

STATE OF OREGON



COVER PAGE

OREGON DEPARTMENT OF EDUCATION

APPROVED RECOVERY SCHOOLS IGA 2025

Request for Applications ("RFA")

Date of Issue: March 31, 2025

Closing Date and Time: April 30, 2025, 3:00 PM PT

Single Point of Contact (SPC): Lena Baisden-Cleave, Senior Contracting Officer

Address:	255 Capitol Street NE
City, State, Zip:	Salem, OR 97310
Phone:	(971) 208-0266
E-mail:	lena.baisden-cleave@ode.oregon.gov

In compliance with the Americans with Disabilities Act of 1990, this RFA may be made available in alternate formats such as Braille, large print, audiotape, oral presentation, or computer disk. To request an alternate format, call the Oregon Department of Education at (503) 947-5600.

TABLE OF CONTENTS

SECTION 1: GENERAL INFORMATION	3
1.1 PURPOSE	3
1.2 AGREEMENT AMOUNT AND DURATION	3
1.3 ELIGIBILITY	3
1.4 SCHEDULE	3
1.5 SINGLE POINT OF CONTACT (SPC)	4
SECTION 2: AUTHORITY AND SCOPE	4
2.1 AUTHORITY	4
2.2 DEFINITION OF TERMS	4
2.3 OVERVIEW	5
2.4 SCOPE OF ACTIVITIES	6
SECTION 3: PROCESS AND REQUIREMENTS	12
3.1 AGREEMENT PROCESS	12
3.2 APPLICATION REQUIREMENTS	14
SECTION 4: EVALUATION	14
4.1 RESPONSIVENESS DETERMINATION	14
4.2 EVALUATION CRITERIA	15
4.3 POINT AND SCORE CALCULATIONS	20
4.4 RANKING OF APPLICANTS	26
4.5 NEXT STEP DETERMINATION	26
SECTION 5: AWARD AND NEGOTIATION	26
5.1 AWARD NOTIFICATION PROCESS	26
5.2 SUCCESSFUL APPLICANT SUBMISSION REQUIREMENTS	26
5.3 AGREEMENT NEGOTIATION	27
SECTION 6: ADDITIONAL INFORMATION	28
6.1 GOVERNING LAWS AND REGULATIONS	28
6.2 OWNERSHIP/ PERMISSION TO USE MATERIALS	28
6.3 CANCELLATION OF RFA; REJECTION OF APPLICATIONS; NO DAMAGES	28
6.4 COST OF SUBMITTING AN APPLICATION	28
SECTION 7: LIST OF ATTACHMENTS	28
ATTACHMENT A: SAMPLE INTERGOVERNMENTAL AGREEMENT	28
ATTACHMENT B: FILLABLE APPLICATION AND CERTIFICATION	28
ATTACHMENT C: SCHEDULE OF DUE DATES	28
ATTACHMENT D: BUDGET TEMPLATE EXAMPLE	28

SECTION 1: GENERAL INFORMATION

1.1 PURPOSE

The State of Oregon, acting by and through its Department of Education, (“Agency”), is issuing this Request for Applications (“RFA”) from school districts, public charter schools, and education service districts to establish Approved Recovery Schools with a specialized educational approach to services for students in grades 9-12. Approved Recovery Schools will provide a tailored high school education experience, designed to meet the needs of students in recovery from substance use disorders and co-occurring behavioral health challenges. The Approved Recovery Schools will follow the standards for graduation and recovery school accreditation, which leads to an Oregon high school diploma.

Additional details are included in the Scope of Activities section.

1.2 AGREEMENT AMOUNT AND DURATION

Agency anticipates the award of up to three Intergovernmental Agreements (each an “Agreement”) from this RFA. The initial term of each Agreement is anticipated to be 5 years with options to renew up to a maximum of 10 years. The amount of each Agreement is based on student enrollment and a Minimum Basis of Funding as described in the OAR 581-030-4200. The Minimum Basis of Funding shall be \$800,000.00.

1.3 ELIGIBILITY

To be eligible for an Agreement under this RFA, Applicants must meet the following criteria:

- Applicant must be an Oregon school district, an education service district or a public charter school.

1.4 SCHEDULE

The table below represents a tentative schedule of events. All times are listed in Pacific Time. All dates listed are subject to change.

