

Oregon Department of Education

Request for Qualifications Announcement

For

2013-2015 Client Services

RFQ DUE BY: March 18, 2013

Issuing Office: Department of Education, Procurement Services
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SECTION 1 – OVERVIEW

1.1 Introduction:

This Request for Qualifications (RFQ) is intended to identify a list of potential Contractors who have the expertise to provide the Client Services described in Sections 2.2, 2.3, 2.4 and listed in Attachment 1 on behalf of the Oregon Department of Education (ODE). Only those Applicants meeting the RFQ criteria will be invited to submit a full proposal for consideration in awarding the final contracts.

1.2 Contract Awards:

No Grant(s) will be awarded as a result of this RFQ.

Through this RFQ, multiple providers will be qualified to respond to the Request for Proposal (RFP).

1.3 Qualified Provider List:

This RFQ will qualify Contractor(s) for the term July 2013 through June 2015 with an option to renew for an additional 2 year term if all parties agree. ODE reserves the right to reissue the RFQ at any time.

1.4 Funding and Match:

No funding will be awarded as a result of this RFQ. However, during the subsequent RFP process, it is estimated approximately \$208,000,000 will be awarded during 2013-2015.

1.5 Applicant Eligibility Requirements:

To qualify as a Provider of client services Applicants must meet the following requirements:

- a. Applicants must be public, State of Oregon School Districts, Joint School Districts (SD) or Education Service Districts (ESD) as described in ORS 332.002, ORS 334.003 and ORS 334.010.
- b. Be in good standing per ORS 334.217.

1.6 Cost of Preparing and Submitting Application:

All costs incurred in preparing and submitting an Application in response to this RFQ will be the responsibility of the Applicant and will not be reimbursed by ODE.

SECTION 2 – SERVICE REQUIREMENTS

2.1 Background:

- a. This Request for Qualifications (RFQ) is intended to identify a list of potential Contractors who have the expertise to provide the Client Services described in Sections 2.2, 2.3, 2.4 and listed in Attachment 1 on behalf of the Oregon Department of Education (ODE).

- b. Services are described as Local, Regional or Statewide. Services listed as Local must be provided by the SD or the ESD in which boundaries the Program Facility is located. Services listed as Regional must be provided by SDs or ESDs in which boundaries are described and listed by county in Attachment 1. Services listed as Statewide can be performed by any SD or ESD in the State.

2.2 Local Services:

a. JUVENILE DETENTION EDUCATION PROGRAM (JDEP)

Provide an education program for all youth placed in detention at Juvenile Detention Facilities listed in Attachment 1 and who are eligible under OAR Chapter 581, Division 22 (Standards for Public Elementary and Secondary Schools) or OAR Chapter 581, Division 15 (Special Education), or both, for participation in an Education Program.

b. LONG TERM CARE AND TREATMENT EDUCATION PROGRAMS (LTCT)

Contractor shall comply with all requirements of OAR Chapter 581, Division 22 (Standards for Public Elementary and Secondary Schools) and OAR Chapter 581, Division 15 (Special Education) to the extent appropriate given the student's anticipated length of stay, and to the extent it is not inconsistent with the Individuals with Disabilities Education Improvement Act (IDEA 2004), and implement provisions of IDEA 2004, and all state and federal statutes and regulations referenced therein.

In accordance with ORS 343.961(3) the school district in which the agency is located is responsible for providing the education directly or through an adjacent school district or through the education service district in which the program is located or one contiguous thereto.

c. HOSPITAL EDUCATION PROGRAMS

Contractor shall provide an approved educational program of instruction for eligible school-age patients at the hospital facilities listed.

