

Request for Proposals: Independent Staff Salary and Compensation Review



Who We Are

The Nova Scotia College of Social Workers exists to serve and protect Nova Scotians by effectively regulating the profession of social work. The NSCSW establishes, maintains, and regulates standards of professional practice. Our role is to ensure that Nova Scotians receive the services of skilled and competent social workers who are knowledgeable, ethical, qualified, and accountable to the people who receive social work services. The NSCSW believes the people of Nova Scotia are entitled to receive the highest caliber of care from their social workers. To ensure this we provide membership services to support Registered Social Workers in maintaining the highest standards of professional competency, enabling participation in a broader provincial social work community.

We engage with members, Government, employers, community groups, and citizens to build a stronger social work community, and to advance the social work profession in Nova Scotia. We believe Social workers provide an essential service to support Nova Scotians lead healthier, happier lives. The NSCSW engages with Nova Scotia's social work community in advocating for improvement to social policies, programs, and social justice.

We provide responsive, accountable leadership to ensure the highest standards of social work for Nova Scotians. We work in solidarity with Nova Scotians to advocate for policies that improve social conditions, challenge injustice and value diversity.

Our Values

Our work is grounded in integrity and professionalism which calls on us to be:

Respectful

The College is respectful of the inherent dignity of every individual, and strives for cultural humility and social change.

Accessible

The NSCSW provides communication and services that are accessible province-wide for members, stakeholders, and the public.

Ethical

The NSCSW follows the established national code of ethics that adheres to the values of the social work profession.

Progressive

The NSCSW is proactive in reflecting the values of social work, and supports innovation through education, research, and transformative community engagement, for the sake of social justice.

Introduction and Background

To ensure we can attract and retain qualified professionals who are essential to fulfilling this mandate, the NSCSW Council is seeking to conduct an independent, comprehensive review of its staff salary and compensation structure.

The NSCSW is issuing this Request for Proposal (RFP) to invite qualified and experienced human resources or compensation consultants to submit proposals for this review. The goal is to develop a fair, competitive, and fiscally responsible compensation framework that aligns with best practices and reflects the value and complexity of the work performed by our staff.

Project Scope

The consultant is expected to perform a comprehensive comparative market analysis. This analysis must include benchmarking against similar roles in the following sectors and organizations:

- **Public Sector:** Relevant positions within the Government of Nova Scotia and the provincial health authority, particularly those held by social workers or involving similar levels of responsibility.
- **Regulatory Bodies (Social Work):** Comparable social work regulatory bodies in:
 - Manitoba
 - New Brunswick
 - Newfoundland and Labrador
 - Saskatchewan
- **Regulatory Bodies (Other Professions):** Similar regulatory professional organizations in Nova Scotia, including those for:
 - Nursing
 - Occupational Therapy
 - Counselling Therapy
 - Psychology

The analysis should consider factors such as organizational size, budget, scope of responsibility, and required qualifications for each role.

Deliverables

The successful proponent will be expected to deliver the following:

1. **Project Plan:** A detailed project plan and timeline, to be submitted and approved within two weeks of contract signing.
2. **Interim Report:** A preliminary report summarizing initial findings from the comparative market analysis for discussion with the NSCSW Council or its designated committee.

3. **Final Report and Recommendations:** A comprehensive final report presented to the NSCSW Council. This report must include:
 - A detailed summary of the research methodology and data sources used.
 - A complete market analysis, benchmarking each of the seven NSCSW positions against the comparator groups.
 - Clear, data-driven recommendations for salary ranges for each position.
 - Recommendations on other relevant compensation elements (e.g., benefits, professional development allowances), if applicable.
4. **Presentation:** A presentation of the final report and recommendations to the NSCSW Council.

Request for Proposal and Project Timeline

4.0 Proposal Submission Requirements

Proponents are required to submit a proposal that includes the following components. Additionally, proposals must explicitly address the organization's commitment to advancing Equity, Diversity, and Inclusion (EDI) in all aspects of the project.

- **Company/Consultant Profile:** Provide an overview of your organization or individual practice, emphasizing relevant experience in compensation analysis, particularly within the non-profit, public, or regulatory sectors. Highlight expertise in salary compensation and related areas.
- **Methodology:** Outline a detailed description of your proposed approach and methodology for completing the scope of work, ensuring alignment with EDI principles.
- **Project Team:** Include biographies of the key personnel assigned to this project, detailing their qualifications, experience, and any demonstrated commitment to EDI in their work.
- **Project Timeline:** Present a clear and realistic timeline from the project's initiation to the delivery of the final report.
- **Fee Structure:** Provide a comprehensive cost proposal, including a breakdown of all fees, estimated hours, and any anticipated expenses. The total cost should be presented as a fixed, all-inclusive price.
- **References:** Supply contact information for at least two (2) recent clients for whom you have completed similar work.

Proposals should reflect a clear understanding of the organization's goals and demonstrate how the proponent's approach will contribute to fostering Equity, Diversity, and Inclusion throughout the project.

5.0 Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Expertise (35%):** Demonstrated experience of the consultant/firm in conducting comprehensive compensation reviews, especially for regulatory bodies or non-profit organizations.
- **Proposed Methodology (30%):** The clarity, feasibility, and thoroughness of the proposed plan to meet the scope of work.
- **Cost-Effectiveness (25%):** The competitiveness and clarity of the proposed fee structure in relation to the scope of work.
- **References (10%):** Feedback from previous clients on the quality, timeliness, and professionalism of past projects.

6.0 Submission Deadline and Contact Information

Proposals must be submitted electronically in PDF format to the Executive Director/Registrar.

Submission Deadline: February 27, 2026, at 4:30 PM AST

Submit to:

Alec Stratford, RSW
Executive Director/Registrar
Alec.Stratford@nscsw.org

Any questions regarding this RFP should be directed to the contact above no later than February 13th, 2026. The NSCSW reserves the right to accept or reject any or all proposals.