

# State of Oregon



## **Educator Equity Plan Support**

Intermediate Request for Proposal:

Open Market Bid S-52500-00016117

Date of Issue: 2/24/2026      Closing Date: 3/24/2026 at 5:00 PM

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## **1. INTRODUCTION**

The State of Oregon, acting by and through the Higher Education Coordinating Commission (HECC), is issuing this Request for Proposals (RFP) to find a vendor to support Oregon's public educator preparation programs (EPPs) in the identification, development, implementation, and evaluation of evidence-based strategies, practices, and policies that support high quality preparation, recruitment, and retention of educator candidates.

HECC anticipates the award of one Contract from this RFP. The initial term of the Contract is anticipated to expire June 30, 2027. HECC reserves the right to extend the contract up to 4 years and to award more than one Contract if it is HECC's best interest. HECC reserves the right to amend the resulting Contract for related services and time as HECC determines necessary.

HECC is conducting this intermediate procurement under the authority of OAR 125-246-0170(2)(c)(C).

The estimated budget for this work is under \$100,000; this program is funded 100% with state funds through Oregon's Student Success Act (Statewide Education Initiatives Account).

## **2. BACKGROUND**

The university Educator Equity Plans are intended to provide the Oregon Legislature (ORS 342.447) with a report on the progress of shared efforts by the public universities to contribute to a stronger educator workforce in Oregon. To assess the strength of the educator workforce in the state, research-driven factors that impact pre-service educator candidate experiences are considered. These factors may include building an educator workforce that reflects the diversity of local or regional student populations, attracting candidates to high-quality preparation programs, and retaining these educators in local schools for careers in education.

It is important to note that the Educator Equity Plan is not a comprehensive evaluation of the educator preparation programs or the university. Comprehensive program evaluation is continuous and occurs through institutional and state reviews, as well as through national accreditation of programs. The HECC shall continue to coordinate with state education agencies and leaders in the universities to identify the key strategies, activities, and outcomes related to educator workforce for Oregon.

The selected vendor will facilitate and provide learning opportunities to Community of Practice (CoP) participants on evidence-based strategies, practices, and policies that mitigate institutional barriers and improve program quality, particularly for diverse candidates.

## **3. SCOPE OF WORK**

The selected vendor will focus on the following areas of support:

- Build on the focus goals established in 2024-26; the next plan will include a shared goal for 2026-29. There are two adjustments to the legislatively required university educator equity plans. First, the HECC is adjusting plans to a one-time three-year cycle to better align with the grant's budget cycle. Second, the universities will pilot a new process in submitting a shared plan. The shared plan will be submitted in the fall of 2026 (instead of the spring 2026).

At the conclusion of the CoP in June 2025, the participants formulated a shared goal and identified five objectives:

**Shared Goal:** To design and implement sustainable, equity-centered mentoring systems across Oregon’s public EPPs that improve retention, belonging, and preparation outcomes for diverse teacher candidates.

**Objectives:**

1. Advocate for a coordinated system of compensation and support for cooperating teachers (CTs) in partnership with state agencies and districts.
2. Evaluate mentoring programs using shared metrics across institutions, including candidate feedback, CT experience, and impact on candidate completion and licensure rates.
3. Develop shared mentoring frameworks and tools that reflect culturally responsive practices and align with state and national standards.
4. Recruit and retain linguistically and culturally diverse CTs through collaboration with district partners and affinity-based mentoring strategies.
5. Design and offer training for CTs focused on mentoring best practices, equity, and instructional coaching.

Tasks may include but are not limited to:

- Coordinate with each of the six EPPs to collect and review Educator Equity Plan materials and relevant data;
- Coordinate and meet with EAC and HECC staff to review policies, collect additional data, identify needs, and discuss frameworks and tools for educator equity convenings;
- Plan agenda, schedule, and coordinate logistics of in person Convening meetings, including the participation of partner school districts;
- Plan for and facilitate Convening and Community of Practice meetings with the six EPP teams, the Teacher Standards and Practice Commission, EAC and HECC staff as needed. Provide all necessary materials and tools to support the facilitation and learning of the group; and
- In preparation for the in-person convening, meet with each EPP team individually to provide differentiated coaching and feedback on Educator Equity Plans.

