

ADDENDUM 2

DATE: June 15, 2023

RFP NUMBER: UTA2023-007 Leadership Coaching Services

RFP DUE DATE: July 07, 2023, at 03:00 p.m. CPT

The following changes and/or clarifications are hereby incorporated into the RFP. Your proposal must reflect the following:

Responses to Questions received by the Submittal Deadline (APPENDIX A)

PLEASE SUBMIT WITH YOUR PROPOSAL

Charlie Brooks

Sr. Contract Specialist

817-272-2140

SIGNED: _____

COMPANY NAME: _____

APPENDIX A

Q&A

Supplier 1

1. In section 5.3.2.2 Coaching for Leadership Program Cohorts, we have the following questions:
 - 1.1 The text indicates a cohort of 20-25 participants. The text states “Coaching is for duration of cohort program. Weekly coaching for the first month, biweekly beginning month two.”
 - **What is the duration of the cohort program?** 3 to 4 months
 - **How many sessions are you considering in this option?** If this question is asking how many coaching sessions -- then 6 to 8
 - 1.2 The table in the Cohort section has a row that labeled “Individual Coaching”
 - **Are you seeking an individual coach for each of the 20-25 participants across the duration of the cohort program?** Yes
OR
 - **Are you looking for coaching for a group of 20-25 as a group?**
 - 1.3 In the same table in the row labeled “Group Coaching”, the text indicates 4-5 participants with 1-2 coaching engagements per leadership topic.
 - **Are you asking for an individual coach for each of the 4-5 participants for the 1-2 coaching engagements**
OR
 - **Are you asking for a coach to work with a group of 4-5 participants together?** Yes, a coach to work with a small group.

Supplier 2

1. Do you know approximately what percent of the Level 1, 2, and 3 coaching’s, LDP coaching, and Group Coaching will be virtual vs. in person?
No, the modality of coaching sessions will be the client’s decision.
2. Do you need us to estimate travel expenses in the pricing for work estimates (section 6)? This is a big variable as we’re not sure the answer to question 1 and which coach might be selected (we have coaches all over Texas).
Opening Paragraph of Section 6.1 states: “Proposer’s Coaching Cost must include all labor, supervision, equipment, materials and supplies that Proposer will be required to provide in order to successfully perform the services in accordance with Section 5. The rates below shall include every item of expense, direct and indirect, including incidentals to the specified rates.”
3. In section 6.1.2, coaching for leadership cohorts, how many coaching sessions are you expecting for the leadership cohort (it looks like it is 4 in month 1 and 2 per month after that. How many months long is the LDP?
We have multiple leadership development cohort programs so the timeframe will vary. The duration for most programs is 3 to 4 months. (I anticipate up to 6 to 8 sessions during this timeframe.)
4. We will take exceptions to some portions of the insurance requirements. How do you want us to show that (perhaps redlines to the Appendix Two Terms and Conditions (with explanations)? For example, MD Anderson recently completed their RFP for coaching requiring some of the same insurance (\$10M cyber). This coverage alone was quoted at

well over \$36k a year, making price estimates for coaching unreasonable. Coaching contractors are only provided email addresses for UT Arlington clients; therefore, this seems very excessive.

Your objection is noted and can be discussed in greater detail if you are selected as a finalist. (You mentioned this was also an issue in a UT MD Anderson RFP, has this been resolved? Please provide details.) And yes, please notate your exceptions to any of our Terms and Conditions in your proposal submission.

Supplier 3

1. RFP states that under the group procurement method, other Texas universities can opt in the a (the) contract and that therefore we should take into account possible rising purchase volumes. What is UTA's experience with this possibility? How often has UTA utilized this method? Has any of the 14 institutions negotiated a contract with a coaching provided before and has UTA used it?

Section 1.6, Group Purchasing Authority, is a part of the UT System RFP template and is commonly utilized in our RFPs and carried over into our contracts. Also, we are not sure if this option has ever exercised by this campus, or any other UT System campuses, for coaching services.

2. What was UTA experience with its previous coaching provider(s)? What worked well? What challenges did it have? What was the quality of the coaching and the experience for UTA?
These coaching services are not out for bid because of any services issues but, is being bid as a State requirement for long term, contracted services.
3. What are the estimates/expectations for the numbers of coaches per year per level (1,2,3)?
As this is a new offering to the University, we are unable to answer this question. Currently, most coaching is offered at level 3.
4. How long is the LD program by cohort? How many Cohorts to they run a year?
We currently have three leadership development programs that are offered each year. Not all programs will offer coaching as an element of the program. Time wise, our cohort programs range from 3 to 4 months each and are offered once in an academic year.
5. Have coaches completed any assessments? And if so, how frequently?
See Section 5.3.3 and Section 5.3.3.3
6. What is the makeup of the LT&D team supporting this work? Not sure what you are asking when you say, "what is the makeup" or why the structure of the department is relevant. Please advise. Will there be dedicated project management resources? Yes.