



Housing Authority of the City of Pittsburgh

Contracting Officer
100 Ross Street
2nd Floor Suite 200
Pittsburgh, PA 15219
(412) 456-5248
Fax: (412) 456-5007
www.hacp.org

January 23, 2012

Organizational Review & Compensation Management Consulting Services

RFP#650-06-12

ADDENDUM NO.1

This addendum issued January 23, 2012 becomes in its entirety a part of the Request for Proposal RFP#650-06-12 as is fully set forth herein:

Item 1: Q: Can we be provided with organizational charts so we can better estimate the number and types of interviews that might be required?

A: Please see Attachment A to this Addendum.

Item 2: Q: How many different job descriptions are there that may need to be revised?

A: At least 300 job descriptions.

Item 3: Q: Are the existing job descriptions generally adequate and what is required is to make them ADA compliant?

A: Many job descriptions have not been revised in years, and it is our goal to ensure that job descriptions are in line with goals of current administration. We would like for the job description assessment to ensure that we are compliant with current ADA regulations. ADA regulations are on the job descriptions, but we want to ensure compliance based on updated regulations.

Item 4: Q: Is making them compliant the core of this task and not revising the job descriptions?

A: We want to substantively revise them not just for compliance.

Item 5: Q: Aren't some of these positions union and already governed by compensation and job descriptions until the next contract agreement?

A: We have union positions, and compensation for those positions is negotiated during collective bargaining. However, we would like a review of those jobs descriptions as well.

Item 6: Q: What does "acceptance" of the classifications mean?

A: Widely used or recognized. We would like for the classifications used to be a part of the industry standard.

Item 7: Q: Does the contractor notify the employees of any classification changes?

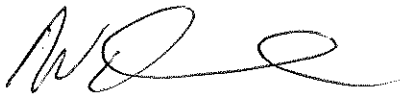
A: No, those recommendations, per the scope, are made to the Executive Director.

Item 8: Q: What employee input would we be requesting? Their compensation or their job descriptions, or both?

A: Our focus is on job descriptions with the employees.

Item 9: The proposal due date, time and location, remain unchanged at Monday, February 6, 2012 at 10:00 AM. at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 1



