REQUEST FOR PROPOSAL

SALARY COMPARABILITY STUDY, JOB DESCRIPTION AND INCENTIVE COMPENSATION PLAN STUDY

CONTRACT #2015/16-07

Housing Authority of the City of Opelika
1706 Toomer Street
P. O. Box 786
Opelika, AL 36803-0786

Akinola Popoola
Executive Director
REQUEST FOR PROPOSAL (RFP)

Salary Comparability Study and Job Descriptions

Housing Authority of the City of Opelika, with a work force of approximately 28 employees and which operates as a management company for a multi-family development consisting of 633 units and administers 515 Section 8 Housing Choice Vouchers, will receive competitive sealed proposal for consultant service with respect to the following.

1. A complete salary/rate comparability study of the existing organizational structure including each of the Authority’s job classifications.

2. Prepare job descriptions for each of the Housing Authority’s job classifications.

3. Develop incentive compensation plan and guidelines.

The comparability study must meet regulatory Labor Relations Guidelines. Deadline to submit proposals and credentials is 5:30 p.m. on Tuesday, March 1, 2016 at the address listed below. RFP’s can be obtained at www.opelikaha.org or Monday through Thursday between the hours of 7:00 a.m. and 5:30 p.m. at 1706 Toomer Street, Opelika, Alabama 36801. All proposals should be properly sealed and labeled to:

AKINOLA POPOOLA, EXECUTIVE DIRECTOR
OPELIKA HOUSING AUTHORITY
1706 TOOMER STREET
P.O. BOX 786
OPELIKA, ALABAMA 36803-0786

For further details or information, please contact Akinola Popoola at opelikaha@opelikaha.org or (334) 745-4171. The Housing Authority of the City of Opelika reserves the right to reject any or all proposals. The Housing Authority is an equal opportunity employer and contracting agency.
REQUEST FOR PROPOSALS
Salary Comparability Study and Job Descriptions

I. SCOPE OF SERVICES

Housing Authority of the City of Opelika, with a work force of approximately 28 employees and which operates as a management company for a multi-family development consisting of 633 units and administers 515 Section 8 Housing Choice Vouchers, will receive competitive sealed proposal for consultant service with:

A complete wage/rate comparability study of the existing organizational structure and recommended improvements as they relate to staff/line authority, and wages, and benefits. In addition, develop a compensation incentive plan with guidelines. The study will include the following:

A. Salary Comparability Study

A complete wage/rate comparability study of the existing organizational structure and recommended improvements as they relate to staff/line authority, and wages, and benefits. Please note, the Opelika Housing Authority has converted its Low Rent Public Housing program to Section 8 Multi-Family under the HUD Rental Assistance Demonstration program. This may affect your methodology used in comparing salaries with comparable entities. Please include in your response the methodology you will use. The study will include the following:

1. Review agency’s organizational structure and staffing including present and planned lines of authority and reporting.

2. Data Gathering. This will include selection of other agencies and employers in the vicinity who have job classifications similar to those of the Housing Authority. Also, collection of job descriptions, and salary and pay schedules from the selected organizations.

3. Data Analysis. Analysis of the above data to identify job classifications in the other organizations that are comparable to those in the Housing Authority.

4. Preparation of Pay Schedule. Use above calculated entry pay rates to develop new or update existing pay schedule for all job classifications.
5. **Salary Recommendations.** Use above pay schedule to develop recommended pay rates for each Housing Authority employee.

6. **Report Preparation.** Prepare report on comparability study. Report must include objectives and methodology, summary of study results, documentation on computation of entry pay rate for each job classification, pay schedule, and table of recommended pay for each Housing Authority employee.

7. **Documentation Requirements.** Per regulatory requirements, provide the Housing Authority information on data sources, and wage data, including comparability information.

   Consultant will submit three copies of the comparability study report to the Housing Authority.

**B. Job Descriptions**

Prepare job descriptions for each of the Housing Authority’s job classifications. This will include recommendations on changes to job classification titles and/or establishing new classifications. The job descriptions must meet ADA and Section 504 requirements for handicapped employees. Requirements in this area include the following:

1. **Data Gathering.** Review all existing job descriptions, conduct written survey of all employees, and conduct discussions with selected employees in each job classification.

