

ADDENDUM NO. 1

2022 Salary Study Request for Proposal for The Kansas City Kansas Housing Authority

ISSUED: March 22, 2022

The additions and revisions to the Request for Proposal as listed herein shall be included in the proposal for this work.

1. The Request for Proposal document shall be amended as follows: Proposals may be submitted in person, by mail, or delivered to 1124 North 9th Street, Kansas City Kansas 66101; or may be sent via email to tshomin@ckkha.org. All proposals must be received by end of business March 30, 2022. Any proposal received after this time will not be opened or considered.

2. The following questions were asked regarding this project. Answers to these questions shall become a part of this Request for Proposal document and are to be considered in your proposal response:

Q. Do we need a Kansas Business License for this project.

A. If no work is anticipated to take place in the State of Kansas, you do not need a Kansas Business License for this project.

Q. Is there a full/extended RFP document other than the one page “Notice of Request for Proposals (RFP)? If so, please provide.

A. Yes, the entire document is available on our website, www.KCKHA.org under “Procurement,” “Current Bid Opportunities” to access the full document.

Q. When did the Authority last conduct a compensation/classification study utilizing a consultant?

A. The last study was in 2010.

Q. Will all 107 employees be included in the study?

A. Yes, however, we anticipate filling our vacancies and increasing our employee status to 122.

Q. How many unique job titles will be included in the study?

A. Job titles consist of Executive Director, Department Directors, Department Assistants, Managers, Maintenance, Supervisors/Forman, Monitors, and Administrative Staff.

Q. What is the Authority's desired timeline to commence and complete the study (start month and end month)? **A.** The Authority is anticipating that all work will be completed by year end 2022.

Q. Does the Authority have existing job descriptions?
A. Yes.

Q. To gain current and accurate job responsibility information for creating/updating job descriptions, we recommend a position description questionnaire process wherein employees are engaged in the process to provide job content information. Is the Authority interested and open to this process?

A. Yes, include this as an option in your proposal.

Q. Does the Authority have a current salary/grade structure? If so, are you able to share?

A. This information will be shared with the successful firm, at the time of the award of a contract.

Q. Does the Authority currently utilize a formal job evaluation methodology to determine internal equity? If yes- please explain. If no— would the Authority like to include that as an optional provision for the study?

A. Please include as an option in your proposal.

Q. What is the Authority's designated budget to complete the study?

A. At this time, a budget has not been established.

Respondents should acknowledge the receipt of this addendum in your proposal.

End of Addendum #1.