

The British Virgin Islands Health Services Authority (BVIHSA) is seeking proposals from qualified organizations to conduct a comprehensive Compensation Review, Job Classification Exercise, and a review of and proposal for a new streamlined organizational chart. The objective is to ensure that BVIHSA's compensation practices are competitive, fair, and aligned with current industry standards and economic conditions. This consultancy will also streamline job descriptions to enhance retention and recruitment within the organization.

SCOPE OF ENGAGEMENT

The consultancy will assess the current compensation structure for disparities and inconsistencies, ensuring job classifications accurately reflect duties and responsibilities. They will benchmark compensation packages against industry standards and provide recommendations to enhance competitiveness and equity. A new classification system will be developed, focusing on competencies, skills, and qualifications, while streamlining job descriptions to maintain departmental differences. The consultancy will ensure BVIHSA's compensation keeps pace with inflation and market value and will review the organizational chart for efficiency. They will collect and review existing job descriptions, compensation data, and conduct interviews with employees and management. A detailed job analysis will categorize positions by skill level and responsibilities, followed by a compensation benchmarking exercise against relevant organizations. An equity analysis will identify and address any disparities in compensation, promoting fairness and transparency. The current organizational chart will be reviewed to identify inefficiencies, leading to a proposed streamlined structure that improves efficiency and aligns with strategic goals. Finally, a comprehensive report with recommendations will be provided, alongside support for implementing the proposed changes and developing communication materials for employees.

INSTRUCTIONS TO TENDERERS/MINIMUM REQUIREMENTS

Tenderers are required to furnish the following in accordance with the criteria set out in the Bid Documents:

1. **Form of Bid**
2. **Technical Proposal**
3. **Financial Proposal**
4. **Company Profile**
5. **Business References**
6. **Project Team**
7. **Risk Management Plan**
8. **Work Sample**
9. **Compliance Documentation**

9.1 Proof that the company or individual is in good standing with respect to taxes, duties, social security and national health insurance contributions, company registration, or payments due to the Government of the Virgin Islands. Certificates of Good Standing must be obtained by the Director of Social Security Board and National Health Insurance, and the Commissioner of Inland Revenue.
9.2 Tenderers registered as companies in the British Virgin Islands are required to submit a Certificate of good standing from the Commercial Registry.
9.3 Tenderers operating in the British Virgin Islands are required to submit a Trade License (valid for 2024) related to the provision of the required service.
9.4 Foreign companies must submit a valid business license and other statutory and regulatory documents of the company in its country of origin.
Note:

Failure on the part of tenderers to enclose the supporting documentation indicated with each respective tender will render the tender non-responsive on the date of the opening of tenders.

APPLICATION FOR BID DOCUMENTS

Tender documents will be available from **Monday, 7th October, 2024**, on weekdays between 9:00 am to 4:00 p.m. Tender documents will be sent to Tenderers electronically upon request to tenders@bvihsa.vg with the subject title "**Application for tender documents: Compensation Review and Job Classification for the BVIHSA**". Tenderers are advised that the destination mailbox is not automated to send Tenderers a dated and time acknowledgment of receipt and delivery of their message. Therefore, Tenderers should not assume that their email has been safely received and it is the responsibility of the tenderer to follow up with using the contact information below if any acknowledgement of receipt is not received within two (2) working days of submission of their email. Under no circumstance will BVIHSA be responsible for non-receipt of documents by tenderer.

SUBMISSION OF TENDERS

Electronic copies of the Proposal must be received no later than 4:00 p.m. (local time) on Monday 9th December 2024. Late tenders will not be received. The submission must be in a non-editable format and not exceeding 10 MB. The body of the email submission should include the name and address of the applicant, and the subject of the email shall be "**BVIHSA002of2024 Compensation Review and Job Classification for the BVIHSA**".

Please contact 1-284-852-7526 in the event of any technical difficulty with email communication.

Tenders will be opened on **Wednesday, 11th December 2024, at 1:00 p.m.** at the CEO's office, BVIHSA 32 Main Street, Road Town, Tortola, Virgin Islands VG1110. Tenderers are invited to witness this process via "**Microsoft Teams**".

Tenderers will be provided with the access code and password prior to the opening.

The BVIHSA does not bind itself to accept the lowest or any other tender and will not defray any costs incurred by the Tenderer.

PROPOSAL FEE

A non-refundable fee of \$250.00 is payable to BVIHSA by cash, banker cashier's cheque or credit card for the Bid documents. Tender documents, once submitted, will remain the property of the BVIHSA.

ADDITIONAL INFORMATION

- ❖ Proposals will be opened publicly and then sent to the Authority's selection committee for evaluation. The decision of the Authority's selection committee shall be final and conclusive, subject to approval by the British Virgin Islands Health Services Authority Board. Following Authority approval, the successful firm shall receive a written Notice of Award.
- ❖ All costs related to the preparation of the proposals and any related activities are the sole responsibility of the proposed bidder. The Authority assumes no liability for any costs incurred by proposers throughout the entire selection process.
- ❖ All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of the Authority and will not be returned.
- ❖ The proposed bidder must sign his/her proposal correctly. If an individual offers the proposal, his/her name, office and Post Office address must be provided. If offered by a corporation, the person signing the proposal must give the name of the business and the address of the President, Secretary and Treasurer. Anyone signing a proposal as an agent must file legal evidence of his/her authority to do so and that his/her signature is binding upon the firm or partnership.
- ❖ Each proposal shall be emailed to tenders@bvihsa.vg on or before the aforementioned deadline. No proposals shall be entertained after the stated deadline.
- ❖ Proposals shall be provided to the Authority and included as part of these documents. The required proposal forms shall not be separated from the remainder of these documents. The person signing the proposal shall initial any correction on the proposal form. No proposed bidder shall stipulate in his/her proposal any condition not contained in the Bid Documents.
- ❖ The Board of Directors of the BVIHSA does not bind itself to accept the lowest bid and will not defray any costs incurred by the Bidder.

Contact Information:

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Opening of Bids:

British Virgin Islands Health Services Authority
#32 Main Street, Road Town,
Tortola, British Virgin Islands