

## **Request for proposal For Wage, Salary and Compensation Study**

### **1.0 Advertisement**

The \_\_\_\_\_ Housing Authority is seeking proposals from qualified firms to conduct a comprehensive Wage, Salary and Compensation study for approximately XX Administrative and XXX Maintenance employee's in approximately XX job classifications. The Authority manages XXXX Public Housing units, XXXX Conventional Housing units and approximately XX,XXX Section 8 Vouchers

### **2.0 Proposal Submission**

All proposals must be received at the following address by \_\_\_\_\_ p.m. on \_\_\_\_\_xx, 2003. Proposals received after this date and time will not be considered.

All submissions must be marked: "RFP – Wage Study".

ATTENTION:

Mr./Ms. \_\_\_\_\_  
Fiscal Director  
\_\_\_\_\_ Housing Authority  
Street  
City, State zip

### **3.0 Contact Person**

Any questions regarding the RFP should be directed in writing to the Fiscal Director. Questions may be faxed to (xxx) xxx-xxxx, e-mailed to \_\_\_\_\_@\_\_\_\_\_.org, or sent to the address listed above.

### **4.0 Scope of Services**

SAHA wishes to conduct a wage and salary study for all Administrative and Maintenance positions. SAHA wishes to conduct an external comparison study of the total compensation package for employees of the \_\_\_\_\_ Housing Authority. The vendor will deliver a report documenting the comparison between the total compensation of SAHA employees and the total compensation for employees in comparative private and public sector markets in Texas and surrounding area.

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);

- 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

- 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 descriptions 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:

- A detailed salary survey report for the Authority and comparable local (PHA's in surrounding Texas, New Mexico, and Oklahoma ) public agencies, private Property Management firms and other similar size housing authorities.

- Recommended salary ranges for each position

- Comparison of FWHA fringe benefits to competing employers.

- 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

### **2.0 Proposal Evaluation Criteria**

**Criteria Maximum Points**

a. Approach	30
b. Price	20
c. Experience conducting Salary and Compensation	20

## Studies for Public Housing Agencies

d. Qualification of the consultants who will actually be providing the services	20
e. General experience with wage and salary studies	10

Total Points	100
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Though price is an important factor, it will not be the sole factor considered in selecting the successful proposer. The SA Housing reserves the right to reject any or all proposals and to award the contract in the best interest of the Authority.