

Employee Engagement Survey Contract Instructions

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The Department of Administrative Services, Procurement Services (DAS PS) is partnering with our established vending community through our statewide price agreements. The vendors will be able to provide a suite of services, scalable to the agency size, business need and meet the Governor's expectation.

The core service consists of an employee engagement survey tool which will meet the minimum expectation in these areas. Agencies will be able to add additional agency or program specific questions and select from a broad range of analysis and reporting tools for their benefit.

Getting Started

To get the process started, agencies should engage with their procurement office who in turn should contact the DAS-PS contacts listed above. The listed DAS contacts will work with agency Designated Procurement Officers (DPO) to provide more information and guidance to begin the contracting process.

Agencies who do not have procurement authority or who desire DAS PS assistance can submit a requisition in OregonBuys through DAS On Behalf Of (DAS OBO). For more information on this process please visit <https://www.oregon.gov/das/ORBuys/Pages/Index.aspx> or reach out to POC's above as needed for help. DAS-PS will make these requests a high priority.

Pre-Planning

Agencies should begin considering the timing of when they want to launch their employee engagement survey work. DAS PS recommends beginning the contracting process at least 60-days prior to your desired start date.

Agencies will be able to add additional agency / program specific questions and select from a broad range of analysis and reporting tools. Agencies can help ensure a smooth contracting process by determining those agency specific questions in advance.

More Information Coming Soon

DAS-PS will be gathering questions and input from agencies as those agencies engage with us to contract for these services. We will ensure the sharing of information through many sources and expand to other means as needed to make the process smooth.