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ADDENDUM No. 2

Request for Proposals

Consulting Services in Support of Strategic Initiatives Surrounding Employee Engagement and Workplace Satisfaction

Sourcing Event ID 9114

This Solicitation can be viewed on the City's Supplier Portal at:

<https://sfcitypartner.sfgov.org/pages/index.aspx>

February 16, 2024

The Request for Proposals (RFP) with Sourcing Event ID 9114 is amended in accordance with the following Addendum No. 2.

Acknowledge receipt of this Addendum by completing the Acknowledgement of Receipt Addendum Form as provided in Attachment 2, Contract Forms, of the RFP and include with your proposal.

CHANGES TO THE RFP:

Note:

- **Red** with strikethrough texts are deleted text
- **Blue** bold texts are revised or added text

Section V. Evaluation Criteria and Selection

1. Prime Consultant Minimum Qualifications

The Prime Consultant must either individually, or collectively, demonstrate relevant expertise to successfully perform their role and responsibilities in the scope of services described in the RFP.

MQ2	<p>Evidence that Proposer has a minimum of [5] years of experience within the last [7] years in the services required in this RFP, such as developing and conducting a workplace culture survey that will measure overall employee satisfaction and identify areas of strength and weakness, providing detailed analysis of the results and all response data in electronic tabular format; assisting management in seeking additional information and feedback for potential improvement actions; developing framework for a survey to measure the satisfaction of public improvement clients; and supporting and implementing action plans based on survey response analysis. The 5-year experience requirement for the Principal need not be with the same firm as the primary Proposer.</p> <p>Evidence that the Proposer (Firm) or Principal or Owner or Lead Personnel has a minimum of [5] years of experience within the last [7] years in providing the services outlined in the RFP. The [5] years of experience requirement for the Principal or Lead Personnel need not be with the same firm.</p> <p>This includes expertise in:</p> <ol style="list-style-type: none">1. Developing and conducting a workplace culture survey that will measure overall employee satisfaction and identify areas of strength and weakness.2. Analyzing survey results to provide comprehensive insights.3. Demonstrating proficiency in data presentation, including the ability to provide data in electronic tabular format.4. Developing framework for a survey to measure the satisfaction of public improvement clients which includes other city departments and stakeholders.
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~~2. —Key/Lead Personnel and Subconsultant Qualifications~~

~~Key or Lead Personnel, such as, Lead Coach/Personnel, including subconsultants, must have a minimum of 5 years of experience in their field of expertise, and must possess the following:~~

MQ5	<p>Evidence that Lead Personnel has a minimum of five [5] years of experience in their field of expertise as it relates to the services covered in this RFP.</p>
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