

RFP KB03-24R Staff Training

Addendum 1

Questions and Answers

1. We are wondering if the roles and responsibilities of your mentor/mentee pairs are formalized in writing, and whether the pairs meet on a regular schedule built into their work day.

A: The mentoring program has a formal application process where mentors and mentees apply for their specific role and are notified in writing of their acceptance for that role in the program. Each pair determines their own meeting schedule but typically meet for one hour, twice a month during the workday.

2. Would you define diversity of trainers. Are you looking for diversity in race, gender, a combination, etc.?

A: We are looking for diversity in race, gender, age, abilities, etc. in the trainers.

3. How many trainings are you wanting a provider to offer?

A: Mentor Role Training, Mentee Role Training and we would like to provide 3-6 group trainings throughout the 12-month mentoring program that are applicable for both mentors and mentees.

4. Is there an ideal number of trainers that is expected from the provider?

A: 2+

5. How is the detailed content of the PROJECT M.O.R.E provided to Vendors?

A: Details regarding PROJECT M.O.R.E. will be thoroughly discussed with the chosen vendor via email and telephone calls. Below is a snippet of information regarding what the intentions of PROJECT M.O.R.E

Project MORE is a 12 month workplace mentoring program that matches Mentors and Mentees who commit their personal time (an average of 5 hours per month) to engage in a combination of:

- ☐ 1:1 Mentoring Pair Meetings
- ☐ Job Shadowing and Networking Opportunities
- ☐ Training Sessions • Individualized Learning & Discussion Activities
- ☐ Project MORE Program Leader Contact
- ☐ Program Events & Activities

6. Does HCJFS a preferred 360 Assessment Tool?

A: No, we are open to exploring options.

7. Approximately how many Mentors/Identified HCJFS Staff will be participating in the individual Executive Coaching Sessions?

A: The program has grown each year, with 12, 18 now 23 Mentors. We would like the option to add more Mentors, but this is not a guarantee.

8. Approximately how many Mentees will be in each Group Mentoring Session?

A: We currently have 23 Mentees but this number may grow in future cohorts.

9. How are the topics for the 4-6 training sessions selected? Who will select the topics? What criteria will inform the training session topics?

A: The provider will work closely with the Mentoring Program Leader to determine applicable training topics for each program year. For additional training needs outside of the mentoring program, it will be necessary to work with the assigned Administrator to select applicable training topics.

10. What do you hope the 360 assessment and the coaching will bring to the mentors this year that was missing or needed in previous years?

A: Provide awareness of blind spots in their own perceptions of their professional strengths and areas of growth.

11. Is there a website for project more? I have not been able to find it

A: There is no public website.

12. Does M.O.R.E. have a specific mentoring/coaching model?

A: The program has used the OSCAR and GROW coaching models.

13. For the cost sheet, there are spaces for 4 types of trainings. Is there flexibility for that sheet? Would you like that to be updated by types such as 5 hour in person, 3 hour virtual, coaching sessions, etc.?

A: For the cost sheet--please use it as a "guide" feel free to add or remove lines/boxes as needed.

14. Is licensure from ODJFS, ODMHAS required? Are there other licensures, or academic credentials and experience that will be sufficient for consideration?

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