**4. PROPOSED STATEMENT OF WORK**

The below proposed Statement of Work is an example of what HECC expects for the project. Proposer should use their experience and expertise to propose how the work shall progress and to address the proposed due dates.

- **Task 1 – Guide Community of Practice in 2026 April to December**
  - ‘Lift up University Participants to Lead Community of Practice’ meetings every other month.
  - Support EPP teams in preparing and submitting to EAC and HECC a summary of CoP learning sessions focused on Educator Equity Plan goals, strategies, and outcomes.

- Provide support through consultation, written feedback, in person workshop sessions.

Deliverables: CoP meetings (~4, dates and locations TBD) with a written summary for each, including a list of participants, due within 10 days of the meeting.

- **Task 2 – In person convenings in 2026 and 2027**

- Include universities, school district partners, regional educator networks, and agencies;
- Plan all logistics for event, coordinate with participants on agenda and schedule;
- Ensure event produces deliverables for each EPP team and the shared Educator Equity Plan.

Deliverables: In person convening (around Fall 2026 and Spring 2027, locations TBD): a written agenda, participant list, and slides for presenters due within 10 days of the meeting date.

- **Task 3 – Reporting on Progress in 2027**

- Evaluate the shared Educator Equity Plan against state criteria and provide analysis of progress on each of the four criteria therein;
- Summarize participant evaluations of the in person convenings and provide policy and technical support recommendations for the EPP community and the state agencies.

Deliverable: Progress Report that details the initiative, overall and each university individually, including progress and recommendations for future implementation for universities, agencies, and partners due June 15, 2027.

**All deliverables shall be completed by June 30, 2027.**

## **5. PROPOSAL SUBMISSION**

Proposals should be submitted through OregonBuys. HECC CANNOT accept proposals by any other means.

## **6. PROPOSAL CONTENT REQUIREMENTS**

Proposal must address each of the items listed in this section and all other requirements set forth in this RFP. Proposer shall describe the Goods to be provided or the Services to be performed or both. A Proposal that merely offers to provide the Goods or Services as stated in this RFP will be considered non-Responsive to this RFP and will not be considered further.

### **A. Proposal Certification Sheet**

The Proposer shall complete and submit the Proposer Information and Certification Sheet (Attachment A).

## **B. Introduction to Proposer and Proposer's Relevant Experience**

Describe Proposer. Describe the firm. Description should include relevant experience, including work on similar projects or initiatives to assess program quality and address systemic inequity, and the services you provide. Clearly describe:

- Experience creating and facilitating communities of practice for systems improvement among education leaders;
- Experience working with higher education systems and educator diversity initiatives focused on improving learning conditions for diverse candidates; and
- Experience conducting assessments of institutional equity initiatives, including quantitative and/or qualitative analysis and reporting.

The Proposal must contain information that clearly demonstrates that Proposer has a minimum of three years of professional experience within the past five years, successfully providing services that are comparable to those described in this Solicitation Document.

Proposals should contain a discussion on Proposer's ability to successfully complete the Project on time and within budget.

## **C. Proposer's Implementation Plan**

The Proposer shall describe how they intend to do the work. The description should include:

- Proposer's knowledge and understanding of the Project.
- The approach that Proposer will take in performing the work described in this solicitation document; must include a sample timeline and proposed schedule.
- Describe the communication, methodology and the documentation that will be used to perform the work.
- What roles key staff will perform in completing the work.
- How will the Proposer use HECC's Equity Lens (<https://www.oregon.gov/highered/about/Documents/State-Goals/Equity-Lens.pdf>) in performing the work?

## **D. Key Person Experience and Resumes**

The Proposer should include the resumes of all key staff to perform the Services.

## **E. Cost Proposal**

For each activity described in the Implementation Plan the cost proposal must include identifiable costs, time estimates for completing each activity, and a summary of all proposed costs pertaining to each deliverable listed in accordance with the itemized activity.

