

Date March 8, 2017

To: All Bidders

RE: **CONSULTING FOR EMPLOYEE ENGAGEMENT**

Our File Number F.08 2017-RFP-06

ADDENDUM # 2

Questions & Answers

Q1: Who was the previous vendor who completed the survey for Niagara Region in 2012?

A1: METRICS @ WORK

Q2: With respect to the 1200 employees who will have limited computer access, besides the utilization of a kiosk, will the Region entertain distribution of PINS so employees can complete the survey by other electronic means (i.e. smartphones, tablets, etc.)

A2: Yes.

Q3: To confirm, do you want a key driver analysis at the overall level and the 6 large business units indicated only?

A3: The Region requires reports and analysis at the overall corporate, division, department and team level (provided team meets the minimum number requirement).

Q4: To confirm, will a total of 56 reports be required above the overall executive report? (50 Department & 6 Business Unit (Representing Divisions) Reports).

A4: The Region requires reports and analysis at the overall corporate, division, department and team level (provided team meets the minimum number requirement). There will be greater than 50 reports or cuts of the data required to meet our operational needs, including by demographic, and employee sub-groups.

Q5: For the 5 presentations, do you foresee presentations running on concurrent sessions to help with travel logistics to keep expenses down, say 2 presentations a day over three days as an example?

A5: Yes, consideration will be provided to keep costs and manage logistics for all required presentations.

Q6: Section 8 of the Form of Proposal states that, “The Proponent agrees that in the event its proposal is selected by Niagara Region, in whole or in part, it will enter into the Contract based on the terms and conditions set out in Appendix A to its RFP in accordance with the terms of this RFP.”

- a) Is it acceptable for vendors to note a requested revision to the terms?
- b) How should vendors propose the requested revision?

A6: a) Any amendments or suggested changes to our Terms and Conditions shall be noted in the Envelope 1 Technical Package. These amendments shall be noted as mandatory if deemed so by the Proponent. Please note the Region evaluation team, in consultation with Procurement and Legal Services, may take these into consideration in the evaluation of the technical proposal. There shall be no obligation of the Region to proceed further with any Proponent who presents recommended changes to Terms and Conditions that the Region views as non-negotiable.

b) The Region also recommends that Proponents provide pricing within Envelope B for the Terms and Conditions as set out and may reflect savings in pricing, if applicable, for negotiating different terms.

Any and all Addenda is to be acknowledged in the spaces provided on the Form of Proposal. All other terms and conditions remain unchanged.



Dana Greves
Purchasing Agent

c. Linda Gigliotti
File # 2017-RFP-06

(End of Addendum # 2)