

NOTICE OF REQUEST FOR PROPOSALS (RFP)

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.

Written proposals will be received in person, or through the mail, until 4:00 p.m., CST, on **March 30th, 2022**, at the Kansas City Kansas Housing Authority office located at 1124 North 9th Street, Kansas City, Kansas. In selecting the qualified firm to perform these services, consideration will be given to those criteria listed in the Request for Proposals (RFP). The Housing Authority reserves the right to reject any and all proposals, request additional information from firms, and to negotiate with top-rated firms. All qualified firms, including minority-owned businesses, and women business enterprises, are invited to submit proposals.

The RFP, which contains the instruction for submitting proposals and scope of services required are described below.

A pre-proposal conference will be held on **March 16th, 2022** at 10:00 a.m., CST Via Zoom meeting. Log in and password, can be obtained prior to this meeting, by contacting Sue Martin smartin@kckha.org.

Questions regarding the RFP should be directed to Mr. Anthony Shomin, Director of Contract Administration at 913-279-3436 or by email at tshomin@kckha.org.