William D. McDanel
Contracting Officer

1-23-2012

Date

Attachment A
(for RFP650-06-12, Addendum 1)
Organizational Charts

HACP DEPARTMENTAL MATRIX

Executive Director

Chief Operations Officer

Housing Choice
Voucher Program

Occupancy Department

Site Management

Facilities Services

Public Safety
Department

Chief Financial Officer

Finance Department

Management
Information Services

Procurement

Chief Community Affairs Officer

Communications

Resident Self
Sufficiency

Chief Development Officer

Development and
Modernization

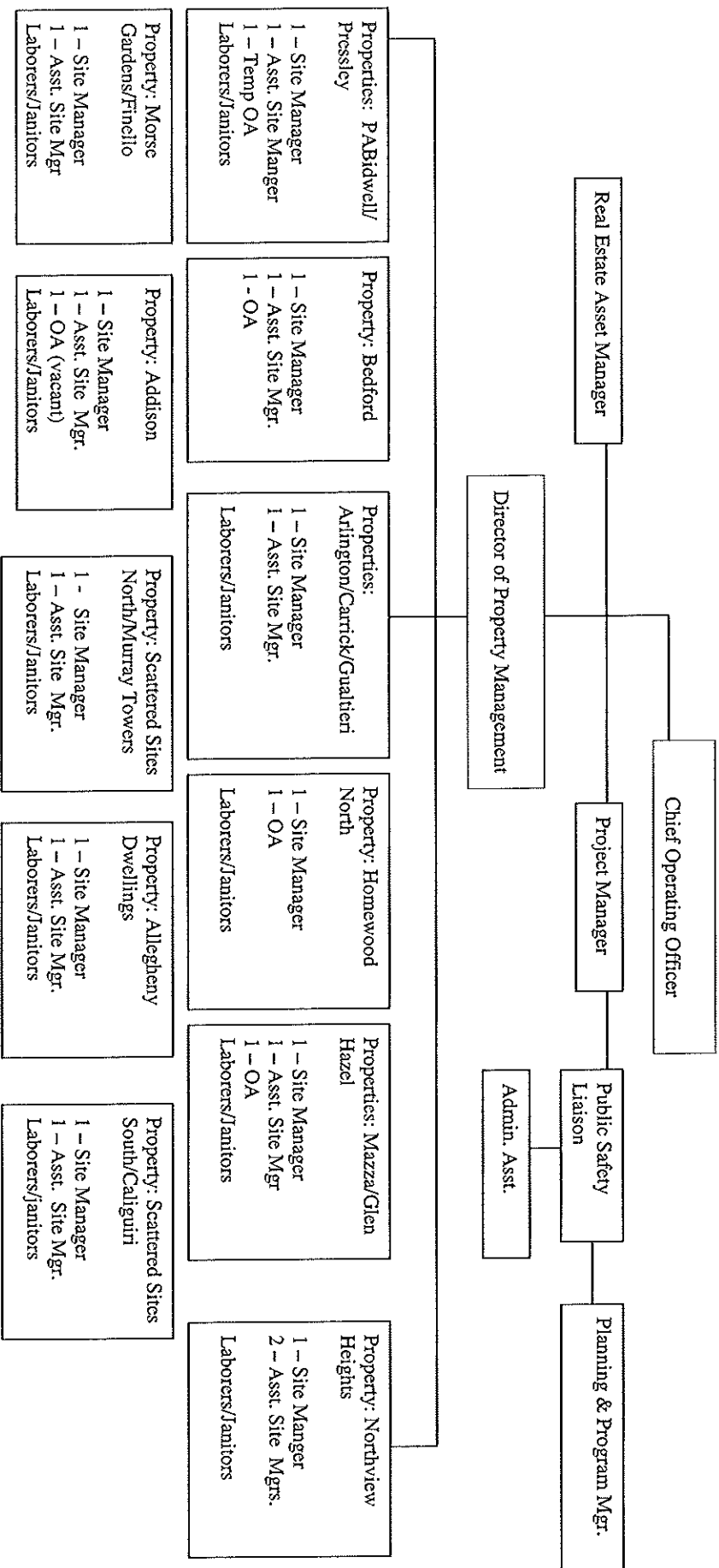
General Counsel

Legal Department

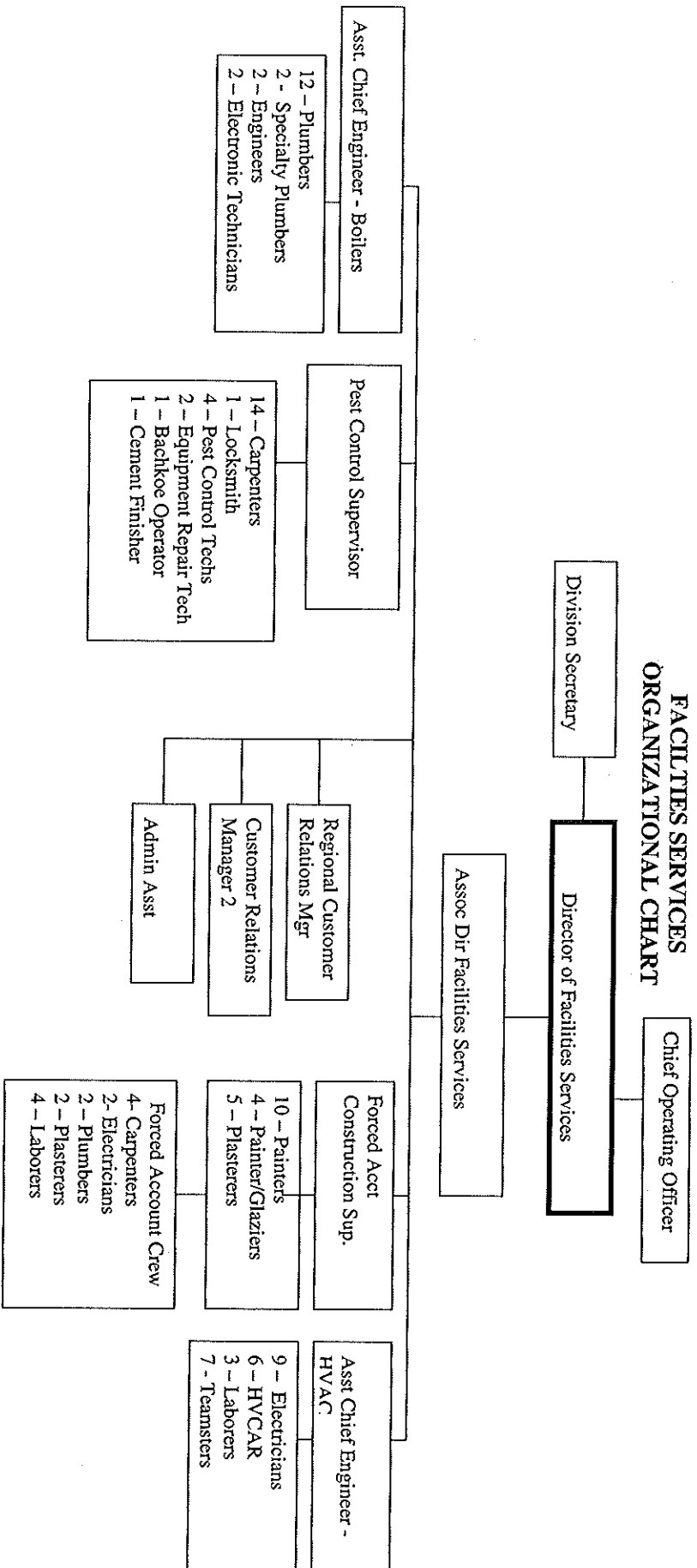
Human Resources
Department

Voluntary Compliance
Administration

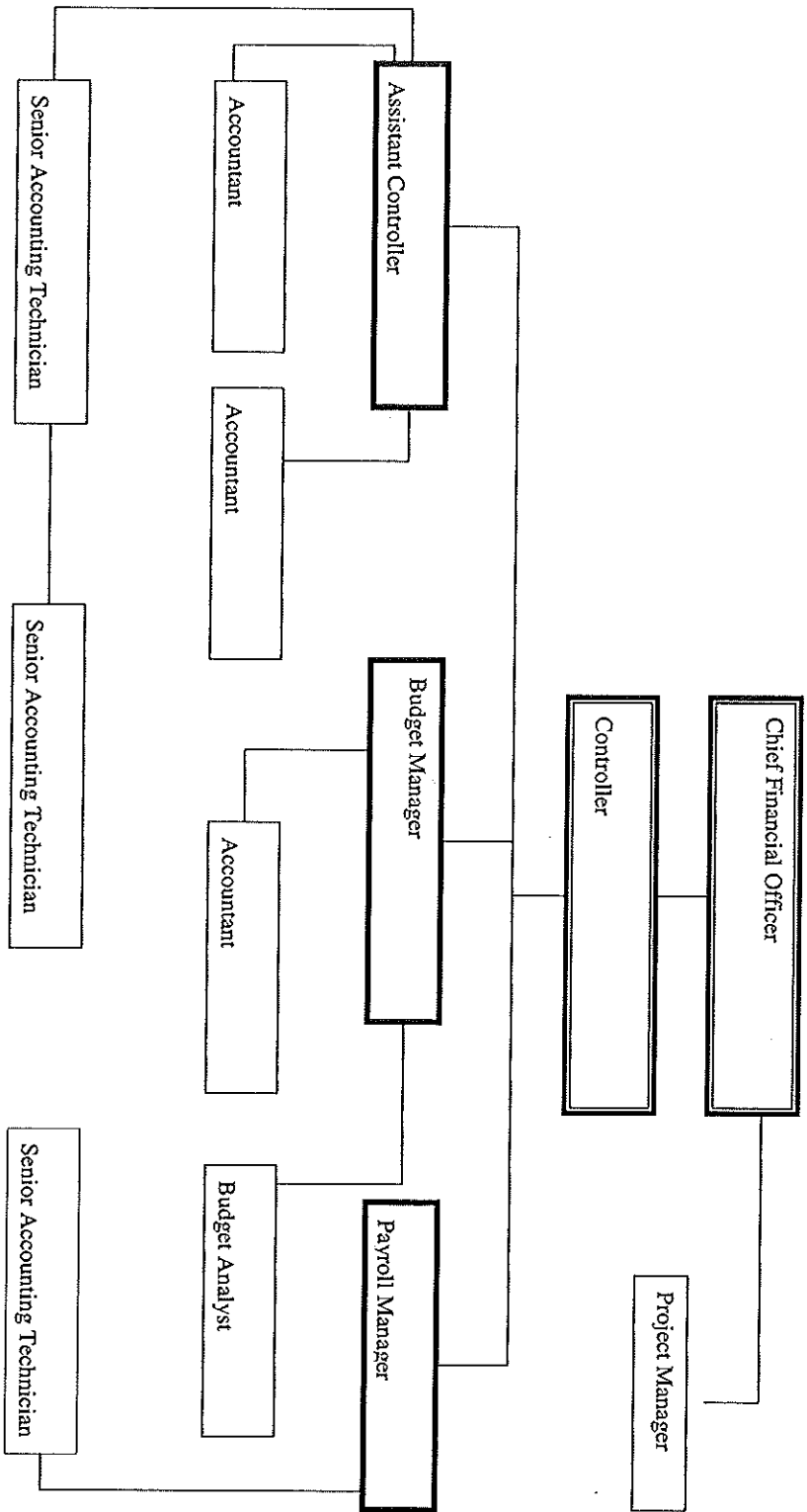
**Operations Administration /Site Management
ORGANIZATIONAL CHART**



