



**Request for Proposals (RFP)
For Executive Coaching Services
PR 22-5038-00-FY22**

**Issued: April 13, 2022
Date Due: April 21, 2022 5:00 PM**

A. Request for Proposals for Executive Coaching Services

The Early Learning Coalition of Broward County (The Coalition) is seeking responses from one or more qualified vendors with relevant experience and expertise to provide executive coaching services for one or more Coalition executives for a period up to 12 weeks. These services are being procured through an RFP to select the best qualified responsible vendor(s) through an open, competitive process whose proposal is most advantageous to the Coalition, taking price, service value and all other factors into consideration. The total forecasted budget for the services is up to \$8,000 for all services. The Coalition seeks to contract with the successful vendor(s) for the period April 15, 2022 through June 30, 2022. The source of funding for the requested services is estimated as follows:

Federal:	68%
State:	25%
Local:	7%
Total	100%

B. About the Early Learning Coalition of Broward County, Inc.

The Early Learning Coalition of Broward County (The Coalition) is a not-for-profit 501(c)(3) organization established in 2000, pursuant to the School Readiness Act of 1999 and Florida Statutes Section 411.01. The Coalition is designated by the State of Florida’s Office of Early Learning as administrator of all publicly-funded early child care and education programs in Broward County. For over twenty years, Coalition Broward has been responsible for quality early care and education services for our children. We are accountable for helping families find local child care and developing plans to address Broward County's early learning needs.

Our Mission is to lead and support the early learning community to deliver high quality early learning experiences to young children and their families. Our Vision is that all children have high quality early learning experiences leading to success in school and life. We strive to accomplish this by providing resources, advocacy, leadership, coordination and oversight for our child care and early education industry. We promote quality in all child care programs by incentivizing performance standards through coaching, training, and business development.

The Coalition administers the School Readiness (SR) program in order to prepare young children to successfully transition to school and also help close the achievement gap for low income families. The SR program provides subsidized child care for children from eligible economically disadvantaged families, primarily focusing on children from birth to school age (zero to five) as well as after school care for school age children and those involved in foster care or the child welfare system. The SR program also provides a wide variety of training and quality support services to over 750 child care providers operating in the County. In addition to SR, the Coalition administers access to Florida’s Voluntary Pre-Kindergarten (VPK) education programs in Broward County, which are free for ALL children residing in Florida at age 4 regardless of income.

The Coalition also provides Child Care Resource and Referral services (CCR&R) to all Broward families, regardless of income, to help them identify and select the best child care and early education options to fit their needs such as special education services, specific hours of operation, or location near a parent's work or school. This wide range of agency activities services over 30,000 children each year while allowing their families to remain employed and/or in school and channels more than \$160 million into the economy of Broward County annually. The Coalition's programs provide an invaluable benefit not just to the children and families served but also to child care employees, early educators, small and medium sized businesses, and the communities and municipalities they live in.

C. Scope of Services, Vendor Qualifications and Cost Proposal

1. Scope of Services:

The Coalition is seeking proposals for executive coaching services from qualified vendors to support and increase leadership capacity within the Coalition through June 30, 2022.

Specifically, the vendor shall provide leadership coaching to one or more senior executives tailored to individual coaching needs and goals. The vendor shall provide coaching in order to:

- Solidify essential leadership skills
- Better equip organization leaders with the knowledge and opportunities to develop themselves and become more effective leaders
- Gain self-awareness and leadership confidence
- Maximize leadership team performance

The coaching engagement shall run from April 15, 2022 to June 30, 2022. The contractor shall provide up to 12 weekly one-hour sessions designed to meet the developmental needs of the executive being coached. The vendor may provide coaching in person or virtually, as agreed with the executive.

The Vendor will:

- Develop an individual coaching plan with measurable objectives collaboratively with the employee being coached in an initial meeting.
- Establish a schedule of coaching sessions in the initial meeting
- Focus on measurable objectives in the development plan to check progress towards coaching goals in the development plan.
- Provide a report at the end of the engagement listing the dates of each session and a broad summary of the themes of the work.

2. Minimum Vendor Requirements:

- Graduate degree (MS, MA, Ph.D.) preferably in relevant behavioral/applied behavioral science such as psychology, organization development, or organizational behavior.
- Demonstrated participation in continuing education, keeps current with update trends and practices.
- Professional certification in coaching and administration of one or more leadership assessment models
- Experience in coaching executives in the non-profit sector is preferred.

3. Cost Proposal:

The Applicant shall prepare an all-inclusive fixed fee per training session cost proposal. The fixed fee may be per session or bundled package.

D. Submission Instructions and Timeline:

1. Submission

Each entity or person who responds to this procurement shall submit their written Proposal by email to rfp@elcbroward.org **no later than the date and time listed on the timetable below.**

Include the following in your proposal:

- a. Professional qualifications of the vendor, including licenses or certifications relevant to this RFP.
- b. Qualifications (resume) of the coach that will be assigned to the engagement
- c. Approach to providing requested services
- d. Fixed fee cost proposal (per session or session bundle)
- e. Previous experience working with not for profit organizations
- f. Three client reference contacts (preferably from non-profit organizations)
- g. Other pertinent information submitted

2. Timeline

RFP posted on Coalition Website	April 13, 2022 5:00 PM
Deadline for receipt of written questions	April 20, 2022 12:00 Noon
Application submissions Due (No exceptions)	April 21, 2022 5:00 PM
Respondent Interviews, if applicable	April 22, 2022 TBD
Award Notice Posted	April 25, 2022 5:00 PM
Contract Finalization Target	April 27, 2022

E. Evaluation Criteria:

- 30% Qualifications
- 30% Approach to Coaching
- 20% Vendor capacity and availability to deliver the services
- 20% Cost Proposal
- 100% Total**