
REQUEST FOR PROPOSALS

Human Resources Policy and Procedure Manual and Salary Scales Review 2021

The Eastern Regional Service Board (ERSB) is accepting Requests for Proposals (RFP) from qualified vendors and/or human resources professionals experienced with providing consulting services to municipal and/or public sector organizations to complete a comprehensive review of the ERSB's current Human Resources Policy and Procedure Manual and salary scales. The scope of work will include a review, update and development of position descriptions, salary scales and the organizational chart.

Interested consultants may obtain the RFP by contacting the ERSB office at (709) 579-7960 for a purchase price of \$20.00 (non-refundable, HST included). The RFP is available digitally (PDF by email) with payment by credit card by telephone OR the RFP may be picked up in person by appointment at (709) 579-7960. The business name/consultant's name and contact information will be required to obtain the RFP.

The RFP will be available on Thursday, April 8, 2021 at 0900 hours.

Any questions regarding clarification of the RFP will only be accepted in writing on or before 1030 hours, Wednesday, April 14, 2021.



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