

STATEMENT OF WORK (SOW)

Wisconsin Department of Employee Trust Funds (ETF)  
and  
Groves Advisors, LLC, dba Talent Growth Partners (Contractor)

SOW #8

Date: 07/19/2024

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 May 18, 2021; SOW #4 was signed by the parties on November 30, 2021; Revised SOW #5 was signed by the parties on September 29, 2022; and, SOW #6 was signed by the parties on April 29, 2022; SOW #7 was signed by the parties on July 24, 2023.

The purpose of this SOW #8 is to add to the Contract the Services listed in the attached document titled ETF Competency Project FY 25, SOW # 8, dated July 19, 2025.

**Total cost for the Services described under this SOW #8 shall not exceed:** \$109,800.

**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  
Trust Funds

By: Pamela S Henning

Name: Pamela S. Henning

Title: Assistant Deputy Secretary

Date: 7/25/2024

Groves Advisors, LLC, dba Talent Growth  
Partners

By: Maria Nicholas-Groves

Name: Maria Nicholas-Groves

Title: CEO

Date: 7/24/2024



ETF Competency Project FY 25 - SOW #8		ETF-TGP Contract ETJ0057	
19-Jul-25			
	Hours est.	Budgeted \$	Estimated Timeline
<b>A. Projects in Motion</b>			
• Success Stories	15	\$3,750.00	July/August 2024
• Recurring project meetings between now and June 2025; plus champion meetings (39 meetings)	78	\$19,500.00	Now -May 2025
• August report out – support? Attend? • Use Journey Map of future phase gates? • Broader Recommendations – Create a one-page visual • 3.2.2 Wrap Up & Future Phase Gates • Provide a journey map to address folding in (pilot) multi-rater feedback, IDPs, weighting goals outstanding from prior Implementation Map: Multi-Rater Feedback, Goal Weighting, System Tech Training, Stakeholder Input: Development Career Pathing	30	\$7,500.00	Meeting August 12 2024
• Survey of staff – move assessment of this process to the Employee Engagement Survey - Build the case for the consolidation; provide the questions prior to the 2024 rollout?	10	\$2,500.00	July 2024
• Clarify system changes impact downstream (Korn Ferry language, training materials, one-page summaries, system updates – if/then)	10	\$2,500.00	July 2024
<i>A. Projects in Motion</i>	<b>143</b>	<b>\$35,750.00</b>	
<b>B. Support &amp; Review</b>			
• ETF's (JZ) survey to existing users prior to making system changes	8	\$2,000.00	July/September 2024
<i>B. Support &amp; Review</i>	<b>8</b>	<b>\$2,000.00</b>	
<b>C. Resources</b>			
• Proven methods of increasing calibration	10	\$2,500.00	October 2024
• Suggest HR BA role to capture the required level of data; what functions would they perform? • What's out of scope for this role? ETF (JZ) vs new role	10 TGP (MNG)	\$2,500.00	October/November 2024
• TGP (MNG) – add goals questions to Success Stories interviews	2	\$500.00	July 2024
<i>C. Resources</i>	<b>22</b>	<b>\$5,500.00</b>	
<b>D. Governance</b>			
• Develop the process; what does <i>done</i> look like?	10	\$2,500.00	October/November 2024
• Provide list of questions for consideration Example: Proficiency language and/or stage changes to Korn Ferry – who has to bless a change? (examples: values differences, develops talent) Clarify system changes impact downstream (Korn Ferry language, training materials, one-page summaries, system updates – if/then) • Document the performance management cycle including dates; clarify process to change/extend, who approves?	6	\$1,500.00	October/November 2024

	Hours est.	Budgeted \$	Estimated Timeline
<ul style="list-style-type: none"> <li>1:1's, Coordinate with ETF (PH, JZ, OTM, L&amp;D) for input; new folks need to be brought up to speed on governance</li> </ul>	14	\$3,500.00	July - September 2024
Research & Build <ul style="list-style-type: none"> <li>Use info from 1:1's to build governance recommendations</li> <li>Provide calibration recommendations and increasing level of maturity: best practices to increase calibration within and across departments</li> </ul>	26	\$6,500.00	October/November 2024
<i>D. Governance</i>	<i>56</i>	<i>\$14,000.00</i>	
<b>E. Expanded Projects</b>			
<b>Leadership Development Program for Supervisors</b> <ul style="list-style-type: none"> <li>Offer guidance for ETF's new L&amp;D person to develop this program</li> <li>Is this helping shape the program? Or reviewing their plan?</li> <li>Suggest review of competency-based data to drive investment</li> </ul>	25	\$6,250.00	September 2024
<b>Performance Management – New Training Review</b> <ul style="list-style-type: none"> <li>Review ETF's (JZ) training materials – performance management curriculum, micro-learning, process/system focused, prior to fall</li> <li>Number/quantity of materials to review with general timeline</li> </ul>	10	\$2,500.00	August 2024
<b>Skills Project</b> <ul style="list-style-type: none"> <li>Gartner skills survey (ETF's/KG's) skills inventory support</li> <li>TGP (MNG) – joins that team's meetings?</li> <li>Work with team on</li> </ul>	100	\$25,000.00	Now-May 2025
<b>Coaching</b> Options to explore: <ul style="list-style-type: none"> <li>Cohort follow up sessions (2 hours in-person or virtual) \$2,800/session for 2 sessions)</li> <li>1:1's with former coaching participants (\$1,400 per session/ 3 sessions?)</li> <li>Onboarding integration coaching recommendation incoming executive January-April 2025; See <a href="#">HBR article</a> on the value of customized support (\$4,500 for 3 month sessions for 2 employees)</li> </ul>	3-month coaching engagement 1.5 sessions per mo.	\$18,800.00	Now-May 2025
<i>E. Expanded Projects</i>	<i>210.2</i>	<i>\$52,550.00</i>	
<b>Total for FY 25</b>		<b>\$109,800.00</b>	