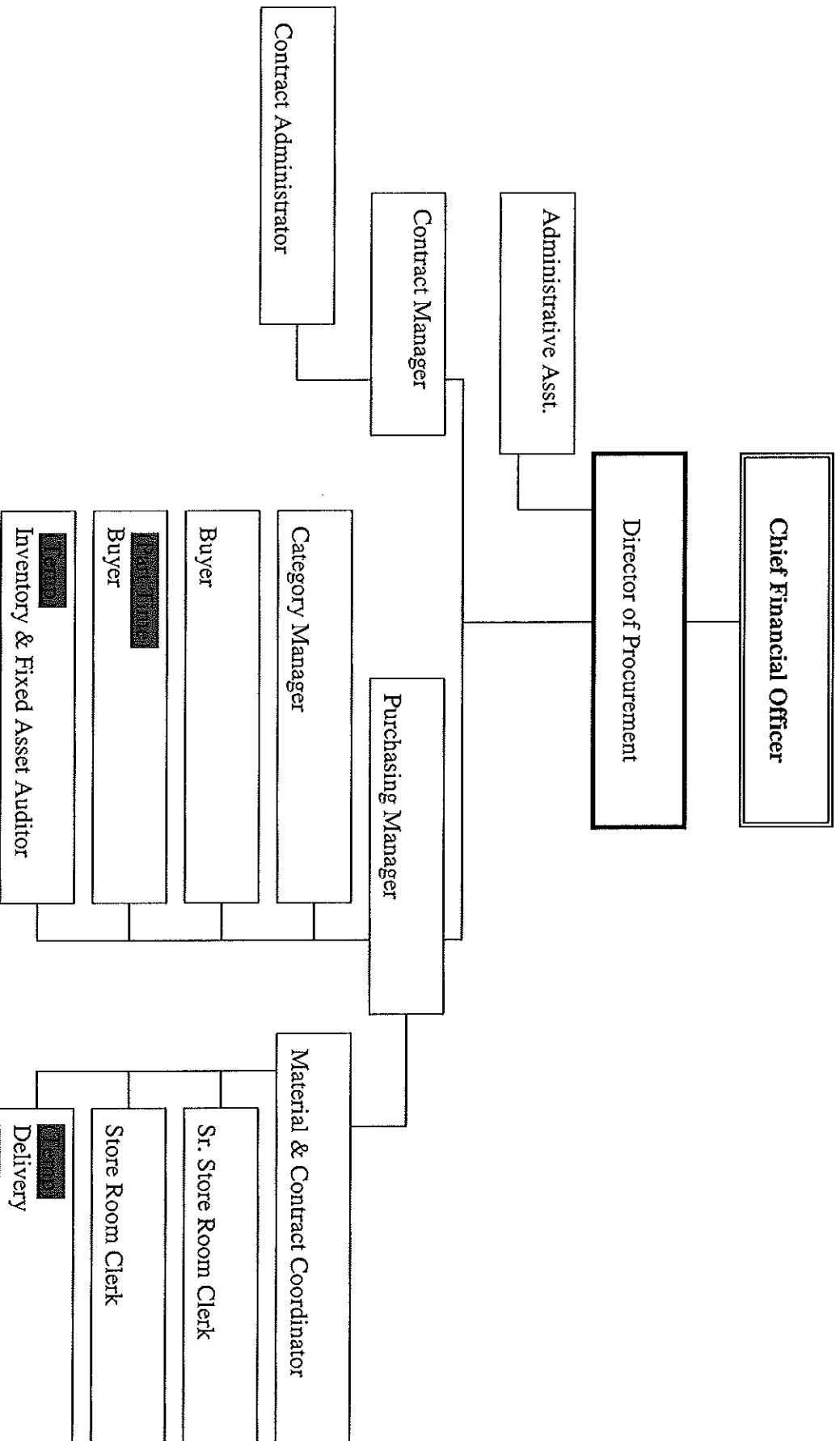
FACILITIES SERVICES ORGANIZATIONAL CHART