2.3 Regional Services:

a. REGIONAL PROGRAM

Provide regionalized special education and related services to children and youth, birth through age 21, with hearing impairments, visual impairments, deafblindness, autism spectrum disorders, severe orthopedic impairments, and/or traumatic brain injuries (as defined in OAR 581-015-0051 and 581-015-0293). The purpose of these Regional Services is to assist local school districts and EI/ECSE Programs in the education of these students, although primary responsibility for education of these students remains with the school district(s) or Program located in the Region.

b. YOUTH CORRECTION EDUCATION PROGRAM (YCEP)

Provide an education program for all youth who are housed at Facilities listed in Attachment 1 and who are eligible under OAR Chapter 581, Division 22 (Standards for

Public Elementary and Secondary Schools) or OAR Chapter 581, Division 15 (Special Education), or both, for participation in the education program.

c. EARLY INTERVENTION/ EARLY CHILDHOOD SPECIAL EDUCATION (EI/ECSE)

Contractor shall provide in each county, “early intervention” and “early childhood special education” services, as those terms are defined in ORS 343.035, to preschool children with disabilities from birth to age of eligibility for entry into kindergarten.

2.4 Statewide Services:

a. MIGRANT EDUCATION SERVICE CENTER

The primary objective of the MESC is to serve school districts with migrant students enrolled. Specifically provide concise and extensive staff development programs to assist all migrant education staff of the 19 Title I-C regional programs to perform more adequately in serving the educational needs of migrant children.

The operation of the MESC is to provide services to the State Title I-C Office, State Title I-C Parent Advisory Committee, the 19 Title I-C regional programs, and other Title I-C migrant education program needs statewide and nationally. Some of the responsibilities include: maintaining and running the OMSIS data system as well as MSIX coordination; do around 75 re-interviews yearly in accordance to federal guidelines; do quality control for all training regarding Certificates of Eligibility (COEs) and support listed requirements from the Oregon-Mexico Education Partnership (OMEP).

b. OREGON TEXTBOOK AND MEDIA CENTER

Provide curricular support for students in Oregon, birth through grade 12, or age 21, who are blind and visually impaired. The purpose of the Oregon Textbook and Media Center is to assist local school districts in the education of these students, although primary responsibility for education of these students remains with the school district(s) located in the State of Oregon.

c. STUDENT LEADERSHIP DEVELOPMENT CENTER

Student Leadership Development Center provides statewide leadership, communications and coordination for professional technical student leadership activities for seven PTE student leadership organizations.

d. Oregon Technology Access Program

Provide professional development, technical assistance and resource development to all school districts and education agencies in Oregon. Activities of the Oregon Technology Access Program (OTAP) will be designed to increase the capacity of school districts and individual service providers to effectively use Assistive Technology and Accessible Instructional Materials with their students.

2.5 Project Duration and Estimated Schedule:

The resulting contract period will be a two-year period with an option to renew for an additional two year period if all parties agree. ODE reserves the right to change the Contract period and other timelines when issuing the RFP.

Date	Event
February 28, 2013	RFI issued
March 8, 2013 by 2:00 pm	Clarification questions due to ODE
March 19, 2013 by 2:00 pm	RFI due to Oregon Department of Education
March 25, 2013	Request for Proposal (RFP) issued, if required
April 11, 2013 by 2:00 pm	Request for Proposal (RFP) due
April 22, 2013	Notice of Intent to Award Contracts

SECTION 3 – RFQ APPLICATION PROCESS

3.1 Application Submission Instructions:

The original Application and two copies must be received by 2:00 P.M. on March 19, 2013. Applications not received by the deadline shall be considered late and will be rejected.

Applications shall be submitted in a sealed envelope appropriately marked with the RFQ title and the name and address of the Applicant. If the requested number of copies does not fit into an envelope, enclose all copies in a box, seal it and mark it with the requested information.

Mail or deliver to:

Lillie Gray, Designated Procurement Officer
Oregon Department of Education
Procurement Services, 3rd Floor
Public Services Building
255 Capitol Street N.E.
Salem, Oregon 97310

PLEASE DO NOT E-MAIL RESPONSES TO THIS RFQ

3.2 Clarification of Specifications:

Any Applicant requiring clarification of the information or protesting any provision herein, must submit specific questions/protests or comments in writing to:

Lillie Gray, Designated Procurement Officer
Telephone: 503-947-5647
Email: Lillie.gray@state.or.us

The deadline for submitting such questions/protest is **March 8, 2013 at 2:00 pm**. If ODE determines additional information or interpretation is necessary, such information or interpretation will be supplied in Addenda which will be sent to all persons or firms having received this RFQ from ODE.

