

Request for Quotation

RFQ Number: MNXPROB25-0003

Issued: September 17, 2025

Quotes due no later than: September 23rd, by 5:00 p.m. CST.

Questions due no later than: September 19th, 2025, by 12:00 p.m. CST.

Provide quotes and questions to: Kendra Litt at kendra_litt@mnd.uscourts.gov

The United States Probation and Pretrial Services Office, for the District of Minnesota is requesting open-market quotes for the items and services described below.

Executive coaching program and services that includes a program kickoff session completed prior to September 30th, 2025, an in person large group training, individual 1:1 coaching for up to 14 participants throughout the year, and evaluation reports both mid-year and at the conclusion of the program.

The United States Probation and Pretrial Services Office seeks proposals from qualified executive coaching firms or professionals to design and deliver a comprehensive executive coaching and leadership development program for up to 14 supervisory and/or human resources team members. The objective is to strengthen leadership skills, technical and soft skills to navigate judiciary challenges, increase innovation, promote effectiveness, achieve organizational and professional goals, and support the mission and values of the federal judiciary.

Using the quote sheet provided herein, email your quote along with the signed solicitation page no later than the date and time specified above. Late quotes will not be considered unless the Judiciary determines, at its own discretion, that considering the late quote is in the judiciary's best interest and will not unduly delay the procurement. The U.S. Probation and Pretrial Services Office, District of Minnesota intends to make an award based on the lowest priced technically acceptable quote. All items should be quoted as a fixed price. Payment terms will be considered Net 30 unless more favorable terms are offered.

Sincerely,
Kendra Litt

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES

NOTE: OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24 & 30				1. REQUISITION NUMBER MNXPB25-0027		PAGE 1 OF 9	
2. CONTRACT NUMBER		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER MNXPB25-0003	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME				b. TELEPHONE NUMBER (No collect calls)	
9. ISSUED BY Kendra Litt U.S. Probation and Pretrial Services 300 South Fourth Street Room 406 Minneapolis, MN 55415		CODE MNX_PO		10. THE ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR		6. SOLICITATION ISSUE DATE 09/17/2025	
				<input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVOSB)		<input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) <input type="checkbox"/> 8(A)	
11. DELIVERY FOR FREE ON BOARD (FOB) DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS 0 Days: 0.00 % 0 Days: 0.00 % 0 Days: 0.00 % 0 Days: 0.00 %		13a. THIS CONTRACT IS RATED ORDER UNDER THE DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM â€” DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> REQUEST FOR QUOTE (RFQ) <input type="checkbox"/> INVITATION FOR BID (IFB) <input type="checkbox"/> REQUEST FOR PROPOSAL (RFP)	
15. DELIVER TO U.S. Probation Office 406 U.S. Courthouse 300 South Fourth Street Minneapolis, MN 55415		CODE MNX		16. ADMINISTERED BY Kendra Litt U.S. Probation and Pretrial Services 300 South Fourth Street Room 406 Minneapolis, MN 55415		CODE MNX_PO	
17a. CONTRACTOR/OFFEROR		CODE		FACILITY CODE		18a. PAYMENT WILL BE MADE BY Kendra Litt U.S. Probation and Pretrial Services 300 South Fourth Street Room 406 Minneapolis, MN 55415	
TELEPHONE NUMBER						CODE MNX_PO	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NUMBER	20. SCHEDULE OF SUPPLIES/SERVICES (Use Reverse and/or Attach Additional Sheets as Necessary)			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

See Lines

25. ACCOUNTING AND APPROPRIATION DATA		26. TOTAL AWARD AMOUNT (For Government Use Only)	
27. Applicable terms and conditions are as stated in the continuation pages.			

<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.		<input type="checkbox"/> 29. AWARD OF CONTRACT: REFERENCE OFFER DATED ____ . YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:	
30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	30c. DATE SIGNED	31b. NAME OF THE CONTRACTING OFFICER (TYPE OR PRINT)	31c. DATE SIGNED

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PREVIOUS EDITION IS NOT USABLE

Period of Performance

Start Date: No later than September 30, 2025 (Program Kick-off)

End Date: September 30, 2026

Statement of Work (SOW)

The Contractor shall provide a structured, results-oriented executive coaching and leadership development program that includes the following components:

1. Program Kickoff (by September 30, 2025)
 - a. Conduct a virtual or in-person group session with senior leadership to establish program goals and expectations.
 - b. Provide an overview of the coaching framework, confidentiality guidelines, and participation timeline.
2. In-Person 1 Day Group Training
 - a. Deliver an in-person training in Minneapolis, Minnesota, focused on:
 - i. Leadership competencies
 - ii. Supervisory best practices
 - iii. Communication/Networking
 - iv. Ownership and Accountability
 - v. Peer to Peer Learning
 - vi. Conflict Resolution
 - vii. Emotional Intelligence
 - viii. Transparency and Feedback
 - b. Training shall be interactive and tailored based on the Program Kickoff.
3. Individualized 1:1 Executive Coaching
 - a. Provide one-on-one executive coaching sessions and on demand support for each participant across the contract period, not to exceed 12 sessions.
 - b. Sessions shall be tailored to individual leadership goals identified during kickoff or training.
 - c. Sessions may be conducted virtually or in person.
4. Progress Monitoring and Evaluation
 - a. Conduct mid-year and final program evaluations.
 - b. Provide participant feedback summaries (non-confidential), progress reports, and recommendations for continued development.

