

**ATTACHMENT A  
STATEMENT OF WORK**

**Request for Quotes  
PennDOT Executive Development Academy 360° Assessment  
Solicitation Number: 6100021298**

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**Course Title: 360° Assessment and Peer-on-Peer Coaching Training**

**Course Date(s):**

**Segment 1 - April 2012 – Training Session**

Anticipated Training Date is April 17, 2012. PennDOT reserves the right to change this date. The selected vendor will be notified in advance of any training date changes.

**Segment 2 - April/May 2012 - 360° Assessment**

**Segment 3 - June 2012 - 1-on-1 Coaching Sessions  
(30 1-hr sessions)**

**Segment 4 - September 2012 – 30 mid-point coaching sessions**

**Segment 5 - April 2013 – Re-administer 360°**

**Training Location: Riverfront Office Center (ROC)  
1101 South Front Street, Harrisburg, PA 17104**

**NOTE:** The training location may vary in the Harrisburg area due to availability.

**Overview of the PennDOT Executive Development Academy:**

The *PennDOT Executive Development Academy* falls within the *PennDOT Corridor to Leadership Excellence*. The *PennDOT Executive Development Academy* encompasses all leadership training under one umbrella to create a conduit for supervisors, managers, and executives to achieve consistent and progressively challenging leadership training.

The *PennDOT Executive Development Academy* is the top tier academy in the corridor. It is a program for identified leaders to learn from PennDOT executives, senior leaders, business partners and subject matter experts on how PennDOT's strategic focus is translated to achieve its mission to Commonwealth citizens.

Admission to the eight-month program is through a formal nomination process. 30 individuals are selected to participate and represent all organizations within the agency.

**360° Assessment Objective:**

In order to enhance opportunities for leadership development, PennDOT will implement methods and strategies that support a multi-rater feedback program. Commonly referred to as 360 degree assessments, this program will provide the structure necessary for identifying and developing individual leadership competencies that are relevant to the organization's ability to achieve established goals while adhering to the organization's core values. Additionally participants will be trained by the consultant to provide 1-on-1 peer coaching to

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each other. The peer coaching will occur monthly and will focus on the progress participants are making on their individual action plans.

**Program Requirements/Deliverables:**

- ❖ **Initial 360° Kickoff (April 2012)**
  - **360° Leadership Development Benefits**
  - **Question selection/statement modification**  
(Limited number based on discussion with PennDOT program manager)
  - **360° mechanics of administration & timeframe**
  - **2-hour training session on peer coaching**
- ❖ **360° Administered (April 2012)**
- ❖ **30 One-on-one, confidential 1-hour coaching sessions (May 2012)**
- ❖ **15 – 30 minute mid-point coaching session (September 2012)**  
(can be done by phone)
- ❖ **Re-administer 360° (April 2013) (No onsite presence necessary)**
- ❖ **Reports sent to participants (May 2013)**

- An approach/process that best fits the organization and the scope of the program.
- An opportunity for program participants to provide some level of self-determination and direction for the design and implementation of the assessment. This includes the ability to choose and modify questions and statements so they are organizationally focused.
- A program that focuses on participants' understanding of individual strengths and opportunities for professional development.
- A program that enables the 30 participants to receive feedback from peers, direct reports and supervisors.
- A program that focuses feedback on the leadership competencies that are relevant to PennDOT's business goals and organizational values.
- A program that helps to identify those who will provide feedback to participants.
- A program that provides clear guidance to assessment respondents on how to complete the assessment and the best way to provide relevant feedback.
- A program that allows for ongoing monitoring and adjustment as necessary.
- A program that requires the development of action plans to ensure that participants address opportunities for further growth and development.
- Ease of data collection is imperative and includes the ability of PennDOT program staff to have monitoring access.
- A training session preparing participants to coach each other on their 360 action plans.
- Individual reports are expected to be generated within a reasonable timeframe and the reports should include clear graphic and easy interpretation of the information.
- One-on-one, in-person, coaching sessions are expected to be scheduled and held within 30 days of close of survey.
- A group report must be included in each of the individual reports so the participant understands where he or she falls within the group.

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- Familiarity with PennDOT culture.
- The awarded supplier will be required to meet with PennDOT representatives prior to events to ensure understanding of deliverables.

**Contractor Responsibility/Required Materials:**

- All materials developed by the awarded supplier will require approval from PennDOT representatives prior to being used at any event.
- Contractor will supply acceptable diagnostic instrument(s).
- Contractor will not use participant contact information for any reason outside the scope of this project.
- The contractor will not subcontract the kickoff training, the initial 1-hr one-on-one coaching session, or the mid-point coaching session.
- It is understood that the selected contractor 360° instrument may be through another vendor but the responsibility for administering and monitoring the 360° lies fully with the selected contractor.

**Contractor Submission Package:**

- Will include full 360° Assessment name, description, why this 360° was selected over other 360° assessments and the pros/cons of the selected 360°.
- Will include a detailed outline of the learning objectives and action steps necessary to successfully implement the program.
- Will provide a synopsis of the contractor's as well as PennDOT's roles and responsibilities associated with implementation and ongoing coordination of the program.
- Will provide contractor experience, company information, experience with Commonwealth agencies and PennDOT in particular.
- Will provide three references and permission to contact.
- Will include a pricing proposal based on the six bulleted program deliverables listed above. (See Deliverable Costs below for additional information)
- Submissions should not exceed 12 pages in length.
- Selection will be based on clarity and completeness of submission based on the detailed Program Deliverables listed above, 360° selection chosen, company experience, references and best value.

**Disadvantaged Business Information:**

All ITQ Suppliers are encouraged to utilize as part of their response to this RFQ small disadvantaged businesses and/or enterprise zone small businesses as subcontractors or joint venture partners. The approach to enhancing the utilization of small disadvantaged

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businesses and/or enterprise zone small businesses will be considered as part of the best value analysis by the Agency.

**Insurance:**

In accordance with ITQ Contract Number 4400008567, Part IV – Terms & Conditions, Paragraph 27b., *Insurance*, the awarded supplier will be required to provide a current certificate of insurance to the Department.

**Deliverable Costs:**

The deliverable costs quoted shall be all inclusive of costs to successfully conduct this Request for Quote in its entirety. Deliverable costs may include but are not limited to:

- Trainer Fees
- Overhead Costs
- Supplies and Materials
- Travel and Subsistence – Although travel and subsistence will be included in each deliverable cost, travel and subsistence costs must conform with the requirements of the most current version of Commonwealth Management Directive 230.10, *Travel and Subsistence Allowances*.

**Estimated Quantities:**

Deliverable costs quoted shall be an individual unit price based on estimated quantities. Estimated quantities may be changed based on the need of the program. PennDOT reserves the right to request a change in quantities for any of the deliverables when anticipated quantities exceed those established.