



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN RESOURCES**

**REQUEST FOR INFORMATION  
FOR  
FACILITATION SERVICES, COACHING, AND CURRICULUM DEVELOPMENT**

**RFI # 31908-00079  
April 6, 2026**

**1. STATEMENT OF PURPOSE:**

The State of Tennessee, DEPARTMENT OF HUMAN RESOURCES (DOHR) issues this Request for Information ("RFI") for the purpose of determining speakers and coaches for learning and leadership development for the Office of Organization and Agility (OOA). We appreciate your input and participation in this process.

**2. BACKGROUND:**

DOHR OOA is currently updating the directory of subject matter experts, trainers, and coaches who can deliver engaging sessions and one-on-one coaching that develop, inspire, and grow our workforce. This form is your opportunity to be considered for speaking engagements, workshops, coaching and leadership programs with Tennessee State Government. This information will help us streamline our communication processes with speakers and enhance the speaker engagement process for events led by the Department of Human Resources.

**3. COMPENTENCIES AND COACHING FRAMEWORK:**

DOHR follows the Leadership Competencies and Coaching Strategies for all Facilitation Services and Curriculum Development for learning and development/leadership events/coaching. This framework includes the following list:

**3.1. LEADERSHIP COMPENTENCIES:**

- **Ensures Accountability:** Holding self and others accountable to meet commitments
- **Action-Oriented:** Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm

- **Manages Ambiguity:** Operating effectively, even when things are not certain or the way forward is not clear
- **Attracts Top Talent:** Attracting and selecting the best talent to meet current and future business needs
- **Business Insight:** Applying knowledge of business and the marketplace to advance the organization's goals
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives
- **Communicates Effectively:** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
- **Manages Complexity:** Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
- **Manages Conflict:** Handling conflict situations effectively, with a minimum of noise
- **Courage:** Stepping up to address difficult issues, saying what needs to be said
- **Customer Focus:** Building strong customer relationships and delivering customer-centric solutions
- **Decision Quality:** Making good and timely decisions that keep the organization moving forward
- **Develops Talent:** Developing people to meet both their career goals and the organization's goals
- **Values Differences:** Recognizing the value that different perspectives and cultures bring to an organization
- **Directs Work:** Providing direction, delegating, and removing obstacles to get work done
- **Drives Engagement:** Creating a climate where people are motivated to do their best to help the organization achieve its objectives
- **Financial Acumen:** Interpreting and applying the understanding of key financial indicators to make better business decisions
- **Global Perspective:** Taking a broad view when approaching issues, using a global lens
- **Cultivates Innovation:** Creating new and better ways for the organization to be successful

- Interpersonal Savvy: Relating openly and comfortably with diverse groups of people
- Builds Networks: Effectively building formal and informal relationship networks inside and outside the organization
- Nimble Learning: Actively learning through experimentation when tackling new problem, using both successes and failures as learning fodder
- Organizational Savvy: Maneuvering comfortable through complex policy, process, and people-related organizational dynamics
- Persuades: Using compelling arguments to gain the support and commitment of others
- Plans and Aligns: Planning and prioritizing work to meet commitments aligned with organizational goals
- Being Resilient: Rebounding from setbacks and adversity when facing difficult situations
- Resourcefulness: Securing and deploying resources effectively and efficiently
- Drives Results: Consistently achieving results, even under tough circumstances
- Demonstrates Self-Awareness: Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses
- Self-Development: Actively seeking new ways to grow and be challenged using both formal and informal development channels
- Situational Adaptability: Adapting approach and demeanor in real time to match the shifting demands of different situations
- Balances Stakeholders: Anticipating and balancing the needs of multiple stakeholders
- Strategic Mindset: Seeing ahead to future possibilities and translating them into breakthrough strategies
- Builds Effective Teams: Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals
- Tech Savvy: Anticipating and adopting innovations in business-building digital and technology applications
- Instills Trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity

- Drives Vision and Purpose: Painting a compelling picture of the vision and strategy that motivates others to action
- Optimizes Work Processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement

**3.2. EXECUTIVE COACHING STRATEGIES**

- Leadership Coaching: Focus on strengthening core leadership competencies.
- Performance Coaching: Focus on developing specific behaviors and skills associated with meeting and/or exceeding performance expectations.
- Strategic Coaching: Focus on navigating long-term planning and strategic decision making with executive leaders.
- Group Coaching: Focus on assisting participants learn collaboratively while working towards individual growth.

**4. COMMUNICATIONS:**

4.1. Please submit your response to this RFI to:  
 Cherie L. Graves, Contract Manager  
 Department of Human Resources  
 Tennessee Tower, 17<sup>th</sup> Floor  
 312 Rosa L Parks Ave, Nashville TN 37243  
 615-532-2275  
 Cherie.l.graves@tn.gov

4.2. Please feel free to contact the DEPARTMENT OF HUMAN RESOURCES with any questions regarding this RFI. The main point of contact will be:  
 Cherie L. Graves, Contract Manager  
 Department of Human Resources  
 Tennessee Tower, 17<sup>th</sup> Floor  
 312 Rosa L. Parks Ave, Nashville TN 37243  
 615-532-2275  
 Cherie.l.graves@tn.gov

4.3. Please reference RFI # 31908-00079 with all communications to this RFI.

**5. RFI SCHEDULE OF EVENTS:**

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		April 6, 2026
2.	Written Questions & Comments Deadline	1:00 p.m.	April 20, 2026
3.	State Responses to Written Questions & Comments	1:00 p.m.	April 23, 2026
4.	RFI Response Deadline	1:00 p.m.	May 8, 2026

## **6. GENERAL INFORMATION:**

- 6.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.
- 6.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.
- 6.3. The State will not pay for any costs associated with responding to this RFI.

## **7. INFORMATIONAL FORMS:**

The State is requesting the following information from all interested parties. Please fill out the following forms:

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**TECHNICAL INFORMATIONAL FORM**

1. RESPONDENT LEGAL ENTITY NAME:

2. RESPONDENT CONTACT PERSON:

Name, Title:

Address:

Phone Number:

Email:

1. Which of the following scope of service are you able to provide:

a. Workshop Facilitation, Professional Development

b. Keynote address

c. Graduation address

d. Panel Discussion

e. Executive Coaching

2. If you selected a – d in question 1.; List the top ten (10) competencies from Section 3.1. that you are the most familiar with presenting/facilitating:

3. If you selected e. in question 1.; list the top three (3) strategies from Section 3.2. based on your expertise and experience:

4. Describe other topics of expertise:

5. How would you describe your facilitation style:

a. Interactive

b. Storytelling

c. Data-driven

d. Coaching-oriented

e. Experiential

f. Other

6. Of the services selected in Question 1. List the services you are able to provide virtually:

7. If you chose e. in Question 1, provide a brief description of your coaching philosophy and style:

8. Do you consent for your photo to be taken and shared within Tennessee State Government media platforms?

9. Are you willing to travel to Tennessee?

**COST INFORMATIONAL FORM**

1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.):
2. Describe the typical price range for similar services or goods

**ADDITIONAL CONSIDERATIONS**

1. Please provide input on alternative approaches or additional things to consider that might benefit the State:

Personal Documents:

- Resume (educational credentials)
- Professional Bio
- Professional Headshot
- Client references
- Copy of curriculum or lesson plan