



Request for Proposals

Prince Edward Island
Bioscience Cluster Compensation Analysis

Issue Date: November 18, 2011
Closing Date: November 30, 2011
Contact: Denise Bulger

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*Funding provided in whole or in part through the Canada/ Prince
Edward Island Labour Market Development Agreement*

1.0 BACKGROUND

Since its inception in 2005, PEI BioAlliance has facilitated the growth of local and regional bio-based economies by working in partnership with local businesses, research institutions and government stakeholders to create one of the fastest growing science-based clusters in Canada. Today, the PEI Bioscience Cluster has over 30 companies, eight research institutions, 1,000 employees and an annual R&D expenditure greater than \$90M. Total investments in infrastructure to support this growth have been more than \$100M over the past five years.

Both federal and provincial governments have recognized the importance of research and commercialization, and the need to revitalize the economies of the Atlantic Provinces by investing in science, technology and knowledge-based industries.

As the coordinating body for the actions of industry, research and government partners, the PEI BioAlliance is working to implement the 2010 Human Resources Strategy to help the sector achieve greater success. The proposed compensation review will ensure that employers are equipped to attract and retain key resources to allow their companies to be successful here in PEI.

2.0 PROJECT GOALS

The purpose of this project is to engage a qualified consultant, or consultants, to do the following:

- Conduct a comparative analysis of the compensation between select bioscience occupations locally.
- Obtain reliable compensation data for Halifax, Toronto, and Boston and conduct a comparative analysis to the local occupation data.
- Conduct a review of benefit offerings among surveyed organizations (pension or RRSP plans, vacation, holidays, group health plans, other).
- Research and provide a current review of national cost of living differentials as it relates to compensation practices.
- If identified, recommend strategies for organizations to address variances in remuneration and benefits.
- Recommend suitable progression for student internship and fellowship pay levels.
- Present findings and recommendations to the Executive Director and Board of Directors of the PEI BioAlliance.
- Present findings and recommendations in an industry forum.
- Provide a reference document for use by organizations within the industry to determine their compensation strategy.

3.0 POSITIONS TO BE REVIEWED

The following job families were listed in the 2010 Human Resources Strategy as primary occupations in the bioscience sector, and are considered to be appropriate for benchmarking for the purposes of

this project. Select job descriptions will be provided to the successful vendor.

- Research (Scientist, Associate, Assistant)
- Product/ Process Development
- Quality Control and Quality Assurance
- Product and Customer Support
- Regulatory Affairs
- Laboratory Technologist
- Intellectual Property Officer
- Business Development/ Investor Relations
- Senior Management
- Support Staff (Marketing and Sales, IT, Finance, HR, Admin)

4.0 GENERAL INFORMATION

4.1 INQUIRIES

All correspondence other than actual responses (i.e. additional information or clarification), are to be addressed to:

Denise Bulger, HR Specialist, PEI BioAlliance

Email: denise@peibioalliance.com

Tel: (902) 367-4407

Any request for clarifications and inquiries with respect to this RFP must be submitted in writing via email by 10:00 pm (AST) November 21, 2011. All inquiries should reference specific section numbers of this RFP.

4.2 ADDENDUM

In the event that significant modifications, clarifications, or additions to this RFP become necessary before selecting a vendor, addendums will be provided to vendors by email.

4.3 SUBMISSION PROCEDURES

The vendor will submit three (3) bound hard copies, and one electronic copy of their proposal. Submissions received by fax or by email will not be accepted. Vendor submissions are to be clearly labeled 'RFP-Bioscience Cluster Compensation Analysis' and forwarded to:

Denise Bulger
PEI BioAlliance
Suite 302-134 Kent Street
Charlottetown, PE C1A 8R8

4.4 SCHEDULE OF EVENTS

The targeted schedule of events for this RFP is as follows:

Deadline for RFP Responses: November 30, 2011 (4:00 pm AST)

Identification of successful vendor(s) by selection committee:

December 7, 2011. Completion of project (inclusive of presentations): **February 28, 2012**

4.5 VENDOR SELECTION

The PEI BioAlliance Reserves the right to:

- Reject any or all proposals.
- Negotiate with any vendor directly in regard to procurement.
- Accept a bid that may not necessarily be the lowest bid.
- Amend or supplement the terms outlined in the RFP, giving equal information and cooperation to all vendors as a result of such amendments.

- Retain all responses to this RFP.
- Modify the specifications and terms outlined in this RFP.

4.6 VENDOR INCURRED COSTS

All costs incurred in the preparation of proposals in response to the RFP shall be absorbed by the vendor.

5.0 SERVICE DELIVERY REQUIREMENTS

The following are requirements for service delivery throughout the effective period of this engagement:

- The successful consultant may be required to attend or participate in meetings with the selected businesses and/or the PEI BioAlliance.
- Successful consultants may commence project work only after having received a duly completed contract from the PEI BioAlliance.
- The proposed rates provided during the submission of this proposal shall not increase during the contract period.

5.1 CONTRACT PERIOD

Any contracts resulting from this RFP will be effective for the following period:

Start Date: December 7, 2011

End Date: Feb 29, 2012

6.0 VENDOR EVALUATION

6.1 MANDATORY REQUIREMENTS

The following are considered minimum mandatory requirements:

- The consultant must have and be able to demonstrate that they have direct and extensive experience in assessing compensation levels in the private sector.
- The consultant must have a level of maturity, experience and credibility that is attractive to target companies and builds trust.
- The consultant must have education and experience in the field of Human Resources; in particular, an excellent understanding of compensation principles is required.
- The consultant must have an impeccable track record in maintaining client confidentiality and information management.

6.2 EVALUATION CRITERIA

Vendor submissions, which have met the mandatory requirements, will be assessed on the following requirements:	Importance Index
Evaluation Criteria Components	
Vendor background and experience	60%
Vendor approach	30%
Cost	10%

6.3 INSURANCE

The contract will contain a provision that the Contractor shall, without limiting its obligations or liabilities and at its own expense, provide and maintain the following insurance with insurers and in forms acceptable to the PEI BioAlliance.

1. Commercial General Liability in an amount not less than Two Million Dollars (\$2,000,000) inclusive per occurrence insuring against bodily injury, personal injury and property damage, and including blanket contractual liability.

7.0 VENDOR RESPONSE

Vendors MUST adhere to the format outlined below in response to this RFP. Responses should not exceed 7 pages, excluding appendices.

1.0 Executive Summary

2.0 Vendor Information

2.1 General Company Information

2.2 Proposal Contact

- Name of a contact for all communication with respect to this proposal

2.3 Vendor Background and Experience (include a resume as an appendix)

2.4 References

- Two (2) references per proposed consultant(s) are required

3.0 Methodology and Approach

- Indicate willingness and availability of resources to complete engagements within the timeframe specified.
- Describe your understanding of the services that PEI BioAlliance is requiring based on the information provided within this RFP.
- Describe your understanding of the PEI BioAlliance's roles and responsibilities versus vendor roles and responsibilities.

- Provide a Project Plan, including a work plan with start and end dates, resources and critical success factors for the successful completion of project deliverables.

4.0 Financial Proposal

- Presented as a cost of services for the complete project.
- The expected level of effort will not exceed \$10,000 inclusive of all time, disbursements, out of pocket costs, and taxes.

5.0 Other Information

- Any other information deemed relevant but not specifically requested in this response format.

8.0 NOTIFICATION

Thank you for your interest in this RFP. Only successful bidders will be notified of contract award(s).