## **7. EVALUATION**

Proposals shall be evaluated on the following criteria:

### **A. Experience**

- To what extent does the Proposer have recent experience gathering, evaluating, and interpreting educator preparation, educator workforce, educator experiences, and educator outcomes data?
- To what extent has the Proposer conducted work for a public agency (e.g. federal, state, or local government) requiring substantial public and partner review and input?

#### B. Capability

- Does the Proposer have access to and credibility with Oregon educator preparation leaders and track record implementing program review for continuous improvement? Does Proposer’s approach use and build on [HECC’s Equity Lens](#) or similar lenses? If so, how?

#### C. Project Approach and Understanding

- How well does the Proposer demonstrate understanding and experience of educator equity initiatives nationally and in Oregon specifically?
- How well does the implementation plan described in the proposal demonstrate an understanding of the project requirements?

#### D. Key Persons

- To what extent does the Proposer’s Key Person(s) has/have experience as a project lead facilitating education partners to inform recommendations?
- To what extent is Proposer’s Key Person(s) a/the principal author of the examples of similar work submitted?

#### E. Cost Proposal

- Does the Proposer’s cost estimates for rates, time exerted, and overall costs meet HECC's needs and budgetary considerations?

Scoring will be based on median scores. After an initial evaluation session, HECC may ask leading Proposers for interviews.

### **SUCCESSFUL PROPOSER REQUIREMENTS**

#### **A. Insurance**

Prior to execution of the Contract, the apparent successful Proposer shall secure and demonstrate to HECC proof of commercial general liability insurance coverage in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate, unless otherwise negotiated. Automobile Insurance shall be required unless otherwise negotiated. Policies can usually be obtained for short-term durations for relatively low cost—please consult an insurance broker if you do not already carry the above-described insurance.

#### **B. Taxpayer Identification Number**

The apparent successful Proposer shall provide its Taxpayer Identification Number on a completed W-9 form (which can be found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>). The apparent successful Proposer must provide its backup withholding status on the W-9 form if

either of the following applies:

- When requested by HECC (normally in an intent to award notice), or
- When the backup withholding status or any other information of Proposer has changed since the last submitted W-9 form, if any.

HECC will not make any payment until HECC has a properly completed W-9.

### C. **Business Registry**

If selected for award, Proposer shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Contract. The selected Proposer shall submit a current Oregon Secretary of State Business Registry number, or an explanation if not applicable.

All Corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. See requirements and exceptions regarding Registered Agents. For more information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules. The titles in this subsection are available at the following Internet site:

<http://www.filinginoregon.com/index.htm>.

### D. **Executive Order 21-29:**

Proposer(s) who are selected for a Contract/Price Agreement award under this RFP may be required to submit additional information and comply with the following:

If selected for award of a Contract/Price Agreement Proposer shall be required to certify during the term of the contract or the duration of EO 21-29, whichever expires or terminates first, that contractor has obtained Proof of Vaccination from all Workers providing goods or services at an Agency Worksite are Fully Vaccinated against COVID-19 or have met the requirements for an exception under paragraph 6 of EO 21-29.

“EO 21-29” means Governor of the State of Oregon’s Executive Order 21-29 as may be amended, [https://www.oregon.gov/gov/Documents/executive\\_orders/eo\\_21-29.pdf](https://www.oregon.gov/gov/Documents/executive_orders/eo_21-29.pdf).

For the ‘FAQ’ of the Executive Order 21-29 Vaccination Requirements for State Contractors Frequently Asked Questions as may be amended.

[ExecutiveOrder21-29\\_ContractorFAQ.pdf \(oregon.gov\)](#)

### E. **OregonBuys**

Successful Proposer shall have to register as a vendor in the OregonBuy system:

<https://oregonbuys.gov/bs/>

## 8. **ADDITIONAL INFORMATION**

### A. **Governing Laws**

This RFP is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFP, evaluation and award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the

State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, to or from any Claim or from the jurisdiction of any court.

