



## ERDCWERX Request for Proposal – DiSC Assessment & Training

ERDCWERX is an innovation hub of DEFENSEWERX based in Vicksburg, Mississippi, supporting the innovation and collaboration goals of its government partner, the U.S. Army Engineer Research and Development Center (ERDC). More detail regarding ERDCWERX can be accessed at [www.erdowerx.org](http://www.erdowerx.org).

ERDCWERX has identified the need and opportunity to host a group experience for its 14 team members, 6 of whom have previously participated in DiSC assessment and training.

ERDCWERX seeks a subcontractor to deliver the following content. Vendors are invited to propose alternate approaches to conducting/delivering the DiSC experience.

- DiSC Assessment and Training
  - Provide DiSC assessment and training for a maximum of 14 participants
    - Guided assessments, instruction, and interactive learning activities
    - Pre-event communication and coordination/facilitation of the self-assessment process
    - Content delivery including:
      - Introduction to the DiSC model (Dominance, Influence, Steadiness, Conscientiousness)
      - Understanding personal behavior styles
      - Communicating effectively across DiSC profiles
        - Reading and adapting to your audience
        - Building stronger teams through behavioral awareness
        - Managing differing styles and reducing conflict
        - Enhancing collaboration in virtual and in-person environments
      - Developing an action plan to optimize DiSC awareness and effectiveness
  - Deliver approximately 8 hours of instruction
    - A four- to five-hour team event to be held in-person at ERDCWERX in Vicksburg, Mississippi
    - Three monthly one-hour virtual sessions to reinforce content and support implementation
  - Provide access to DiSC assessment tool, training manual and other necessary materials



### **Ideal Vendor Qualifications**

- Skilled, preferably certified, in DiSC training and assessment delivery
- At least five years of experience delivering DiSC behavioral-based assessment and training
- Experience in delivering customized, engaging, in-person and virtual sessions
- Ability to provide back-up trainers or support personnel if needed

### **Project Timeframe**

- ERDCWERX seeks a subcontractor to deliver DiSC assessment and training support within the period of September 02, 2025 to December 31, 2025.
- Assuming successful delivery of services, ERDCWERX reserves the right to extend, as needed, the initial agreement timeframe and funding.

### **Assumptions**

ERDCWERX possesses internal capability, through its Events & Workforce Development team, to provide strategic input and guidance for content development. Upon selection, subcontractor will be hosted for planning discussions and schedule finalization.

### **Evaluation Criteria**

- Capabilities and reputation of company
- Relevant experience of company team members
- Availability and applicability of company resources
- Efficiency and effectiveness of the proposed approach
- Cost of proposed services
- Degree of satisfaction of current and previous clients

This RFP does not obligate ERDCWERX to award an agreement if circumstances change or received submissions do not satisfy minimum requirements. ERDCWERX may choose to provide feedback to each vendor regarding the contents of their submitted proposal.

### **Anticipated Steps\***

- 28 July 2025 – RFP Announced
- 18 August 2025 - Deadline for proposal submission is 1pm CST
- 20 August 2025 – Notify top candidates, request additional details if needed
- 21-22 August 2025 – Conduct phone interviews with top candidates if needed
- 25 August 2025 – Select preferred candidate, initiate negotiations
- 29 August 2025 – Complete negotiations and finalize vendor agreement
- 02 September 2025 – Vendor commences work, assessment/training dates to be determined

\*Dates may shift slightly based on client and vendor candidate availability.



### **Requested Proposal Format**

Please submit content in the order listed below; Maximum four pages, 1" margins, Size 12 Arial font, PDF format, 10MB maximum. Please provide access to the portfolio and supplemental materials through web links in the proposal document.

- Organization name, street address, years in business (current and previous names), organization structure (LLC, other), small business classification (if any), DUNS number
- Primary Contact name, job title, email address, mobile phone number
- Names, experience, and qualifications of project leader and team member(s) proposed to undertake work
- Unique capabilities and experience of team, relevant to requested deliverables
- Current and recent projects undertaken by company, customers served
- Description of proposed approach (strategies, tactics, technology) for coordination and delivery of requested services
  - Project budget by expense category – please include an estimate of travel expenses associated with the training event at ERDCWERX in Vicksburg, Mississippi
- Five client references with organization name, contact name, contact name, contact email and mobile phone number, nature of work completed for this customer

### **Submit Your Proposal**

To submit, please use the following link to complete the contact fields and attach your proposal in PDF format: <https://erdcwerx.wufoo.com/forms/x18towae1i4h51r/>.

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