

REQUEST FOR PROPOSAL

EMPLOYEE ENGAGEMENT SURVEY VENDOR

Critical Path Institute (C-Path) is seeking proposals from qualified vendors to design, administer, and support an organization-wide employee engagement survey program. This initiative will generate meaningful, actionable insights into the experiences, perspectives, and needs of our employees—ultimately fostering a culture of transparency, responsiveness, and continuous improvement.

Critical Path Institute Background

Founded in 2005, as a public-private partnership in response to the FDA's Critical Path Initiative, Critical Path Institute® (C-Path) is celebrating its 20th anniversary as a vital, independent, neutral convener, nonprofit. C-Path's mission is to lead collaborations that advance better treatments for people worldwide. Globally recognized as a pioneer in accelerating drug development, C-Path has established numerous international consortia, programs, and initiatives that currently include more than 1,600 scientists and representatives from government and regulatory agencies, academia, advocacy organizations, disease foundations, and pharmaceutical and biotech companies. With dedicated team members located throughout the world, C-Path's global headquarters is located in Tucson, Arizona, and C-Path's European subsidiary is headquartered in Amsterdam, Netherlands.

Engagement Survey Purpose

The purpose of administering the employee engagement survey is to serve as a strategic tool to:

- **Elevate the Voice of Employees:** Provide a confidential and anonymous platform, with the capabilities to anonymize the results for analysis, for employees to share their perspectives on workplace culture, communication, leadership, and job satisfaction.
- **Strengthen Leadership Accountability:** Equip leaders with actionable data-driven insights on how their teams perceive direction, support, and development, highlighting strengths and opportunities for improvement.
- **Promote Organizational Alignment:** Assess how leadership strategies and organizational practices align with the mission, values, and goals, ensuring employees can thrive and contribute meaningfully.
- **Drive Targeted Action:** Guide leadership in prioritizing initiatives addressing key engagement drivers such as recognition, inclusion, communication, and career development.
- **Track Progress Over Time:** Use recurring survey cycles to monitor organizational health, measure progress, and refine leadership strategies to address persistent challenges.

This survey program reflects our belief that employee engagement is a cornerstone of organizational success, and that strong, responsive leadership is essential to cultivating a high-performing, resilient workforce.

Key Dates

- Clarifying Questions Due: October 10, 2025

- Proposal Submission Deadline: October 17, 2025
- Vendor Selection: By October 24, 2025
- Anticipated Vendor Start Date: October 27, 2025
- Survey Finalization: November 21, 2025
- Survey Administration Dates: December 1 – December 17, 2025
- Results Delivery: By January 15, 2026
- Action Planning Support: Through February 28, 2026

Questions and proposals should be submitted to:

Julie Strzyzewski
 Senior Director, Human Resources
jstrzyzewski@c-path.org

RFP Provisions

- Proposals must remain valid for 180 calendar days from submission.
- All proposal costs are the responsibility of the bidder.
- Proposals must be submitted as a single Word or PDF file (not to exceed 25 pages).

Proposal Components

1. Bidder Information & Experience
 - a. Full company name, address, point of contact name, and contact details
 - b. Overview of company size (employee headcount), locations, primary services and any applicable IT security certifications.
 - c. Summary of experience conducting employee engagement surveys and leadership insight reporting for organizations of similar size
 - d. Approach to protecting respondent privacy and improving confidence in the platform
2. Requirements Checklist
 - a. Vendors must complete the checklist provided in Appendix A
3. Detailed Statement of Work
 - a. Methodology for survey design, deployment, data collection, qualitative and quantitative analysis, and reporting
 - b. Technology platform details
 - c. Approach for connecting survey findings to leadership development and organizational goals
 - d. Summary of required inputs from C-Path leadership and other C-Path Staff
4. Budget
 - a. Itemize costs by task/deliverable using the Appendix B template

Scope of Work

Deliverables:

1. Survey Design & Customization
2. Survey Administration
3. Data Analysis & Reporting

4. Leadership-Focused Insights
5. Action Planning Support
6. Progress Tracking

Vendor Requirements

- A. The awarded vendor shall have relevant experience providing employee engagement survey services to organizations of similar size and scope (150 employees).
- B. The vendor will demonstrate current and past experience with respect to conducting employee engagement surveys in both for-profit and non-profit organizations and shall present specific examples of partnering with organizations to achieve a high participation rate.
- C. Evidence will be included that demonstrates similar successful implementations, and experience achieving high employee participation rates.
- D. Experience developing and conducting training and presentations on engagement studies for different stakeholders, including senior management, department supervisors, and employees.
- E. Staff, managerial, and fiscal resources to complete all elements of the project in accordance with the required timeline.
- F. Ability to provide previous engagement surveys and recommendations that have been successfully implemented and maintained in comparable organizations of size and scope.

Project Management

- Dedicated project manager for the full engagement survey cycle
- Kickoff, progress check-ins, and post-survey debriefs
- Bi-weekly updates during active survey phases

Timelines

Vendors should provide a detailed project timeline, assuming a start date of [Insert Date] with milestones for:

- Survey finalization
- Launch and close dates
- Results delivery
- Q&A with C-Path leadership
- Leadership action-planning support

Budget Guidelines

Complete the Budget Template in Appendix B, indicating the completion date and cost for each step of the survey curation, administration, analysis and reporting, as well as any required costs for additional activities.

Appendix A – Requirements Checklist

Requirement	Vendor Response (Yes/No/Comment)	Notes/Comments
General Requirements:		
Validated engagement survey instrument		
Benchmark data availability		
Action-planning tools/resources		
Provides multiple methods for participation to meet the needs of a diverse workforce		
Provides ease of administration with reliable, valid reporting of results that are reasonable to interpret and communicate		
Allows for timely final results to C-Path, with ability to monitor survey progress during the open survey timeframe		
Promotes a high participation rate with an effective communication strategy, and with questions that are designed to support ease of understanding and completion for a broad audience		
Provides relevant benchmark comparisons and flexible reporting to consider the data results by department, college, and teams		
Summarizes and interprets results and provides recommendations to drive engagement		

Identifies the drivers of employee engagement to enable a focused approach to action planning based on measured results, and provides follow-up tools, resources, and support to implement action plans effectively		
Ensures sustainability and flexibility with the ability to repeat the employee wide survey and conduct multiple pulse check surveys to monitor progress and effectiveness of action items		
Survey Design Requirements:		
Respondents must be deidentified and confidential		
Mixed-method survey design, allowing for both quantitative and qualitative responses		
Questions should be structured using a verbal rating scale or other commonly-used, comprehensible survey rating system		
Every question response should prompt a conditional follow-up question to provide more context		
Ability for respondents to provide open-ended comments		
Ability to include leadership-focused questions		
Ensures that the design follows best practices for surveys that are capable of producing reliable and valid responses		

Allows for customization to provide input on the selection of questions and the potential to add questions		
Number of questions and topics and time to complete survey balances comprehensive organizational insights with participant response burden		
Technical Requirements:		
Multi-device accessibility		
Provides a secure survey link via email to invite employees with computer access to participate		
Ensures strictest confidentiality response handling, with proven protocols for ensuring anonymity of the results for analysis		
Demographic segmentation and filtering, to the extent possible given organization size and demographics		
Benchmarking capabilities		
Compliance with privacy laws (e.g., GDPR, CCPA)		

Appendix B – Budget Template

Task	Time to Completion	Cost
1. Survey design & customization		
2. Survey administration		
3. Data analysis & reporting		
4. Leadership presentations		
5. Action planning tools and support		
6. Additional Activities		
TOTALS		