



## 76-2022 ADDENDUM 2

### EMPLOYEE ENGAGEMENT AND ORGANIZATIONAL CULTURE SURVEY

#### **URGENT**

**PLEASE FORWARD THIS DOCUMENT TO  
WHOEVER IS IN POSSESSION OF THE  
BID/PROPOSAL**

ISSUED: **September 13, 2022**  
BY: Angie Cusson  
TELEPHONE NO. 204-583-2776

**THIS ADDENDUM SHALL BE INCORPORATED  
INTO THE BID/PROPOSAL AND SHALL FORM  
A PART OF THE CONTRACT DOCUMENTS**

Template Version: Add 2021-03-05

---

**Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid/Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Bid/Proposal may render your Bid/Proposal non-responsive.**

---

#### **QUESTIONS AND ANSWERS**

- Q1: Has the City ever surveyed before? If so, when?
- A1: Yes, last time there was an organizational survey was 2004.
- Q2: If surveyed before, will there be a requirement to map the previous survey? If so, for mapping purposes, who was the vendor that administered your survey previously?
- A2: No.
- Q3: Is the City's plan to design a new survey which will become the baseline survey for future surveys? Meaning the City does not plan to use data or survey questions from previous surveys or vendor?
- A3: True.
- Q4: Are you looking to use an established survey instrument from a vendor with the ability to add some customized questions, or are you looking for the vendor to completely customize the survey utilizing the vendors' current core questions?
- A4: As mentioned in section E.2.2.1, the City is looking for a predesigned survey on employee engagement and belonging with benchmarks against comparator organizations with some customized questions if unavailable already or not applicable to our specific needs related to Flexible/Remote Work, Culture, Equity, Diversity and Inclusion.
- Q5: Will all questions for the survey be using the same scale outside of open-ended, free text, and multiple choice questions? (i.e., 5 pt. Likert scale?)
- A5: With this award of contract we are looking for in part a pre-designed survey with benchmarks against comparator organizations of similar size and complexity with the scale of questions for the most part being pre-determined. Therefore, this would be a discussion with the awarded contractor and the organization. However, we do not expect the use of free text questions.
- Q6: For reporting purposes, does the City require only one overall corporate executive report? If more than one, please state the number and how they differ?
- A6: The City expects one overall corporate executive report. Within the report an analysis of all Departments (with 10 or more employees) should be included. They may also be included as separate departmental

reports. The data that informs the report should be easily broken down to departments, divisions, and/or branches (unless the group is less than 10 people). Further details can be found in section E.2.4.

Q7: For reporting purposes can the City provide an estimate on the number of total department/functional unit reports required where at least 10 or more employees will have completed the survey? **Note:** To protect confidentiality & anonymity of survey results, a total of 5 completed employee surveys are required to produce a department/functional unit report based on industry standards.

A7: Unfortunately, we do not have this number available, but taking a quick overview, within the 17 departments, there are approximately 65 branches/divisions that could qualify for 10 or more employees. We can also not be sure how many employees from which areas will respond.

Q8: Does the City require any business unit reports? A business unit report is typically generated for a division or functional unit when 300 or more employees belong to that segment. It's a replica of the Executive report, but customized to that large division or in this case for example Service Departments?

A8: The City expects one overall corporate executive report and presentation. Within the report an analysis of all Departments (with 10 or more employees) should be included. They may also be included as separate departmental reports. The data that informs the report should be easily broken down to departments, divisions, and/or branches (unless the group is less than 10 people). Further details can be found in section E.2.4.

Q9: How do you expect to distribute the respective department and functional unit reports to managers? How were reports delivered to all respective managers or leaders in past surveys?

A9: We would expect the Director and HR Manager would work with their respective department on distributing the reports to managers.

Q10: For pricing purposes do you require only one presentation of overall results for the organization to your executive team? Would this be online or an onsite presentation?

A10: To be discussed further upon award. Ideally there would be 1 Presentation, delivered up to 3 times: Senior Management Team, Human Resources Leadership Team, and potentially a Council Seminar.

Q11: If more than one presentation of results is required, how many presentations would be required & who would be the audience? Would these be onsite or online?

A11: Ideally there would be 1 Presentation, delivered up to 3 times: Senior Management Team, Human Resources Leadership Team, and potentially a Council Seminar.

Q12: Do you require the verbatim comments to be sanitized against names provided in the HRIS file provided by the City (First Name, Last Name, etc.)?

A12: Yes, if applicable.