**B. Ownership**

All Proposals submitted in response to this RFP become the Property of HECC. By submitting a Proposal in response to this RFP, Proposer grants the State a non-exclusive, perpetual, irrevocable, royalty-free, fully paid-up, worldwide license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal solely for the purpose of evaluating the Proposal, negotiating an Agreement, if awarded to Proposer, or as otherwise needed to administer the RFP process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478). Proposals, including supporting materials, will not be returned to Proposer unless the Proposal is submitted late.

**C. Cost of Submitting Material**

Proposer shall pay all the costs in submitting its Proposal, including, but not limited to, the costs to prepare and submit the Proposal, costs of samples and other supporting materials, or costs to participate in demonstrations.

**D. Statewide E-waste**

If applicable, Proposer shall include information in its Proposal that demonstrates compliance with the Statewide E-Waste/Recovery Procedure 107-011-050\_PR. Download the procedure by visiting [www.oregon.gov/DAS](http://www.oregon.gov/DAS), then enter the procedure number into the search bar, and find the procedure in the search results window.

**E. Recyclable Products**

Proposer shall use recyclable products to the maximum extent economically feasible in the performance of the Services or Work set forth in this document and the subsequent Contract. (ORS 279B.025)

**F. Printing , Binding Work**

Except as provided in ORS 282.210(2), all printing, binding and stationery work, including the manufacture of motor vehicle registration plates and plates required to be affixed to motor carriers, for the State or any county, city, town, port district, school district, or other political subdivision, must be performed within the State of Oregon.

# ATTACHMENT A — PROPOSAL CERTIFICATION SHEET

Legal Name of Proposer: \_\_\_\_\_

Full Address: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ Entity Type: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Any individual signing below hereby certifies they are an authorized representative of Proposer and that:**

1. If awarded a Contract, Proposer agrees to perform the scope of work and meet the performance standards set forth in the final negotiated scope of work of the resulting Contract.
2. I have knowledge regarding Proposer's payment of taxes and by signing below I hereby certify that, to the best of my knowledge, Proposer is not in violation of any tax laws of the state or a political subdivision of the state, including, without limitation, ORS 305.620 and ORS chapters 316, 317 and 318.
3. Proposer does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, gender, disability, sexual orientation, national origin. When awarding subcontracts, Proposer does not discriminate against any business certified under ORS 200.055 as a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business. If applicable, Proposer has, or will have prior to contract execution, a written policy and practice, that meets the requirements described in ORS 279A.112, of preventing sexual harassment, sexual assault and discrimination against employees who are members of a protected class. HECC may not enter into a contract with an anticipated contract price of \$150,000 or more with a Proposer that does not certify it has such a policy and practice. See <https://www.oregon.gov/DAS/Procurement/Pages/hb3060.aspx> for additional information and sample policy template.
4. Proposer and Proposer's employees, agents, and subcontractors are not included on:
  - A. the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>, or
  - B. the government-wide exclusions lists in the System for Award Management found at: <https://www.sam.gov/SAM>
5. Proposer certifies that, to the best of its knowledge, there exists no actual or potential conflict between the business or economic interests of Proposer, its employees, or its agents, on the one hand, and the business or economic interests of the State, on the other hand, arising out of, or relating in any way to, the subject matter of the RFP. If any changes occur with respect to Proposer's status regarding conflict of interest, Proposer shall promptly notify the State in writing.
6. Proposer certifies that all contents of the Proposal (including any other forms or documentation, if required under this RFP) and this Proposal Certification Sheet are truthful and accurate and have been prepared independently from all other Proposers, and without collusion, fraud, or other dishonesty.

7. Proposer understands that any statement or representation it makes, in response to this RFP, if determined to be false or fraudulent, a misrepresentation, or inaccurate because of the omission of material information could result in a "claim" (as defined by the Oregon False Claims Act, ORS 180.750(1)), made under Contract being a "false claim" (ORS 180.750(2)) subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.
8. Proposer certifies it will comply with the Pay Equity law, ORS 652.220, if applicable.

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Authorized Signature

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Date

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(Printed Name and Title)