

# Capital Area Community Action Agency

## REQUEST FOR PROPOSALS

### FOR TEAM BUILDING AND PROFESSIONAL COACHING SERVICES

#### Introduction

Capital Area Community Action Agency, Inc., (CAA) is a private, non-profit 501(c)(3) corporation conducting business in Leon, Gadsden, Jefferson, Calhoun, Franklin, Gulf and Liberty counties. The agency administers federal, state and local government funded programs.

Capital Area Community Action Agency is soliciting proposals for a vendor for Team Building and Professional Coaching. Community Action Agency has a staff of 93 employees.

#### Objectives

Enhance team cohesion to strengthen interpersonal relationships and trust among team members; improve communication, and develop effective communication strategies for better collaboration; encourage leadership and accountability to empower team members to take initiative and responsibility for their roles; boost team morale and engagement; and lastly, foster a positive, inclusive, workforce through activities and coaching.

#### Scope of Services

##### *1. Team Building Facilitation*

- Interactive Workshops – Engaging exercises focusing on teamwork, problem solving, and collaboration.
- Tailored Team Activities – Customized sessions designed to address the agency’s specific challenges.
- Outdoor and Offsite Activities – Energizing retreats, adventure-based challenges (e.g., bowling, game night, and movie night), and recreational bonding experiences to foster stronger connections outside the workplace.
- Creative and Fun Engagements – Icebreakers, role-playing scenarios, and collaborative problem-solving games that inspire creativity and camaraderie.

##### *2. Professional Coaching*

- Group Coaching – coaching sessions tailored to the unique needs of the teams.

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- Leadership Development – Strategies to cultivate leadership skills and build confidence in decision-making roles.
- Effective Communication Training – Techniques to enhance clarity, active listening, and constructive feedback within teams.

### *3. Post-Session Support*

- Follow-Up Coaching – Ongoing support to reinforce key lessons and track progress.
- Feedback Surveys and Reports – Assessments to measure impact, identify areas for improvement, and provide actionable recommendations.

### **Cost**

A detailed cost breakdown for facilitation and coaching services will be provided upon finalizing the scope and duration. Pricing will include facilitation fees, materials, offsite logistics, and post-session follow-up support.

### **ADMINISTRATIVE**

Direct any questions concerning Statement of Work requirements to:

Tim Center, CEO, or Margaret Watson, Human Resources  
Capital Area Community Action Agency, Inc.  
309 Office Plaza Drive  
Tallahassee, FL 32301  
(850) 222-2043, Ext. 104

### **PROPOSAL SUBMISSION**

Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to CAA in terms of cost, and other factors as specified in the RFP.

CAA reserves the right to:

- Reject any or all offers and discontinue the RFP process without obligation or liability to any potential Vendor, when it is in the Agency's best interest,
- Accept other than the lowest priced offer.

The proposal shall:

- Include a fee breakdown that identifies fees as one-time and /or recurring costs.

- Provide at least three current client references for which you have performed similar work. References should include contact name, address and telephone number.
- Include a timeframe for completion.
- The proposal shall be submitted on letter size paper. Each page shall be numbered and have the name of the company on it.
- Six copies of the proposal shall be submitted in a sealed package/envelope marked: **“SEALED TEAM BUILDING AND COACHING RFP – DELIVER TO:”** at the address below:

Margaret Watson, Human Resources  
Capital Area Community Action Agency, Inc.  
309 Office Plaza Drive  
Tallahassee, FL 32301  
Phone: (850) 222-2043; Fax: (850) 942-2090

#### **DEADLINE FOR SUBMISSION**

All proposals are due by 5:00 p.m. on May 2, 2025. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award. Agency will communicate with the contact person if clarifications are needed.