk.ca

Gloria Walsh, SaskCulture Inc.**Administration Manager**

#404, 2125 – 11th Avenue

Regina SK S4P 3X3

T: 306.780.9452

F: 306.780.9252

Email: gwalsh@saskculture.ca