



Request for Proposal COMPENSATION STUDY

INTRODUCTION

Through this Request for Proposal (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to provide services related to the study of RIHousing’s comprehensive compensation plan.

INSTRUCTIONS

A proposal should be submitted to Barbara Farrand, Director of Human Resources, via email to: bfarrand@rihousing.com. Proposals should be concise and include all attachments. Proposals should be presented on business letterhead.

Proposals must be received no later than 3:00 EST p.m. on March 18, 2021.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s). Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

SCOPE OF WORK

Please see the Scope of Work provided in Attachment A.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be scored.

A. General Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
 - a. Name of the principal(s) of the firm.
 - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
 - c. Address of all offices of the firm.
 - d. Number of employees of the firm.

Submission
Check List



B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.

2. Indicate which principals and associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify his or her responsibilities.

3. Provide a detailed list of references, including a contact name and telephone number for organizations or businesses for whom you have performed similar work.

4. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, please provide a statement to such effect.**

5. Describe how your firm will handle actual and or potential conflicts of interest.

6. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years. **If none, please provide a statement to such effect.**

C. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

1. Please provide a cost proposal for providing the Scope of Work in Attachment A. RIHousing anticipates entering into a fixed price contract for this engagement. Please provide an hourly rate for principals and associates for any additional related work that may be requested as part of this assignment.

2. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of RIHousing.



D. Minority and Women Owned Enterprises

1. RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on RIHousing's engagement and, if applicable, a copy of your Minority-or Women-Owned Business Enterprise state certification.

E. Certifications

1. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party. Please acknowledge your understanding of this in your RFP response.

2. Does any Rhode Island "Major State Decision-maker," as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18. If your answer is “No,” please provide a statement to such effect.



4. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposal other than in an email or written communication to Barbara Farrand, Director of Human Resources, bfarrand@rihousing.com seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after March 18, 2021 (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person’s action or



judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

A selection committee consisting of RIHousing employees (the “Committee”) will review all proposals and make a determination based on the following factors:

- Professional capacity of the firm to undertake the Scope of Work
- Experience working with firms of similar type (quasi-governmental, financial) and size (250 employees)
- Proposed fee structure (flat fee and hourly rates)
- Experience, continuity and expertise of account team
- Recommendations by references
- Firm minority status and affirmative action program
- Capacity to offer services directly rather than through subcontractors
- Other pertinent information submitted

RIHousing may invite one or more finalists to make presentations.

In its sole discretion, RIHousing may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise.

By this Request for Proposals, RIHousing has not committed itself to undertake the work set forth. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after receipt of responses. RIHousing’s decision on these matters is final.

For additional information contact: Barbara Farrand, Director of Human Resources, bfarrand@rihousing.com.



Attachment A

Scope of Work

RIHousing seeks to engage an experienced consulting firm to prepare a comprehensive classification and compensation study. RIHousing currently has approximately 220 employees in the following categories:

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

The study shall include all positions and classifications. A compensation study was last completed in 2016. The study established a decision band compensation plan for the agency. RIHousing has generally looked to finance industry companies, government agencies and other state HFA's for a relevant market for comparison.

At a minimum, the comparative study must include the following deliverables:

- Review and analysis of RIHousing's current compensation structure; recommendations as to whether the decision band method is currently relevant to the agency's goals; recommendation for compensation method with rationale for recommendation; and determine equitable and appropriate levels of pay.
- Recommendation as to relevant markets for comparison and benchmarking of RIHousing's positions to relevant market.
- Performance of a market salary survey of local and statewide companies and agencies with comparable positions to determine reasonably competitive salary levels for all positions. Order of priority for this survey shall be determined in coordination with the Director of Human Resources.
- Review of RIHousing's job descriptions for opportunities to combine similar positions into the same classification.
- Recommendations of language to incorporate required soft skills into job descriptions.
- Meetings with Senior Management team, Directors, Human Resources and other stakeholders when deemed appropriate by the Director of Human Resources to explain philosophy and components of the study and processes used; orientations and briefing sessions as needed or required for the study; meetings to present and



explain recommendations; presentation of a final report. Consultant should assume meetings to be held remotely over a mutually agreeable platform to be determined.

- Recommendation of changes to the compensation plan, including recommendations as to pay grades, pay levels, placement scales, pay bands/ranges, appropriate titles, and career ladders.
- Weekly progress reports to the Director of Human Resources.
- PowerPoint presentations detailing review process and final recommendations.
- Provision of electronic copies of the final comparative study and supporting documents.

The proposal must include a time frame to complete this project.