



## REQUEST FOR PROPOSAL

# Consulting and Survey Design & Management Services for the Canada Council for the Arts' Employee Engagement Survey

July 27, 2022

The following amendment has been made to the original document:

### **Original Text:**

#### Section 1.5 - RFP DATES & DEADLINES

RFP posted to MERX	July 4, 2022
Deadline for questions regarding the RFP	July 15, 2022
Deadline for submissions	August 2, 2022
Presentations or additional requests from short-listed Firm(s) if required	To be confirmed
Contract(s) negotiations	August 22, 2022
Start of contract	September 12, 2022

#### Section 1.8 - REQUESTS FOR INFORMATION

Please submit any questions in writing, via email, to the contact below and the Council will respond accordingly. To ensure that all firms receive equivalent information, the Council will post applicable clarification questions and responses on MERX. **Deadline for submitting questions is July 15, 2022, at 11:59 pm EST (Ottawa local time).**

#### Section 1.9 - INSTRUCTIONS

##### 1.9.1 INTENTION TO REPLY TO RFP

Please reply via email (address in section 1.8) that you have reviewed this RFP and of **your intention to submit a proposal by July 15, 2022**. A return email address must be shown in the proposal.

##### 1.9.2 RECEIPT OF PROPOSAL

**The completed RFP submission shall be received electronically by email on the proposal due date of August 2, 2022, by 11:59 pm EST (Ottawa local time).** Firms are requested to keep their RFP submission size to under 20 MB. Please indicate the RFP title in the email's subject line.



***New Text:***

Section 1.5 - RFP DATES & DEADLINES

RFP posted to MERX	July 4, 2022
Deadline for questions regarding the RFP	August 2, 2022 – REVISED DATE
Deadline for submissions	August 12, 2022 – REVISED DATE
Presentations or additional requests from short-listed Firm(s) if required	To be confirmed
Contract(s) negotiations	August 22, 2022
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Section 1.8 - REQUESTS FOR INFORMATION

Please submit any questions in writing, via email, to the contact below and the Council will respond accordingly. To ensure that all firms receive equivalent information, the Council will post applicable clarification questions and responses on MERX. **Deadline for submitting questions is August 2, 2022, at 11:59 pm (revised date) EST (Ottawa local time).**

Section 1.9 – INSTRUCTIONS

1.9.1 INTENTION TO REPLY TO RFP

Please reply via email (address in section 1.8) that you have reviewed this RFP and of **your intention to submit a proposal by August 5, 2022 (revised date) by 11:59 pm**. A return email address must be shown in the proposal.

1.9.2 RECEIPT OF PROPOSAL

The completed RFP submission shall be received electronically by email on the **proposal due date of August 12, 2022, by 11:59 pm (revised date) EST (Ottawa local time)**. Firms are requested to keep their RFP submission size to under 20 MB. Please indicate the RFP title in the email's subject line.