

REQUEST FOR PROPOSAL (RFP) - ADDENDUM 2

PROJECT: 02-18-003 Employee Engagement Survey RFP

DUE: March 1, 2018 @ 2:00 p.m.

Respondent must acknowledge receipt of this addendum on Authorization Form.

1. **Have any addendums been published yet? I get an error message when going to the secure site listed in the RFP <https://www.waubonsee.edu/businesses/purchasing/>.**
 - a. Please use this one.
<https://www.waubonsee.edu/local-businesses-employers-and-vendors/bidrfprfi-opportunities>
2. **When administering the survey, will we be allowed to state that we are conducting the survey on behalf of the college?**
 - b. Yes
2. **What are the expected languages needed considering the ethnic make-up of the college's workforce? In what languages should we offer the survey and can you give a rough estimate of percentages? For example, is 10% of the workforce Hispanic and would we need say 5-8% of our completed interviews to be done in Spanish?**
 - a. English primarily and we are interested in pricing for a Spanish survey. In the past, surveys have been English-only and that is still an option for us. If pricing is right, for the approximately 1350 employees, English surveys will be given to 96% of the college to equal approximately 1309 English surveys and Spanish surveys will be given to maybe 3% of the college to equal approximately 41 Spanish surveys.

END OF DOCUMENT

Sugar Grove

Rt. 47 at Waubonsee Drive
Sugar Grove, IL 60554-9454
(630) 466-7900

Aurora Downtown

18 S. River St.
Aurora, IL 60506-4131
(630) 801-7900

Aurora Fox Valley

2060 Ogden Ave.
Aurora, IL 60504-7222
(630) 585-7900

Plano

100 Waubonsee Drive
Plano, IL 60545-2276
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