

REQUEST FOR PROPOSALS #2021-03  
ORGANIZATIONAL CLIMATE ASSESSMENT  
RESPONSES TO CLARIFYING QUESTIONS  
August 17, 2021

Note that these are questions submitted by interested firms to this solicitation. The below answers are for clarification purposes only and in no way alter or amend the Request for Proposals (RFP) as published.

1. QUESTION: Does Oregon Tech intend to play any role in recruiting participants, or do they expect all recruiting contacts to come directly from the contractor?

ANSWER: Oregon Tech will assist the contractor in recruiting participants – neither party should be responsible for 100%.

2. QUESTION: The RFP mentions participation across delivery sites. Some of these appear to have very small programs (Salem, Seattle, and Scappoose have 20 faculty and staff combined), which presents some challenges related to confidentiality. Are you expecting reports will disaggregate data by site?

ANSWER: Oregon Tech would seek recommendations from the contractor on this matter.

3. QUESTION: On page 7, the RFP states that Oregon Tech seeks to collect and measure “stakeholder perceptions on a variety of topics.” Do you already have this list of topics or would the contractor help Oregon Tech identify these with the other data collection methods?

ANSWER: The contractor would assist Oregon Tech in identifying the topics.

4. QUESTION: Are you expecting that all stakeholder groups (e.g., students, faculty, staff, alumni, administration, community partners, and friends of the institution) receive a survey?

ANSWER: Not necessarily a survey, but some form of contact and ability to participate and provide input/feedback, which could be in a focus group, website survey, or other form of communication.

5. QUESTION: Are any of these groups a “higher priority group” where data are critical?

ANSWER: Faculty and staff are the highest priority with students close behind. Alumni followed by community partners and friends are less critical.

6. QUESTION: Do you have target response rates?

ANSWER: No.

7. QUESTION: Is there a preference for random sampling or a census approach to survey data collection?

ANSWER: Census approach.

8. QUESTION: Do you have contact information for each subgroup of interest?

ANSWER: Oregon Tech can provide contact information for subgroups.

9. QUESTION: Are there anticipated challenges Oregon Tech expects for this work?

ANSWER: This is the first time Oregon Tech has conducted this type of project, so we are not aware of any challenges. One potential issue is obtaining participation/feedback from faculty and staff – there could be reluctance.

10. QUESTION: Is there an estimated budget range for this work?

ANSWER: No estimated budget.

11. QUESTION: Would it be acceptable to submit a proposal containing different scopes of work and budget options?

ANSWER: Yes.

12. QUESTION: Are there desired limits for each section within the Questionnaire for Proposers?

ANSWER: There is no limit to the length of response for each section.

13. QUESTION: To what extent does Oregon Tech have specific groups of business partners that should be included in this climate assessment – for example medical technology or engineering firms?

ANSWER: Oregon Tech has partnerships with specific businesses; however, these businesses are not the focus of the climate survey.

14. QUESTION: What are the drivers for going through this assessment now? What premeditating events occurred to make this a top priority?

ANSWER: The Oregon Tech Board of Trustees directed the President to hire a consultant to conduct a climate assessment during a tumultuous time on campus including negotiations with the faculty union on its inaugural contract, a potential strike by faculty, and a vote of no confidence of the president by faculty. There are also concerns about staff morale, some of which can be attributed to the pandemic.

15. QUESTION: Who is the sponsor for this initiative (by role)? What is the project governance structure?

ANSWER: The Oregon Tech Board of Trustees initiated the climate assessment by directing the President to hire a consultant. The University Board Secretary/Senior Advisor to the President and the President's Senior Executive Assistant will be the contacts for the consultant. The consultant will work with the President to present the findings to the Board of Trustees.

16. QUESTION: We often see these activities in the strategic planning process. How does Oregon Tech envision this effort will impact the strategic plan developed in 2020?

ANSWER: It is unknown whether the results of the climate assessment will impact the implementation of the strategic plan. The findings could reinforce sections of the plan or could bring other issues to light not currently addressed in the plan. In accordance with the Scope of Work in the RFP, Oregon Tech is looking for a "report with recommendations for constructive initiatives and action plans," which could be useful in implementation of the plan.