3.3 RFQ Selection Process:

All applications in response to this RFQ shall, be reviewed by a fair and impartial committee selected by ODE.

Only those Applicants which meet the requirements will be invited to submit a full proposal.

3.4 Requirements for "Request for Qualifications" (RFQ):

This Section describes what must be provided by the Applicant(s) in response to this RFQ. Responses will be reviewed for compliance with the following criteria. All criteria are required for the RFQ. Applications must respond to the RFQ in the order of the requirements listed below. Those Applications which do not comply with the requirements listed below may be rejected.

a. General Information:

Each responding Applicant shall furnish a cover letter with the following information:

- i) Name and Address of responding Applicant;
- ii) Legal status and Federal ID number;
- iii) Statement of compliance with eligibility requirements in Section 1.5 of this RFQ;
- iv) Names and brief descriptions of any subcontractors expected to participate.

b. Past Engagements:

Each responding Applicant shall describe the Applicant's three most significant projects which are similar to the Statement of Work in this RFQ. This description shall include: project scope; duration; financial magnitude; expertise and experience with program.

c. Budgetary Experience:

Applicant shall document its experience in the development and management of budgets and reporting for schools or other complex organizations.

d. Notification of Interest and Intent to Offer Proposal:

- i) Review the Programs and Facilities listed in Attachment 1;
- ii) Indicate by name of Program and/or Facility all of the Contracts for which you are qualified and for which you would like to be considered.

SECTION 4 – EVALUATION OF APPLICATION

4.1 Selection of Application(s):

ODE will notify all successful Applicants and invite them to submit an RFP, if required.

Should only one RFQ Applicant show interest in a particular program ODE reserves the right to forego the RFP process and move directly to negotiating an agreement for the program.

4.2 Disqualification:

Any attempt by an Applicant to influence a member of the review panel during the Application review and evaluation process will result in the elimination of Applicant's Application from consideration.

4.3 Rejection of Applications:

ODE reserves the right to reject any or all responses to this RFQ.

SECTION 5 – TERMS AND CONDITIONS

5.1 Disputes:

In case of any doubt or differences of opinions as to the items or services to be furnished hereunder, or the interpretation of the provisions of the RFQ, the decision of ODE shall be final and binding upon all parties.

5.2 References:

ODE reserves the right to investigate references including customers other than those listed in the Applicant's submission. Investigation may include past performance of any Applicant with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of project on schedule, and its lawful payment of employees and workers.

5.3. Public Information:

All Applications are public information after the Applications have been opened and all protests are public information after the protest period ends. However, copies of Applications will not be provided until the evaluation process has been completely closed and an apparent winner(s) has been selected and notified. Copies of public information must be requested in writing. A fee of \$0.25 per page copied will be assessed and payment must be received by the issuing office before copies are delivered to the Applicant. Copies of public information may be requested by any person.

If any part of an Application or protest is considered a trade secret, the Applicant must clearly designate that portion as confidential in order to obtain protection, if any, from disclosure at the time of submission. See Oregon Revised Statutes 192.501(2) and 646.461 to 646.475. Application of the Oregon Public Records Law shall determine if the confidential information claimed to be exempt is in fact exempt from disclosure.