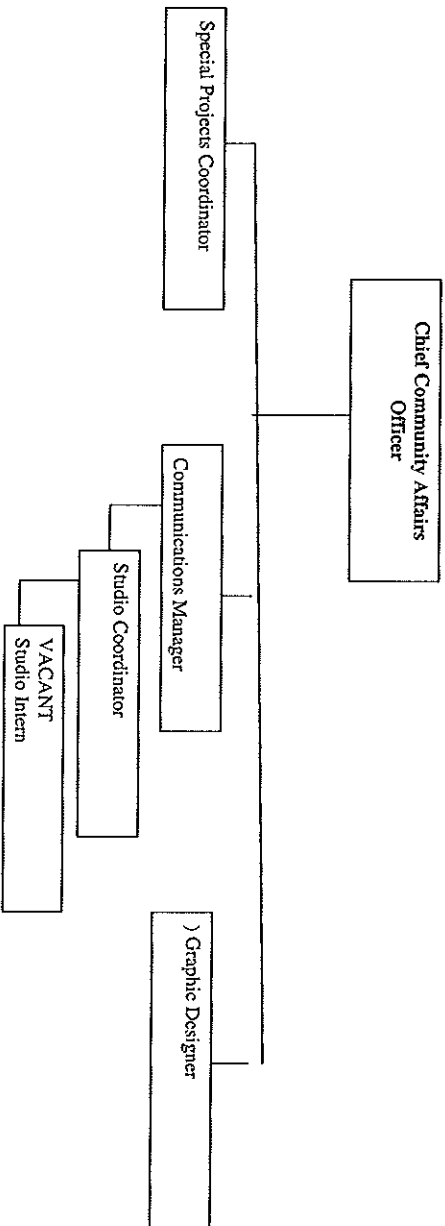
HACP FINANCIAL SERVICES DEPARTMENTAL MATRIX



