



HO-CHUNK NATION
DEPARTMENT OF THE TREASURY
PROCUREMENT DIVISION

December 1, 2021

ADDENDUM #1

RFQ # 2021SFS02

Vendor Question w/Responses

Addendum Items:

Q1: How many annual exit interviews should we anticipate conducting and quoting?

A1: We average about 100-125 per month, so about 1,200 -1,500 annually. If we start conducting these on transfers as well, this number would increase significantly.

Q2. When considering how best to contact your employees, what percentage of the following contact information does your organization have?

A2.

a.) **Work email addresses:** Not everyone has a work e-mail address, but our IT would be able to provide the ones we do have.

b.) **Personal email addresses:** None

c.) **Home addresses:** All – although these are only accurate if employee keeps them up-to-date.

d.) **Personal telephone numbers:** Several – again, these are only accurate if employee keeps them up-to-date.

Q3. Do you have a preference or limitation of collection methods to getting the surveys completed?

A3. We would like to hear what methods are offered and then choose from those options. We, currently do not have a preference.

Q4. Will the surveys be completed only in English or will additional languages be necessary? Please specify which if applicable.

A4. These should be conducted in English, though in the future we will definitely be looking at incorporating the Ho Chunk language and possibly other common languages used by our employees (i.e. Polish, Spanish, etc.).

Q5. How many providers are you evaluating?

A5. Several

Q6. What does success look like to your team? What are the "must haves"?

A6. It's having happier employees, retaining employees, and recruiting employees in numbers greater than our need. Conducting third party exit interviews will hopefully increase our success in addressing employee concerns and issues to create a better working environment while increasing trust, confidence, and well-being in the workplace.

Q7. We base our pricing on the number of Exits we provide our clients. Would the Ho Chunk Nation be able to provide a forecasted number of expected exits for 2021/2022. I will provide pricing based on that as well as a set cost for any overage of exit demand above the quote for the forecasted number.

A7. See A1

END OF ADDENDUM

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