

# **Rupertsland Institute**

Request for Proposal: Compensation Review  
Proposal submission deadline: December 14, 2016

## **Organizational Mandate**

Rupertsland Institute (RLI) is an education, training and research institute that provides province-wide services to eligible Metis people residing in Alberta. RLI is an affiliate of the Metis Nation of Alberta, is registered as a non-profit entity under the Alberta Companies Act, and is governed by a community-based professional Board of Directors. RLI's vision statement is

**“A skilled and self-reliant Metis Nation through education, training and research.”**

RLI is largely funded federally through the Aboriginal Skills and Employment Training Strategy. It provides employment and training supports to more than 1,000 Metis individuals annually including funding for postsecondary education, apprenticeship training and industry based project training. For further information about RLI please see [www.rupertsland.org](http://www.rupertsland.org).

## **Scope**

RLI is seeking the services of a well-established HR consulting firm to review RLI's compensation, conduct salary surveys and assess current market value of benchmarked positions within the organization, and make recommendations to RLI's current salary grid and compensation practices. Experience working with non-profit organizations is preferred.

## **Deliverables**

A response to this proposal should include:

1. A detailed outline of the services that your company can provide to Rupertsland Institute
2. Background information and relevant experience of your company and/or individuals who will be providing services
3. An outline of the recommended approach for meeting the scope of the project
4. The type and scope of consultations with RLI personnel that will be required
5. Fee structure and other costs
6. Reference names and organizations where the respondent has performed similar work

## **Submission of proposals**

Proposals must be submitted in writing to:

Joan Isaac, Director of Operations  
Rupertsland Institute  
2300, 10123- 99 Street  
Edmonton, Alberta, T5J 3H1  
Phone: (780) 801-9980 Fax: (780) 801-9992  
E-mail: [jisaac@rupertsland.org](mailto:jisaac@rupertsland.org)

**Deadline date: December 14, 2016 at 9:00 AM**