### STATEMENT OF WORK (SOW)

### Wisconsin Department of Employee Trust Funds (ETF)

and

### Groves Advisors, LLC, dba Talent Growth Partners (Contractor)

#### **SOW #6**

Date: 04/27/2022

#### RFP and Contract #: ETJ0057 for Competency Based Performance Management Services

**Background:** Contract ETJ0057 for Competency Based Performance Management Services between ETF and Contractor was executed on October 9, 2020. Per the terms of the Contract, Section 1.10 of the RFP, statements of work must be drafted and agreed to by ETF and Contractor prior to work commencing. SOW #1 was signed by the parties on November 11, 2020; SOW #2 was signed by the parties on February 4, 2021; SOW #3 was signed by the parties on November 30, 2021; SOW #5 was signed by the parties on February 14, 2022.

Services/Pricing: The purpose of this SOW is to add the following Services to the Contract:

A: Seven (7) months of leadership coaching for six (6) cohort participants in 2022. Cost: \$1,975 per participant per month. Cost: not to exceed: \$82,950.

The Services covered under this SOW are described in the attached document, "Leadership Coaching Cohort 2022."

**Total cost for the Services described under this SOW #6 shall not exceed:** \$82,950, which represents at least 332 hours of Contractor-provided Services at \$250/hour.

**Billing/Invoicing:** Contractor may invoice ETF for the Services described herein on a monthly basis after Services have been completed. Payment terms are outlined in the Contract.

#### AGREEMENT AND AUTHORIZATION:

Wisconsin Department of Employee	Groves Advisors, LLC, dba Talent Growth					
Trust Funds	Partners					
By: Panula S Hunning	Maria Grows					
A91FF5FC752749C	By:					
Name: Pamela S. Henning	Name: Maria Nicholas-Groves					
Title: Assistant Deputy Secretary	Title: CEO					
4/29/2022	4/28/2022					
Date:	Date:					



Leadership Coaching Cohort 2022



# 2022 Leadership Coaching Cohort

## Phase 0 Activities

• Finalize procurement steps	• ETF Internal Selection Process of Coaching Participants and Sponsors	ETF/TGP Schedule Dates: - Kick Off - Initial Participant Meetings - Monthly Cohort Sessions - Presentations	<ul> <li>Prepare Participant and Sponsor Communications &amp; Materials</li> <li>* Finalize Assessment Approach</li> </ul>	<ul> <li>Notify Participants &amp; Sponsors</li> <li>Provide Coaching Program Communications, Dates, and Coaching Bios</li> </ul>	<ul> <li>Participants and Sponsors complete Coaching Agreement (DocuSign)</li> <li>Participants have pre-kickoff session with Sponsor</li> </ul>
ASAP	APRIL	APRIL	APRIL	APRIL-MAY	МАҮ

Phase O Invoice May 2, 2022 \$ll,850 Due June 2, 2022

# ETF 2022 Leadership Coaching Cohort Program

Total Engagement Spanning 2 Fiscal Years ≑82₁950

Kick Off June 9 Event Participants & Sponsors Leadership Assessments & 1:1 June Debriefs 28 + 29	Sponsor, 13+14 Participant, & Coach Cohort Group	Cohort Group Coaching Aug 24 Session	1:1 Coaching Sept 7+8 Cohort Group Coaching Sept 21 Session	1:1 Coaching Oct 5+6 Stakeholder Input on Progress Cohort Group Coaching Session Oct 19	1:1 Coaching Nov 2+3 Cohort Group Coaching Session Nov 16 Goal Assessment: Sponsor, Participant, & Nov Coach 29+30	1:1 Coaching Dec 7+8	Presentation Prep Jan 4+5 Cohort Group Presentations Jan 12 Ongoing Development Plan Design Jan 24+25
KICK OFF June 2022	MONTH 1 July	MONTH 2 Aug	MONTH 3 Sept	MONTH 4 Oct	MONTH 5 Nov	MONTH 6 Dec	MONTH 7 Jan 2023
Fiscal Year 21-22 Payment Due \$11.850	22-23 Payment Due	22-23 Payment Due	22-23 Payment Due	Fiscal Year 22-23 Payment Due \$11-850	Fiscal Year 22-23 Payment Due ≑Llı850	Fiscal Year 22-23 Payment Due \$ll:850	Fiscal Year 22-23 Total \$71-100

# **Cohort Investment**

As previously reviewed with Pam Henning

Maria Nicholas-Groves to finalize procurement steps with ETF

### 2022 ETF Leadership Coaching

### **Coaching Services Structure**

		Longth of	Manshlu	Due en en	Estimated #	Tatal Cast	Kick Off	A	Goal Design		Virtual	Cohort Virtual		Wrap Up Reflection &
		Length of	Monthly	Program	Estimated #	Total Cost	KICK OTT	Assessment	Goal Design	Coaching	Coaching	Coaching	Customized	Reflection &
	2022 Estimated	Engagement	Coaching	Cost Per	of	for All	with	Admin &	& Action	Session	Session Units	Session Units	Development	Planning
ETF Participants	Time Frame	in Months	Investment	Person	Participants	Participants	Sponsors	Debrief	Planning	Focus Prep	Per Month	Per Month	Resources	Session
New 2022 Leadership														
Coaching Cohort	June - December	7	\$1,975	\$13,825	6	\$82,950	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	60	90	$\checkmark$	$\checkmark$
-														

Services will be delivered virtually during 2022

\*There is flexiblility in how these sessions are scheduled

\* Materials associated with services will be printed and distributed by ETF