

# REQUEST FOR PROPOSALS (RFP)

## PROFESSIONAL SERVICES

### 1. INTRODUCTION

Northwest Regional Education Service District (NWRES D) is issuing this Request for Proposals (RFP) in accordance with Oregon Revised Statutes (ORS) Chapter 279B and the Oregon Department of Administrative Services (DAS) Public Contracting Rules to solicit proposals from qualified firms to provide highly specialized professional and temporary staffing services.

The intent of this RFP is to establish a qualified list of approved vendors from which NWRES D may, at its sole discretion, procure services on an as-needed basis. Inclusion on the approved vendor list does not guarantee work.

Services may include, but are not limited to:

- Speech and Language Pathologist
- Speech and Language Pathology Assistant
- Occupational Therapist
- Certified Occupational Therapy Assistant
- Physical Therapist
- Licensed Physical Therapy Assistant
- Behavior Consultant
- School Psychologist
- Special Education Teacher
- Qualified Mental Health Consultant
- Licensed Practical Nurse (LPN)
- Registered Nurse (RN)
- Paraprofessional / Educational Assistant

### 2. ABOUT THE DISTRICT

Northwest Regional Education Service District (NWRES D) serves 20 component school districts and more than 180 public schools across Clatsop, Columbia, Tillamook, and Washington counties. NWRES D is committed to equity, access, and high-quality services that support student learning across diverse urban and rural communities.

### 3. SCOPE OF SERVICES

As needs arise, NWRESD will issue Purchase Orders and Statements of Work defining the specific scope, schedule, and not-to-exceed compensation. Contracts resulting from this RFP are anticipated to be for a term of up to four years, with the option to renew for up to two additional three-year periods, subject to satisfactory performance, continued need, and available funding.

### 4. PROCUREMENT STANDARDS

This solicitation is governed by ORS Chapter 279B and applicable Oregon Administrative Rules (OAR), including but not limited to OAR 125-246. NWRESD reserves all rights afforded to contracting agencies under Oregon public contracting law, including the right to reject any or all proposals, waive informalities, and cancel this solicitation in the public interest.

### 5. ANTICIPATED PROCUREMENT SCHEDULE

NWRESD anticipates the following schedule. All dates are subject to change at the District's discretion.

Event	Anticipated Date (all 2026)
RFP Issued / Published	February 1
Solicitation Open Period	February 2 – February 27
Solicitation Protest Deadline	February 18
Final Addendum Issued	February 21
Proposals Due	February 27, 5:00 PM (Pacific)
Evaluation and Selection Period	March 2 - March 4

Notice of Intent to Award	On or about March 4
Board Approval of Vendors	March 11
Anticipated Contract Start Date	July 1

## 6. PROPOSAL SUBMITTAL REQUIREMENTS

Proposals must be received by the deadline stated above. Late proposals will not be considered. Proposals must be submitted electronically or physically as specified in the solicitation posting.

Questions regarding this RFP must be submitted in writing to the District contact identified in the solicitation. Verbal communications are not binding.

## 7. PROPOSAL FORMAT

Proposals must be concise and shall not exceed ten (10) single-sided pages, excluding cover letter, resumes, references, and required appendices. Proposals shall include the following sections:

### 7.1 Cover Letter (Pass/Fail)

Signed by an authorized representative, including acknowledgement of addenda and confirmation that the proposal is valid for at least ninety (90) days.

### 7.2 Basic Qualifications

Organizational background, size, experience, and qualifications relevant to the services requested.

### 7.3 Ability to Perform

Demonstrated capacity to provide qualified personnel in compliance with Oregon licensure, employment, and insurance requirements, including:

- Compliance with federal and state requirements
- Alignment with NWRESD's equity commitments
- Proof of required insurance coverage (\$2,000 per occurrence, \$4,000,000 aggregate)

### 7.4 Compensation and Fees

Hourly rate ranges by position, conversion fee structure (not to exceed \$15,000), and mileage reimbursement terms consistent with IRS standards.

### 7.5 Corporate Responsibility and Equity

Description of the firm’s commitment to equity, workforce diversity, community engagement, and inclusive business practices and alignment to NWRES D’s [equity policy](#).

### 7.6 Appendix

- Certificate(s) of Insurance
- Exceptions or requested modifications to RFP terms
- COBID certification documentation (if applicable)

## 8. EVALUATION AND SELECTION PROCESS

Proposals will be evaluated by a selection committee in accordance with ORS 279B.060 and applicable DAS rules.

### 8.1 Evaluation Criteria and Scoring

Criterion	Points
Cover Letter	Pass / Fail
Basic Qualifications	10
Ability to Perform	30
Compensation and Fees	25
Corporate Responsibility and Equity	25
<b>COBID Certification Preference</b>	<b>10</b>

**Total Possible Points**                      **100**

## **8.2 COBID Preference**

In accordance with Oregon public contracting policy, preference points will be awarded to firms certified by the Oregon Certification Office for Business Inclusion and Diversity (COBID) at the time of proposal submission. Proposers must submit valid COBID certification documentation to receive preference points.

## **9. PROTESTS**

Protests of this solicitation or the intent to award must be submitted in writing and in accordance with ORS 279B.405 and the timelines stated in this RFP.

## **10. CONTRACT TERMS**

Any contract resulting from this RFP will substantially conform to NWRES D's Personal Services Agreement and applicable DAS contract requirements. NWRES D reserves the right to negotiate terms as permitted by law. A sample contract has been provided in Attachment A.

