

RESOLUTION NO. \_\_\_\_\_

**APPROVAL TO ENTER INTO A CONTRACT WITH GALLAGHER HUMAN RESOURCES & COMPENSATION CONSULTING TO CONDUCT A SALARY COMPARABILITY SURVEY AND ANALYSIS**

**Item No. 51**

WHEREAS; the Louisville Metro Housing Authority (LMHA) seeks to conduct a Salary Comparability Survey and Analysis for 93 LMHA non-union positions to determine LMHA's competitiveness with organizations in the same geographical region and comparable in size to the LMHA; and also, an internal review of the 93 non-union positions to determine equity between comparable (similarly situated) positions; and

WHEREAS; on January 24, 2023, the LMHA released a Request for Proposal for the procurement of a consulting firm to conduct the salary comparability survey and analysis. The RFP's initial advertising period of January 1, 2023 to January 24, 2023 was extended to February 21, 2023. The extended date was released as an addendum to the RFP; and

WHEREAS; bid proposals were opened on February 21, 2023. Two proposals were received in response to the RFP; and

WHEREAS; each of the bid proposals were reviewed and evaluated based upon the evaluation criteria outlined in the RFP. The proposal submitted by Gallagher Human Resources & Compensation Consulting was determined to be the lowest responsive bidder; and

RESOLUTION NO. \_\_\_\_\_

**APPROVAL TO ENTER INTO A CONTRACT WITH GALLAGHER HUMAN  
RESOURCES & COMPENSATION CONSULTING TO CONDUCT A SALARY  
COMPARABILITY SURVEY AND ANALYSIS**

Item No. 51

WHEREAS; funding for this contract will be factored into the FY 2023 and FY 2024 operating budgets.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Executive Director and Contracting Officer, Lisa Osanka, is authorized to enter into a contract with Gallagher Human Resources & Compensation Consulting to conduct a Salary Comparability Survey and Analysis for 93 non-union LMHA positions for the amount of \$30,500.

## RESOLUTION BACKGROUND STATEMENT

### APPROVAL TO ENTER INTO CONTRACT WITH GALLAGHER HUMAN RESOURCES & COMPENSATION CONSULTING TO CONDUCT SALARY COMPARABILITY SURVEY AND ANALYSIS

Item No. 5I

#### I. STATEMENT OF FACTS:

One of the goals of the Louisville Metro Housing Authority (LMHA) Human Resources Strategic Action Committee is to conduct a salary comparability survey and analysis for 93 LMHA non-union positions to determine if LMHA's current salary structure and fringe benefits are competitive within organizations in the same geographical region that are comparable in size to the LMHA, within the industries to be surveyed. In addition, to conduct an internal review of the 93 non-union positions to determine if disparities exist between comparable (similarly situated) positions.

The industries to be surveyed are:

- Public Housing and Housing Choice Voucher Programs
- Local & State Government
- Private Sector Property Management Companies
- Other Private Industry within LMHA's Geographical area

On November 1, 2022, LMHA released a Request for Proposal (RFP) for the procurement of a consulting firm to conduct the salary comparability survey and analysis. LMHA received only one response. The Company's bid proposal included work that was outside of the "scope of work" outlined in the RFP. Therefore, the bid proposal was not given further consideration.

On January 24, 2023, LMHA released another RFP to secure a consulting firm to conduct the salary comparability survey and analysis. The RFP was placed on the "Housing Authority Market Place," on LMHA's Website, and advertised with the Courier Journal and Louisville Defender. RFP packages were also mailed to vendors listed on the Personnel Services Department's mailing list.

Additionally, the RFP's initial advertising period of January 1, 2023 to January 24, 2023 was extended to February 21, 2023 at the request of a potential bidder. The extended deadline date was released as an addendum to the RFP.

Bid proposals were opened on February 21, 2023. Two bid proposals were received in response to the RFP. The proposals were from Mercer as well as Gallagher Human Resources & Compensation Consulting.

## RESOLUTION BACKGROUND STATEMENT

### APPROVAL TO ENTER INTO CONTRACT WITH GALLAGHER HUMAN RESOURCES & COMPENSATION CONSULTING TO CONDUCT SALARY COMPARABILITY SURVEY AND ANALYSIS

Item No. 5

#### I. STATEMENT OF FACTS (cont'd):

The price each bidder quoted to perform the scope of work outlined in the RFP is below:

**Mercer - \$166,275**  
**Gallagher - \$ 30,500**

Each staff member of the Human Resource Strategic Action committee reviewed and evaluated the bid proposals based upon the evaluation criteria outlined in the RFP. Gallagher received the highest overall score and is therefore recommended to complete the work.

#### II. ALTERNATIVES:

- A. Approve LMHA to contract with Gallagher Human Resources & Compensation Consulting to conduct a salary comparability survey and analysis.
- B. Do not approve LMHA to contract with Gallagher Human Resources & Compensation Consulting to conduct a salary comparability survey and analysis.

#### III. RECOMMENDATION:

Staff recommends Alternative "A."

#### IV. JUSTIFICATION:

The bid proposal presented by Gallagher Human Resources & Compensation Consulting was reviewed and evaluated by the Human Resources Strategic Action Committee based upon the evaluation criteria outlined in the RFP. Gallagher received the highest overall score and is therefore recommended to complete the work.

**RESOLUTION BACKGROUND STATEMENT**

**APPROVAL TO ENTER INTO CONTRACT WITH GALLAGHER HUMAN  
RESOURCES & COMPENSATION CONSULTING TO CONDUCT SALARY  
COMPARABILITY SURVEY AND ANALYSIS**

Item No. 51

**V. BUDGET APPROVAL:**

Funding for this contract will be included in the FY 2023 and FY 2024 operating budgets.

\_\_\_\_\_  
Jeffrey Ralph, Director of Finance

\_\_\_\_\_  
Date

**VI. PROCUREMENT CERTIFICATION:**

The award of a contract to complete the salary comparability survey and analysis is in compliance with the Louisville Metro Housing Authority's Procurement Policies and Procedures.

\_\_\_\_\_  
Steve Webb, Purchasing Agent

\_\_\_\_\_  
Date

Submitted by: Joyce A. Babb  
Director of Personnel  
April 18, 2023