



**Request for Proposals (RFP)
Consultant for Wage Grid Review**

Introduction

The Association of Neighbourhood Houses of BC (ANHBC) invites proposals from qualified consultants or consulting firms to lead the next phase of our Total Rewards journey, a comprehensive Compensation and Job Evaluation Review, aligned with our newly finalized Total Rewards Philosophy and Strategic Transformation Framework.

This work is critical to advancing equity, transparency, and sustainability in our compensation practices, with a focus on wage fairness, pay equity, and recruitment and retention across a decentralized, mission-driven organization.

About ANHBC

The Association of Neighbourhood Houses of BC (ANHBC) operates eight neighbourhood houses and an outdoor centre, through which we provide more than 300 community-based programs and services that support over 100,000 British Columbians from diverse communities.

First established in 1891, the organization has evolved over the course of its 125-year history from a single facility that supported settlers to a diverse organization with facilities in neighbourhoods across the Lower Mainland that act as hubs for community development and address and adapt to local needs.

ANHBC currently employs approximately 800 people and we are committed to developing an equitable, and caring work place where our teams feel a sense of belonging. Our mission involves weaving together diverse communities, focusing on uplifting individual experiences at every stage of their journey with us. The heart of our movement is the people who work here, and our collective success depends on understanding and supporting their experiences

Project Background

We recently completed an extensive process to develop a Total Rewards Philosophy, grounded in the values of equity, well-being, diversity, transparency, and care for our people. This next phase focuses on putting that philosophy into practice through a robust, inclusive compensation review.

Project Objectives

The project aims to advance ANHBC's Wage Grid and Job Evaluation System to create a sustainable, values-driven compensation structure that supports organizational success. Specifically, the objectives are to:

- A compensation structure that ensures all colleagues receive a livable wage, reflecting the cost of living in the diverse communities we work within



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- Pay equity across our teams, addressing potential pay disparity based on gender identity, ethnicity, abilities, etc., fostering an anti-oppressive and inclusive approach to compensation that aligns with our values of social justice and equity
- Addressing inequities between our neighbourhood houses

Scope of Work

The consultant will work closely with ANHBC's CEO, HR Director, and the Total Rewards Stewardship Committee to:

A. Review and Assess

- Conduct an equity-informed assessment of ANHBC's existing wage grid, classification structure, and compensation practices across Houses, Camps and central services.
- Evaluate the current job evaluation system and process, identify inconsistencies, gaps, and opportunities.
- Benchmark against relevant public, non-profit, and sectoral comparators (with consideration of living wage metrics).

B. Develop Updated Framework

- Propose a revised job evaluation system (e.g. point-factor, broadbanding), including clear and easy-to-use tools and processes.
- Develop an updated, equity-centered wage grid that reflects current realities and ANHBC's vision.
- Build in flexibility for different types of roles (e.g., casual, front-line, management) while aligning with the philosophy.

C. Deliverables

- Revised wage grid and job evaluation framework
- Documentation and tools to support ongoing implementation and maintenance
- Final report with recommendations, communications strategy, and implementation roadmap

Proposal Requirements

Interested consultants should include the following in their proposal:

- Executive Summary: Overview of the proposed approach and key qualifications.
- Company Profile: Background information, relevant experience with wage grid reviews and job evaluation systems, particularly for non-profits and values-driven organizations of similar size and structure.
- Company values: A statement of values demonstrating your commitment to the principles of anti-racism, decolonization, and community.
- Project Plan: Detailed approach, methodology, and timeline.
- Key Personnel: Resumes or portfolios of team members assigned to the project.
- References: Contact information for at least three similar projects.



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- Cost Proposal: Itemized breakdown of all costs associated with the project, clearly linked to the project plan.

Evaluation Criteria

Proposals will be evaluated based on:

Criteria	Details	Weighting
Relevant Experience and Expertise:	Demonstrated ability to conduct wage grid reviews and job evaluation processes, with a focus on equity and livable wages of organization similar size and structure.	40%
Approach and Methodology	Clarity, feasibility, and alignment with ANHBC's Total Rewards philosophy. Plans for including diverse perspectives and ensuring broad participation.	35%
Cost Effectiveness:	Overall value for the proposed budget.	15%
References and Past Performance	Feedback from previous clients and successful outcomes in similar projects in terms of scale and complexity.	10%

Submission Instructions

Proposals must be submitted by **April 30, 2025** to:

Lily Chen, CPHR
Human Resource Director
Association of Neighbourhood Houses of BC
203 – 3102 Main Street, Vancouver, BC V5T 3G7
lchen@anhbc.org

Timeline

- **RFP Opens:** April 10, 2025
- **RFP Questions Deadline:** April 24, 2025
- **Proposal Submission Deadline:** April 30, 2025
- **Shortlisted Vendor Conversations (if needed):** By May 15, 2025
- **Preferred Vendor Selected:** May 30, 2025
- **Project Kickoff:** June 2025
- **Anticipated Final Deliverable:** October 2025

Contact Information

For any questions or further information, please contact Lily Chen at lchen@anhbc.org.

We look forward to partnering with a consultant who will support our journey toward an equitable, transparent, and sustainable compensation structure that reflects our values and uplifts our team.