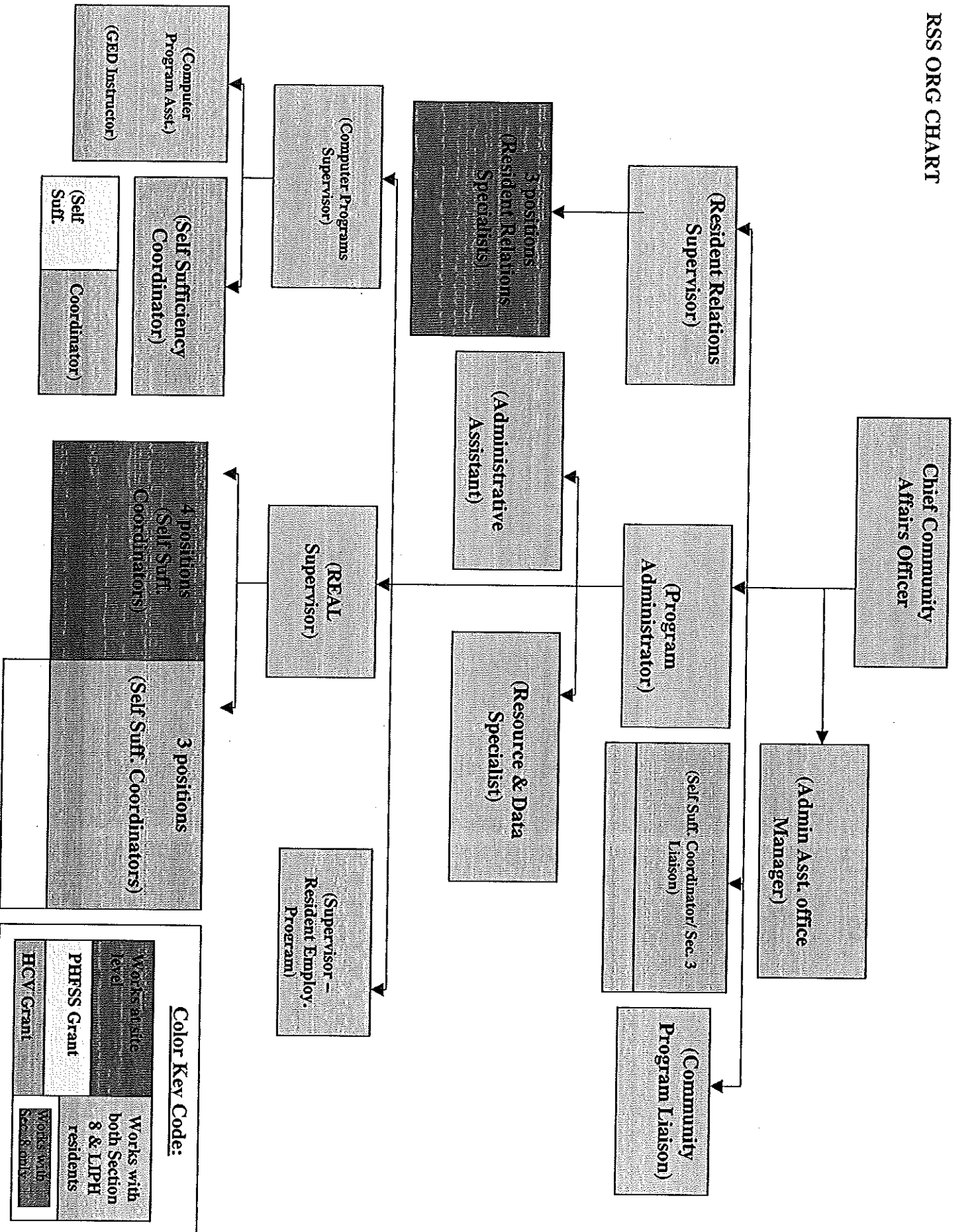
HACP PROCUREMENT DEPARTMENT
ORGANIZATIONAL CHART



COMMUNICATIONS
ORGANIZATIONAL CHART



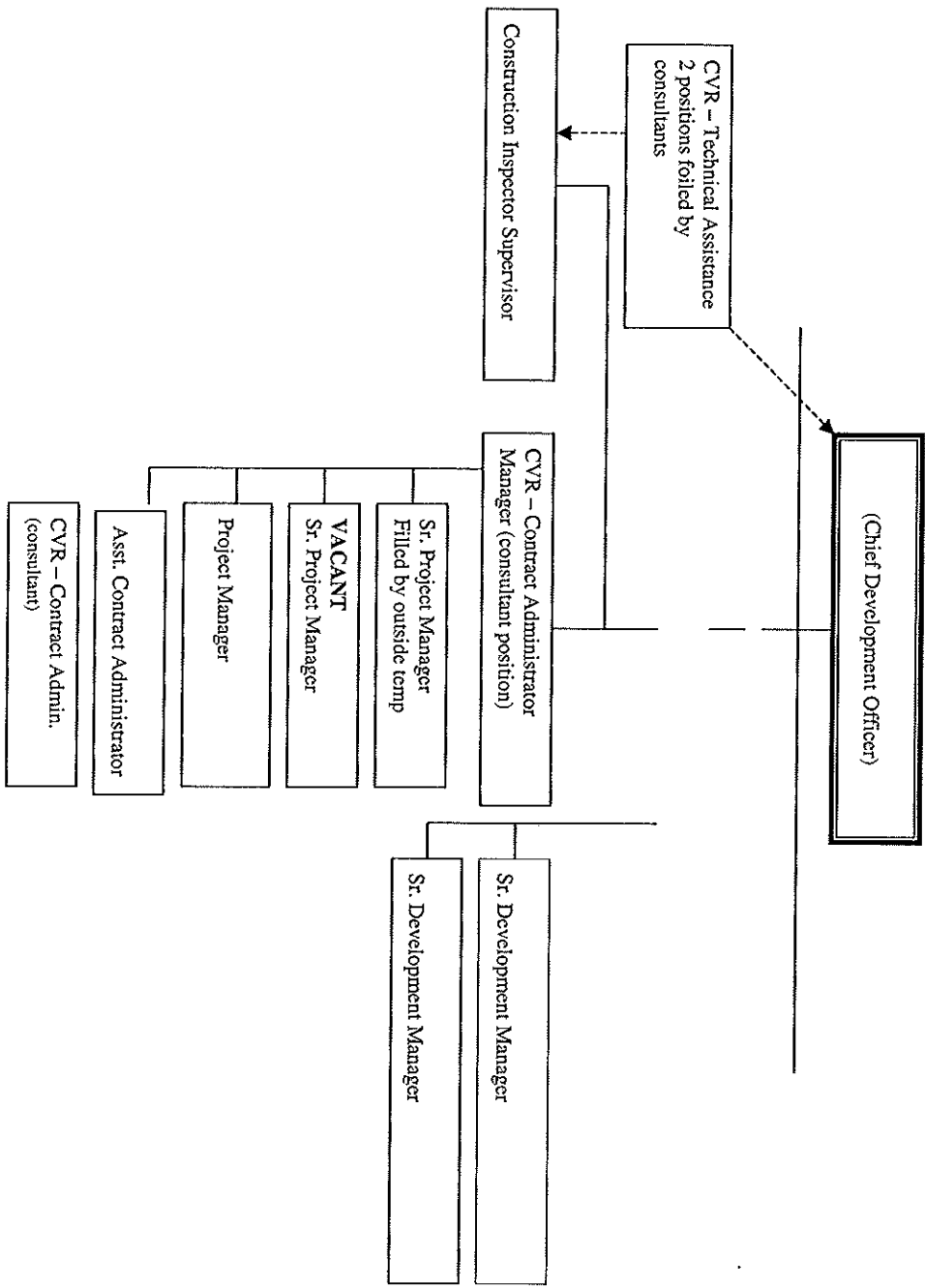
RSS ORG CHART



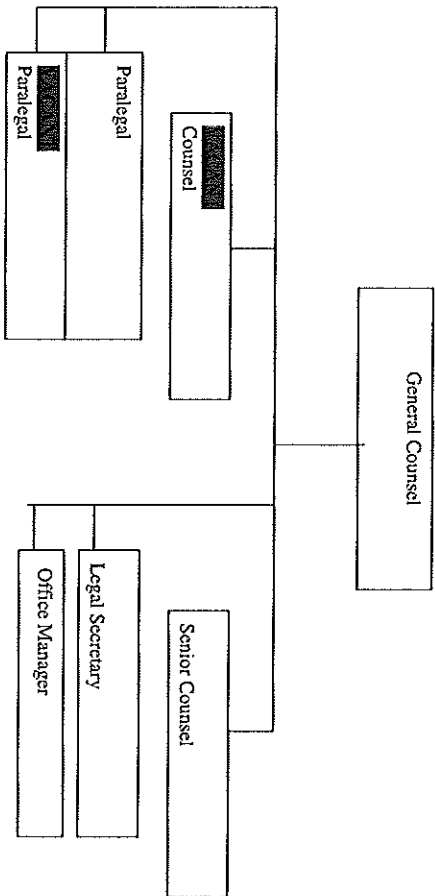
Color Key Code:

Works at site level	Works with both Section 8 & LIPIH residents
PHFSS Grant	Works with Sec 8 only
HCV Grant	

HACP Development and Modernization Department



LEGAL DEPARTMENT
ORGANIZATIONAL CHART



HUMAN RESOURCES DEPARTMENT
ORGANIZATIONAL CHART 1-1-12

