



The Roxboro Housing Authority (RHA) requests for proposals (RFP) from your organization of the following:

### **Salary Comparability, Benefit, Merit and Incentives Study**

#### **Introduction**

RHA is requesting proposals from qualified vendors to conduct a comprehensive salary comparability study to include suggested organizational structure, job description updates, merit pay and incentives. A similar study was conducted in 2017. The Board of Commissioners requests an update and the addition of merit increase and incentives methodologies.

The public housing authority is governed by a seven-person board of commissioners appointed by the City of Roxboro. RHA's workforce consists of nine full-time employees and one part-time employee. Currently, there are four full-time, exempt administrative positions; three full-time, non-exempt maintenance positions; two full-time, exempt, grant-funded positions (ROSS and FSS); and one part-time, non-exempt maintenance position.

RHA has 210 public housing units in four scattered sites. These units reside within an eight-mile radius within the City of Roxboro.

#### **Proposal Submission**

Proposals must be received at the address listed below by 10 a.m., Tues., Mar. 8, 2022. Late proposals are not accepted.

Send proposals to:

Felts Lewis, Executive Director  
Roxboro Housing Authority  
P.O. Box 996  
500 Mount Bethel Church Street  
Roxboro, N.C. 27573  
[flewis@roxboroha.com](mailto:flewis@roxboroha.com)  
Telephone: (336) 599-8616 or Cell: (336) 504-4620

#### **Contact Person**

The contact person for the RFP is Executive Director Felts Lewis (see contact information above.)

500 Mt. Bethel Church St.

Roxboro, N.C. 27573

(336) 599-8616

## **Scope of Services**

- A. Conduct a Salary Comparability Study for all Authority positions.
- B. All services must be performed in compliance with the standards required by the Office of Inspector General, U.S. Department of Housing and Urban Development, the Fair Labor Standards Act, A-87, and any other applicable federal, state and local rules, and should enhance the Authority's ability to attract and retain qualified employees.
- C. The study must include updating job descriptions for all Authority positions, including those currently vacant including but not limited to the following: Assistant Maintenance Supervisor, Administrative Assistant, Maintenance Assistant, Grant Coordinator Assistant, Resident Programs Supervisor.
- D. The study must consider salaries, benefits, deferred compensation, post retirement health benefits. The consultant(s) will be required to meet with Authority personnel at the initiation of the study. The Authority also expects ongoing and open communications between the Authority management and the consultant during the course of the study.
- E. At a minimum the final report must include:
  - a. A detailed salary survey report for the Authority and comparable local agencies including housing authorities of similar size and makeup
  - b. Recommended salary ranges for each position
  - c. Recommended salaries for current employees and how to transition into the new plan, if applicable
  - d. Recommendations on benefits, leave, holidays and deferred compensation
  - e. Description of the methodology used for the salary comparability study
  - f. Revised job description for each employee position with exempt/non-exempt classification
  - g. Review of staffing plan and organizational structure
  - h. Job description provided electronically in Microsoft Word
  - i. Methodology of and implementation process for merit increases
  - j. Methodology of and implementation process for employee incentives

**Proposals MUST include:**

- A. Name and credentials of the individual or firm including location and telephone number of personnel to be involved in the study, additional biographical information about the firm and length of time in practice
- B. Name and credentials of individuals to be involved in the study
- C. At least three references for whom similar work has been performed. Contact name, title and telephone number must be included
- D. A statement of the work to be performed by the consultant and the products to be rendered to the Authority. Included description of the required assistance and/or involvement of Authority personnel
- E. A proposed time span from initiation of the study to delivery of final reports and recommendations; include the earliest date the study can begin
- F. Consultant fee for the study; itemization for each facet of the study and expense

**Proposal Evaluation Criteria**

<u>Evaluation Criteria</u>	<u>Points</u>
1. Approach (Statement of Work to be performed)	20
2. Time Frame	10
3. Experience conducting Salary Studies for Public Agencies (Housing Authorities, Cities and other government agencies or non-profit agencies)	25
4. Qualifications/Credentials of the consultants who will provide the service	25
5. Price	20

**Changes in the Request/Additional Information**

The Authority reserves the right to make changes in its requests as deemed in the best interest of the Authority. Any changes will be made in writing to the firm or party receiving the initial request. Roxboro Housing Authority reserves the right to reject any and all proposals and to award the contract in the best interest of the Authority.

*Felts W. Lewis, Jr.*

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Felts Lewis, Executive Director  
Roxboro Housing Authority

*February 15, 2022*

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Date