Event	Date	Time
Pre-Application conference (Must attend one conference)	April 10, 2025 April 11, 2025	2:00 PM 11:30 AM
Questions/ requests for clarification due	April 14, 2025	3:00 PM
Answers to questions/ requests for clarification issued (approximate)	April 21, 2025	
Closing (Applications due)	April 30, 2025	3:00 PM
Issuance of notice of award (approximate)	May, 2025	

Additional issuance of notice of award (approximate)	Up to two additional awards may be issued by September, 2025
--	--

1.5 SINGLE POINT OF CONTACT (SPC)

The SPC for this RFA is identified on the Cover Page, along with the SPC’s contact information. Applicants must direct all communications related to any provision of the RFA, whether about the technical requirements of the RFA, Agreement requirements, the RFA process, or any other provision only to the SPC.

SECTION 2: AUTHORITY AND SCOPE

2.1 AUTHORITY

Agency is issuing this RFA pursuant to its authority under Oregon Revised Statute (“ORS”) 336.680, establishing the new Approved Recovery Schools as part of the Statewide Education Initiatives Account (“SEIA”) in the Student Success Act (“SSA”) and the State School Fund (“SSF”). The new OAR is adopted under Division 30: Standards for Approved Recovery Schools, OAR 581-030-0200.

2.2 DEFINITION OF TERMS

For the purposes of this RFA, capitalized words will refer to the following definitions:

“Addendum” or “Addenda” means an addition to, deletion from, a material change in, or general interest explanation of this RFA.

“ADM” means Average Daily Membership as calculated based on the procedures and definitions in OAR 581-023-0006.

“ADMw” means the weighted Average Daily Membership for an Approved Recovery School.

“Applicant” means an entity who submits an application in response to this RFA.

“Application” means a written response to this RFA.

“Approved Recovery School” means a publicly funded school established by agreement with Agency and operated by an education service district, school district, or public charter school to provide students enrolled in the school with educational services leading up to a diploma for grades 9 through 12 and behavioral health services related to recovery and relapse prevention from substance use disorders.

“Approved Recovery School Program Fund” means the estimated amount of funding that Approved Recovery Schools will receive from Agency; these amounts include the State School Fund (SSF) amount per 2.0 weighted ADMw and the Statewide Education Initiatives Act (SEIA); funding will be calculated and distributed according to OAR 581-030-4200.

“ARS” means the Association of Recovery Schools.

“Behavioral Health Services” means recovery support services for substance use disorders and mental health; for the purpose of operating an Approved Recovery School, this does not include substance use disorders treatment services, medical, or psychiatric services; examples of behavioral health services may include providing Certified Recovery Mentors, Peer Support Specialists, Certified Alcohol and Drug Counselors.

“Closing” means the date and time specified in this RFA as the deadline for submitting Applications.

“ESD” means an education service district as defined in ORS 334.003.

“Evaluation Committee” means the group of people who will evaluate and score Applications submitted in response to this RFA.

“Minimum Basis of Funding” means an amount that is determined by the program administrator to provide a minimum level of funding for an Approved Recovery School, where enrollment levels may not be adequate to provide sufficient funding for startup.

“Primary Campus” means the school facility located within the Applicant’s geographic boundary.

“Public Charter School” means a public school as defined in ORS 338.005.

“Recovery” has the meaning described by the Association of Recovery Schools in the Accreditation Manual document.

“Satellite Campus” means a school facility that is not the Primary Campus and may be located outside of the Applicant’s geographical boundary.

“School District” means a common or union high school district as defined in ORS 332.002.

“SEL” means social emotional learning.

“Substance Use Disorder” as defined in DSM-5-TR, means disorders related to the taking of a drug of abuse including alcohol, the side effects of a medication, or a toxin exposure; the disorders include substance use disorders and substance-induced disorders, which include substance intoxication and withdrawal, and substance-related disorders such as delirium, neuro-cognitive disorders, and substance-induced psychotic disorder.

“Substance Use Disorders Treatment Services” means outpatient, intensive outpatient, and residential services and supports for individuals with substance use disorders.

“Urinalysis Test” means a sensitive, rapid, and inexpensive immunoassay screen that identifies the presence of a specific drug or metabolite in a urine specimen to eliminate “true negative” specimens from further consideration.

