

NOTICE OF INTENT TO CONTRACT - PS20170956

Issue Date: May 10, 2017

Closing Date: May 24, 2017

RE: NOTICE IS HEREBY GIVEN BY THE CITY OF VANCOUVER ("CITY") OF ITS INTENT TO CONTRACT WITH DTL HR CONSULTING FOR JOB AND SALARY EVALUATION SERVICES.

Description:

Job Evaluation, which may include:

- Researching organizational structure and appropriate classifications and comparators.
- Interviewing incumbents and supervisors.
- Analyzing information against class specifications.
- Evaluating jobs using a point factor system.
- Revising and creating class specification documents or job family frameworks.
- Preparing letters of recommendation and rationale.
- Liaising with human resources staff and managers regarding recommendations.

Salary surveys, which may include:

- Defining benchmark positions and survey questions
- Contacting comparator organizations to request participation in survey
- Compiling, analyzing and summarizing submitted information in a report for the City and for participants

The contract is valued at approximately \$7500.00.

Anyone wishing to request more information and/or has questions or concerns to this regard is asked to contact Nina Wood, Buyer, Supply Management at 604-326-4831 or by email to nina.wood@vancouver.ca

Closing date and time: **May 24, 2017 at 3:00 pm**