

SCOPE OF WORK

The primary purpose of this CONTRACTOR is to provide coaching to 20 individual leaders in the Department of Human Services, Med-QUEST Division over the course of 12 months with the option to extend as appropriate.

The CONTRACTOR must have direct experience in coaching Medicaid leaders at a national level and familiarity with the specific Hawaii Medicaid program and leadership environment.

Under the direction of the Med-QUEST Administrator (MQDA), the CONTRACTOR will coach individuals in developing their internal leadership consciousness that in turn can help increase leaders' skills and competencies in addressing a wide range of leadership challenges.

MAJOR DUTIES AND RESPONSIBILITIES

- A. Leadership Coaching
 1. Leadership coaching would be designed to support members of the senior leadership team ("coachees") in developing and achieving their specific leadership development goals.
 2. Coaching will include introduction or reinforcement of leadership models and skills; practicing new leadership skills with support and guidance from a coach; troubleshooting leadership issues; and supporting overall professional growth.

- B. Development Plan Creation
 1. Create an individualized development plan for each coachee.
 - a. Include MBTI and any other appropriate leadership assessment tool as data points in developing the plan.
 2. Work with coachee over the course of 12 months. Each coaching session must be at least 45 minutes long and occur monthly.
 3. Lead a session that includes both the coachee and their supervisor to discuss goals and establish shared expectations about feedback.

- C. Session with Supervisor
 1. In addition to the 12 coaching sessions, there will be a session with the coachee and their supervisor.
 2. This meeting will be facilitated in a way that provides a foundation for continuous coaching between coachee and their supervisor.

DELIVERABLES – Over 12 months

Contracted leadership coach will work closely with each coachee to:

- Identify an individualized development plan and work with them over the course of 12 months.
- Each coaching session would be at least 45 minutes and occur monthly.
- In addition to the 12 coaching sessions, there will be a session that includes both the coachee and their supervisor to discuss goals and establish shared expectations about feedback.

PAYMENTS

CONTRACTOR shall complete this work for \$99,000 or less. Payments will be made according to the submission of monthly invoices for coaching services rendered.

CONTRACTOR must be registered in Hawaii Compliance Express and either be on the Department of Human Services vendor list or be willing to complete the forms to be added to the list.

TIMEFRAME

We anticipate this contract engagement to begin on October 1, 2024 - September 30, 2025.

MINIMUM REQUIREMENTS

- 5 years of experience in coaching Medicaid leaders at a national level.
- Previous work with Hawaii's Medicaid program leaders.
- Qualifications should also demonstrate an understanding of the healthcare landscape from a uniquely Medicaid perspective.