



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

February 02, 2012

Organizational Review & Compensation Management Consulting Services

RFP#650-06-12

ADDENDUM NO.3

This addendum issued February 2, 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: Management Information Systems is listed under the CFO, but there is no corresponding breakdown of positions and employee count for this department on the org chart. Could you please provide an organizational chart or information regarding the staff breakdown for the MIS department?

A: Refer to Attachment A-1 of this addendum.

Item 2: Q: Could you please define the breakdown of positions and employees for the Executive department? Are there administrative support staff in this department? It is not represented on the org chart.

A: Refer to Attachment A-2 of this addendum.

Item 3: Q: Could you please define the breakdown of positions and employees for the Governmental Affairs department? It is not represented on the org chart.

A: Refer to Attachment A-2 of this addendum.

Item 4: Q: Is it possible to provide data on the number of laborers/janitors in the Property Management department? This appears to be the only department where positions do not reflect a 1:1 ratio on the organizational chart.

A: Refer to Attachment A-3 of this addendum.

Item 5: Disability Compliance Organizational Chart is included as Attachment A-4 to this addendum.

Item 6: Pre-Bid Sign in Sheets - Attachment B of this addendum.

Item 7: Revised Scope of Work – Attachment C of this addendum

Item 8: Revised Fee Sheet - Attachment D of this addendum.

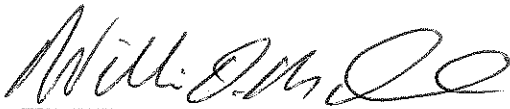
Item 9: The Deadline for the submission of written questions is revised to Friday, February 3, 2012 at 10:00a.m.

The Proposal due date is revised to Monday, February 13, 2012 time and location remain unchanged at 10:00 a.m., at HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

**Organizational Review & Compensation Management Consulting
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END OF ADDENDUM NO. 3



