



August 25, 2025

RE: IMRF RFP - 2025 Executive Coaching Services

IMRF Responses to submitted questions and inquiries:

- 1) The RFP references newly promoted and/or high potential leaders – at what level are these personnel?
 - a. Typically, managers, directors, and some supervisor roles.
- 2) How many people are anticipated to participate in coaching sessions?
 - a. One coach and one leader are paired together. We do not offer group executive coaching sessions.
- 3) Is this a broad scope of work RFP or do you have a specific body of work already in mind? If so, can you please provide details?
 - a. Broad in nature so we can evaluate various approaches.
- 4) Are specific goals being set for coaches, or is this a traditional PDP process?
 - a. It's up to the vendor to discuss their approach for goal setting.
- 5) How many coaches are you looking for? Are you open to a pool of coaches to pick from?
 - a. IMRF selects vendors that match the requirements stated in the RFP. Typically, a pool of coaches is fine.
- 6) The RFP asks for references from clients of similar, size, need and complexity – what is your size of participants in the organization, coaching specific needs and anticipated complexity level?
 - a. IMRF has 237 employees.
- 7) Are there any expectations of coaches being SME/having experience in the financial realm?
 - a. Not a requirement.
- 8) Are the leaders being coached all “executives”? What are the levels/positions/titles of those participants being coached?
 - a. Typically, managers, directors, and some supervisor roles.
- 9) Is there a preference for in-person or virtual coaching sessions?
 - a. No. We are open to both or hybrid.
- 10) Is this all-individual coaching or team building?
 - a. Individual coaching.
- 11) Has organizational 360s already been conducted? If not, is IMRF open to that as a tool?
 - a. 360's should be part of the individual coaching process
- 12) Is coaching certification required?
 - a. Preferred, however, references that demonstrate capability is necessary.
- 13) Is there a max dollar amount the contract cannot exceed?
 - a. Not set at this time.
- 14) Are you open to a subscription model of coaching (monthly flat rate)?
 - a. Provide all options offered and benefits of each option to IMRF.



- 15) Is there an anticipated contract duration?
 - a. The purpose of this request is to procure a qualified firm or firm that will commit to a rate for a three (3) year term.
- 16) What is the minimum frequency of coaching?
 - a. Determined by coach and coachee.
- 17) Are the participants involved voluntarily or instructed to attend?
 - a. Voluntarily.
- 18) Is virtual-only coaching acceptable?
 - a. Yes, we are accepting of all virtual, all in-person or hybrid.
- 19) What is the estimated number of newly promoted and/or high potential leaders to be coached under this requirement?
 - a. Depends on number of new leaders hired or promoted. Currently there are 35 filled leader roles.
- 20) How many of the participants who are to receive coaching are at an executive leadership level?
 - a. Dependent on number of new executive leaders. Currently there are 8-10 executive leadership roles in the organization.
- 21) For the Overview of Qualifications section may we submit a sample of a few coach bios?
 - a. Acceptable, just bear in mind our FOIA requirements and confidentiality.
- 22) The General Instructions on Page 3, Item 11 references a bid sheet that must be used. The top of that page, and your website, also says "Bids MUST include the bid specification cost sheet." Might you be able to clarify if that is a specific document and if so, would you be able to point us in the direction of the bid sheet for our submission/response?
 - a. You can disregard the bid specification cost sheet. It was language from our "goods" type bids accidentally left in the subject RFP.
- 23) May the coaching services be offered remotely, or is in-person coaching required?
 - a. We are accepting of all remote, all in-person or hybrid models.
- 24) In order to qualify, must bidders be a disabled-owned business, woman-owned business, or minority-owned business?
 - a. No, all willing, ready and capable vendors/firms are welcome to participate in the RFP process.
- 25) Is there a budget we should consider?
 - a. No, but pricing is a factor in evaluations.
- 26) Could you clarify the expected number of leaders to be coached annually?
 - a. Dependent on number of new leaders. Approximately 35 leader roles currently.
- 27) Is there a preferred number of coaching sessions per leader, or should we propose a recommended structure?
 - a. Proposing firms should submit a recommended structure.