Attachment 1

JDEP PROGRAMS	
2.2.a.	Facility
2.2.a.1	Clatsop County Juvenile Detention
2.2.a.2	Deschutes County Juvenile Detention
2.2.a.3	Douglas County Juvenile Detention
2.2.a.4	Jackson County Juvenile Detention
2.2.a.5	Josephine County Juvenile Detention
2.2.a.6	Klamath County Juvenile Detention
2.2.a.7	Lane County Juvenile Detention
2.2.a.8	Lincoln County Juvenile Detention
2.2.a.9	Linn County Juvenile Detention
2.2.a.10	Marion County Juvenile Detention
2.2.a.11	Multnomah County Juvenile Detention
2.2.a.12	NORCOR Detention
2.2.a.13	Yamhill County Juvenile Detention

LONG TERM CARE AND TREATMENT PROGRAMS		
2.2.b.	Facility	Present Contractor
2.2.b.1	Albertina Kerr Center – PACE	Northwest Regional ESD
2.2.b.2	Boys & Girls Aid Society/John's Landing School	Portland Public Schools
2.2.b.3	Cascade Child Treatment Center	High Desert ESD
2.2.b.4	Catholic Community Services	Salem-Keizer SD 24J
2.2.b.5	Chehalem Youth & Family Services	Willamette ESD
2.2.b.7	Children's Farm Home	Linn Benton Lincoln ESD
2.2.b.8	Clackamas River School	Clackamas ESD
2.2.b.9	Community Works/Lithia Springs Sch.	Ashland SD
2.2.b.10	Family Solutions - Ashland	Ashland SD
2.2.b.11	Family Solutions - Central Point	Central Point SD
2.2.b.12	Family Solutions – Grants Pass	Grants Pass SD
2.2.b.13	Family Solutions – Medford	Medford SD 549
2.2.b.14	Grande Ronde Child Center	LaGrande SD #1
2.2.b.15	Homestead Youth Family Services	Pendleton SD 16
2.2.b.16	Janus Youth Programs	Portland Public Schools
2.2.b.17	Janus Youth Programs – Cordero House	Tigard-Tualatin SD
2.2.b.18	Jasper Mountain Center	Springfield SD
2.2.b.19	Kairos NW – Coastline	North Bend SD #13
2.2.b.20	Kairos NW – Grants Pass Residential	Three Rivers SD
2.2.b.21	Kairos NW – Three Bridges	Three Rivers SD
2.2.b.22	Kerr Youth Center/Wynne Watts School/Kerr Youth & Family Center DTP	Multnomah ESD
2.2.b.23	Klamath Youth Development Center	Klamath Falls City Schools
2.2.b.24	Lifeways, Inc.	InterMountain ESD
2.2.b.25	Lifeworks NW	Northwest Regional ESD
2.2.b.26	Merrick School	Clackamas ESD

LONG TERM CARE AND TREATMENT PROGRAMS

2.2.b.	Facility	Present Contractor
2.2.b.27	Metzker Heights at Rainbow Family Services	Willamette ESD
2.2.b.28	Mid-Columbia Child & Family Center	North Wasco SD
2.2.b.29	Morrison Child & Family Services, Breakthrough	Portland Public Schools
2.2.b.30	Morrison Child & Family Services, Hand in Hand	Portland Public Schools
2.2.b.31	Morrison Counterpoint	Multnomah ESD
2.2.b.32	Next Door, The	Hood River SD
2.2.b.33	Nickerson Center ADTP	Portland Public Schools
2.2.b.34	Olalla Center for Children & Families	Lincoln County SD
2.2.b.35	Old Mill Center	Linn Benton Lincoln ESD
2.2.b.36	Parry Center for Children	Portland Public Schools
2.2.b.37	Parry Center SCIP	Portland Public Schools
2.2.b.38	Polk Adolescent Day Treatment Center	Dallas SD
2.2.b.39	Poyama Day Treatment	Willamette ESD
2.2.b.40	Rosemont School	Portland Public Schools
2.2.b.41	SAFE Center	Springfield SD
2.2.b.42	St Mary's Home for Boys	Northwest Regional ESD
2.2.b.43	Stepping Stone Lodge	Eugene SD
2.2.b.44	The Child Center	Springfield SD
2.2.b.45	Therapeutic Learning Classroom	Douglas ESD
2.2.b.46	Wake Robin School Day Treatment	LBL ESD
2.2.b.47	White Shield Home	Portland Public Schools
2.2.b.48	Wildflowers	Portland Public Schools

