



3-BID RAPID PROCUREMENT

EXECUTIVE COACHING

FOR

WORKFORCE SOLUTIONS CAPITAL AREA

Release Date: January 26, 2021, 2:00 PM (CST)
Response Due: February 1, 2021, 12:00 PM (CST)

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Relay Texas: 1.800.735.2989 (TDD) / 711 (Voice)

PURPOSE

The primary purpose of the Executive Coaching is to provide highly skilled, tailored executive planning, advising, and models in order to enable executive staff success. The Executive Coach(es) will:

- Deliver one or more leadership assessments and debrief with the executive on results.
- Provide in person or virtual executive coaching sessions to support current and future executive priorities.
- Meet with the CEO and other staff members at the discretion of the CEO for a portion of the initial meeting, and for a final meeting before the end of the contract term.

REQUEST

Please submit the proposer's qualifications for requested executive coaching.

Please provide all-in costs for 12-months worth of services.

Please provide a standard statement of work for requested services. Note any assumptions that inform or impact the proposal.

STAFF WHO WILL RECEIVE SERVICES

Please provide a response for

- 1) Executive Coaching for the Chief Executive Officer; and
- 2) Executive Coaching for two (2) senior staff members.

The responses for 1 and 2 may be combined into the same document.

TIMELINE

February, 2021 - January, 2022. The timeline and intensity of services may be altered as approved in advance by the Workforce Solutions Capital Area Chief Executive Officer.

ELIGIBLE RESPONDENTS

Any organization or individual that has the demonstrated competency, knowledge, qualifications, are invited to respond to the 3-Bid Rapid Procurement. .

Receipt of one or more responses to the 3-Bid Rapid Procurement does not commit the Board to the award of a contract or contract, neither will the Board pay any costs incurred in responding to the 3-Bid Rapid Procurement. The Board reserves the right to accept or reject any or all quotations received, to negotiate/contact with all qualified sources, or to cancel the 3-Bid Rapid Procurement in whole or in part, if it is in the best interests of the Board.

SUBMISSION

All proposals must be received and recorded by the Board no later than **12:00PM (CST) on February 1, 2021**. Proposals shall be electronically delivered prior to the stated deadline to the following email address:

ATTN: WFS Procurement
Subject: Executive Coaching
wfs.procurements@wfscapitalarea.com

The timely delivery of proposals is the sole responsibility of the proposer. **E-mailed proposals will be accepted as a complete proposal submission.** Electronic copy should be emailed to **WFS Procurements** at wfs.procurements@wfscapitalarea.com. Proposals received after the due date and time will not be accepted or considered under this procurement. No exceptions will be made to this requirement for any reason.