



Request for Proposals (RFP):

Human Resources Consulting Services: Job Classification and Evaluation System

Introduction

Porchlight Counselling and Addiction Services invites proposals from qualified Human Resources consultants or consulting firms to support the development of a job classification and evaluation framework that reflects the current realities of the organization's work and services.

Porchlight is seeking a consultant who can assess existing role descriptions and compensation structures, and work collaboratively with leadership to develop a clear, transparent, and equitable job evaluation system. This framework should support organizational growth, staff clarity, and internal equity by ensuring that roles are evaluated consistently based on responsibilities, qualifications, and organizational impact.

The selected consultant will provide guidance, tools, and training to support the implementation and long-term use of the classification system.

About Porchlight Counselling and Addiction Services

Porchlight Counselling and Addiction Services is a community-based mental health and addiction service provider serving Cambridge and North Dumfries. Porchlight delivers counselling, addiction services, and community-based programs that support individuals, families, and communities facing complex mental health and substance use challenges. The organization currently employs approximately 40 staff members across a range of clinical, program, administrative, and leadership roles and operates with an annual operating budget of approximately \$3 million.

Porchlight is experiencing growth in both service demand and program delivery and is seeking to strengthen its internal human resource systems to ensure transparency, fairness, and clarity in job expectations and compensation structures.

Project Overview

Porchlight is seeking support to develop a job classification and evaluation system that reflects the diversity of roles within the organization and supports equitable, transparent compensation practices.

The consultant will work with leadership to review existing job descriptions and HR practices and develop a standardized approach to evaluating positions based on role responsibilities, required qualifications, and organizational impact.

The final deliverables should include a clear methodology that Porchlight can continue to use internally as roles evolve over time.

Project Objectives

The consultant will support Porchlight in achieving the following objectives:

1. Assessment of Current Position Descriptions and Evaluation Processes

Review existing job descriptions and current HR documentation and provide recommendations for a standardized approach to job descriptions and role evaluation.



This may include developing or recommending a job evaluation methodology, such as a point-based system that considers factors including:

- Knowledge and educational requirements
- Professional licensure and credentials
- Technical and clinical expertise
- Level of independence and decision-making authority
- Complexity of responsibilities
- Scope of impact within the organization

2. Development of Occupational Role Groupings

Support Porchlight in determining whether occupational groupings or role streams should be established to reflect the nature and scope of different types of work within the organization.

This may include grouping roles based on factors such as:

- Clinical vs administrative functions
- Leadership or supervisory responsibilities
- Program delivery responsibilities
- Complexity of services provided

The goal is to create greater clarity and transparency around distinct roles and career pathways within the organization.

3. Wage Clarity and Internal Equity

Support Porchlight in developing clear and consistent role classifications that contribute to transparency and internal equity in wage structures.

The system should enable Porchlight to ensure compensation aligns with objective factors related to role responsibilities and qualifications.

4. Tools, Resources, and Training

Provide practical tools and resources that will allow Porchlight to implement and maintain the job classification system moving forward.

These may include:

- A classification or job evaluation process map
- Templates for position descriptions
- Job description writing guides
- Performance appraisal alignment recommendations
- Training for leadership and administrative staff on using the evaluation system

Scope of Work

The selected consultant will be expected to:

- Review existing job descriptions and HR documentation
- Conduct consultations with leadership and relevant staff
- Develop a recommended job evaluation framework
- Propose occupational role groupings where appropriate
- Provide guidance on classification levels and evaluation criteria
- Develop supporting templates and documentation
- Deliver training to leadership on implementing the system
- Provide a final written report outlining recommendations and tools



Proposal Requirements

Proposals should include the following information:

- Overview of the consultant or consulting firm
- Relevant experience in job evaluation, compensation frameworks, or HR systems development, particularly in nonprofit or human service organizations
- Description of the proposed methodology or approach
- Project timeline and estimated schedule
- Fee structure and total cost
- Names and qualifications of team members involved
- At least two references from comparable projects

Timeline

Porchlight anticipates the following timeline for the project:

RFP Release: May 26, 2026

Proposal Deadline: June 22, 2026

Consultant Selection: July, 2026

Project Start: Summer 2026

Porchlight anticipates the project will be completed within 3–6 months of the project start date.

Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Demonstrated understanding of nonprofit and human service organizations
- Quality and clarity of the proposed approach
- Ability to deliver practical tools and training
- Cost and overall value

Submission Instructions

Proposals should be submitted electronically in PDF format to:

Cameron Dearlove, Executive Director

Porchlight Counselling and Addiction Services

camerond@porchlightcnd.org

Proposals must be received by June 22, 2026