

Harris County Housing Authority

Request for proposal For Wage, Salary and Compensation Study

1.0 Advertisement

The Harris County Housing Authority is seeking proposals from qualified firms to conduct a comprehensive Wage, Salary and Compensation study for 6 Executive positions and 50 Administrative employee's in approximately five (5) job classifications. The Authority manages 4,500 Housing Choice Vouchers, 8 Moderate Rehabilitation Vouchers, 72 Single Room Occupancy Units, and 2,500 Disaster Housing Assistance Program Vouchers. Additionally, the Housing Authority has developed six low-income tax credit developments with almost 1,000 units over the past 36 months. The Authority also has approximately 30 million in construction and an additional 200 million in planning and design. The Housing Authorities annual budget is approximately 60 million dollars.

2.0 Proposal Submission

All proposals must be received at the following address by 3p.m. on January 7, 2010. Proposals received after this date and time will not be considered.

All submissions must be marked: "RFP 2009-11-02 **Wage, Salary and Compensation Study**".

ATTENTION:

Mr. David Gunter
Chief Administrative Officer
Harris County Housing Authority
8933 Interchange Drive
Houston, Texas 77054

3.0 Contact Person

Any questions regarding the RFP should be directed in writing to the Chief Administrative Officer. Questions may be e-mailed to david.gunter@hsg.hctx.net or sent to the address listed above.

4.0 Scope of Services

HCHA wishes to conduct a wage and salary study for all Executive and Administrative positions. HCHA wishes to conduct an external comparison study of the total compensation package for employees of the Harris County Housing Authority. The vendor will deliver a report documenting the comparison between the total compensation

of HCHA employees and the total compensation for employees in comparative private and public sector markets in Texas and throughout the United States. HCHA is a national leader in the field of affordable housing and comparisons should be made with other entities that are considered to be industry leaders. Comparisons should be made with high performing, nationally recognized public and private sector companies.

External wage salary and surveys are used to determine the compensation levels needed to attract and retain quality employees and to design a strategy for compensating their workforce. There are a variety of purposes an external salary survey may fulfill, including:

Ensuring external equity (i.e., to determine if current salary rates are sufficient to attract new employees as well as retain current employees);

1. Validating job evaluation systems (i.e., to determine if they are providing equal pay for jobs of equal worth and if they have adequate pay differentials for work of unequal worth); and
2. Regulatory compliance (i.e., justification for pay practices by using market data when challenged by lawsuits with respect to discrimination). All services must be performed in compliance with the standards required by the U. S. Department of Housing and Urban Development, the Fair Labor Standards Act, A-87, HUD Guidebook 7401.7, and any other applicable federal, state and local rules, regulations and legal requirements.

The study must include a review of all current job descriptions for Authority positions. The job description, interviews with executive staff, and public, private and non profit factors shall serve as the basis for establishing the new Compensation Plan. The Approach to the study should include benchmarks, survey, data verification processes used, and the application of any geographic differentials.

Prepare a final report detailing your findings and observations. As a minimum, the final report must include:

1. A detailed salary survey report for the Authority and comparable local (PHA's in Texas, California, Illinois, Florida, New York, Washington, and Georgia) public agencies – including specifically but not limited to, Harris County Hospital District, Harris County, City of Houston, City of Houston Housing Authority, Private Property Management firms, Private Developers, Housing Finance

Corporations and others.

2. Recommended salary ranges for each position.
3. Comparison of FWHA fringe benefits to competing employers.
4. Description of the methodology used in the Salary Study.

1.0 Proposals Must Contain:

- Scope of Services
- Approach to providing services
- Time frames and deliverables
- Fixed fee price
- Qualifications and experience of the firm
- Qualifications of the consultants who will actually be providing the services
- References

The HCHA expects the employee compensation study to be completed not later than January 7th and presented to the Housing Authority Board of Commissioners at the January 20, 2010 meeting. All firms must be able to meet this deadline. The firm chosen to complete this study will have to present its results at the January 20, 2010 Board of Commissioners meeting.

2.0 Proposal Evaluation Criteria

Criteria Maximum Points

a. Approach	30 points
b. Price	20 points
c. Experience conducting Compensation studies for PHA's	20 points
d. Qualification of the consultants who will develop study	20 points
e. General experience with wage and salary study	10 points

Total Points

100

Though price is an important factor, it will not be the sole factor considered in selecting the successful proposer. The Harris County Housing Authority reserves the right to reject any or all proposals and to award the contract in the best interest of the Authority. The anticipated budget for this project is not to exceed \$75,000.