

INSTRUCTIONS TO RESPONDENTS OF THE REQUEST FOR PROPOSALS (RFP)

- A. Proposal Contents: Respondents must include in their proposals the following information:
1. Certification that the firm is not debarred, suspended or otherwise prohibited from practice by federal, state or local governments.
 2. Evidence that the firm is registered to practice in the State of Kansas; or if registration is pending or proposed, when it is anticipated registration will be granted. The appointment of a local agent for out of State firms is required;
 3. Evidence of worker's compensation, comprehensive general liability, and automobile insurance;
 4. Documentation providing information on education, experience and certifications of principals and key personnel (if different from principals); along with the name of the firm's contact person. (Key personnel are defined as those individuals who will have primary responsibility for the firm's performance of the various phases of this project.)
 5. Statement of qualifications (certifications, specialized training, and experience) of principals and all key personnel, and profile of firms for all professional subcontractors used in the project. In addition, explain how each subcontractor will be used in the project.
 6. A list of salary studies completed in the last five years with a minimum of five references from current or former clients of projects undertaken within the last five years. If possible, select references relating to scale of projects similar in nature to that of this project.
 7. Certification that the firm has not been terminated for cause from a project within the last five years, if so, the reasons and circumstances surrounding the termination.
 8. Fixed price for completing the project in accordance with the RFP; a schedule of the estimated hours required for each member of the firm and its subcontractors to complete the project; a schedule of the hourly rates for each staff member (less overhead and profit); a schedule of the hourly rates for each subcontractor (which includes subcontractors' overhead and profit); and overhead and profit.
 9. The approximate number of calendar days to complete the project, once a Notice to Proceed issued is 90 days.
 10. Deadline for Submittal: Submit the proposal to the Kansas City Kansas Housing Authority by **4:00 p.m. CST, March 30th, 2022**. All respondents will be notified by mail as to the outcome.

- B. Pre-Proposal Conference: Firms are encouraged to attend a pre-proposal conference on **March 16th 2022 at 10:00 a.m.** via Zoom. Log in and password may be obtained by contacting smartin@kckha.org.
- C. Interpretations and Addenda: Requests for interpretations concerning any aspect of the RFP shall be directed to the Housing Authority's Contracting Officer (CO). Any inquiry made at least ten days before the deadline fixed for submittal of proposals will be given consideration for a written interpretation. Written interpretations, along with any modifications to the RFP, will be in the form of an addendum, which will be available in the Housing Authority's office at least seven calendar days before the submittal deadline. The addenda will be mailed to each respondent, but it shall be the respondent's responsibility to make inquiry as to what addenda, if any, were issued. All respondents will be bound by such addenda, whether or not received.
- D. Protests: Protest concerning the RFP shall be made in writing and delivered to the Housing Authority's CO at least ten working days prior to the deadline of proposal submittal. Protests concerning the outcome of the selection process must be made in writing to the CO within ten working days of selection of the successful firm. Although the Housing Authority will make notification as to the outcome of the selection process to each respondent, it shall be the responsibility of each respondent to determine when the selection has been made.
- E. Disputes: All claims regarding the performance of the contract shall be made in writing to the Housing Authority's CO. The CO will respond with his decision, in writing. If a dispute results, the firm shall proceed diligently with the performance of the contract. If at the end of the contract any dispute still exists, the CO's decision may be appealed to the Chairman of the Board of Commissioners of the Housing Authority. If the decision by the Chairman of the Board is not acceptable, an appeal may be referred to an independent arbitrator or mediator, which is agreeable to both parties, or a suit may be filed in court of competent jurisdiction. In the event that a dispute escalates to legal action, the legal action is required to be filed in the State of Kansas in accordance with the laws of the State of Kansas.
- F. Certification of Compliance: The respondents, if successful, will be required to submit within ten days from the date of receipt of the notice of an award a current Certificate of Compliance from the Human Resources Department of the Unified Government of Wyandotte County, Kansas City, Kansas. Contact the Human Services Department located on the 3rd floor of the Municipal Office Building, 701 North 7th Street, Kansas City, Kansas 66101, or call (913)-573-5443 for information regarding compliance requirements.

II SCOPE OF REQUIRED SERVICES

The Kansas City, Kansas Housing Authority (KCKHA), is seeking proposals from qualified and experienced firms who have a demonstrated history of successfully conducting a salary comparability study. KCKHA employs approximately 107 employees and manages over 2108 units of affordable housing and administers 1642 Housing Choice Vouchers. KCKHA is seeking proposal from firms that can complete wage/rate comparability study of the existing organizational structure and recommend improvements as they relate to all KCKHA positions, wages, and benefits. In addition, prepare detailed job descriptions for each job classification, and develop a compensation incentive plan with guidelines.

Salary Comparability Study

The study should include the following information:

- **Data Gathering:** This study will include a list of comparable positions within other housing authorities of similar size and operation. It will also include selection of other agencies and employers within the vicinity that have job classifications similar to those of the KCKHA.
- **Data Analysis:** Identifying job classifications in other organizations that are comparable to those within KCKHA.
- **Preparation of Pay Schedule and Salary Recommendations:** Develop and utilize data needed to identify entry pay rates for the development of new or update existing pay schedule for all job classifications. Use pay schedule data to develop recommended pay rates for each KCKHA employee.
- **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 KCKHA employee. Per regulatory requirements, provide the Housing Authority information on data sources, and wage data, including comparability information.

Job Descriptions

Prepare job descriptions for each of the KCKHA'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:

- **Data Gathering:** Review all existing job descriptions, conduct written survey of all employees, and conduct discussions with selected employees in each job classification.
- **Data Analysis:** Analyze above data to determine if changes are needed in job classification titles or new job classifications should be established.
- **Job Description Preparation:** Develop and write drafts of job descriptions for each of the KCKHA's job classifications and submit to KCKHA for review and comments. Use the Housing Authority's input to write final descriptions which must include elements that cover ADA, Section 504, and OPM requirements.
- **Performance Evaluation:** Review annual performance evaluation process for employee reviews.
- **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 90 days from the initiation of contract.

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:

- The Respondent has a minimum of five years' 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.
- A minimum of three (3) references with telephone numbers and email addresses of organizations where work has been performed.
- A certification statement that the Respondent is not debarred, suspended, or otherwise prohibited from professional practice by federal, state, or local agency.

METHOD OF EVALUATION OF PROPOSALS

- A. List of Selection Criteria: The following rating criteria will be used to evaluate the proposals:
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| 1. | Fixed price to complete the project | 40 Points |
| 2. | Qualifications of Firms Principals
Key Technical Staff
Subcontractors | 30 Points |
| 3. | Ability to provide services in a timely manner | 15 Points |
| 4. | Firms Experience and References providing
services similar in size and scope to this RFP. | 15 Points |
- B. Procedure: All proposals will be rated using selection criteria 1 through 4 above. The firm submitting the highest rated proposal will be interviewed; and then be permitted to submit a revised cost proposal. Should the Housing Authority and the firm reach an agreement, the firm will then be offered to contract with the Housing Authority. Otherwise, the Housing Authority will follow the same process with the firm submitting the next highest-rated proposal and so on.
- C. Failure to provide all information required in Section "A Proposal Contents", Numbers 1 through 9 of this RFP will result in elimination of your proposal for consideration.