William D. McDanel
Contracting Officer



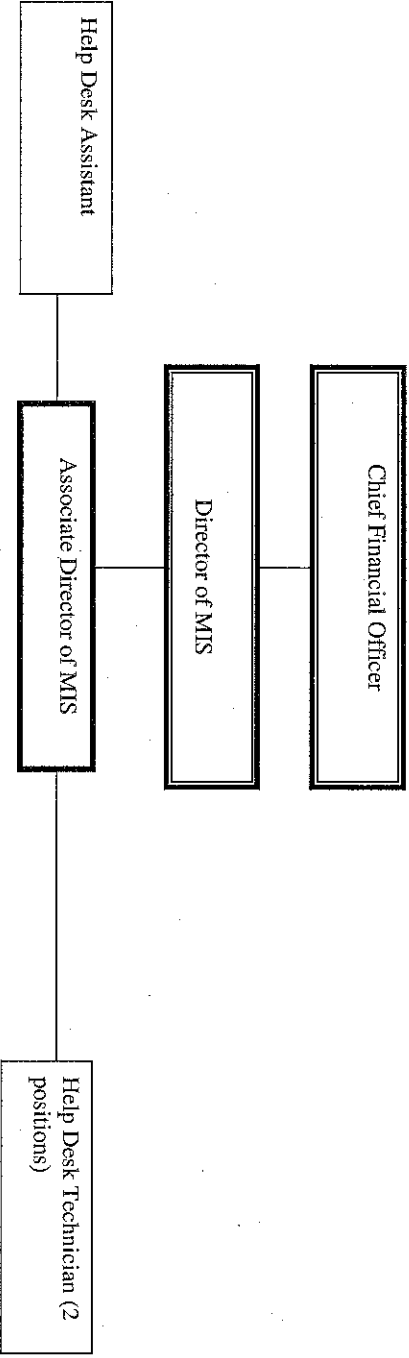
Date

**Organizational Review & Compensation Management Consulting
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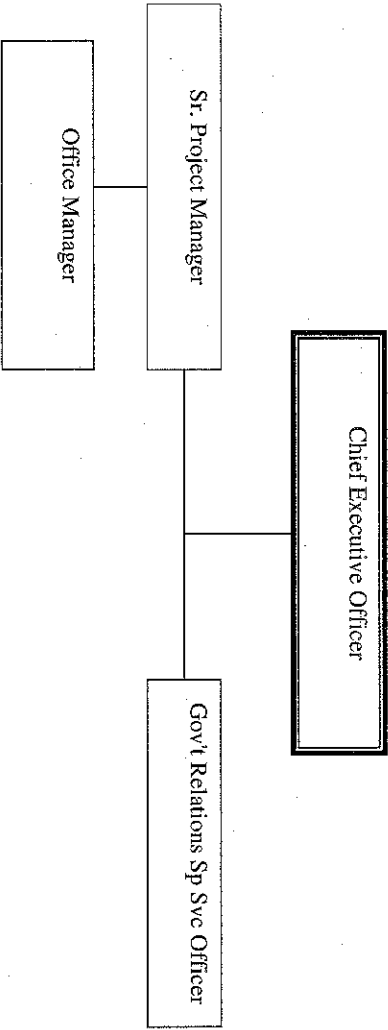
Attachment A
(Organizational Charts)

- 1.) Management Information Systems
- 2.) Executive Office
- 3.) Operations Administration/site Management
- 4.) Disability Compliance

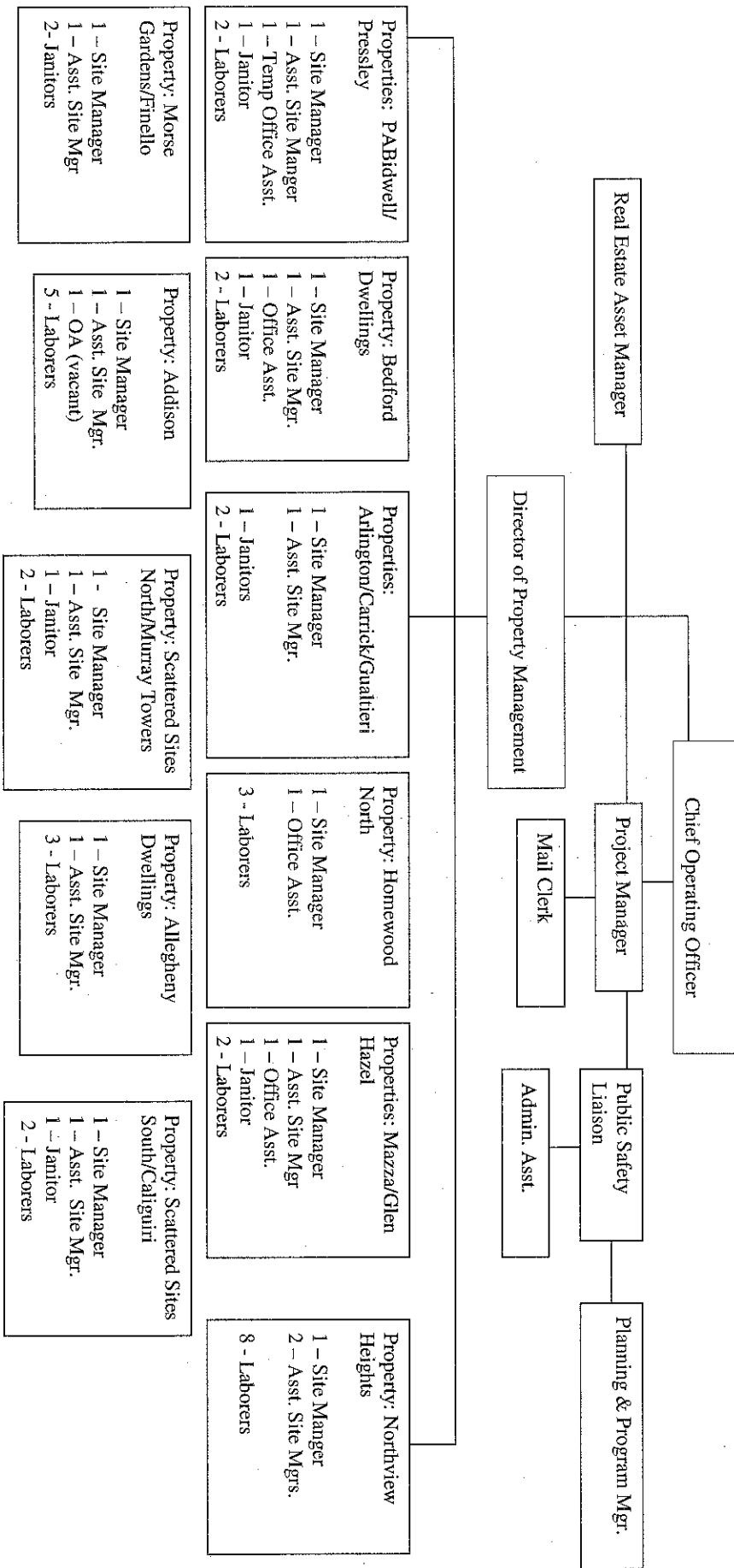
R-1 Management Information Systems Org Chart



