

Human Resources and Facilities Department Memorandum

To: Interested Parties

From: Jane Whitley, Director of Human Resources

Date: November 25, 2024

Subject: RFP for HR Consulting Services – Questions & Answers

- How many full-time and part-time employees does MaineHousing have?
 - 192 full-time employees, we do not have part-time employees.
- Has MaineHousing conducted any type of employee satisfaction survey (to include a benefits survey) over the past five years, and can that data be made available to the successful consultant?
 - We have participated in and won The Best Places to Work Survey in 2021 and 2023. The survey does not specifically include benefits.
- Does MaineHousing conduct exit interviews, and can the successful contractor be provided with summary data of responses?
 - Yes, we conduct informal exit interviews, and summary information can be provided.
- The website has information on a 2018-2023 Strategic Plan. Has the authority created an updated plan?
 - We are currently working with our board on a 3-year Strategic Plan.
- Does MaineHousing have HR/personnel policies in place? When was the last time they were updated?
 - Yes, our Employee Handbook was last updated on July 1, 2024.
- Could you specify the areas of human resources (e.g., recruitment, onboarding, performance management, etc.) that should be included in the analysis of current practices?
 - We would like to focus on retaining, recruiting and staff engagement industry best practices.
- Are you seeking a complete salary analysis and comprehensive review of the Company's current compensation system including creating salary bands?
 - No, we just contracted with a consultant to conduct a market survey and evaluate our compensation practices.
 - We do want the consultant to review our current benefits program.

- Are there specific competitor organizations or industry sectors that MaineHousing considers comparable when assessing trends?
 - Yes, we would like to look at other quasi-governmental entities, local housing authorities, state housing finance agencies, private banking institutions, real estate developers, and legal firms.

- What is the expected timeline for the completion of this analysis and the delivery of recommendations?
 - We would like a review of current policies and practices completed by April 2025, with proposed change recommendations by June 2025. We would like to continue these efforts as needed for up to 3 years.

- Will MaineHousing provide access to relevant financial or budgetary information, or will the consultant need to make assumptions based on industry data?
 - We can provide financial information as necessary.