

Request for Proposals: Analysis and Reporting for SIOP Salary Survey

Background

SIOP has always thrived due to the dedication and volunteerism of its members. In the past, several capable SIOP members and their organizations have donated their time and energy to administer surveys to SIOP members for several purposes. The Executive Board thanks all of these individuals for their efforts on behalf of the entire SIOP membership. To keep costs down for SIOP members, we want to continue to use volunteers to administer, analyze, and report surveys for SIOP.

To ensure that everyone who wants to volunteer has a fair chance to do so, the SIOP Executive Board is issuing this Request for Proposals (RFP) for any firms, agencies, or individuals who would like to volunteer their services gratis to provide analysis and reporting for the 2015 SIOP Salary Survey. The survey's purpose is to collect information on 2015 income levels of industrial and organizational psychologists in SIOP. Employment and background variables that would help interpret income data are also collected. This survey is conducted every three years and is designed to benefit SIOP membership as a whole and others with an interest in salaries in the field of I-O psychology..

Description of Work

The majority of the work involves analyzing data from the 2015 Salary Survey provided by Sirota. The analysis would be the basis for a salary report, used by members, employers and media. In addition to the report, an overview article is to be prepared for *The Industrial-Organizational Psychologist (TIP)* digital publication.

Tasks include:

- Coordinate the survey process with SIOP Administrative Office and Sirota. Establish timeline and tasks.
- Develop survey content based on analysis of past survey content:
 - Analyze response rate by item to identify items with low response rates on prior survey.
 - Review prior surveys and comments.
 - Create and send a copy of the 2015 survey for review and suggestions for improvement by SIOP's Professional Practice Committee (PPC) and Institutional Research Committee (IRC).
 - Receive input on survey from PPC and IRC members. Review input and make revisions.
 - Submit survey content to Sirota for programming.
- Conduct pilot testing of survey and revise as needed.
- Coordinate communications and promotion to SIOP members and coordinate survey email with SIOP Administrative Office.
- Coordinate reminder email to membership.
- Monitor weekly response rate.
- Following extraction and delivery of data, check and clean data.
- Analyze data and create tables.
- Oversee internal reviews of analyses, figures, and report completed and revisions incorporated.

- Write article for *TIP* digital publication.
- Write survey report to be made available on SIOPI website.
- Maintain database and respond to inquiries as necessary.

The deliverables include providing SIOPI with an overall report and trend analysis, the results broken out by various demographic groups, and an article for *TIP*. Discussions prior to the survey will determine exact formats needed. There will be a need to integrate with former SIOPI surveys' historical data, e.g. comparisons across data sets for trending. SIOPI can provide past survey reports and *TIP* articles to use as a basis for this work. Past/suggested emails and blurbs for communication are also available.

Project Timeline:

- September 4, 2015: Project Initiation – coordinate with Sirota and SIOPI Administrative Office
- October 26, 2015: Pilot-test Survey
- Early January, 2016: Survey Opens for Responses on SIOPI Website Early February, 2016: Survey Closes for Responses
- May 24, 2016: *TIP* Article Submitted; Overall Report Due to SIOPI for July 2016 issue

Stipulations

- SIOPI retains sole ownership of total and complete rights to all datasets generated.
- Copies of data, layout, and other items needed for data archiving shall be available for all projects done on behalf of SIOPI.

Sponsor Recognition

SIOPI acknowledges the need to recognize the selected vendor for their contribution to the Society in terms of branding. Acknowledgement will be provided on the SIOPI website and in *TIP*. In addition, a complimentary advertisement in *TIP* will be provided as well as a full page ad in the 2016 SIOPI Annual Conference program book. Author and affiliation will be listed on the report and article.

Request for Information

Approach

Questions from vendors are due, in writing, by July 15, 2015. Questions will be answered by July 21, 2015, and all RFP responders will be copied on the answers. Address all questions to Anne Herman, Institutional Research Committee Chair, at anne.e.herman@gmail.com.

Responses to this RFP are due no later than July 30, 2015, and should be submitted to Anne Herman at anne.e.herman@gmail.com.

Responses need to be provided in a format without vendor name or identifiers as the review of the RFP responses will be blind. If a vendor would like to also send an additional response in their typical format with identifiers that will be acceptable.

Responses will be evaluated in terms of completeness of response, the degree to which the RFP directions were followed, and the responses in terms of flexibility, capabilities, and quality.

Selection Process

Responses to this RFP will be evaluated by members of SIOP's Institutional Research Committee (IRC). Subsequent clarification on specific line items may be requested.

The proposal that best meets the needs of SIOP will be selected. Selection is expected to be completed by September 1.

Confidentiality of Process

All information provided in response to this RFP will be treated as confidential and will only be shared with the selection committee and Dave Nershi, Executive Director of SIOP.

Specific Information Needed

Please provide the following information to Anne Herman no later than July 30, 2015, anne.e.herman@gmail.com .

1. Please state the name of your firm and briefly describe the history and primary nature of your business. Include a brief description of the size and location(s) of your operations.
2. Please describe your in-house technological capabilities – specifically, your experience with Web-based surveys.
3. Please describe your experience in providing survey analysis and reporting.
4. Is there anything else you believe we should take into consideration in this proposal or advice you would provide to us?
5. Briefly describe why you would like to provide such a generous donation of your time and talents.
6. Please provide how you would prefer your firm's name and/or logo be displayed on any data reports or sponsor recognition as Attachment B.