- 28) Are coaching sessions expected to be held virtually or in-person.
 - a. IMRF accepts either format or hybrid model.
- 29) What are the expected outcomes or success metrics for coaching engagement?
 - a. Proposing firms should submit their methodology/metrics as part of submission.
- 30) Would you like supporting documentation to verify MBE/WBE/DBE status even if not required?
 - a. Yes, please.
- 31) Does the firm need to be Illinois-based or have prior Illinois public agency experience?
 - a. No, firms do not need to be Illinois-based nor have Illinois public agency experience to participate in RFP process.
- 32) How many employees do you anticipate participating in the coaching services?
 - a. Individuals who express interest in leadership and when need is warranted.
- 33) Is IMRF open to learning and development strategies such as training workshops and webinars in a group format to supplement the one-to-one coaching?
 - a. No group coaching
- 34) Does IMRF currently have (or recently have had) an organization wide coaching program? If applicable, who is the incumbent?
 - a. IMRF currently utilizes executive coaching consultant services. Further information can be made available via a FOIA request.
- 35) How many eligible leaders do you anticipate participating in the coaching program each year? Can you break them down by Executives (VP++) and Management (Manager-Director) levels?
 - a. All are supervisors and managers.
- 36) How are leaders selected for coaching? For example, do they have to request coaching or is there another way they are identified and deemed eligible?
 - a. Individuals who express interest in leadership and when need is warranted.
- 37) What current metrics does IMRF use to evaluate success in individuals and leaders?
 - a. Performance reviews
- 38) Are there particular aspects of IMRF's REAACH values or Customer Service Principles that you would like participants coached around?
 - a. No.
- 39) What does a successful coaching program look like to IMRF?
 - a. Goals, measurable metrics, process
- 40) Approximately how many eligible leaders are hired each year?
 - a. Four.
- 41) Approximately how many eligible leaders separate from IMRF each year?
 - a. Not available.
- 42) Does IMRF prefer virtual coaching sessions or in person coaching sessions?
 - a. No preference, both acceptable.



- 43) Will IMRF consider firms who are not located in the State of Illinois?
 - a. Yes, all qualified firms are welcomed to participate.
- 44) Does IMRF prefer 6 month or 12 month coaching programs?
 - a. 12 months
- 45) In addition to the individual leader coaching program, would IMRF consider a group (cohort-based) coaching program?
 - a. No
- 46) Would IMRF consider other leader assessments such as an emotional intelligence assessment like EQi 2.0?
 - a. Open
- 47) Would IMRF consider a 360 multi-rater assessment for each leader?
 - a. Open
- 48) Do you have an anticipated annual budget for this engagement?
 - a. IMRF budget information is available on our website.
- 49) RFP page 3, General Instructions, #11 states that "The bid must be submitted on the IMRF Bid Sheet, which is hereby made an integral part of this document. Include all terms and conditions so the Bid Sheet is a signable contract." Where can we locate the IMRF Bid Sheet?
 - a. Please disregard bid sheet. Provide pricing and fees in proposal.
- 50) RFP page 3, General Instructions, first paragraph states that "Bids MUST include the bid specification cost sheet". Where can we locate a copy of the Bid Specification Cost Sheet?
 - a. Please disregard bid sheet. Provide pricing and fees in proposal.
- 51) Format: Is there a preference for coaching to be delivered virtually, in person, or in a hybrid model? Will there be a preference for a local firm?
 - a. No preferences.
- 52) Participants: What is the estimated number of participants you expect to engage in the program? Could you indicate their general roles or job functions? Will it be a cohort model or as needed on an individual basis?
 - a. As needed, Individual basis, job function varies,
- 53) Program Status: What prompted the need for this coaching program? Is this a new initiative or a continuation/expansion of an existing program? If so, will you provide details regarding the coaching format, timing, content, and any evaluation insights or outcomes?
 - a. Not a new initiative or expansion or existing program, deeper dive into metric side.
- 54) Timeline: Is there an anticipated start date for coaching?
 - a. Individual basis
- 55) Budget: Is there an anticipated budget range for the coaching program that vendors should be aware of in preparing pricing proposals?
 - a. IMRF budget information is available on our website.



- 56) Success Measures: How will program impact and success be defined or evaluated?
 - a. Rate of change, progress toward goal, performance evaluations
- 57) Travel Expenses: Should vendors incorporate travel and accommodation expenses into the daily rate proposed, or would you prefer those expenses to be itemized separately?
 - a. Incorporate travel and accommodation expenses into the daily rate proposed.
- 58) How many leaders are anticipated to need executive coaching year - any approximation will be helpful.
 - a. Four.
- 59) Are the coaching sessions permitted to be virtually delivered? Or is there an alternative session delivery method?
 - a. No preference, both virtual and in-person acceptable.
- 60) Are the leaders able to opt into the executive coaching or will they be mandated to do so?
 - a. Voluntary for leaders.