**School Trust CEO Programme Executive Coaching**

**Invitation to Tender Submission Template**

**Organisation details**

|  |  |
| --- | --- |
| Organisation’s name |  |
| Organisation’s Registered Company Number |  |
| Business address |  |
| Lead Contact’s name |  |
| Lead Contact’s role |  |
| Lead Contact’s email |  |
| Lead Contact’s phone |  |

**Submission**

**Part A:**

Background and supplementary documents required

Please ensure you attach the following documents to your submission email:

* Last set of audited accounts
* Your organisation’s version of the following policies:
* Complaints
* Confidentiality and data protection
* Safeguarding

**Part B:**

Submission guidance:

* The word limit for each question is 1,000 words. Responses do not need to reach this maximum length. Bidders may distribute the word count across sub-questions as they wish. The word count includes any tables and diagrams that are included. Any other attachments or hyperlinks will not be read.
* Please begin each section on a new page as set out below.
* Please answer each sub question separately, leaving the question as a heading.
* Please submit as a word document, not pdf.

**Question 1: Coaching vision and education experience**(1,000 words max for question 1)

1 a) What is your approach to coaching?

1 b) What experience do you have coaching: i) C-suite leaders and ii) senior leaders in education?

1 c) How would you ensure coaching contributes to the effective development of participants on the programme?

**Question 2: High quality delivery**(1,000 words max for question 2)

2 a) How would you select coaches to deliver this contract?

2 b) How would you quality assure coaching provision and ensure that coaches follow ethical guidelines in their practise?

2 c) How would you ensure we learn lessons from coaching to inform future programme development and delivery?

**Question 3: Programme management**(1,000 words max for question 3)

3 a) What relevant experience do you have of running a similar scale programme of coaching alongside other leadership content?

3 b) How will you ensure you have enough coaches to meet the requirements of the brief? (If your suggested ratio of coaches to participants is outside the expected range, you should explain your rationale here)

3 c) What do you consider to be the main risks of delivering this contract, and how would you mitigate them?

**Question 4:**

|  |  |
| --- | --- |
| Total price (including VAT) |  |
| Hourly coaching rate (including VAT) |  |
| Percentage setup and management costs (max 15%) |  |
| Further information  |  |

**Question 5:**

Please provide details of two organisations for whom you have delivered a coaching programme (i.e. multiple staff members or programme participants receiving coaching) who we could contact if you are taken forward to clarification stage.

Organisation 1

|  |  |
| --- | --- |
| Organisation’s name |  |
| Contact’s name |  |
| Contact’s role |  |
| Contact’s email |  |
| Contact’s phone |  |
| Brief description of services provided (150 words max) |  |
| Dates of service provided |  |

Organisation 2

|  |  |
| --- | --- |
| Organisation’s name |  |
| Contact’s name |  |
| Contact’s role |  |
| Contact’s email |  |
| Contact’s phone |  |
| Brief description or services provided (150 words max) |  |
| Dates of service provided |  |