

Questions and Answers - 3

- 1) A question was asked regarding the anticipated total number of questions the survey will encompass. There was a wide range provided in the response from 50 to 90 questions. Can we approximate how many questions you think will be required based on past history? This will be helpful to know in order to understand how much survey programming time is needed. This is also helpful to know because it affects the reporting template. Also, we have data that suggests once a survey is longer than 20 minutes to complete, the participation rates start to fall. Our estimate for this threshold is about 80 questions so if you could provide confirm approximate number of questions it would be really helpful?

A: approx. 70-80

- 2) There was a questions asking the approximate total number of reports required (division, department, functional unit). The response was unclear, the response mentioned 6 sectors, each consisting 3 to 5 branches, and some branches may be further divided into Teams. How many total reports were generated in your 2018 survey? Should we assume 30 reports (6 sectors x 5 branches)? This will be helpful to understand so we know the deliverable expectations and requirements.

A: up to 20

- 3) There was a question asked if your previous period results need to be shown on the reports generated. If so, can we get the raw data file in an electronic format of these results for your reports? The response was not answered properly. The response said your organization will not be sharing any reports before an agreement is signed, and then mentioned something about wanting to sanitizing it. I don't believe the question was understood properly. Obviously, the vendor who is awarded this project would have to have a signed agreement, and understanding this do you need previous period results on the reports for your 2021 survey or do you not care and are starting from scratch?

A: we would like to have a comparative analysis, but we understand that if we select a new supplier it would be difficult to align the tools/questions/methodologies. So we may consider a high level analysis

- 4) There was a question asked if PPS requires a key driver analysis on the various levels or reports (division, department, functional unit). The response was that it is important for the organization to see them for every functional unit as well. We ask this question because typically most organizations want a key driver analysis at the department and division level. At the functional unit level it becomes tricky because you need a certain number of employees completing the survey to statistically produce an accurate key driver analysis, and some functional units may have a low number of employees.

A: of course we ask for a breakdown considering only those units where number of employees allows us to do so (7-10 employees and more)

5) There was a question asking how many verbatim (open-ended) questions do you expect will be included in the survey. The response was 1 per analyzed topic/section. How many topics/sections do you anticipate will be included in the survey? How many were included in your previous survey?

A: it will largely depend on the survey methodology. Employee engagement can be measured differently, and different metrics are applied; we would rather to see what the indicators are being measured and which topics they are applicable to (physical environment, psychological environment, trust etc...)