17. QUESTION: To what extent is Institutional research a part of the core team?

ANSWER: All divisions of the university will participate in the climate assessment process.

18. QUESTION: To what extent does Oregon Tech expect to have the action items deliverable prioritized and strategically aligned?

ANSWER: It is important to have prioritized action items in the final report to the President/Board of Trustees to address issues identified during the assessment.

19. QUESTION: Are Exhibit A, B, and C part of the sample contract, or should these exhibits be completed and included with the submitted proposal?

ANSWER: Exhibits A, B, and C of the RFP are sample documents that are part of the contract and do not need to be submitted as part of a proposal.

20. QUESTION: Does Oregon Tech have information on competitor/peer institutions that can be reflected in the results of the organization climate assessment? Is this something that Oregon Tech would desire as part of the deliverable?

ANSWER: Oregon Tech has little information relative to peer organization climate

surveys and although not a primary intent of this RFP, this is information that Oregon Tech would find useful.

21. QUESTION: Seeing that the anticipated contract period would begin on October 1, what would be your desired/anticipated deployment date for any processes such as surveys, focus groups, interviews, etc.?

ANSWER: Deployment should be underway by the end of October.

22. QUESTION: Similarly, is there a date in mind by which you would need the final report? Is the “January 27, 2022: Report to Board of Trustees” listed in the 3rd paragraph on bullet #1 on page 9) the desired date of the final report delivery?

ANSWER: Final report should be submitted by January 13, 2022; presentation to Board January 27, 2022.

23. QUESTION: For the project audience, how large are the following stakeholder groups as defined in the first paragraph on page 1 – alumni, administration, community partners, and friends of the institution?

ANSWER: Six to eight key members of administrative team; a representative sample of alumni (there are roughly 28,000 alumni), community partners, friends that could be determined in consultation between university and contractor.

24. QUESTION: In the Scope of Work Summary section on page 7, you reference “archival data.” Does this refer to past survey data from your campus/community and if so, would this be available for incorporation into this project?

ANSWER: This is the first climate survey that will be conducted. Other smaller surveys have been sent out by various groups; the survey questions and results are not necessarily unbiased.

25. QUESTION: Would you require surveys to be in additional languages (and if so, how many and which) and/or available in a paper survey format for those without electronic access?

ANSWER: At this time there is no requirement for surveys to be in an additional language. The survey format can be electronic.

26. QUESTION: Who will be the Oregon Tech audience for the presentation of the final report?

ANSWER: Oregon Tech’s President and Board of Trustees.

27. QUESTION: Is there an expectation from Oregon Tech to conduct any part of the assessment in person?

ANSWER: We are relying on the consultant's judgment for what process is best to obtain information and make recommendations to address identified issues. We are not mandating any in-person contact as COVID guidelines and recommendations for travel and meeting continue to change.

28. QUESTION: What is the desired timeline for the project start and completion of the assessment?

ANSWER: The contractor should be prepared to collect data from stakeholders across all delivery sites, recognizing potential constraints of the academic calendar (November 24-26: Thanksgiving Break; December 7 - January 2: Winter Break). The final report to the President and Board of Trustees should be made on January 27, 2022 at the Board of Trustees meeting. The report will need to be complete two weeks prior.

29. QUESTION: What is the expected number of resources provided by the Vendor that Oregon Tech anticipates?

ANSWER: We will defer to the contractor and contractor's experience to inform us on how many people/resources will need to be committed to the project.

30. QUESTION: Has the institution or Board participated in a similar assessment in the past and if so, would they be willing to share the results?

ANSWER: This is the first assessment of its kind.

31. QUESTION: Who from within the institution is aware of the request from the Board? Who will be the executive sponsor of the project?

ANSWER: The directive to the President to contract for a climate assessment was made during a public board meeting. It is public knowledge that the assessment will take place. The President was directed to contract with a third party to conduct the assessment.

32. QUESTION: Will an institutional stakeholder facilitate external entity participation, or will the vendor be responsible for recruiting those participants?

ANSWER: Oregon Tech will provide contact information for external parties and will work with the vendor to initiate contact. Oregon Tech will assist the contractor in recruiting participants - neither part should be responsible for 100%.

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End of Responses to Clarifying Questions