Expression of Interest:

Executive Coach for Senior Leadership Team

Response Deadline: Friday, November 19, 2010 @ 2:00 PM (Saskatchewan time)

Responses due via email to:

Barb Bahan  
Office of the City Manager  
Phone: (306) 777-7314  
Fax: (306) 949-7210  
E-mail: bahan@regina.ca
SUBJECT

Many organizations face a situation where a group of senior individuals are in need of advanced coaching. Whatever the reason, a performance gap is recognized which demands a response. There is a need to link individuals in an organization so there is continuity within a program and cohesiveness amongst the divisions and corporation. In all cases, coaching offers a structured dialogue of emerging purpose, directed toward success.

As with many teams who have been together for a period of time, certain dynamics have been established. The senior leadership team may find itself deriving an increase in development of the team and be challenged as an executive team. Although no problems currently exist, it is hoped an Executive Coach could not only deliver increased team results but also prevent problems. An Executive Coach should deepen the awareness of a team’s unique strengths as a foundation for improvement. An Executive Coach will support this change in a supportive, confidential environment.

The senior leadership team strongly supports building a cohesive team that aligns the needs of the business with the developmental needs of its people, but stays focused strategically.

This Expression of Interest (EOI) is the method the City of Regina is using to gain the attention of parties that have interest in assisting the Executive Leadership Team (ELT) to be challenged, to gain new insight into the key capabilities necessary to achieve desired results as a team. A group coaching relationship is designed to encourage purposeful dialogue, create new insight, develop new knowledge and skills, and spur team and personal growth. The Executive Leadership Team (ELT) that this EOI is specifically being writing for consists of a team of 6; the City Manager (CAO), four General Managers and one Chief of Staff to the City Manager.

OBJECTIVE

The intent of this EOI is to provide notification of a developing opportunity that exists for interested parties having proven experience with senior leadership team in the public sector, particularly at the senior executive level.

The specific objectives the City of Regina intends to accomplish through this EOI is to identify parties who are experienced and interested in working with an established senior leadership team to strengthen team dynamics.
• Commit to, and move forward, the organization’s strategic plan and priorities as a team
• Align with corporate objectives and team members
• Develop your leadership abilities
• Move beyond self-imposed limitations
• Understand the necessity of open communication
• Improve decision making skills as a senior leadership team
• Develop an enhanced, flexible management style

Time will be required by the Executive Coach to identify strengths, leadership style, team dynamics, personal desires, etc.

The coach and team anticipate meeting, on average once a month with a decline after the first 6 months to bi-monthly, then eventually terminating the Executive Coaching relationship after one year, all subject to modification as necessary.

Coaching is conducted on a team and potentially one-to-one basis, in person, over the telephone or e-mail, or a combination thereof. It is completely CONFIDENTIAL.

RESPONSES

Responses will be received up to 2:00 PM on Friday, November 19, 2010, and need to be provided via email to:

Barb Bahan
Office of the City Manager
Phone: (306) 777-7314
Fax: (306) 949-7210
E-mail: bbahan@regina.ca

CONTENTS OF RESPONSE

Responses should include:

Contact Information

• Name
• Address
• Telephone
• Facsimile
• E-Mail
• Key Contact
Description/Identification – Up to 4 pages in length:

- Statement of interest – a general narrative describing your interest in accelerating the Executive Leadership Team to build and strengthen their team dynamic.
- Currently the team has come to a standstill in its ability to increase its effectiveness as an Executive Leadership Team. Please give a statement explaining a proposed method of how to help the Executive Leadership Team analyze and reach a common understanding of challenges with the current state of the team.
- Statement explaining the proposed method to help determine a way to resolve the challenges now and into the next few years.
- Demonstration of firm’s capacity to deliver
- An estimate of scope and cost not to exceed $50,000.00

References

Provide 3 client references of which results have been achieved in coaching and in working effectively with the senior executive level.

Miscellaneous Information

- Any additional information which the respondent considers pertinent.

FORMAT OF RESPONSE

Statement of interest shall be written in English and provided electronically via email.

CONFIDENTIALITY

The City anticipates that the respondents may wish to treat certain elements of their responses as confidential or proprietary. Respondents are advised, however, that freedom of information requirements in Saskatchewan may afford rights of production or inspection at the application of third parties.

INCURRED COSTS

The City will not be liable in any way for any costs incurred by respondents in replying to this EOI.

INQUIRIES

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