2.3 OVERVIEW

2.3.1 OFFICE/PROGRAM NAME

Under the Office of the Director, the School Choice, Options, and Recovery Schools (SCORE) Team is a newly formed department within Agency. One of its charges is to implement HB 2767

and open no more than nine Approved Recovery Schools across Oregon between July 1, 2023 and June 30, 2029, with school districts, education service districts and public charter schools, as approved.

2.3.2 BACKGROUND

HB 2767 (2023) establishes a limited number of Approved Recovery Schools in Oregon. These schools, under an agreement with Agency, will provide students with a specialized high school education experience that leads to an Oregon diploma, tailored to meet the needs of students with substance use and co-occurring behavioral health challenges.

2.3.3 GOALS

Create a Safe and Supportive Environment: Approved Recovery Schools will provide a safe and supportive environment where enrolled students can focus on their recovery from substance use and pursue an Oregon high school diploma.

Ensure Academic Continuity: Approved Recovery Schools will ensure that students continue an educational path that leads to graduation, while receiving the necessary support, differentiated instruction and resources needed to address their substance use and co-occurring behavioral health care needs.

Provide Comprehensive Substance Use and Behavioral Health Related Services: Approved Recovery Schools will provide a comprehensive approach to recovery support, integrating substance use education, mental and behavioral health supports, and coping skills development into academic and SEL coursework.

Establish and Maintain Peer Supports and Forge a Sustainable Sense of Community: Approved Recovery Schools will provide a sense of community and belonging for students who are in recovery. These communities are small by design and incorporate peer support to enhance bonds between students and enable staff to provide social emotional learning opportunities and support recovery practices for students to live in recovery with their peers.

Empower Long-Term Recovery: By addressing substance use and co-occurring behavioral health challenges early in adolescence, Approved Recovery Schools help students develop the skills, resources, and support networks they need to maintain long-term recovery and lead healthy, fulfilling lives beyond high school.

2.4 SCOPE OF ACTIVITIES

Approved Recovery Schools will operate an Oregon public high school serving students in grades 9-12. Each Approved Recovery School will provide students in recovery from substance use and co-occurring behavioral health challenges the educational and recovery services leading to an Oregon diploma. These schools are a school of choice for students and are not to be used as placement options. Additionally, each Approved Recovery School shall complete the following activities and associated deliverables within the schedule provided.

Requirements	Deliverables	Schedule
--------------	--------------	----------

Approved Recovery School will operate as a “Standard School” (OAR 581-022-0102(46)) in accordance with OAR Chapter 581, Division 22, except when not required by ORS Chapter 338 or 336.680.	Submission of required reports, assurances, data collections, and notices as required by all applicable standards schools in OAR Chapter 581, Division 22 to Agency by email or other agreed upon format.	Annually by June 30 or as specified.
Approved Recovery School will complete applicable and required data collections listed in the Schedule of Due Dates according to Attachment C and according to the timelines and requirements of each collection.	Submission of applicable data in the format specified in each data collection.	Annually by June 30 or as required by the Schedule of Due Dates according to Attachment C.
Approved Recovery School shall comply with applicable state and federal laws related to employees and contractors, and provide annual reports verifying required certifications, training, and background checks.	Submit report with a list of all employees with the applicable licenses, certifications, training, background checks, and fingerprinting to Agency.	Before the first instructional day of each school year.
Approved Recovery School shall annually adopt a budget to sustain the school's operation and all programing.	Submit the proposed operating budget for the Approved Recovery School to Agency. Submit the approved operating budget for the Approved Recovery School to Agency.	Proposed operating budget due by May 15 for the next school year. Approved operating budget due by June 15 for the next school year.
Approved Recovery School shall maintain a sound financial management system and provide regular financial reports or audits clearly reflecting all revenue, expenditures, and donations (including in-kind donations).	Submit quarterly financial revenue, expenditures and donation reports to Agency. at.	By the 15th day of the month following the close of each quarter of each fiscal year the Approved Recovery School is in operation.
Approved Recovery School shall report actual operating expenditures described in OAR 581-030-0300.	Submit annual operating expenditure report for the prior fiscal year with information listed in OAR 581-030-0300 to Agency.	Within 60 days of the end of a fiscal year.