Deliverables

The Contractor shall provide:

1. Program plan with timeline and milestones
2. In Person Training Agenda
3. Coaching session outlines and scheduling logistics
4. Mid-year and final program reports

Proposal Submission Requirements

Proposals must include the following information:

1. Company Overview
 - o Background, years in business, and Federal government contracting experience
2. Approach to Executive Coaching

- Description of methodology, tools, and tailoring to federal judiciary context.
- 3. Proposed Program Plan
 - Timeline, milestones, delivery format (virtual/in-person).
- 4. Pricing Structure
 - Detailed cost breakdown (kickoff, training, coaching sessions, modules, travel, etc.).

Invoice Delivery

Contractor shall email invoices to the Invoice Mailbox, D08ClerkInvoices@mnd.uscourts.gov. Payment terms will be considered Net 30 unless more favorable terms are offered. Contractor may submit 1 invoice after completion of all work at the completion of this agreement or may submit a separate invoice for each mailing one, two or there.

TERMS AND CONDITIONS

The following judiciary terms and conditions are incorporated into this request and will be included in the resulting order.

SOLICITATION PROVISIONS

This section does not need to be filled out if Offeror already has a SAM.gov UEI (Unique Entity Identifier) and provided it on the preceding page.

Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) Definitions.

"Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of [31 U.S.C. §§ 7701\(c\)](#) and [3325\(d\)](#), reporting requirements of [26 U.S.C. §§ 6041, 6041A](#), and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government ([31 U.S.C. § 7701\(c\)\(3\)](#)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN): _____

☐ TIN has been applied for.

☐ TIN is not required, because:

☐ Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the federal government.

(e) Type of Organization:

- ☐ sole proprietorship;
- ☐ partnership;
- ☐ corporate entity (not tax-exempt);
- ☐ corporate entity (tax-exempt);
- ☐ government entity (federal, state or local);
- ☐ foreign government;
- ☐ international organization per [26 CFR 1.6049-4](#);
- ☐ other

(f) Contractor representations.

The offeror represents as part of its offer that it is [____], is not [____] 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- ☐ Women Owned Business
- ☐ Minority Owned Business (if selected then one sub-type is required)
 - ☐ Black American Owned
 - ☐ Hispanic American Owned
 - ☐ Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)
 - ☐ Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
 - ☐ Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
 - ☐ Individual/concern, other than one of the preceding.

(end)

Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

(end)

The following provisions marked with an 'X' are incorporated by reference:

X	3-15	Place of Performance (JAN 2003)
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CONTRACT CLAUSES

Applicable to both the solicitation and contract

Clause 7-10, Contractor Representative (JAN 2003)

(a) The contractor's representative to be contacted for all contract administration matters is as follows (*contractor completes the information*):

Name:

Address:

Telephone:

E-mail:

(b) The contractor's representative shall act as the central point of contact with USDC, shall be responsible for all contract administration issues relative to this contract, and shall have full authority to act for and legally bind the contractor on all such issues.

(end)

Clause 3-200, Service Contract Act - Place of Performance Unknown (March 2019)

(a) This contract is subject to the Service Contract Act, and the place of performance was unknown when the solicitation was issued. In addition to places or areas identified in wage determinations, if any, attached to the solicitation, wage determinations have also been requested for the following: none. The contracting officer will request wage determinations for additional places or areas of performance if asked to do so in writing within 14 calendar days after issuance of the solicitation.

(b) Offerors who intend to perform in a place or area of performance for which a wage determination has not been attached or requested may nevertheless submit offers. However, a wage determination will be requested and incorporated in the resultant contract retroactive to the date of contract award, and there will be no adjustment in the contract price.

(end)

Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

(end)

The following clauses marked with an 'X' are incorporated by reference:

X	3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2024)
X	3-300	Registration in the System for Award Management (SAM) (APR 2013)
X	3-305	Payment by Electronic Funds Transfer - System for Award Management (SAM) Registration (APR 2013)
X	7-1	Contract Administration (JAN 2003)
X	7-5	Contracting Officer's Representative (APR 2013)
X	7-25	Indemnification (AUG 2004)
X	7-125	Invoices (APR 2011)
X	7-115	Availability of funds (JAN 2003)

X	7-215	Notification of Ownership Changes (JAN 2003)
X	2-50	Continuity of Services (JAN 2003)
X	2-55	Privacy or Security Safeguards (JAN 2003)
X	2-85A	Evaluation Inclusive of Options (JAN 2003)
X	2-90A	Option for Increased Quantity (APR 2013)
X	3-120	Order of Precedence (JAN 2003)
X	3-140	Notice to the Judiciary of Labor Disputes (JAN 2003)
X	4-30	Payment (Time-and-Materials and Labor-Hour Contracts) (MAR 2025)
X	6-35	Errors and Omissions (APR 2013)

Quote Sheet – RQF MNXPB25-0003
Executive Coaching

CLIN	Description	Quantity	Extended Amount
CLIN 0001	Program Kickoff Session (virtual or in-person)	1	
CLIN 0002	In-Person 1 Day Group Training	1	
CLIN 0003	Individual 1:1 Executive Coaching	Up to 14 Participants (not to exceed twelve (12) one (1) hour sessions)	
CLIN 0004	Mid-Year Program Evaluation & Report	1	
CLIN 0005	Final Program Evaluation & Report	1	
		TOTAL	\$

Note: Offerors shall provide pricing for each CLIN and a total proposed cost.