2. **Data Analysis.** Analyze above data to determine if changes are needed in job classification titles or new job classifications should be established.

3. **Job Description Preparation.** Develop and write drafts of job descriptions for each of the Housing Authority’s approximately 28 job classifications and submit to the Housing Authority for review and comments. Use the Housing Authority’s input to write final descriptions which must include elements that cover ADA, Section 504, and Federal OPM requirements.

**C. Compensation Incentive Plan**

Propose a Compensation Incentive Plan to include performance measurements and payment scale.
The time frame for provision of the services required will be 60 days from the initiation of contract.

Deadline to submit proposals and credentials is 5:30 p.m. on Tuesday, March 1, 2016 at the address listed below. All proposals should be properly sealed and labeled to:

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II. ELIGIBILITY TO SUBMIT PROPOSAL

In order to be considered eligible to submit proposal, each organization, individual, or firm must submit written evidence with its proposal demonstrating that it fulfills the following eligibility criteria:

A. The Proposer has a minimum of one-year experience working for or contracting with similar type agencies. Must have experience in wage/rate comparability studies, preparing job descriptions and developing job performance evaluation systems, personnel policy development, and/or other housing programs.

B. A minimum of 2 references with telephone numbers of organizations where work has been performed.

C. A certification statement that the proposer is not debarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.

III. FACTORS FOR AWARD OF CONTRACT

In addition to eligibility criteria, the following criteria is relative to the RFP and the proposer should address each of these factors as they will be considered when determining the contract award.
A. Experience in working with Public Housing Authority and Section 8 programs, wage comparability studies for Housing Authorities and HUD programs. (30 points maximum)

B. Staff - Description of organization’s staff and experience in HUD programs. Firm’s previous experience in PHA technical assistance, salary studies, surveys, assessments and other services. (30 points maximum)

C. All proposers must carry the following insurance policies: required workmen’s compensation, general liability and professional liability of no less than $1 million and non-owners auto insurance. (15 points maximum)

D. Price - Total cost of services to be provided shall be described. (5 points maximum)

E. Timing - Proposer shall describe start and schedule of activities to be performed. (15 points maximum)

F. Section 3 business enterprise, minority business enterprise and/or women owned business. (5 points maximum)

G. Subject to Other Documents- the contract is subject to the terms and conditions of the State of Alabama as they exist at the time the agreement is signed.

H. Binding Effect - The contract shall be binding upon and shall inure to the benefits of the successors and the assigns of the Housing Authority, and to the heirs and personal representative of the consultant.

I. Conflict of Interest - The consulting firm warrants that it presently has no interest and will not acquire any interest direct or indirect, which would conflict in any manner or degree with the performance of services under this contract.

J. Award of Contract - The award shall be made to the responsible party whose proposal is most advantageous to the Housing Authority, taking into consideration the evaluation factors set forth in this request for proposals.

K. Envelopes - Sealed proposal envelopes and/or packaging shall be clearly marked to indicate that a proposal is enclosed. Please identify at lower left hand corner of package “Salary Comparability Study Proposal”.

L. The Proposer warrants to adhere to civil rights, equal opportunity, fair housing, and Section 3 regulations.
M. Responsibility - It shall be the responsibility of the Proposer to see that the Housing Authority receives their proposal by the date and time set for the opening of the proposals. Proposals received after the time stated shall not be considered.

N. Rejection of Proposals - The Housing Authority reserves the right to accept or reject any or all proposals which are determined to be non-responsive.

IV MATERIALS

The contractor will develop all assessment materials, survey instruments and/or software necessary for the execution of this contract.

V. AWARD OF CONTRACT

A committee consisting of the Executive Director and staff persons will evaluate the proposals that are received. All proposals will be evaluated on eligibility criteria and factors for awards previously stated above.

The Housing Authority reserves the right to reject any or all proposals, to waive any informality in proposals and unless otherwise specified by the Housing Authority or proposer to accept any items in the proposal.