Rice University Engagement and Climate Assessment Study
Questions & Answers

Could you please confirm that the employee engagement and climate assessment should only include Staff employees (and not Faculty)? The assessment will be given to all employees, both faculty and staff.

Are paper surveys required? If so, what percentage of the workforce will likely require paper surveys? We may have to have paper forms available for some trades positions. The expectations are the process will be conduct electronically.

Are in-person focus groups required? Or is the organization open to conducting focus groups on a digital focus group platform? We are open to that process.

Does Rice University prefer a vendor to use existing/available survey tools (i.e., tools that Rice University may already have licenses for, or use regularly)? Or, does Rice University prefer that the vendor provide a new climate assessment platform or product based on needs described in RFP? We are expecting a vendor to use their process.   Are there any factors that should be considered related to the potential use of the University's current Qualtrics tool/license for the Engagement and Climate Assessment?

Please confirm the proposal due date. The cover indicates a due date of February 15, 2023 whereas p.6 of the proposal indicates the "proposal responses and submittals shall be received by aeeo@rice.edu no later 5:00 pm January 30, 2023." Deadline date is February 15, 2023.

Please provide the anticipated budget ceiling for the Engagement and Climate and Assessment (hereinafter "Climate Assessment"). The RFP calls for a vendor to: We will discuss a budget once a vendor has been selected.
a.   Conduct and analyze focus group data
b.   Develop a climate assessment survey instrument
c.   Field, collect, and analyze focus group data
d.   Develop a draft and final executive summary, report
e.   Provide interactive data visualizations in a format ready to publish online
f.   Prepare a strategic communication plan for sharing results with the campus community
g.   Deliver on-site presentations summarizing final report(s)

Is the vendor required to use any of the prior research instruments and/or data (i.e., for comparative purposes) from the two previous climate surveys be required for use in the 2023 Climate Assessment? Are they available as a resource? No.

What is the overall timeline for the assessment? 1. The RFP notes the start date of March 1, 2023, but what is the planned timeframe for survey development and data collection? When does the Climate Assessment Committee need data, analyses, and reports from the study? When are data needed to help inform the development of President DesRoches' strategic vision for the next several years? We establish a timeline once to vendor has been selected. Our expectation is the process will be completed by the end of June/ early July 2023.

Please confirm the deliverable for the website as it pertains to the final report. The RFP states that the vendor should, "update website explaining study results." Will the vendor provide the content only or will the vendor be responsible for edits to the website? The vendor will provide content only.

The RFP states that the vendor should, "Provide interactive data visualizations in a format ready to publish." Please confirm Rice University's preferred web format for the interactive data visualizations. TBD

Please confirm the anticipated number of on-site presentations summarizing final report(s) for travel budgeting purposes. Will different material be required for the different presentations? Do you expect the presentations to span over multiple days? We expect a presentation of the process to the VPs and Deans and a presentation of the results of the survey to the campus community. This can be done in person or via zoom. Number of presentations and budget will be determined once a vendor is selected.

The RFP states that the vendor should, "Collaborate with the Climate Assessment Committee and administration on a plan for data storage, security and ownership, which will include transfer of results to be query-able for future comparisons." Will the vendor be required to develop a plan only or will the vendor need to develop a plan and execute it? Develop a plan to transfer data.