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April 14, 2016

AMENDMENT #1  
AMENDMENT TO SOLICITATION NUMBER RFP 16-07: COMPENSATION STUDY

Issued by: Kristen Domeracki, Director of Administration

The date and time specified for receipt of proposals is unchanged. The solicitation mentioned above is amended as set forth above and below. Proposers must acknowledge receipt of this amendment by signing the form below and submitting it with the proposal.

REVISION TO SCOPE OF WORK:

3. Compare HCHA’s benefits (insurance, leave policy, holiday policy, etc.) to other comparable employers in the Houston market. Develop recommendations for changes policy or benefits offered to bring benefits in line with similar agencies. For comparison agencies, include Public Housing Authorities as permitted under HUD guidelines. in other major Texas cities and counties (Travis, Bexar, Dallas, Austin, etc.) as comparators. Public schools, colleges, and hospitals are not reasonable comparisons for salary administration. Area wage surveys conducted by the U.S. Department of Labor and local Chamber of Commerce may also be considered.

Attachment A: Questions & Responses

Proposer/Respondent: \_\_\_\_\_  
Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Attachment A  
QUESTIONS & RESPONSES

Question 1: Werling Associates developed formal salary ranges and established a salary schedule for the Harris County Housing Authority in 2007. It appears that the process that was established at that time is no longer used. Is this correct?

Response: HCHA does not currently utilize a salary schedule for its employees.

Question 2: It is highly probable that a salary/benefit survey will need to be conducted. The time to develop, send out the survey, gather/analyze the data and publish the results can take more than six weeks to complete. Any delays are usually due to the slow participation by the organizations surveyed. How flexible is the sixty day deadline for completing the project, since the survey results may not be ready until the deadline?

Response: Deadlines and extensions will be negotiated with the successful bidder.

Question 3: The Project Goals No. 5 states "Tie compensation to performance". This is not mentioned in the Project Overview or Scope of Work, can you please clarify what is meant by this? Does HCHA have a current performance evaluation process, forms, and ratings to use in our internal salary review and implementation analysis?

Response: We currently have evaluation forms used to evaluate employee performance annually; however, we do not have a formal system for correlating performance evaluations to employee compensation. The successful bidder should examine the pay equity for current employees based on qualifications, experience, tenure, and performance and make recommendations regarding salary adjustments and/or performance evaluation methods.

Question 4: The Project Goals No. 2 state "Maintain employee satisfaction...". In our experience, employee satisfaction cannot be guaranteed since it is dependent on many characteristics of the employment experience (pay, supervisor, work location, role, co-workers), unless the satisfaction here is solely related to the development of a market competitive and internally equitable salary structure and compensation philosophy?

Response: One of the goals of this RFP is to maintain employee satisfaction by ensuring that our employees are compensated equitably and that the authority offers salaries that are competitive with agencies of a similar size. The performance of the successful bidder should address these issues.

Question 5: We invoice monthly for the work completed because this is not a sequential project and we may be doing work in 3 of the 4 phases simultaneously. This does not comply with the Invoices section of the Special Requirements. Would HCHA be able to accommodate this process due to the nature of this project? We still guarantee a not-to-exceed project cost.

Response: Changes to billing guidelines can be negotiated with the successful bidder.

Question 6: Does HCHA have a M/W/DBE requirement for this project?

Response: MBE/WBE/DBE participation is strongly encouraged, but HCHA has not established a minimum percentage that is required.

Question 7: The Scope of Work addresses internal equity of employee salaries and salary grade assignment. Does HCHA have a job evaluation tool that places job titles in appropriate grades based on the job responsibilities? If so, what is the method? If not, the Scope of Work alludes to HCHA wanting a job evaluation method to develop an internally equitable salary structure. Is that accurate?

Response: HCHA does not currently have a system for salary or position “grades” based on job responsibilities. The successful bidder will develop an evaluation method for establishing an equitable salary structure and salary ranges for our positions.

Question 8: The Project Timeline states that 60 days is preferable of the completion of the project. In our experience, this is an extremely aggressive timeline to ensure time for review and discussion of the necessary material and understanding by HCHA. What is the timeframe that is acceptable for HCHA? 60 days to 180 days, or more?

Response: Deadlines will be negotiated with the successful bidder.

Question 9: Does HCHA have a budget range for this project?

Response: HCHA does not release budget ranges for projects prior to the selection of a successful bidder. Budget requirements will be negotiated with the successful bidder.