



# **RFP Scope and Requirements for On-site Public Speaking Training**

**Date of Release: February 6, 2026**

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## 1. General Information

### 1.1. Request for Proposal (RFP) Objective

The purpose of this engagement is to provide structured, recurring public speaking training to enterprise employees in order to improve presentation clarity, confidence, executive presence, and audience engagement. The program will support employees who regularly present to internal and external audiences, including management and subject matter experts.

### 1.2. Contract Term

ERCOT intends to award a contract resulting from this solicitation for an initial term from date of award through December 31, 2026, or as necessary to fulfill the goals of this Request for Proposal (RFP).

Any contract issued as a result of this solicitation is subject to cancellation, without penalty, either in whole or in part, for breach of contract. Such a contract may also be canceled by ERCOT for convenience upon a thirty- (30) day written notice.

### 1.3. ERCOT Point of Contact

The sole point of contact for inquiries concerning this RFP is:

Del Gamble  
ERCOT  
2705 West Lake Drive  
Taylor, Texas 76574  
[delbert.gamble@ercot.com](mailto:delbert.gamble@ercot.com)

All communications relating to this RFP must be directed to the specified ERCOT Point of Contact through Scout. All other communications between a Respondent and ERCOT staff concerning this RFP are prohibited. Failure to comply with this section may result in ERCOT's disqualification of the proposal.

### 1.4. Procurement Timeline

Procurement Timeline	
RFP Release Date	02/06/2026
Optional Notice of Intent to Propose Due	02/20/2026
Respondent Questions Due	02/27/2026
Response to Respondent Questions Sent	03/06/2026
Respondent Proposals Due	03/13/2026
Respondent Presentations (if needed)	
Anticipated Contract Award	03/27/2026
Anticipated Contract Start Date	04/10/2026

## 2. Scope and Requirements

### 2.1. Project Scope Overview

The vendor will deliver quarterly public speaking training sessions designed for an enterprise audience. Each session will combine instruction, demonstration, and guided practice. Training will be practical, interactive, and applicable to real workplace presentations.

- Training Frequency: Quarterly (4 sessions per year)
- Session Duration: 4-6 hours per session (final duration to be agreed upon)
- Audience Size: Approximately 20–30 participants per session
- Audience Profile:
  - a. Management and leaders
  - b. Employees who present regularly (briefings, stakeholder updates, public forums, technical presentations)

### 2.2. General Requirements

Training sessions will be modular and may include the following topics, adjusted to audience experience level:

- Fundamentals of effective public speaking
- Structuring presentations for clarity and impact
- Audience analysis and message tailoring
- Executive presence and confident delivery
- Voice, pacing, and body language
- Storytelling and persuasive communication
- Managing nerves and handling Q&A
- Use of visual aids (slides) effectively
- Techniques for virtual and in-person presentations

Each quarterly session may build upon previous sessions or focus on a specific theme (e.g., executive presentations, technical briefings, persuasive communication).

### Instructional Approach

The vendor will use a blended instructional approach that includes:

- Instructor-led presentations
- Live demonstrations
- Interactive discussions
- Individual and group exercises
- Optional participant practice with feedback (time permitting)

- Sessions will be designed to encourage participation while remaining inclusive of varying comfort levels.

### **Participant Materials and Artifacts**

The vendor will provide a durable reference artifact for participants to retain and use after the training. This may include:

- A participant workbook or guide
- Presentation frameworks and checklists
- Key techniques and best practices summaries
- Practice exercises and self-assessment tools
- Optional templates (e.g., presentation outlines)

Materials may be provided in digital format (PDF) and/or printed format, as agreed upon. Artifacts must be suitable for ongoing reference and reinforcement of skills.

### **Customization**

Training content and examples will be tailored to an enterprise environment and may be customized to reflect:

- Organizational culture
- Typical presentation scenarios
- Internal communication expectations

Customization requirements will be finalized in collaboration with the client prior to delivery.

## **2.3. Qualifications**

The vendor will provide qualified instructors with demonstrated experience in:

- Public speaking and presentation coaching
- Training adult learners in an enterprise setting
- Working with leadership and professional audiences

## **2.4. Deliverables**

The vendor will deliver the following:

- Quarterly instructor-led public speaking training sessions
- Participant reference artifacts/materials
- Session agenda and learning objectives
- Optional post-session resources or recommendations