Approved Recovery School shall maintain appropriate attendance records and submit ADM reports.	Submit regular attendance data and ADM reports to Agency.	By the 15th of each month for the prior month in which students at the Approved Recovery School were being served.
Approved Recovery School shall report estimated ADM and enrollment to support the calculation of state allocations.	Submit estimated ADM and enrollment for the upcoming school year and provide regular updates to Agency.	By December 1 of the year prior to the upcoming school year and monthly until the school submits current school year ADM reports.
Approved Recovery School shall comply with the required Instructional Time and maintain a School Calendar.	Submit the school academic and programmatic calendars with a description and calculation of how the Approved Recovery School complies with required instructional time to Agency.	Annually, by June 15 for the next school year.
Approved Recovery School shall maintain a Food Service program in compliance with applicable local, state, and federal regulations relating to the provision of child nutrition services.	Compliance with and submission of the necessary reporting requirements of local, state, and federal certifications and data collections.	Available for review annually by June 30 or as required by applicable agencies.
Approved Recovery School shall adopt and maintain policies and procedures, handbooks, and school manuals covering necessary operations and state or federal requirements.	Submit copies of all adopted school policies, procedures, handbooks, or school manuals to Agency.	Prior to initial operation and upon adoption of new or revised documents.
Approved Recovery School shall establish and maintain a student admission process and waitlist priority considerations that align with anti-discrimination policies. Process must describe the requirements for students to be	Submit student application and waitlist procedures for approval to Agency.	Before the procedure is used in the first year of operation as an Approved Recovery School and upon revision or update.

enrolled in the Approved Recovery School.		
Approved Recovery School shall provide a comprehensive high school education aligned to Oregon adopted content standards that meets the Oregon diploma requirements. Approved Recovery School shall develop an individualized student recovery plan leading to high school graduation for each enrolled student. Graduation credits shall be accrued, and diplomas awarded in accordance with ORS 336.680.	Submit curriculum map with scope and sequence across all content areas as required for an Oregon diploma to Agency. The submission shall include four samples of redacted individualized student recovery plans for students with different needs and at different grade levels.	By June 15 of each year.
Approved Recovery School shall develop and implement a written complaint process for how parent, community and/or student complaints will be investigated, determined, and resolved. Process will be included in Student Handbook.	Submit complaint process for approval to Agency.	Before the procedure is used in the first year of operation as an Approved Recovery School and upon revision or update.
Approved Recovery School shall provide a summer school program for students of the Approved Recovery School enrolled in current year and admitted for the next year. The program must be provided in the summer, for four weeks. It must operate for a minimum of four hours per day, four days per week. During summer school, Approved Recovery School shall include credit recovery, substance abuse disorder/mental health recovery skills practice and support and provide emotional wellness opportunities for application of skills.	Submit summer school enrollment criteria, weekly plan and summary of program for Agency approval. After summer school program has ended, data shall be submitted to include number of students served; disaggregated by race, grade, sexual orientation, gender and credit deficiency. Additional data collection will include the number of credits accrued; attendance data; types of recovery support provided; and other applicable data requested by Agency. Data shall be submitted to Agency.	Submit 60 days prior to first day of summer school program. Agency approval must be received prior to the first day of summer school program. Submit summer school program data no later than 30 days after last day of summer school.
Approved Recovery School shall ensure that eligible students receive special education and related services in compliance	Maintain and submit appropriate records including required data collections, reports related to	Annually by December 1 or as required by the Schedule of Due Dates