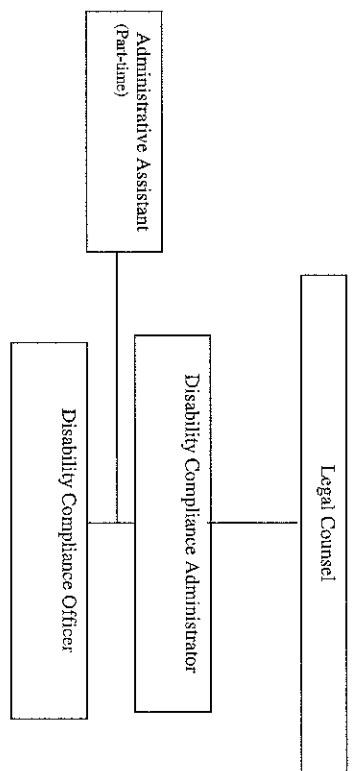
A-2 Executive Office Organizational Chart



A-3 Operations Administration /Site Management
ORGANIZATIONAL CHART



A-4 DISABILITY COMPLIANCE
ORGANIZATIONAL CHART 1-1-12



**Organizational Review & Compensation Management Consulting
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(Attachment B)
Pre-Bid Sign in Sheets

PRE-BID SIGN IN SHEET

Project Name and Number
RFP#650-06-12 Organizational Review &
Compensation Management

Date Issued
January 16, 2012

Due Date:
February 6, 2012 at 10:00am

Pre Bid Meeting
January 27, 2012 at
10:00am

Company Name	Company Address	Phone Number	Fax Number	EMail	Representative
Hci	611 Pennsylvania Ave SE #335 Washington DC 20002	703.677.1048	202.478.0300	jgrendo@humanacapitalinitiatives.com	HEIDI DILAND
DLTD Associates	309 Village Green Dr. Canonsburg, PA 15317	724-969-1189	724-968-1170	deborah@dlyandassociates.com	Deborah Holland
Chambers Personnel Service Group, LLC	ONE Hope Square 1901 Centre Ave Pgh PA 15219 Suite 300	412-351-2807		Fannette@chamberspsc.com Fannette Chambers	Fannette Chambers
Cameron Professional Management	one Hope Square 1901 Centre Ave. Pgh, PA 15219	412-251-5924		Kern.Cameron@cpmmt.com	Kern Cameron
DEBORAH GRASS DELTA DEVELOPMENT NY Area Assoc	910 1900-BROOKTREE DR ALEXANDRIA, PA 15096	724-778-4005	724-778-4008	dgrass@deltraone.com	DEBBY GRASS
STEVEN CAPITAL Human Services Synergy 183 Professional Services	5511 Phillips Pgh, PA 15217	412-251-0607	412-251-5662	schward001@msn.com	STEVEN LEONARD

PRE-BID SIGN IN SHEET

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RFP#650-06-12 Organizational Review &
Compensation Management

