

**Request for Action
By
Board of Commissioners**

**Approval of Engagement of Compensation Consulting Firm
(CBIZ Compensation Consulting)**

A. SUMMARY OF REQUEST

This Request for Action (“RFA”) is for approval to engage a firm qualified to provide services related to the study of RIHousing’s comprehensive classification and compensation plan for two years. Specifically, this RFA seeks approval to engage the firm of CBIZ Benefits & Insurance Services, Inc. d/b/a CBIZ Compensation Consulting (“CBIZ”) to assist with RIHousing’s goal of offering market-competitive compensation to its employees.

B. DISCUSSION

From time to time RIHousing engages an experienced consulting firm to prepare an annual comprehensive classification and compensation study. A compensation study was last completed in 2021. Since that time, there have been significant changes in the local employment market, giving rise to the need for a new study and related services.

RIHousing currently has approximately 236 employees in the following categories:

- Officials, Managers, Administrators
- Professionals
- Administrative Support
- Service Maintenance

RIHousing has generally looked to finance industry companies, government agencies and other state HFAs for a relevant market for comparison. The 2024 study shall include with respect to all positions and classifications: review of RIHousing’s salary structure, position-specific pay, and job descriptions. The study will culminate in and comprehensive recommendations as to pay grades, pay levels, placement scales, pay bands/ranges, appropriate titles, and career ladders over the course of a two-year engagement.

In February 2024, RIHousing issued a Request for Proposals (“RFP”) from qualified firms. Notice of the RFP was posted on RIHousing’s website. Six (6) firms submitted proposals in response to the RFP (the “Applicants”). A selection committee comprised of the Chief Administrative Officer, the Chief Financial Officer, the General Counsel, the Chief Strategy & Innovation Officer, and the Director of Human Resources reviewed the submissions and evaluated them in accordance with the criteria outlined in the RFP. The selection committee scored the responses based upon the firm’s professional capacity, fee structure, experience, continuity and expertise of account team, experience with firms of similar size with similar benefits and goals, recommendations by references, capacity to offer services directly rather than through subcontractors, firm minority status and affirmative action program or activities.

Based on the selection committee's evaluation of all proposals, CBIZ was determined to be best qualified to provide comprehensive compensation study consulting services to RIHousing. The engagement is expected to cost \$65,000 for two years.

CBIZ, established in 1987, is dedicated to delivering innovative and customized compensation consulting solutions. The firm has more than 6,500 associates throughout the United States. Its corporate office is in Cleveland, OH, and it has additional offices around the country, including one in Providence, RI. The firm brings a wealth of experience and a deep understanding of diverse compensation landscapes, and they conduct classification and compensation studies for non-profit and government clients. Their firm provides solutions tailored to each client's unique needs and objectives. They present a team of individuals who have a proven record of bringing the necessary blend of technical competence, industry experience, innovative ideas and suggestions, and value-added services to their clients.

C. RECOMMENDATION

The attached resolution for the engagement of CBIZ to provide Compensation Study Services is recommended for approval.

D. ATTACHMENTS

- A. Resolution of the Board of Commissioners of RIHousing
- B. Compensation Study Firms – Scoring Matrix

Attachment A

Resolution of the Board of Commissioners of Rhode Island Housing and Mortgage Finance Corporation

- Whereas,** Rhode Island Housing and Mortgage Finance Corporation’s (“RIHousing”) enabling act provides it with all the power to make and execute contracts necessary to exercise the powers and functions provided to it under that act (R.I. Gen. Laws §42-55-5(6)); and
- Whereas,** RIHousing seeks to offer an excellent market-competitive compensation program to its employees with the assistance of experienced compensation consulting services; and
- Whereas,** in February 2024, RIHousing issued a Request for Proposals (“RFP”) from qualified firms to perform a comprehensive analysis of RIHousing’s employee compensation structure; and
- Whereas,** a selection committee comprised of the Chief Administrative Officer, the Chief Financial Officer, the General Counsel, the Chief Strategy & Innovation Officer, and the Director of Human Resources reviewed the submissions and evaluated them in accordance with the criteria outlined in the RFP; and
- Whereas,** based upon the scoring evaluations, staff recommends the engagement of CBIZ Benefits & Insurance Services, Inc. d/b/a CBIZ Compensation Consulting to provide all services as detailed in the February 2024 Request for Proposals.

NOW, THEREFORE, IT IS HEREBY:

- Resolved:** that RIHousing be, and it is hereby authorized, to engage CBIZ Benefits & Insurance Services, Inc. d/b/a CBIZ Compensation Consulting for a period of two years for a total professional fee in the approximate amount of \$65,000 and
- Resolved:** that the Executive Director, Deputy Executive Director and Chief Administrative Officer, each acting singly, are hereby authorized and directed to take any and all actions they deem necessary and appropriate to carry out the foregoing resolutions, including without limitation negotiation of the terms of the engagement and execution of all relevant agreements and documents.

Attachment B

Compensation Study Firms – Scoring Matrix

CRITERIA SCORES	CBIZ	MGT	PLANET C	JER	PRISM	Salary.com
1. Adherence to RFP Instructions	2.45	2.28	1.96	2.11	1.89	1.89
2. General Firm Information/Experience & Resources Section A & B	4.59	4.21	2.74	3.38	2.74	2.87
3. Fee Structure Section C Anticipated costs \$50,000-\$60,000 (Year 1) \$20,000-\$30,000 (Year 2)	3.66	2.94	1.30	4.12	4.40	2.67
4. Affirmative Action Plan and Minority Owned Business/Women Owned Business Section D	3.80	3.50	3.70	3.40	0.40	4.20
5. Attachment B Scope of Work	4.06	3.52	3.60	5.00	2.48	4.72
6. Terms & Conditions	2.50	2.21	1.50	1.70	1.50	1.67
Total Score	3.51	3.31	2.47	3.29	2.24	3.00