



Northwest
Regional
Education
Service
District

REQUEST FOR PROPOSALS Early Career Special Educator Professional Learning Community

INTRODUCTION

Northwest Regional Education Service District (NWRESD) is requesting proposals for a professional learning series to support up to sixty early career special educators during the 22-23 School Year.

Many NWRESD programs and component school districts have struggled with staffing shortages over the past year, leading to educator burnout and a deficit in supports to educators who began their career during one of the most challenging times in education. The goal of this project is to increase educational equity in the region by investing in special educators who have been in the profession for three years or less.

About the District

NWRESD is the largest and most diverse education service district in the state of Oregon. Two of Oregon's largest school districts – Beaverton and Hillsboro – reside in the urban parts of Washington County, while many smaller, more rural districts reside along the Columbia River, Coast Range Mountains, and Pacific Ocean. The District's service area includes 20 component school districts and more than 180 public schools in Clatsop, Columbia, Tillamook, and Washington counties – spanning approximately 3,500 square miles across the northwest corner of Oregon. The Regional Office is located in Hillsboro, with additional service centers located in Seaside, St. Helens, and Tillamook.

Our mission is:

In partnership with the communities we serve, Northwest Regional Education Service District improves student learning by providing equitable access to high-quality services and support

For more information, refer to the NWRESD website at www.nwresd.org

SCOPE OF SERVICES

Provide a year-long program for up to 60 early career special educators supporting professional learning in the following areas:

- Legal Procedures and Compliance
- Quality IEP Development

- Equity and Diverse Family Partnerships through the IEP Process

Provide 6 Virtual 2/3-Hour Workshops / Professional Learning Community Convenings
 Provide 2 Virtual 1-Hour Drop-in Sessions per month / 18 total
 Offer 1 In-Person 1-Hour Site Visit per participant
 Offer 1 Virtual 1-Hour 1:1 Consultation per participant

PROPOSAL SUBMITTAL

Proposals must be submitted no later than **5:00 pm, Wednesday, August 3, 2022**. Submit the proposal and all appendices to the email address or physical address below:

Northwest Regional Education Service District
 Attn: Cathy Jensen, cjensen@nwresd.org
 5825 NE Ray Circle
 Hillsboro, OR 97124

Proposals received after the submittal deadline will not be considered. Proposals postmarked before the deadline but received afterwards will not be considered. No faxed proposals will be considered.

Two drop-in question and answer sessions will be provided on **Wednesday, July 20, 2022 from 3:00-4:00 and Thursday, July 21 from 9:00-10:00**. Please contact Cathy Jensen at cjensen@nwresd.org for a virtual meeting link. This will be an opportunity for any interested applicants to ask questions and receive support with the RFP process.

Pre-proposal Conference/Addenda

NWRESD may issue addenda to this RFP that update or modify RFP requirements. NWRESD will endeavor to mail addenda to all recipients of this RFP. NWRESD cannot guarantee that all recipients will receive the addenda and is not liable for the failure to deliver the addenda. Agents are responsible for checking with NWRESD to determine if they have received all addenda.

Anticipated Schedule

The following schedule outlines the anticipated schedule for the RFP process. The timing and the sequence of events resulting from this RFP may vary and the District reserves the right to change the schedule without notice.

Event	Anticipated Date
RFP Documents Published	July 13, 2022
Solicitation Protest Deadline (min. 10-days prior to Due Date)	July 24, 2022
Last Addendum Published (min. 7-days prior to Due Date)	July 26, 2022
Proposals Due Date	August 3, 2022
Notice of Intent to Award	August 10, 2022
Anticipated Start Date	September 6, 2022

PROPOSAL FORMAT

Proposals submitted in response to this request should be clearly identified, clear and to the point. Emphasis should be placed on specific qualifications of the people actually performing on the project and/or product provided and the organization's ability to manage the project. Proposals must not exceed ten (10) single sided pages of material. This excludes the cover letter, any tabs or indexes, resumes and list of references. Proposals shall include the following headings to assist in the evaluation.

1. Cover Letter

Provide a letter of introduction signed and dated by the authorized representative of the organization or individual submitting the proposal. Provide a statement that your proposal will be valid for a minimum period of 90 days; and acknowledgement receipt of any addenda issued during the RFP process.

2. Basic Qualifications

Provide general information relative to the individual or organization's history, areas of expertise, and any prior experience coordinating professional learning for special educators. Reference to applicable awards, associations, etc. maybe included. Preference will be given to individuals or organizations experienced with leading professional learning for special educators using a racial equity lens.

3. Ability to Perform

Provide an overview of the individual or organization's specific experiences on similar projects with description of how projects are managed to meet project requirements and schedule. Demonstrate the organization's capabilities, innovative approaches and/or special methodologies used to complete similar projects.

4. Compensation Information and Fees

Provide a fee schedule of hourly rates. Please note any services that are not included in this rate/price. Include a schedule of any reimbursable expenses that are not part of the hourly rate.

5. Corporate Responsibility

It is our objective, driven by our [equity policy](#), to contract with socially responsible businesses. In addition, NWRES D values and supports diversity, and is dedicated to advancing equity in public contracting. To promote this objective, emphasis will be given to proposals that demonstrate, through practices and examples, a commitment to workforce demographics and any measurable steps taken to ensure a diverse internal workforce and commitment to community service, (e.g., charitable programs, scholarships, economic development, etc.)

6. Appendix

- List any requirements or provisions contained in this RFP that you believe are unfair or prejudicial, or limits competition, please explain your opinion.
- Provide Certificate of Liability

PROPOSAL CONDITIONS

RFP not Basis of Obligations

This RFP does not constitute an offer to contract and does not commit to NWRES D to the award of the contract to anyone, or pay any costs incurred in the preparation and submission of proposals.

NWRES D reserves the right to reject any or all proposals that do not conform to the requirements stated herein. NWRES D reserves the right to cancel all or part of this RFP for any reason determined by NWRES D to be in the public Interest.

RFP Protests

Any protests to this RFP must be in writing and received by NWRES D not less than ten (10) days prior to closing, including any extensions to the closing date. The protest must conform to ORS 279B.405.

Contract Terms

Contracts resulting from this RFP will materially conform to NWRES D's Personal Services Agreement, incorporated into this RFP by reference and available for review from NWRES D, subject to the District's right to negotiate as described in this RFP.

SELECTION PROCESS

Proposal Evaluation

NWRES D will evaluate the proposals in accordance with the evaluation criteria below and may contact former clients and/or conduct interviews. NWRES D will then rank the proposals and use this ranking to populate an approved vendor list. Proposing consultants will be notified when NWRES D has made selections and negotiations have been completed.

Criterion	Weight or Points
Cover Letter	Pass / Fail
Basic Qualifications	10%
Ability to Perform	30%
Compensation and Fees	30%
Corporate Responsibility	30%
TOTAL	100