



Oregon Association of Education Service Districts: Strategic Planning REQUEST FOR PROPOSALS COVER PAGE

The Oregon Association of Education Service Districts (OAESD) is seeking proposals from qualified applicants and entities to perform strategic planning services for the Association.

March 8, 2023 | Closing March 31, 2023 5:00PM Pacific Time

Oregon Association of Education Service Districts: Who We Are
Oregon Association of Education Service Districts (OAESD) is a network of 19 Education Service Districts across the state of Oregon that provides support in equitable, high-quality educational services to our school districts. OAESD provides leadership in implementing education initiatives and supports regional ESDs as they respond to local school district needs in school improvement, technology, special education, and administrative services.

SINGLE POINT OF CONTACT
Amber Eaton, Executive Director, OAESD
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GENERAL INFORMATION

PURPOSE

The Strategic Planning contract will support the Association with developing an up to date vision and mission and organizational and program goals, priorities, and objectives to be included in the Association’s strategic plan for the coming year and beyond.

TIMELINE

The schedule below represents a tentative timeline of events. . All dates are subject to change.

Issue Request for Qualifications and Quotations	03/9/2023
Question & answer period	From 03/9/2023 To 03/22/2023
Proposals due	03/31/2023
Evaluate proposals	From 04/03/2023 To 04/07/2023
Announce “Apparent Successful Contractor(s)” and send notification via e-mail to unsuccessful proposers	04/10/2023
Hold debriefing conferences (if requested)	From 04/10/23 To 04/12/23
Negotiate contract	From 04/13/2023 To 04/14/2023
Begin contract work	04/17/2023
Mid-July 2023 (Tentative)-Draft plan presented to the OAESD Officers Council	07/2023
Strategic Plan Summary Overview presented to OAESD Governance Council	09/2023
Strategic Plan Presentation at OAESD Fall Superintendent and Board Summit	11/2023

Linn Benton Lincoln Education Service District will serve as the fiscal agent for any awarded contracts on behalf of OAESD.

SINGLE POINT OF CONTACT

The single point of contact for this RFP is identified on the cover page. Proposer shall direct all communications related to any provision of the RFP to the point of contact.

OVERVIEW

OAESD: OVERVIEW AND BACKGROUND

The Oregon Association of Education Service Districts (OAESD) is seeking proposals from qualified applicants and entities to perform strategic planning services for the Association. OAESD is a membership association whose members are Oregon's nineteen education service districts (ESDs). Oregon ESDs are established in Oregon state statute to "*assist school districts and the Department of Education in achieving Oregon's educational goals by providing equitable, high quality, cost-effective and locally responsive educational services at a regional level.*" The Association is funded by membership dues and funds from statewide contracts with the Oregon Department of Education (ODE) facilitated by the Association. The Association's adopted budget for 2022-23 is \$815,000. The Association's staff consists of a full-time executive director, a full-time program administrator, and a .8 FTE executive assistant. The Association also contracts for governmental affairs and lobbying services.

SCOPE OF WORK

The objective of this procurement is to contract with a qualified individual to perform the following:

Since 2017, OAESD has grown as an Association from a half-time executive director with basic administrative support and a budget of \$282,000 to the staffing levels and budget listed above. With such growth, as well as turnover in key leadership positions at both local ESD and Association levels, the Association finds itself in need of strategic planning for the 12 to 48 months. Specifically, the Association is looking for input from its members, key stakeholders such as ODE, and identified partner associations (Coalition of Oregon School Administrator, Oregon School Boards Association) to determine the following outcomes for this

planning process:

- Review of the Association's Purpose statement in the Association's Bylaws to determine the extent to which it answers the question, "Why does the Association exist?"
- Develop vision and mission statements aligned to the Association's purpose.
- Identify the common values and beliefs of Association members which provide reasons for their membership within the Association, and which support the vision and mission.
- Gather input on the Association's current strengths, weaknesses, opportunities, and threats both organizationally and programmatically.
- Identify potential organizational and program goals, priorities, and objectives to be included in the Association's strategic plan for the coming year and beyond.
- Organize and write a complete Strategic Plan for OAESD. Organize member input and feedback into appendices in the Strategic Plan.

QUALIFICATIONS

Licensed to do business in the state of Oregon; and

Demonstrable skills in one or more of the areas listed above in Scope of Work.

Those who do not meet the minimum qualifications will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

DESIRABLE QUALIFICATIONS INCLUDE

An ideal Consultant would possess multiple years of experience working with education entities, particularly Education Service Districts.

1. Equity mindset: Leads by example as a champion for underserved students; can engage points of view from diverse communities. Promotion of equity and diversity in all settings and understanding and commitment to anti-racist principles.

Additional qualifications include:

- Skilled facilitator with experience in virtual environments
- Strong written and verbal communication skills
- Demonstrated experience in successful strategic planning for member associations

PROPOSAL

Proposals must describe the goods to be provided or the services to be performed, or both. Successful quotes will include:

- Applicant/entity name, address, email address, phone number, project director, etc.

- Description of project design and methodology to achieve identified outcomes within the project schedule
- Outline of proposed strategic plan format and/or sections
- Applicant experience, qualifications, and references, including vitae of key personnel
- Proposed budget with narrative explanation as necessary.

SELECTION

Award selection will be based on qualifications, scope of work and budget. The approximate notification of intent to award date is 3/31/23. Notifications will be made by email.