

## **SWC# 502 Franklin Covey** **Contract Information and Usage Instructions**

**\*\*\*The contact information and processes detailed in this document are subject to change at any time. Please go to <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/state-agencies-/statewide-contract-instruction--swc-.html> for the most up-to-date version of statewide contract usage instructions.**

**Contract Period:** This contract has a total five-year term, with the initial term being three years and the remaining two years consisting of optional one-year renewals.

**Contract Start Date:** 11/9/2017

**Current Contract Expiry Date:** 11/8/2022

**Summary/Background Information:** This contract is for the provision of training and materials for employees becoming certified trainers in "The 4 Disciplines of Execution." The Contractor will train State employees on how to manage their resources to achieve specific goals.

**Supplier Name:** Franklin Covey Client Sales Inc

**Supplier ID:** 69745

**Edison Contract:** NV56781

### **State Contact Information**

#### **Contract Administrator:**

Maya Carpenter

Category Specialist

Central Procurement Office

615-532-7941

[Maya.Carpenter@tn.gov](mailto:Maya.Carpenter@tn.gov)

#### **Supplier Contact Information:**

Mr. Steven Kiisel

Phone: 801.817.5855

[steven.kiisel@franklincovey.com](mailto:steven.kiisel@franklincovey.com)

**Emergency Call Procedures:**

Not Applicable.

**Usage Instructions:**Scope of Services

Contractor will provide training and materials for employees becoming certified trainers in Contractor's "The 4 Disciplines of Execution®".

- Discipline 1: Focus on Wildly Important
- Discipline 2: Act on Lead Measures
- Discipline 3: Keep a compelling Scoreboard
- Discipline 4: Create a Cadence of Accountability

The Contractor will follow a five-phase certification process.

- Phase 1: On-site 1-day session on Pre-consult Champion and Coach Training
- Phase 2: On-site 2-day Manager Work Session
- Phase 3: On-site 3-day Certification Session
- Phase 4: On-site 1-day Scoreboard Review Session
- Phase 5: Eight one-hour Coaching Sessions in person or via telephone per agency and vendor agreement

Deliverables

Contractor will provide the following deliverables per this contract:

- Contractor shall provide an optional seven (7) days of training sessions plus eight (8) one-hour coaching sessions to certify the agency identified group in "The 4 Disciplines of Execution".
- Contractor shall provide the participant materials for trainees.
- Contractor shall provide an executive report with findings and recommendations for the Quarterly Summit.

Performance and Monitoring Measures

The Contractor shall keep the End User informed of the status of the project work by timely contact, written or verbal as project progresses. Performance will be measured through training participant's evaluation of the training services delivered. The Contractor will submit a final project completion report to the End User, which signifies that the contract deliverables have been delivered. A copy of the final project completion report shall also be sent to the CPO Category Specialist and DoHR Chief Learning Officer for informational purposes only in concordance with the statewide initiative.

- Please see the Scope of Services and Pricing Sheet for more information about programs and services offered.

**Requisition and Purchase Order Generation:**

For information on how to create a requisition and/or purchase order please reference the CPO Job Aids on the following page: <https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>

**Billing and Payment Instructions:**

Please follow your agency specific rules for bill and payments.

**Asset and Inventory Management:**

Not Applicable.