HOSPITAL PROGRAMS

2.2.c.	Facility	Present Contractor	Location
2.2.c.1	Doernbecher Children's Hospital	Multnomah ESD	Portland
2.2.c.2	Legacy Emanuel Children's Hospital	Multnomah ESD	Portland
2.2.c.3	Oregon State Hospital	Willamette ESD	Salem
2.2.c.4	Oregon State Hospital	Multnomah ESD	Portland
2.2.c.5	Shriners Hospital for Children	Multnomah ESD	Portland

REGIONAL PROGRAMS

2.3.a.	Facility	Present Contractor
2.3.a.1	Eastern Oregon Regional Program	InterMountain ESD
	Counties: Wallawa, Union, Umatilla, Morrow, Grant, Baker, Malheur	
2.3.a.2	Central Oregon Regional Program	High Desert ESD
	Counties: Sherman, Gilliam, Wheeler, Jefferson, Crook, Deschutes, Harney	
2.3.a.3	Southern Oregon Regional Program	Southern Oregon ESD
	Counties: Lake, Klamath, Jackson, Douglas, Josephine	
2.3.a.4	Cascade Regional Program	Linn Benton Lincoln ESD
	Counties: Linn, Benton, Lincoln, Coos, Curry	

REGIONAL PROGRAMS		
2.3.a.	Facility	Present Contractor
2.3.a.5	Willamette Regional Program	Willamette ESD
	Counties: Marion, Polk, Yamhill,	
2.3.a.6	Columbia Regional Program	Portland Public Schools
	Counties: Multnomah, Wasco, Hood River, Clackamas,	
2.3.a.7	Lane Regional Program	Lane ESD
	Counties: Lane	
2.3.a.8	Northwest Regional Program	Northwest Regional ESD
	Counties: Columbia, Clatsop, Washington, Tillamook,	

YCEP PROGRAMS	
2.3.b.	Facility
2.3.b.1	Camp Florence
2.3.b.2	Eastern Oregon
2.3.b.3	Hillcrest
2.3.b.4	MacLaren
2.3.b.5	North Coast OYA
2.3.b.6	Oak Creek
2.3.b.7	River Bend
2.3.b.8	Rogue Valley
2.3.b.9	Tillamook (YAC and Camp)

EI/ECSE PROGRAMS		
2.3.c.	Facility	Present Contractor
2.3.c.1	Service Area 1	InterMountain ESD
	Counties: Wallawa, Union, Umatilla, Morrow, Grant, Baker, Malheur	
2.3.c.2	Service Area 2	High Desert ESD
	Counties: Sherman, Gilliam, Wheeler, Jefferson, Crook, Deschutes, Harney, and Confederated Tribes of Warm Springs	
2.3.c.3	Service Area 3	Douglas ESD
	Counties: Lake, Klamath, Jackson, Douglas, Josephine	
2.3.c.4	Service Area 4	Linn Benton Lincoln ESD
	Counties: Linn, Benton, Lincoln, Coos, Curry	
2.3.c.5	Service Area 5	Willamette ESD
	Counties: Marion, Polk, Yamhill	
2.3.c.6	Service Area 6	Multnomah ESD
	Counties: Multnomah, Wasco, Hood River	
2.3.c.7	Service Area 7	Lane ESD
	Counties: Lane	
2.3.c.8	Service Area 8	Northwest Regional ESD
	Counties: Columbia, Clatsop, Washington, Tillamook	
2.3.c.9	Service Area 9	Clackamas ESD
	Counties: Clackamas	

<i>Statewide Services</i>	
2.4.	<i>Facility</i>
2.4.a.	Oregon Migrant Service Center
2.4.b.	Oregon Textbook and Media Center
2.4.c.	Student Leadership Development Center
2.4.d .	Oregon Technology Access Program