

**Request for Proposal Q00924
2019 Community Scan
Addendum #1
4/20/18**

All changes to the Request for Proposal (RFP) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their proposal submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the proposal therein. Failure to acknowledge receipt of any addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

This addendum consists of the following questions received:

1. In the RFP you say, "In 2016, the data were largely collected via online and telephone surveys." What other data collection methods were used, and for how many interviews? (residents, businesses).
Response: To clarify, only online and telephone data collection were used.
2. What was the mix of telephone and online interviews for residents? for businesses?
Response: 87% of the resident taxpayer surveys were conducted online. 100% of the employer surveys were completed utilizing telephone interviews.
3. Why the change from taxpayer households to all residents being included in the resident portion of the survey?
Response: We wanted to include renters in the sample, in order to provide feedback to the College that is more inclusive of the community in which it operates.
4. 400 surveys were completed in 2016 with residents in the Harper College district utilizing both online and telephone methodologies. Can you tell us how many were completed online vs. the number completed via telephone?
Response: Answered in question # 2.
5. The telephone surveys were conducted using both cell phone and landline sample. Can you tell us the percentage split between cell and landline?
Response: The results were not separated into these categories.
6. 311 interviews were completed in 2016 with employers with 25+ employees. Were these survey interviews completed utilizing telephone, online or a combination of both and if both what was the percentage split?
Response: 100% of employer surveys were completed utilizing telephone interviews.

7. RFP Page 16: *In 2016 the data were largely collected via online and telephone surveys. Survey administration time averaged approximately 15 minutes per survey. For the 2016 community survey, 400 taxpayer households were surveyed which provided a margin of error of +/-4.9 percent with a confidence level of 95%. We expect the sample size to be higher for this administration because all residents, not only taxpayers, are to be considered for inclusion.*
Question: The 2016 survey was completed using a list of residents for the zip codes in the District, not taxpayers. The College prefers the list of residents for the survey and not taxpayers – correct? Why do you expect a larger sample for this administration? Is that in reference to the additional add on survey for the LCC in the northeast zip codes? Do you still want a margin of error of +/- 4.9 percent for the Community Survey or are you looking for a larger sample size with a smaller margin of error excluding the LCC zip codes?
Response: Based on the report received, the 2016 survey population from which the study sample was drawn were resident taxpayers. We expect a larger sample size because our population size will increase with the inclusion of renters in the study population, not due to potential LCC add-on. Harper has no predefined sample size or margin of error and encourage bidders to address this matter in their proposals.
8. RFP Page 17: *The vendor will be expected to acquire a current list of the district population (residents and businesses) from which a representative sample will be drawn.*
Does the College want the following variables utilized for representativeness for the community survey – zip code, age, and ethnicity?
Response: Yes, we would expect the sample to be stratified across these and other important community characteristics and encourage bidders to address this matter in their proposals.
9. For the employer survey, does the College again anticipate selecting various SIC or NAICS codes for the survey rather than using all employers for representativeness? Will the College again be looking at completion of surveys with employers with 25 or more employees?
Response: Harper does not have predefined caps on employer size or SIC and NAICS codes and we encourage bidders to address this matter in their proposals.
10. How many years of past data will the vendor be required to merge with the newly collected data? Will we compare new data only against data from three years ago, or do you want us to go further back with the comparisons to look for longer-term trends?
Response: The College prefers at least three points of comparison (current with both 2013 and 2016 administrations). More points may be added as applicable and bidders are encouraged to address this matter in their proposals.
11. Can you provide the contract value for the last time this research was contracted?
Response: The prior contract value was approximately \$60,000.
12. What specific list source provided businesses sample for the prior survey? Did you include both D&B listed and non-D&B listed companies? Are there specific industry classification codes you are seeking to control or represent in the business sample?
Response: The prior vendors did not reveal the name of the source, nor D&B affiliation. There are no predefined industry classifications for inclusion.
13. In order to fully understand employer expectations (object #2 on page 16), it seems that you might want to examine responses from two cells of employers: 1) those who have a current relationship with Harper either because they have sent employees or interacted in some other way in the past (i.e. "users"), versus 2) those who may not have a current relationship (i.e. non-users). For users, we would likely want to know how they value and perceive their existing relationship, while for non-users we would want to understand opportunities or barriers to cultivating a future relationship. Does the current survey sample of n=300 breakdown in such a way that there is enough respondents who fall in each subgroup to reliably compare responses?
Response: The past survey respondents were not categorized along this dimension.

