



Housing Authority of the City of Pittsburgh

Contracting Officer
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August 22, 2016

Compensation Study Consultant Services RFP# 650-32-16

ADDENDUM NO.3

This addendum issued August 22, 2016 becomes in its entirety a part of the Request for Proposals RFP# 650-32-16 as is fully set forth herein:

Item 1: Q: The scope of the project addresses “draft and submit proposed class specifications” and “class series and levels”. Is HACP looking to update and potentially consolidate the current job descriptions? Such as through employee questionnaires or by reviewing and updating current job descriptions through interviews?

A: No we are not.

Item 2: Q: Does HACP have a defined labor market or comparable housing authorities?

A: If you are looking for some guidance, we can provide some.

Item 3: Q: Are the current job descriptions updated, and viewed as valid by both HR, management, and employees?

A: Generally yes and I would add that our jobs are not radically different from other similar jobs.

Item 4: Q: Does HACP have a current job evaluation method to establishing internal equity? Is HACP interested in the use of a job evaluation method for establishing internal equity and using the method to develop the salary structure?

A: No and no.

Item 5: Q: Does HACP have a current salary structure? Can you share the current structure?


A: No current structure exists.

Item 6: Q: According to the RFP, the scope includes 100 positions, and I have counted approximately 94 job titles. Does this mean that the most job titles are single incumbent? Is HACP looking to consolidate job titles?

A: RFP says up to 100 positions. Most are single incumbents. We are not looking to consolidate job titles.

Item 7: The proposal due date and time has been changed to August 29, 2016 at 10:00 AM. The submission location remains at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 3



Mr. Kim Detrick
Procurement Director/Contracting Officer



Date