



ADDENDUM No. 1 to RFP ADMIN 12-01

REQUEST FOR PROPOSAL (RFP) FOR EMPLOYEE SATISFACTION SURVEY

PURPOSE OF THIS ADDENDUM:

The purpose of this Addendum is to:

1. Make revision to Section 1, Executive Summary with respect to the number of employees.

GENERAL INSTRUCTIONS:

- This Addendum No. “1” constitutes an integral part of the RFP and shall be read in conjunction with the RFP.
- Where inconsistent with the original RFP, this Addendum shall govern.
- It is the responsibility of all respondents to the RFP to conform to this Addendum.
- Unless specifically changed herein, all other requirements, terms and conditions of the RFP remain unchanged and can only be modified in writing.
- Respondents shall acknowledge receipt of this Addendum on the form included with this Addendum. Respondents shall include the “Addendum Acknowledgement Form” with their submission.

REVISION TO THE RFP

1. Proponents are directed to Section 1) Executive Summary. The original paragraph included reference to approximately 172 employees and shall be stricken. The approximate number should reflect 148 employees. (See below)

The Town of South Bruce Peninsula is requesting proposals from qualified human resource professionals to develop and conduct an “Employee Satisfaction Survey” of Town staff. Broad topics to be included are overall satisfaction, management/employee relations, corporate culture, career development, compensation, benefits, recognition and rewards, working conditions, training, staffing levels, safety concerns, and policies and procedures. The Town has approximately 148 employees comprised of both full-time/part-time and union /non-union employees including volunteer firefighters.

The breakdown of employees includes:

Full Time Non Union	19
Part Time Non Union	108
Full Time Union	17
Part Time Union	4
Total	148

ADDENDUM ACKNOWLEDGEMENT FORM
to
Addendum No. "1"
to
RFP No ADMIN 12-01

By signing this form, Proponent acknowledges receipt of this Addendum No "1" to RFP No. ADMIN 12-01.

Proponents shall include this acknowledgement Form as an attachment to their submission.

Signed: _____

Name & Title: _____

Date: _____

Addendum issued by:

Rhonda Cook, CMO
Chief Administrative Officer
Town of South Bruce Peninsula
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