14. Is there any upper size limit on company size?
Response: *There is no predefined upper employer size limit for the employer survey.*
15. The community survey sample size of n=400 every three years is somewhat limited. Would you be open to transitioning the survey to all online, so that field cost reduction could be channeled into an increased sample and annual surveys? It would seem that an increased sample size would allow for an improved ability to segment different audiences within the general community to isolate their impressions of Harper College.
Response: *Harper is open to all methodological suggestions and bidders are encouraged to address this matter in their proposals.*
16. For each survey, what proportion of the survey responses were gathered online versus by telephone? In your last survey, did you observe differences between community responses gathered online vs. by telephone? If so, what were these differences?
Response: *For the residents survey, 87% were conducted online and the balance via telephone interview; there were no reported differences in response. For the employer survey, 100% were conducted via telephone interview.*
17. Could you please share the incidence levels from prior surveys, if they are known?
Response: *This information has not been reported.*
18. How will this contract be managed within the college? What department or functional area will supervise the contractor's work?
Response: *The Planning and Institutional Effectiveness Division will have oversight over this project.*
19. How have the research findings been used in the past? Do you anticipate any changes in how this present research would be used?
Response: *Prior research has been used in the strategic planning process, as well as by individual units to improve community outreach. Harper does not anticipate any changes in the ways in which this research is used.*
20. Are you able to provide the data file in Excel or SPSS from the 2016 community survey (and the employer survey)? By providing the original data from 2016 we may be able to provide significance testing on results. Without it, such testing would not be possible and we can only infer that a difference exists.
Response: *Yes, data files from 2016 could be made available to the awarded vendor.*
21. Would you like findings to be tracked to 2013 as well or only 2016?
Response: *The College prefers at least three points of comparison (current with both 2013 and 2016 administrations). More points may be added as applicable and bidders are encouraged to address this matter in their proposals.*
22. In the 2016 community survey, how many interviews were completed by phone vs. online panel?
Response: *Answered on question #2.*
23. Survey data collection lasted 6 weeks (Feb 9- March 31, 2016). Would we be able to start fieldwork **prior to February** in order to meet your end of March deadline for full results? We are concerned that fieldwork may take longer based upon the fieldwork timeline provided in 2016.
Response: *The awarded vendor is not restricted from beginning data collection before February.*
24. Have the zip codes for your service region changed since 2016? If not, we will use the same zip codes from the prior study.
Response: *No, the zip codes have not changed for the service area since 2016.*

25. It appears that no incentives were offered to employers in the past. May we consider providing employers a short summary of findings or other incentives to boost participation? This may be necessary with the oversampling group where they receive a longer questionnaire. A report could be emailed to them (after your review and approval).
Response: Harper is open to all methodological suggestions and bidders are encouraged to address this matter in their proposals.
26. Do you have a list of regional employers (and contact information) that could be provided as a sample for the employer survey?
Response: Harper does not have a list of regional employers with contact information.
27. During the last administration of the community survey you had a sample size of 400 tax payers. Now that you intend to have an inclusive study of all community members, do you have a sample size you would like to achieve?
Response: Harper does not have a predetermined sample size and bidders are encouraged to address this matter in their proposals.
28. Do you have an anticipated budget for this project?
Response: Disclosure of project estimate is contrary to policy.

Sincerely,

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