



REQUEST FOR PROPOSALS

**CONSULTANCY SERVICES FOR
COMPENSATION REVIEW AND JOB CLASSIFICATION FOR
THE BRITISH VIRGIN ISLANDS AIRPORTS AUTHORITY LTD**

JUNE 2023

BVIAA COMPENSATION REVIEW AND JOB CLASSIFICATION

Request for Proposals: Consultancy Services for Compensation Review and Job Classification for the British Virgin Islands Airports Authority

1. INTRODUCTION

- 1.1. The BVI Airports Authority (the Authority), is inviting qualified, professional, experienced, and resourceful firms to conduct a comprehensive review of compensation throughout the Authority, inclusive of a job classification exercise (the “Services”). The overarching objective of this consultancy is to support modernising the employment terms and conditions to enhance performance across the Authority.
- 1.2. The Authority therefore invites firms to respond to this Request for Proposals (RFP) and submit proposals for the consultancy services which is envisioned to commence by August 2023, in a non-editable format to the **Corporate Administrator at email address dfahie@bviala.com**.

2. GOAL AND OBJECTIVES

- 2.1. The goal of this consultancy is to address remuneration disparity, to further support the retention, engagement and motivation of skilled and competent officers to effectively deliver services, and to support a move to a ‘Total Rewards’ Scheme that promotes high performance.
- 2.2. The specific objectives of this consultancy are to advise and make recommendation to the Authority on:
 - 2.2.1. The most competitive levels of compensation for the Authority;
 - 2.2.2. A classification system that enables a focus on competencies, not just position title and grade;
 - 2.2.3. Appropriate Job Families for a modern Authority;
 - 2.2.4. How to strengthen the Job Classification/Re-Classification process and training of evaluators;
 - 2.2.5. A Total Rewards Scheme that enables base pay, and variable pay such as allowances, performance bonuses and any other benefits to be considered and articulated as part of the overall compensation package; and
 - 2.2.6. How to ensure the Authority’s compensation keeps pace with inflation and market value.

3. SCOPE OF THE CONSULTANCY

3.1. The Authority is therefore seeking the services of a qualified, professional, experienced, and resourceful firm capable of providing the Services. More specifically, the successful firm will be expected to deliver the Services in accordance with the following.

Compensation Philosophy

3.2. Develop a Total Reward Philosophy that is consistent with a modern airport organization and that will underpin how jobs in the Authority are evaluated. Such a philosophy should seek to give more value to competencies rather than tenure, and appropriate recognition to technical and specialist jobs to keep pace with external factors and technological changes.

Job Classification

3.3. The Consultant is to develop a new Job Classification tool.

3.4. Design a simplified, practical, and robust framework to evaluate jobs using point-factor methodology. It is to reflect the desire to focus on competencies and skills for the future;

3.5. Review job classifications, grades, and salary and pay bands and make recommendations for the establishment of job families appropriate to a modern airport authority; and

3.6. Assess and report on equity of reward across similar jobs and grades, making recommendations to bridge any gaps found, and paying special attention to the basis for payment of allowances and other benefits across the organization, and where such basis may exist make recommendations to standardize the criterion.

Compensation Review

3.7. Conduct a Compensation/Market-Pricing review that encompasses base compensation, allowances, benefits, bonuses and any other forms of remuneration that may be applicable to the Authority. The review must provide tailored benchmarking to consider key industries, geographic regions (local and abroad), public and private sectors, and size of organization. Specific focus should be given to benchmark salaries for technical jobs such as, but not limited to, Air Traffic Control, Airport Rescue Firefighting, and Aviation Security Services.

3.8. Following the Compensation/Market-Pricing review, a report shall be prepared which includes:

3.8.1. The difference between reward for comparable jobs;

3.8.2. Any differences in the terms and conditions of employment between the public and private sector including provisions for pension;

3.8.3. Make specific recommendations on options to close the market-pricing gaps, taking into account that currently the Authority operates a contributory pension scheme; and

3.8.4. Inclusion of a communication and implementation strategy based on the recommendations of the final report.

4. DELIVERABLES

- 4.1. The deliverables to be provided relative to this assignment includes:
- 4.1.1. An inception report that documents initial desk reviews and finalize the methodology and schedule for performing the assignment within **30 days** from the date noted in the Letter of Acceptance;
 - 4.1.2. Compensation Philosophy in accordance with Section 3.2;
 - 4.1.3. Job Classification Tool (new tool) developed in accordance with Section 3.3.
 - 4.1.4. Job Classification process developed in accordance with Section 3.4 and an operational guide for persons conducting evaluations.
 - 4.1.5. Comprehensive report on Job Classification Exercise inclusive of the requirements of Sections 3.5 and 3.6; and
 - 4.1.6. Comprehensive Report on Compensation/Market-Pricing review developed in accordance with Sections 3.7 and 3.8., inclusive of recommendations for an implementation strategy.

5. PRE-TENDER MEETING

A virtual Pre-Tender meeting will be held via the Zoom platform on 15th June, **2023 at 10:00 am** (local time). Interested bidders should request the access code and password from the Corporate Administrator at dfahie@bviala.com no later than **12:00 Noon (local time)** 14th June 2023. The pretender meeting is not mandatory; however, it is recommended that each Bidder attend. Each Bidder must be fully informed regarding all existing and expected conditions and matters which might affect the cost or performance of the Services. Any failure to fully assess the associated cost, shall not relieve any Bidder from responsibility to properly evaluate the difficulty or cost of successfully performing the Services.