Date Issued
January 16, 2012

Due Date:
February 6, 2012 at 10:00am

Pre Bid Meeting
January 27, 2012 at
10:00am

Company Name	Company Address	Phone Number	Fax Number	E-Mail	Representative
HACCP	2305 WATERBURY SF BEDFORD AVE PGH PA 15219	412 456 5000 ext 1228	412 395 3970	HAYDEN K @ HACCP.ORG	KAMARI A HAYDEN I
//	100 Ross St 2nd Fl Ste 200 Pgh PA 15219	412-456- 5000 x 5546	412-456 5007	Corinne. Lisefski@ HACCP.org	Corinne Lisefski
//	100 Ross St 2nd Fl Ste 200 Pgh PA 15219	412-456- 5116 opt 9	//	Will. McDonald @warp.org	Will. McDonald
//	200 Ross St 1st Fl Pgh PA 15219	412-456- 5000		Keava. Jones@ warp.org	Keava Jones
KORVAK	2003 KUMARA DRIVE PITTSBURGH, PA 15234	(412) 412-412-3741		Stamanna Khan @korvak.com	Suresh RAMANATHAN
Pac	228 S 5TH ST 70 BOX 3/E JEANETTE, PA 15644	412-584-6948		CHARLOTTE@ PMAK.COM	CHARLOTTE THRE

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Company Name	Company Address	Phone Number	Fax Number	E-Mail	Representative
For Lawson + Associates <i>(via conference call)</i>	PO Box 32985 Phoenix AZ 85064	602-840 1070	602-840 1071	sandy- sp@lms.com @forlawson.com	Sandy Spelman <i>(via conference call)</i>

**Organizational Review & Compensation Management Consulting
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Attachment C
(Revised Scope of Work)

Replaces pages 4 & 5 and 25 & 26 of the original document.

**SECTION II
SCOPE OF SERVICES**

REVISED
2-2-2012

PROGRAM SUMMARY

The successful respondent shall perform and carry out in a satisfactory and proper manner as determined by the Executive Director, the following services:

Organizational and Structural Review:

- Perform a detailed analysis of the following departments:
 - Executive,
 - Community Affairs,
 - MIS
 - Facility Services
 - Occupancy
 - Resident Self-Sufficiency
 - Housing Choice Voucher Program
 - Procurement
 - Governmental Affairs
 - Public Safety
 - Development and Modernization
 - Property Management
 - Finance
 - Human Resources
 - Legal
 - Disability Compliance

- Each department review should include the following tasks:
 - An audit of the positions in the department
 - A review of the format of the department and determine optimal structure while considering efficiency and goals of the agency
 - A review of the department's technology
 - A review of the processes, programs and procedures in place
 - Benchmarking
 - Final Reporting

- Serve as the principal non-staff advisor to the Executive Director and provide strategic advise on department structuring for the sixteen (16) departments, and make recommendations for improvements of same.

Compensation and Classification Study:

- Perform a detailed analysis of the following departments:
 - Executive,
 - Community Affairs,
 - MIS
 - Facility Services
 - Occupancy

REVISED
2-2-2012

- Resident Self-Sufficiency
 - Housing Choice Voucher Program
 - Procurement
 - Governmental Affairs
 - Public Safety
 - Development and Modernization
 - Property Management
 - Finance
 - Human Resources
 - Legal
 - Disability Compliance
- Each department review should include the following tasks:
 - Determine whether the existing compensation structure is appropriate in light of current best practices, and does it effectively ensure that HACP Salaries remain competitive in the local market, so that HACP can both attract and retain qualified employees.
 - Conduct a salary study of HACP's positions and provide HACP with written recommended compensation and benefit changes.
 - Provide a written recommendation of changes to HACP's current salary plan
 - Provide alternatives to the current pay practices at HACP, including the potential for performance-based increases.
 - Internal Equity Assessment of salaries
 - Development of an appropriate data collection instrument(s)
 - Employee orientation regarding the study and how to complete the data collection instrument
 - Employee participation through individual or group interviews or other processes as appropriate
 - Development of a model classification structure that is consistent with the strategic objectives for the organization
 - Organizational acceptance of the model structure
 - Development of new or revision of existing class/job descriptions/specifications that are consistent with the requirements of the Americans with Disabilities Act and reflect the appropriate FLSA status.
 - Organizational review and acceptance of the job/class descriptions/specifications
 - Notification of employees regarding their proposed classification under a new system
 - Development of a process for employee input regarding their individual allocation
 - Employee input regarding their individual allocation
 - Review of the proposed allocations and final determination regarding each position (Final Reporting)
 - Serve as the principal non-staff advisor to the Executive Director and provide strategic advise on compensation and classification for the sixteen (16) departments, and make recommendations for improvements of same.

