

REQUEST FOR PROPOSALS
 Development and Implementation of Workplace Climate Survey
 for Tompkins County Government

RESPONSES TO PROPOSERS' QUESTIONS

Q1	Has the County engaged in this type of project/survey in the past and if so, are you looking to compare that data in any way? Or replicate any of the questions?
A1	The County conducted a workplace climate survey in 2010 with an emphasis on diversity, inclusion, and opportunities for training and professional development. The County wishes to see these themes in a subsequent survey, but also desires questions that will assess quality communication, leadership effectiveness, and accountability. The County will rely on the Proposer's expertise with regard to the value of replicating questions or comparing data.
Q2	The proposal is to be provided in hard-copy and digital form, but email proposals are not permitted. How would you like the digital version provided? On CD or some other format?
A2	The digital version of the proposal can be provided on CD or USB flash drive.
Q3	For the examples of similar projects, do you prefer a summary of the work completed or would you like actual copies of final reports for those projects? If the latter, I don't believe that could fall within the 10 page limit. Should reports be submitted as appendices?
A3	Section 4 (Required Submittals) of the RFP indicates "a minimum of two (2) and a maximum of three (3) examples of similar projects that reflect similar work scope and cost parameters. This requirement is to assist the review panel in determining the Proposer's qualifications for professionally and expertly conducting the work described in the RFP. Proposers need to decide if this is best done via a summary of the work, actual product samples, or a combination of these. Section 5 (General Instructions) of the RFP states that "examples will not be counted in the 10 page limit."
Q4	Is there a budget limit for the project?
A4	Tompkins County is not prepared to provide an estimated budget but we expect Proposers to submit their best offer needed to provide the required experience, competencies, and outcomes defined in the RFP. Cost proposals are expected to be reasonable and market-related.
Q5	Is there a budget or a budget range for this project?
A5	See Response A4.
Q6	Are you able to share the name of the firm who performed the previous Workplace Climate Survey for Tompkins County?
A6	The previous survey, conducted in 2010, was developed and administered in-house. The County did not use an external contractor/vendor for this.

Q7	A presentation dated March 28, 2012 was found on the Tompkins County website that shows the results of the previous Workplace Climate Survey, and includes the questions that were asked on the questionnaire. Is the expectation that the 2014 questionnaire will include all or some of the same questions as the previous survey?
A7	The County conducted a workplace climate survey in 2010 with an emphasis on diversity, inclusion, and opportunities for training and professional development. The Proposer should assume that there will be some continuity between themes presented in the 2010 survey and the survey to be designed and implemented in 2014. Also see response to Q1.
Q8	Will the data from the previous survey be made available to the consultant chosen to perform the 2014 survey?
A8	The County conducted a workplace climate survey in 2010 with an emphasis on diversity, inclusion, and opportunities for training and professional development. The results of this survey should be considered when planning and preparing for the 2014 survey. The results of the 2010 survey will be made available to the firm chosen to perform the 2014 survey.
Q9	Has a workplace climate survey previously been conducted in Tompkins County? If so, who was the contractor for this study?
A9	See Response A6.
Q10	What is the impetus for this project?
A10	In 2013, Tompkins County government adopted a formal Diversity and Inclusion policy. Among the activities outlined to guide successful policy implementation is the conduct of a workplace climate survey (Section II.5). The full policy can be viewed here: http://tompkinscountyny.gov/files/ctyadmin/policy/01-43.pdf Also see responses A1 and A7.
Q11	What is the estimated budget for this effort?
A11	See Response A4.
Q12	Do all employees of the County have regular access to email? If not, what percentage of employees do not have regular access to email?
A12	Most employees have access. However, some positions do not have regular access, such as those in our highway and facilities departments and corrections/road patrol that require staff to be mobile or "in the field" for the majority of the work day. Of the current 710 staff, approximately 18% do not have regular access.
End Questions and Responses	

Proposal Due Date is **Friday, May 2, 2014.**