6. PROCUREMENT QUESTIONS – PROHIBITED CONTACTS

Any questions regarding this RFP should be submitted in writing by email only to the Corporate Administrator at dfahie@bviala.com on or before 22nd June 2023.

Questions submitted after the designated period will not be considered. Any response made by the Corporate Administrator will be provided in writing to all Bidders via an addendum. It is the responsibility of each Bidder to obtain a copy of any addendum issued for this procurement. No Bidder may rely on any verbal response to any question submitted concerning this RFP. All Bidders and representatives of any Bidder are strictly prohibited from contacting any other employees of the Authority or any third-party representatives of the Authority on any matter having to do with this RFP. All communications by any Bidder concerning this RFP must be made to the Corporate Administrator at dfahie@bviala.com.

7. SUBMISSION OF PROPOSALS

- 7.1. **Electronic submissions of proposals in a non-editable format and not exceeding 10 MB should be sent to the Corporate Administrator at email address dfahie@bviala.com.** The

filename and the email subject must bear the Applicant's name and "RFP for BVI Airports Authority Compensation Review and Job Classification".

7.2. Proposals must be submitted to the Corporate Administrator no later than **30th June 2023 at 10:00 am (local time)**. It is the responsibility of the bidder to ensure that bids are received by the Corporate Administrator before the afore-mentioned submission deadline. Late submissions will not be accepted for evaluation. Proposals will be opened on the same day at **12:00 noon**. Bidders who wish to witness the opening process may request the Access code and password by **12:00 noon on 29th June 2023**.

7.3. Proposals must be submitted in accordance with paragraph 7.1 and 7.2 with documentary evidence (where applicable) that include the following:

7.3.1. Company profile and statement of capability;

7.3.2. Curriculum Vitae for all key members of the firm that are expected to deliver the services;

7.3.3. General information on the bidder.

7.3.4. A list with brief descriptions of recent assignments that demonstrate a proven track record, solid reputation, success, and experience that are similar in scope to the requirements of this assignment that the firm has participated in.

7.3.5. Proposed methodology for implementing the Services including a Schedule with timelines for completion of tasks and submission of the deliverables;

7.3.6. Financial Proposal to perform the services including hourly charge-out rates for personnel that are proposed to be assigned to deliver these services.

7.3.7. Firms are required to submit a valid business licence or equivalency as proof of authorization to operate a business in the area of the required expertise in its jurisdiction of operation; and

7.3.8. Any other documentary evidence to establish credentials.

8. EVALUATION CRITERIA

8.1. Proposals will be evaluated in two (2) stages: a Technical Evaluation and a Financial Evaluation.

8.2. The Technical Evaluation will be conducted in accordance with the following criteria. **Only firms achieving a minimum Technical Score of 70 points will be advanced to the Financial Evaluation.**

8.2.1. Demonstrated competence of the firm to perform this assignment. **(20 points)**

8.2.2. Qualifications of the key members of firm to undertake this assignment. **(15 points)**

8.2.3. Demonstrated experience of firm in performing similar assignments. **(35 points)**

8.2.4. Adequacy of proposed methodology for implementing the assignment. **(30 points)**

8.3. The Financial Evaluation will be conducted **only** on proposals for firms achieving a minimum Technical Evaluation Score 70 points. The Financial Score will be determined in the following manner:

8.3.1. The firm with the lowest Financial Proposal (that has achieved a minimum Technical Score of 70 points) will be awarded **30 points**.

8.3.2. All other technically qualified proposals will be scored out of 30 based on the following formula:

$$p = y (\mu/z)$$

where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal μ = price of the lowest priced proposal

z = price of the proposal being evaluated.

8.4. The Evaluated Score will be computed as,

$$0.7 \times (\text{Technical Score}) + \text{Financial Score}$$

8.5. The firm achieving the highest Evaluated Score will be invited to negotiate a contract to perform the Services.

9. OTHER CONDITIONS

9.1. The Authority reserves the right to accept or reject any or all proposals without assigning any reasons and is not obliged to correspond with the Applicants in this regard. Further, the Authority reserves the right to change and/or cancel the pre-qualification and tender process without assigning any reasons and without prejudice to its right to re-tender at any time in the future and in such case no bidder/intending bidder shall have any claim arising out of such action.

9.2. The Authority reserves the right to invite revised responses from the Applicants by issue of an addendum, prior to the tender deadline, without liability or any obligation for such invitation and without assigning any reason. This RFP does not give rise to any rights and is not an offer or an invitation to offer.

9.3. The Authority, by this process, does not intend to assume any legal obligation whatsoever, including any binding relationship of any kind, with any Applicant, nor will the Authority accept any liability howsoever arising, in relation thereto. By this document, applicants are so informed, and unconditionally acknowledge that they are fully aware that through an invitation to submit proposals, no entitlement whatsoever vests, or will vest in them.

- 9.4. Participation by any party in this RFP pursuant to the invitation by the Authority shall be considered to be an acceptance of all the terms and conditions of this invitation by such party and no claims or disputes raised by it during or subsequent to the award process shall be entertained by the Authority.
- 9.5. All documents and other information supplied by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. The Authority will not return any application or any information provided along therewith.
- 9.6. The applicants shall bear all costs associated with the preparation and submission of its Proposal. The Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the RFP process.
- 9.7. Proposals must be submitted in accordance with Section 6 of this RFP. The Authority shall not be responsible for the loss or non-receipt or delay in the receipt of any Proposals.
- 9.8. The address to be used for communication with the Authority regarding this RFP is:

Corporate Administrator
BVI Airports Authority
P.O. Box 4416
Road Town
TORTOLA VG1110
Email: dfahie@bviala.com

End of Section