

Tangram, Inc.

Management Coaching Service

Request for Proposal (RFP)

Tangram, Inc. was established in 1985 in Hancock County, Indiana by families of individuals with disabilities who wanted better options for independent living for their loved ones. Since that time, Tangram has grown to serve individuals with disabilities and their families throughout Central Indiana, and offers a wide range of individualized services to meet the unique needs of the people we serve.

Tangram supports people with disabilities by designing services to meet their specific needs and desires. We assist them to live full, meaningful, and happy lives, at home and as members of their community. Tangram joins with community partners to create inclusive and sustainable solutions to challenges faced by those impacted by disabilities. As of January 2021, Tangram has 239 employees including 31 who have management responsibilities. Tangram's current operating budget is \$10,383,000.

Tangram has identified the need to support its current, new and emerging managers through a leadership coaching program. There is an ongoing need to ensure that Tangram has a team of knowledgeable professionals leading the organization's provision of services to its consumers. The availability of a developmental coaching program for managers will provide them with an opportunity to refine existing skills or acquire new skills required to develop and lead a successful, effective organization. It is anticipated that implementation of this coaching model will span two (2) years with the first year focusing on senior leadership members and the second year focusing on mid-level managers.

Tangram, Inc. is pleased to invite you to respond to a Request for Proposal to provide management 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.

GENERAL REQUIREMENTS

The successful bidder will:

- Identify the methods and tools used to assess a manager's knowledge, skills, and abilities, and identify focus for coaching and development;
- Conduct leadership coaching sessions with identified managers;
- Have demonstrated experience coaching organizational leadership/management;
- Provide a detailed cost outline;
- Include packaged or tiered pricing based on the number of coaching sessions provided and/or number of managers coached in a set period of time, if applicable;
- Have knowledge of non-profit management

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 postmarked no later than 5:00 P.M. on April 30, 2021. Proposals must be e-mailed by deadline time and date to sgabbert@thetangramway.org. In addition to e-mail, additional copies of proposals may also be sent to Tangram, Inc. ATTN: Stephanie Gabbert, 5155 Pennwood Dr., Indianapolis, IN 46205. Any proposal received at the e-mail address designated above after the exact date and time specified for receipt will not be considered.

QUESTIONS FROM POTENTIAL BIDDERS

Questions should be submitted by email to sgabbert@thetangramway.org. The email should identify the company represented by the questioner. Questions must be submitted between April 12-14, 2021. Answers will be sent directly to questioner.

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 I through IV 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 Tangram, Inc. 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) COACHING FIRM OVERVIEW

- a) Describe firm's background and the firm's conceptual approach to the leadership coaching services being solicited;
- b) Provide a list of all leadership/management 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 name, email address, mailing address and telephone number of three (3) leaders/managers 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 a manager'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 Tangram, Inc. 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.

RFP TIMELINE

RFP Made Available April 5, 2021.

First day to Submit Questions April 12, 2021.

Last day to Submit Questions April 14, 2021.

Proposal Due Date April 30, 2021

Interviews of Bidders, if needed, May 10, 2021.

Selection and Notification to Awardee May 21, 2021.

Execute Contract June, 14 2021.