



ISSUE DATE: December 21, 2023

Maryland Department of Disabilities: Executive Coaching Service Request for Proposal

BACKGROUND

The Maryland Department of Disabilities (MDOD) is charged with coordinating and improving the delivery of services to individuals with disabilities in the state of Maryland. By working collaboratively with all State government agencies, MDOD provides advocacy and guidance to ensure that State entities deliver services in the most integrated settings possible, develop consistent policies affecting those with disabilities, and consider the diverse needs of all when making decisions which impact Marylanders. Comprised of 3 main units with approximately 30 employees and led by a leadership team of six people, MDOD both provides and array of services and works internally and externally to ensure that the services provided to people with disabilities enable them to live and thrive in the communities of their choice. Further information on MDOD is available on the department's website at <https://mdod.maryland.gov/Pages/Home.aspx>.

An identified need to support MDOD's current executive team is to conduct a leadership coaching program. There is an ongoing need to ensure that MDOD has a team of knowledgeable professionals leading the organization's provision of services to the public. The availability of developmental coaching program for executive managers will provide them with an opportunity to refine existing skills or acquire new skills required to develop and lead a successful, effective agency.

MDOD is pleased to invite you to respond to a Request for Proposal to provide executive coaching services. This RFP outlines the information necessary to understand the selection process and the required documentation for submitting proposals. Please carefully read and follow the instructions. Proposals must be received no later than 5:00 p.m. on January 12.

DELIVERABLES

1. Conduct one day retreat in early 2024 designed to discuss the following:

- Grow trust;
- Remove silos;
- Foster collaboration;
- Model effective communication;
- Develop leadership culture standards including but not limited to the following: establishing of priorities, effective decision making, shared accountability and conflict resolution; and
- Establish a process to jointly evaluate opportunities for departmental growth.

2. Six one-on-one meetings (up to 90 minutes) with the members of the MDOD Leadership Team prior to the early 2024 retreat.

3. Conduct six personal leadership style assessments presented prior to each one-on-one meeting.

4. Discuss each individual assessment with the appropriate member of the executive team during each one-on-one meeting.

5. Conduct an individual leadership gap analysis of the department executive team to be presented at the early 2024 retreat.

6. Issue a comprehensive report within a month of the retreat to include a summary of the retreat, a summary of the individual leadership gap analysis and recommendations for optimizing an effective leadership culture within MDOD.

7. One follow-up half-day retreat within four months after the early 2024 retreat to review implementation of recommendations and discuss next steps.

8. Provide up to nine hours of executive coaching to be shared by the six members of the executive team upon request and approval by the Contract Manager.

GENERAL REQUIREMENTS

The successful bidder will:

- Identify the methods and tools used to assess an executive's knowledge, skills and abilities and identify focus for coaching and development;
- Have demonstrated experience coaching executive management;
- Provide a detailed cost outline;

- Include packaged or tiered pricing based on the number of coaching sessions provided and/or number of executives coached in a set period of time if applicable; and
- Have knowledge of managing in the public sector.

Proposals will be evaluated based upon the criteria above, as well as assessments and comparisons that include evaluations of skills/experience, cost, client service and references, and/or other factors.

PROPOSAL SUBMISSION DEADLINE

Proposals must be received by email or delivered no later than 5:00 P.M. on January 12, 2023. Proposals must be e-mailed by deadline time and date to elizabeth.hall2@maryland.gov. Any proposal received at the email address designated above after the exact date and time specified for receipt will not be considered. The only acceptable evidence to establish timely submission shall be an electronic acknowledgement of timely receipt of the proposal by the MDOD Procurement Officer.

QUESTIONS FROM POTENTIAL BIDDERS

Questions should be submitted by email to elizabeth.hall2@maryland.gov. The email should identify the agency represented by the questioner. All questions and answers will be posted on the State of Maryland eMMA site.

AWARD PROCEDURE

The State of Maryland reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms from both a technical and cost standpoint. After submission of the proposals and closing thereof, no information will be released until after the award. The State reserves the following rights: (1) to reject any and all proposals received; (2) to decide to provide some, but not all, of the services requested in the Request for Proposal; and (3) to award a contract to one or more than one vendor(s). It is understood that any qualified proposal submitted will become part of the official file on this matter, without obligation or cost to the State.

APPEALS

The State retains complete discretion in final selection and appeals to this process shall not be granted.

PROPOSAL CONTENT

Proposals must adhere to the structure outlined below. Proposals shall consist of the sections listed below and shall be labeled in the same way as the corresponding section of the RFP. A response to Sections 1 through 5 is mandatory. Failure to submit a proposal that complies with these requirements shall result in a proposal being considered non-responsive.

1) TITLE PAGE

Use your firm's current letterhead. State that the enclosed proposal to the County of Marin is for the provision of leadership coaching services and describe the nature of the services which would be provided. Include: Name of firm, name of representative submitting proposal, mailing address, telephone number, email address and date of submission.

2) TABLE OF CONTENTS

3) EXECUTIVE COACHING FIRM OVERVIEW

a) Describe the firm's conceptual approach to the leadership coaching services being solicited;

b) Provide a list of all leadership coaching assignments completed by the firm in the past three (3) years (include the name of the entity, size and industry of the entity and the position title for each coaching assignment.)

c) Please provide names, email address, mailing address and telephone numbers of contact persons for five (5) clients for whom your firm has provided similar services;

d) Please provide names, email address, mailing address and telephone number of three (3) executives your firm has recently coached.

4) PROPOSED SERVICES

This section must include:

a) A detailed outline of the leadership coaching process that your firm will follow;

b) A detailed summary of the methods and tools that your firm will use to assess an executive's knowledge, skills and abilities;

c) A detailed timeline that will apply to the delivery of services;

d) The rate structure that will apply to the delivery of services broken down by consulting fee and expenses, including the minimal dollar commitment that the State must guarantee in order to retain these services;

e) If applicable, include packaged or tiered pricing based on the number of coaching sessions conducted and/or number of executives coached in a set period of time;

5) SUMMARY OF AGENCY’S STAFFING OR USE OF CONSULTANTS

The proposal must include a resume or bios of the individuals or agencies that will be part of the service delivery system, including those that are outside contractors or partnerships and their qualifications. Special note should be made of the use of contractors or services that are not based in Maryland.

RFP TIMELINE

RFP Made Available	December 21, 2023
First Day to Submit Questions	<u>December 22, 2023</u>
Last Day to Submit Questions	December 30, 2023
Proposal Due Date	January 12, 2023
Interviews of Bidders if needed	January 15-January 22, 2023
Selection and Notification of Awardee	January 25, 2023
Execute Contract	January 26, 2023