

Request for Proposal Name: 2020-27-P Employee Engagement Surveys

To All Applicants:**General:**

- This addendum shall be read in conjunction with the original Proposal documents.
- Where inconsistent with the above, this addendum shall govern.
- No consideration shall be allowed for increases (extras) to the Proposal Price, or otherwise to modify the Proposal Submission, due to any failure of the Vendors being familiar with this addendum.
- The Applicant should insert in the Bid Submission the numbers of addenda received by her/him during the Proposal period. This addendum forms an integral part of the Proposal Submissions and is included therein.
- It is the Applicant's responsibility to ensure all addenda have been received by the Applicant prior to Proposal closing.

Scope of this Addendum:**Please note answers/clarification to Questions from prospective Applicants:**

1. Section 1.4 outlines there are approx. 380 employees across 4 different areas. Can you please indicate how many employees are within each of the 4 areas? Is WorkplaceNL looking to have the results analysed by these 4 areas? Are there any other subgroups of interest that WorkplaceNL is interested in seeing analysis of? If so, can these areas be shared?

Response: Historically, WorkplaceNL has had the results analyzed by the following segments:

- By office/location: 3 segments
- By department/division: 3-5 segments
- By employee tenure: 4-5 segments
- By responses to other questions in the survey: 4-5 segments – i.e., by employee engagement, job satisfaction, etc. or other segments found relevant based on the

survey results or topical issues

WorkplaceNL is willing to work with the vendor to identify other segments that may be relevant and beneficial to providing insights to measure and improve employee engagement.

2. In previous years, what has been the response rate of employees to respond to the survey?

Response: Response rates have been approximately 70-75%.

Purchasing Manager: Dean Whalen

Date: January 05, 2021