



AUGUST 2026

REQUEST FOR QUALIFICATIONS

A2A REGIONAL PRACTITIONER – CONTRACT FACILITATOR & COACH

Wyoming Business Council

Contract Period: hire date – June 2027

PURPOSE

The Wyoming Business Council (WBC) is seeking an experienced facilitator and coach to become an **A2A Certified Practitioner** and support the delivery of Assessment to Action (A2A) with communities across Wyoming.

A2A is a collaborative problem-solving process that helps communities move from identifying complex economic challenges to understanding root problems, testing solutions, learning from those efforts, and taking action.

WBC's long-term goal is to develop a network of **A2A Certified Practitioners** who can provide regional capacity to communities throughout Wyoming while maintaining consistency and fidelity to the A2A methodology.

The selected contractor will serve as the first practitioner in this developing network.

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SCOPE OF WORK

The contractor will support A2A teams through both intensive workshops and ongoing coaching.

A2A WORKSHOPS

A2A workshops are generally two full days and bring community teams together to work through the A2A process.

The contractor will:

- Co-facilitate A2A workshops with WBC staff.
- Learn and apply the A2A methodology and facilitation approach.
- Help teams effectively use A2A tools and processes.
- Facilitate productive discussion and collaboration.
- Recognize team dynamics and intervene appropriately.
- Help teams move from broad challenges toward clearly defined problems.
- Adapt facilitation to the needs and context of individual communities while maintaining the spirit and integrity of A2A.
- Document team progress, observations, and areas requiring additional support.

The contractor will initially co-facilitate with WBC staff and, as appropriate, progress toward independent facilitation following successful completion of the A2A Certification Process.

TEAM COACHING

Following the 2-day workshop, the contractor will provide ongoing coaching to an assigned A2A team for approximately **10 weeks**.

Coaching will generally involve **1-2 hours per week** and will include:

- Helping teams apply the A2A process to their specific challenge.
- Supporting use of A2A tools.
- Helping teams maintain momentum between sessions.
- Identifying when a team is stuck or losing focus.
- Helping teams work through barriers and competing perspectives.
- Supporting leadership development and effective team functioning.
- Asking questions that help teams think more deeply rather than simply providing answers.
- Documenting team progress and significant observations.
- Communicating concerns or opportunities for additional support to WBC.

The contractor will **co-coach with WBC staff** as they develop experience with the methodology and coaching approach.

A2A PRACTITIONER TRAINING & CERTIFICATION

WBC will provide the selected contractor with an intensive **A2A Practitioner Training & Certification** process designed to prepare the contractor to facilitate and coach A2A teams independently.

Because this training involves the transfer of a specialized methodology and requires significant professional time from both the contractor and WBC, **required training and certification activities will be compensated.**

INITIAL INTENSIVE TRAINING

The contractor will participate in a **two-day, in-person, one-on-one intensive training** with WBC staff.

Training will include:

- A2A methodology and principles
- The purpose and application of A2A tools
- Facilitation techniques and expectations
- Team coaching approach
- Leadership development within the A2A process
- Working with teams through complex problems
- Recognizing when teams are stuck and determining appropriate interventions
- Adapting A2A to different community and team contexts while maintaining the integrity of the process
- Practice and application of A2A tools
- Discussion of real-world scenarios and challenges
- Expectations for documentation, communication, and professional conduct

The contractor will subsequently participate in observation, co-facilitation, co-coaching, feedback, and evaluation before being approved for independent A2A delivery.

CERTIFICATION PROGRESSION

The anticipated progression is:

Intensive Training → Observe → Co-Facilitate → Co-Coach → Evaluate → A2A Certification → Independent Facilitation & Coaching

The contractor will initially work closely with WBC staff. The contractor will **co-facilitate workshops and co-coach A2A teams** while developing proficiency with the methodology and coaching approach.

Certification will be granted when WBC determines that the contractor has demonstrated the ability to:

- Facilitate the A2A process effectively.
- Apply A2A tools appropriately.
- Coach teams without taking ownership of their problems.
- Recognize and respond to team dynamics.
- Adapt the process appropriately to different communities.
- Maintain the core principles and integrity of A2A.
- Support the leadership development that is integral to successful A2A teams.
- Document team progress and communicate effectively with WBC.
- Represent the A2A program professionally.

COMPENSATION FOR TRAINING AND CERTIFICATION

WBC will compensate the selected contractor for required training and certification activities.

The initial two-day intensive training is anticipated to be compensated at approximately **\$1,800–\$2,000 for the two-day engagement**, subject to final contract negotiation.

Additional required certification activities, including observation, co-facilitation, co-coaching, evaluation, and feedback, will be compensated at the contractor's agreed professional rate or at an agreed project rate.

Approved travel expenses associated with required in-person training, workshops, and other authorized travel will be reimbursed separately in accordance with applicable WBC policies

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ONGOING PRACTITIONER DEVELOPMENT

Following certification, A2A Practitioners will participate in an ongoing **A2A Practitioner Community of Practice**.