EXHIBIT A
SCOPE OF SERVICES

REVISED
2-2-2012

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**Organizational Review & Compensation Management Consulting
Services**

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Attachment D
(Revised Fee Sheets)

REVISED
2-2-2012

REVISED ATTACHMENT J

**Organizational Review & Compensation Management Consulting Services
RFP#650-06-12
FEE SHEET**

HACP is requesting that fees be structured in two different formats.

PRICE IS TO BE LISTED PER THE FOLLOWING:

Format #1 is total pricing for an evaluation of every HACP department (entire agency review) priced per project segment:

ENTIRE AGENCY REVIEW

Project Segment	Price	Grand Total
Organizational and Structural Review	\$	
Compensation Study	\$	
Grand total for entire Project (add the above totals for each segment together)	Entire Agency Review	\$

Format #2 is "A la Carte" pricing for an Authority Wide Compensation Study and for departmental Organizational and Structural Review:

Under this format, HACP may choose to select an Authority Wide Compensation Study and/or a single or multiple departments for the Organizational and Structural Review.

PRICE FOR AUTHORITY WIDE COMPENSATION STUDY

Project Segment	Price
Authority Wide Compensation Study	\$

PRICE PER DEPARTMENT PER PROJECT SEGMENT

EXECUTIVE DEPARTMENT

Project Segment	Price
Organizational and Structural Review	\$

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2-2-2012

COMMUNITY AFFAIRS DEPARTMENT

Project Segment	Price
Organizational and Structural Review	\$

MANAGEMENT OF INFORMATION SYSTEMS DEPARTMENT

Project Segment	Price
Organizational and Structural Review	\$

DEVELOPMENT AND MODERNIZATION DEPARTMENT

Project Segment	Price
Organizational and Structural Review	\$

PROPERTY MANAGEMENT DEPARTMENT

Project Segment	Price
Organizational and Structural Review	\$

FINANCE DEPARTMENT

Project Segment	Price
Organizational and Structural Review	\$

HUMAN RESOURCES DEPARTMENT

Project Segment	Price
Organizational and Structural Review	\$

LEGAL DEPARTMENT

Project Segment	Price
Organizational and Structural Review	\$

FACILITY SERVICES DEPARTMENT

Project Segment	Price
Organizational and Structural Review	\$

OCCUPANCY DEPARTMENT

Project Segment	Price
Organizational and Structural Review	\$

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2-2-2012

RESIDENT SELF-SUFFICIENCY DEPARTMENT

Project Segment	Price
Organizational and Structural Review	\$

HOUSING CHOICE VOUCHER PROGRAM / DEPARTMENT

Project Segment	Price
Organizational and Structural Review	\$

PROCUREMENT DEPARTMENT

Project Segment	Price
Organizational and Structural Review	\$

GOVERNMENT AFFAIRS DEPARTMENT

Project Segment	Price
Organizational and Structural Review	\$

PUBLIC SAFETY DEPARTMENT

Project Segment	Price
Organizational and Structural Review	\$

DISABILITY COMPLIANCE DEPARTMENT

Project Segment	Price
Organizational and Structural Review	\$

REVISED
2-7-2012

REVISED ATTACHMENT J

**Organizational Review & Compensation Management Consulting Services
RFP#650-06-12
FEE SHEET**

Company Name (Printed): _____

Name (Printed): _____

Title: _____

Address: _____

Phone/Fax: _____

Email Address: _____

Signature: _____ Date: _____