



**HALTON
POLICE
BOARD**
EXCELLENCE IN GOVERNANCE

Request for Proposals
For
EMPLOYEE ENGAGEMENT SURVEY
For
HALTON POLICE BOARD

Request for Proposals No.: **RFP-01-25**

Issued: **29 July 2025**

Submission Deadline: **31 August 2025 at 5:00 pm EST**

Proposals must be submitted electronically to: info@haltonpoliceboard.ca

*****ELECTRONIC SUBMISSIONS ONLY*****

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

This Request for Proposals (the “RFP”) is an invitation by Halton Police Board (“HPB”) to prospective proponents to submit proposals for the provision of an Employee Engagement Survey.

Halton Police Board is committed to fostering a workplace culture that prioritizes wellness, job satisfaction, and employee engagement. This project aims to assess workplace culture, employee morale, and organizational effectiveness through a comprehensive employee engagement survey. This project aims to adhere to HPB’s strategic initiatives and support the development of actionable plans to enhance employee experience and organizational performance.

1.2 RFP Contact

Questions in relation to this RFP are to be addressed to:
Jessica Warren – info@haltonpoliceboard.ca

1.3 RFP Timetable

Issue Date of RFP	29 July 2025
Submission Deadline	31 AUGUST 2025, 5 PM EDT
Anticipated Contract Award	End of September

The RFP timetable is tentative only and may be changed by HPB at any time.

1.4 Submission of Proposals

Proposals must be submitted electronically to: info@haltonpoliceboard.ca. A confirmation-of-receipt email will be provided to each submitting proponent.

Documents should not be embedded within uploaded files, as the embedded files may not be accessible or evaluated.

Submissions by other methods will not be accepted.

Late submissions will not be accepted and will be disqualified as late.

1.5 Intellectual Property

All reports and other documents to be produced by the successful Proponent to this Request for Proposals shall, on submission to HPB, become the property of HPB.

2.0 Project Deliverables

2.1 Employee Engagement Survey

- Design, advertise, and administer an online employee engagement survey of 20-30 questions (including demographic information) that assesses workplace culture, morale, and organizational effectiveness.
- Ensure the survey is accessible via both mobile devices and personal computers.
- Collate survey responses and provide both collated and raw survey results.

2.2 Data Analysis and Reporting

- Analyze survey results to identify key trends, strengths, and areas for improvement.
- Provide a detailed report with actionable recommendations aligned with HPB's strategic goals of wellness, job satisfaction, and employee engagement.
- Present findings to leadership and other stakeholders, as needed.

2.3 Follow-Up Support

- Offer guidance on implementing recommendations and tracking progress over time.
- Provide tools or frameworks for future surveys to measure ongoing improvements.

3.0 Proposal Evaluation

Proposals will be evaluated using the following rating system:

Proposal Evaluation Criteria	Weighting (Points)
Corporate Profile and Relevant Experience	30 points
Understanding of the Assignment	25 points
Methodology	25 points
Cost	20 points
Total Points	100 points

3.1 Corporate Profile and Relevant Experience

- Provide a narrative on why and how the proponent is best suited to provide the prime consultant services for this project; and
- Provide a description of experience in projects of similar type, scope and complexity in the past five (5) years within Canada.

3.2 Understanding of the Assignment:

- Demonstrate understanding of the project and the deliverables.
- Demonstrate an understanding of HPB's strategic goals and workplace culture.

3.3 Methodology

- Propose methodology to successfully complete the assignment.

3.4 Cost Proposal

Cost proposals are to include proposed fees and any anticipated expenses.

Cost Proposals will be scored in accordance with the following formula:

$$\text{lowest price} \div \text{proponent's price} \times \text{weighting} = \text{proponent's pricing points}$$