The Community of Practice will provide an opportunity to:

- Share experiences and lessons learned.
- Discuss challenging team situations.
- Strengthen facilitation and coaching skills.
- Maintain consistency in A2A delivery.
- Identify opportunities to improve the methodology and supporting tools.can provide regional capacity while maintaining a consistent, high-quality A2A experience for Wyoming communities.

ANTICIPATED WORKLOAD

WBC anticipates approximately **one to three A2A engagements per year** for the initial contractor, depending on community demand and program needs.

Each engagement generally includes:

- A two-day A2A workshop
- Approximately 10 weeks of team coaching
- Related preparation, documentation, communication, and follow-up
- Participation in applicable practitioner training and learning activities

Additional opportunities may become available as A2A expands throughout Wyoming.

Travel throughout Wyoming will be required. WBC will reimburse approved travel expenses in accordance with applicable policies.

DESIRED QUALIFICATIONS

WBC is seeking an experienced professional with strong **facilitation and coaching capabilities**.

Ideal candidates will demonstrate:

- Significant experience facilitating groups through complex conversations or problem-solving.
- Experience coaching individuals, teams, or organizations.
- Ability to ask powerful questions and help groups think differently.
- Ability to recognize and navigate group dynamics.
- Ability to help teams move from discussion toward action.
- Strong listening, communication, and relationship-building skills.
- Ability to adapt facilitation and coaching to different communities and team dynamics.
- Strong organization and follow-through.
- Ability to work independently while collaborating effectively with WBC staff.
- Comfort working with diverse communities, leaders, and stakeholders.

Experience in economic development, community development, strategic planning, organizational development, leadership development, consulting, nonprofit leadership, higher education, or related fields is valuable but **not required**.

Prior A2A experience is not required. WBC will provide training.

CULTURAL FIT

A2A practitioners work closely with communities and leaders. Cultural fit is therefore an important qualification.

WBC is looking for practitioners who embody three core characteristics:

Curious

- Asks thoughtful questions.
- Seeks to understand before prescribing solutions.
- Remains open to learning and new perspectives.
- Looks for patterns and opportunities for improvement.

Humble

- Recognizes that the community owns the problem and the solution.
- Facilitates rather than dictates.
- Is comfortable saying "I don't know."
- Receives feedback openly and shares credit.

Kind

- Builds trust.
- Treats people with respect.
- Creates a safe environment for honest conversations.
- Communicates clearly and follows through.

The right practitioner does not need to be the expert in the room. They need to be skilled at **helping the people in the room become better problem-solvers.**

COMPENSATION

Compensation will be negotiated based on qualifications and experience and will reflect market rates for professional facilitation, coaching, and consulting services.

The contract may include compensation for:

- A2A facilitation
- Team coaching
- Preparation and follow-up
- Required training and certification activities
- Practitioner Community of Practice participation
- Other agreed-upon professional services

Approved travel expenses will be reimbursed separately in accordance with WBC policies.

LONG-TERM OPPORTUNITY

This initial contract is intended to help WBC develop a sustainable statewide network of A2A practitioners.

A successful contractor may have opportunities for continued work with A2A and increased responsibility as the program expands, including:

- Independent facilitation of A2A workshops.
- Coaching A2A teams within an assigned geographic area.
- Supporting county, regional, industry, and special-project A2A teams.
- Participating in practitioner development.
- Helping strengthen and improve A2A delivery.

Continued work is subject to program needs, funding, performance, and applicable contracting requirements.

APPLICATION REQUIREMENTS

Interested candidates should submit:

1. **Resume or CV**
2. **Brief statement of qualifications** describing relevant facilitation and coaching experience.
3. **Examples of work** involving group facilitation, team coaching, strategic problem-solving, or organizational development.
4. **Two professional references** familiar with the applicant's facilitation, coaching, or consulting work.
5. **Proposed hourly or project rates** for professional services.
6. A brief response to the following question:

Tell us about a time when you worked with a team that was stuck on a complex problem. What did you do, and how did you help the team move forward without taking ownership of the problem yourself?

SELECTION CRITERIA

Criterion	Weight
Facilitation skills and experience	30%
Coaching/team-development experience	25%
Ability to work with complex problems and group dynamics	15%
Adaptability and ability to learn/apply the A2A methodology	10%
Communication and relationship-building	10%
Cultural fit: Curious, Humble, Kind	10%

WBC may invite selected applicants to participate in an interview or practical facilitation exercise before making a final selection.

PROGRAM OWNERSHIP

Assessment to Action (A2A) is a Wyoming Business Council program. WBC retains ownership of the A2A methodology, curriculum, tools, materials, and program identity.

A2A Certified Practitioners are authorized to deliver the A2A process under the terms established by WBC. Use of A2A materials, branding, or methodology outside the scope of the WBC engagement requires prior approval.

APPLICATION DEADLINE

September 30

Submit applications to:

amber.power@wyo.gov

The Wyoming Business Council reserves the right to reject any or all submissions and to negotiate contract terms with the selected applicant.