

COMP25 Questions and Answers

1. When was the last time OHFA conducted a compensation and benefits study?
 - August 2022
2. Is the Agency looking for the value of benefits for each position, or an overall prevalence study of benefits?
 - An overall prevalence study of benefits.
3. Will the awarded Vendor update job descriptions for the 60 distinct job titles at OHFA.
 - Some of the job descriptions at OHFA have differing job titles, although their key functions may vary slightly. OHFA seeks the awarded vendor to review 15% of the current job descriptions and provide expert feedback on best practices for formatting, as well as updating knowledge, skills, abilities, and essential functions to align with the latest HR trends. OHFA will select the job descriptions to be analyzed.
4. Can you please clarify if the expected outcome of this RFP is an assessment or the design of a new salary structure, performance incentive plan, and benefits program?
 - Based on the review of OHFA's positions and salary grid, as compared to market data, OHFA expects a recommendation from the selected vendor regarding any changes to the salary structure. This includes adjustments to the salary range of pay grades and/or changes to the range between salary grades to ensure equity and alignment with market data.
5. Does OHFA have an established group of public sector agencies that is used for market data comparisons? Has OHFA used published salary surveys for market data, and if so, can you please disclose which surveys?
 - Q1: In 2022, OHFA provided the selected vendor with a list of in-state and regional housing agencies to contact for participation in a salary survey created by the vendor.
 - Q2: The vendor utilized market data provided by the participating agencies, comparing current salaries and midpoints to the market medians for as many similar jobs as possible. Additionally, the vendor leveraged their own contacts and resources to gather further market information.
6. Please describe the cost compression issues you are experiencing in the wage and salary grid.
 - Cost compression issues consist of the following:
 - i. New hires versus tenured employees – new hires are offered salaries close to those while more experience in the position
 - ii. Market rate adjustments – existing pay ranges may be under the market; new hires are counteroffering with higher salaries.
 - iii. Promotions – newly promoted employees are requesting higher salaries than those who have been in the position for a longer period of time.

7. Has OHFA previously used an outside consultant to provide compensation support? If so, has the consultant been invited to bid on this study.
 - Approximately every two years, OHFA engages the services of an external consultant to provide comprehensive support in evaluating our salary structure and benefits programs. Consultants previously utilized for this purpose are included in the list of contacts when a new Invitation to Bid (ITB) is announced.
8. Does the Agency have an established budget range for this project? If you, can you please disclose it.
 - (OHFA) has adequate resources to support this project. The proposed fee schedule from each respondent will be evaluated as part of the Invitation to Bid (ITB) selection process.
9. Section A.9. states that the bid is rendered as a legal offer and shall constitute a contract. As part of our submission, should the Vendor submit their standard engagement letter and terms and conditions?
 - The Vendor may submit their standard engagement letter and terms and conditions with their submission.
10. Section A.22. Is there any latitude in changing choice of law from Oklahoma?
 - There is not any latitude in changing the choice of law from Oklahoma.
11. What benefits would you like to include in the total compensation analysis? (i.e. insured benefits, retirement benefits, perquisite benefits such as tuition reimbursement or allowances, paid leaves, etc.)

An overall prevalence study of benefits to include our current offerings as compared to the market.

12. For the classification review, will this include an assessment of non-exempt vs. exempt roles to ensure proper classification? Would this also include a review of any contractors to ensure proper classification?

The review will consist of both non-exempt and exempt roles. Some of the job descriptions at OHFA have differing job titles, although their key functions may vary slightly. OHFA seeks the awarded vendor to review 15% of the current job descriptions and provide expert feedback on best practices for formatting, as well as updating knowledge, skills, abilities, and essential functions to align with the latest HR trends. OHFA will select the job descriptions to be analyzed. FLSA classification and contractor review are not required for this project.