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*End of RFP*

## Attachment A: Sample Contract

### MASTER SERVICES AGREEMENT

This Master Services Agreement ("Agreement" or "MSA") is entered into effective \_\_\_\_\_ ("Effective Date"), by and between **Northwest Regional Education Service District**, an Oregon education service district organized under ORS Chapter 334 ("NWRES D"), and \_\_\_\_\_ ("Contractor"). NWRES D and Contractor may be referred to individually as a "Party" and collectively as the "Parties."

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#### 1. AUTHORITY AND PURPOSE

This Agreement is entered into pursuant to ORS Chapters 190, 279A, and 279B and applicable Oregon Department of Administrative Services (DAS) Public Contracting Rules. The purpose of this Agreement is to establish the general terms and conditions under which Contractor may provide professional services to NWRES D as authorized through one or more Statements of Work ("SOW").

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#### 2. TERM

The initial term of this Agreement shall commence on the Effective Date and continue for a period of **four (4) years**, unless earlier terminated in accordance with this Agreement. This Agreement may be renewed by written mutual agreement of the Parties.

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#### 3. STATEMENTS OF WORK

3.1 **Use of SOWs.** Services under this Agreement shall be authorized only by fully executed SOWs, which are incorporated by reference and subject to the terms of this Agreement.

3.2 **Order of Precedence.** In the event of a conflict, this Agreement shall govern over any SOW, unless the SOW expressly states otherwise.

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## 4. COMPENSATION AND PAYMENT

4.1 **Compensation.** NWRES D shall pay Contractor the amounts specified in the applicable SOW. All compensation shall be subject to a not-to-exceed amount.

4.2 **Invoices.** Contractor shall invoice NWRES D in accordance with the SOW. Payment shall be due within thirty (30) days of receipt of a correct and complete invoice.

4.3 **Late Fees.** Contractor may assess late fees consistent with Oregon law.

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## 5. CONVERSION FEE

If NWRES D elects to directly hire or otherwise retain an individual provided by Contractor under this Agreement or any SOW, NWRES D's total obligation for any buy-out, placement, or conversion fee shall **not exceed Fifteen Thousand Dollars (\$15,000)**, regardless of Contractor's standard fee schedule or any contrary provision.

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## 6. INDEPENDENT CONTRACTOR

Contractor shall perform all services as an independent contractor. Nothing in this Agreement creates an employer-employee, partnership, or joint venture relationship.

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## 7. CONFIDENTIALITY AND PUBLIC RECORDS

Contractor shall maintain the confidentiality of all confidential information and student data in compliance with FERPA, ORS 192, and all applicable state and federal laws. NWRES D's obligations are subject to Oregon Public Records Law.

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## 8. OWNERSHIP AND INTELLECTUAL PROPERTY

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All work product, deliverables, and materials produced under this Agreement or any SOW shall be owned by NWRESD unless otherwise specified in writing. Contractor grants NWRESD a perpetual, royalty-free license to use any pre-existing intellectual property incorporated into the deliverables.

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## 9. INDEMNIFICATION

To the extent permitted by the Oregon Tort Claims Act and the Oregon Constitution, each Party shall be responsible for its own acts and omissions and those of its officers, employees, and agents.

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## 10. INSURANCE

Contractor shall maintain insurance coverage consistent with NWRESD requirements and Oregon public contracting standards, including workers' compensation and professional liability coverage.

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## 11. COMPLIANCE WITH LAW

Contractor shall comply with all applicable federal, state, and local laws, including but not limited to ORS Chapters 279A and 279B, nondiscrimination laws, and pay equity requirements.

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## 12. RECORDS AND AUDIT

Contractor shall maintain all records related to this Agreement for a minimum of six (6) years and shall permit access for audit as required by Oregon law.

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## 13. TERMINATION

**13.1 For Convenience.** Either Party may terminate this Agreement for convenience upon thirty (30) days' written notice.

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13.2 **For Cause.** Either Party may terminate this Agreement for material breach upon written notice and failure to cure within fifteen (15) calendar days.

13.3 **Effect of Termination.** NWRESA shall pay Contractor for authorized services satisfactorily performed through the effective date of termination.

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## 14. DISPUTE RESOLUTION

The Parties shall attempt informal resolution. If unresolved, disputes shall be resolved by binding arbitration in Washington County, Oregon, unless otherwise required by law.

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## 15. GOVERNING LAW AND VENUE

This Agreement shall be governed by the laws of the State of Oregon. Venue shall lie in Washington County, Oregon, unless otherwise required by statute.

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## 16. ASSIGNMENT

Neither Party may assign this Agreement without the prior written consent of the other Party.

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## 17. FORCE MAJEURE

Neither Party shall be liable for failure to perform due to causes beyond reasonable control.

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## 18. ENTIRE AGREEMENT

This Agreement, together with all SOWs and amendments, constitutes the entire agreement between the Parties and supersedes all prior agreements.

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## 19. AMENDMENT

This Agreement may be amended only by a written document signed by both Parties.

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## 20. SIGNATURES

### NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT

By: \_\_\_\_\_  
Name/Title: \_\_\_\_\_  
Date: \_\_\_\_\_

### CONTRACTOR

By: \_\_\_\_\_  
Name/Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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*Sample Contract – For Planning and Solicitation Use*