with Child Find laws (ORS chapter 343).	the identification, evaluation and eligibility determination. Individualized Education Plans (IEPs) must follow all procedural safeguards, include legally defined IEP members, and determine services and placement. All records and reports must comply with relevant state and federal regulations.	according to Attachment C.
Approved Recovery School shall participate in monitoring visits related to the provision of special education and related services.	Provide records, evidence, and access to Agency as requested to review compliance with state and federal laws related to the provision of special education and related services.	Available for comprehensive programmatic review annually by June 30, including monthly check-ins, or as required by applicable regulations.
Approved Recovery School may request additional funds for individual students with IEP direct services that exceed \$30,000.00 per year in special education expenditures. Eligible reimbursements may be prorated depending on availability of funds.	Submit a supplemental special education fund request to Agency, which shall include the individual student's SSID number, IEP documents and direct services delivered with detailed eligible expenditures exceeding \$30,000.00 per student to Agency.	If expenditures exceed \$30,000.00 for direct services for an individual student on an IEP, request and documentation must be received by Agency no later than April 30 annually.
Approved Recovery School shall complete an annual self-evaluation of educational services, credit accrual, finance, school operations, transportation, peer support services, extracurricular activities and recovery programs.	Submit results of the evaluation to Agency.	Annually, by June 15.
Approved Recovery School shall participate in annual site visits conducted by Agency to review and/or evaluate the school's compliance with state and federal laws, academic and recovery performance, operational performance, financial performance, and	Participate in site visits and produce reports or documents necessary for Agency's review and/or evaluation of the school.	Annually by June 30, or as required by the Agency. At least one site visit shall be conducted during the school year with students present.

progress toward or maintenance of accreditation by the Association of Recovery Schools (ARS).		
Approved Recovery School shall be accredited by the ARS by the end of the fifth year of school and will maintain accreditation status for each year after.	Submit evidence of ARS accreditation to Agency.	By June 30 of each year as reviewed during site visits, desk audits, or through Agency monitoring activities.
Approved Recovery School shall participate in regular meetings with Agency to review current performance, provide updates, and share information.	Submit evidence of a transition supports and supporting materials to Agency by email or other agreed upon format.	Quarterly or as required by Agency.
Approved Recovery School shall operate a school that provides daily, onsite differentiated instruction and resources needed to address students' substance use and co-occurring behavioral health care needs.	Submit descriptions, manuals, and supporting materials that clearly describe the recovery and behavioral health programs, support, staffing, and community partnerships to Agency.	Annually, by June 15.
Approved Recovery School shall implement a student transition plan within the individualized student recovery plan. Transition plans shall document supports for students to develop skills, resources, and support networks they need to maintain long-term recovery beyond high school.	Submit four samples of redacted transition plans for students with different recovery needs to Agency.	Annually, by June 15 as reviewed during site visits, desk audits, or through Agency monitoring activities.
Approved Recovery School shall design, implement, and maintain a family engagement plan that provides support, education, and resources to families of enrolled students. Approved Recovery School may partner with other organizations and agencies to implement this plan.	Submit evidence of a family engagement plan and supporting materials to Agency.	Annually, by June 15.
Approved Recovery School shall develop and implement an Overdose Prevention and Response Plan that includes clear processes and practices. Approved Recovery School will	Submit Overdose Prevention and Response Plan for approval to Agency. Submit acknowledgement statement that all staff have attended Naloxone training.	30 days before the procedure is implemented in the first year of operation as an Approved Recovery School and

ensure all staff and students have been trained on the plan, including Naloxone training. Plan must be included in the Student and Staff Handbooks.		upon revision or update. Acknowledgement statement submitted annually before the first day of students attending school.
Approved Recovery School shall develop and implement a comprehensive schoolwide relapse plan which describes how the school will respond to students who have a recurrence of use or return to use. Plan must include policies for drug testing or urinalysis. Comprehensive plan must include supports and resources provided when relapse occurs. Students, staff and families shall be made aware of Relapse Plan. Relapse Plan and drug testing policy must be included in Student Handbook.	Submit Relapse Plan, including the drug testing policy, for approval to Agency.	30 days before the procedure is implemented in the first year of operation as an Approved Recovery School and upon revision or update.
Approved Recovery School shall establish peer group programming for students. Programming may be satisfied through partnerships with local organizations.	Submit description of peer group program, calendar of activities, and participation data to Agency.	Annually by October 1 and upon revision or update. Submit participation data reports quarterly.

SECTION 3: PROCESS AND REQUIREMENTS

3.1 AGREEMENT PROCESS

3.1.1 Public Notice

The RFA, including all Addenda and attachments, is published on Agency's [website](https://www.oregon.gov/ode/learning-options/schooltypes/recoveryschools/pages/default.aspx) at <https://www.oregon.gov/ode/learning-options/schooltypes/recoveryschools/pages/default.aspx>. RFA documents will not be mailed to prospective Applicants.

Agency will advertise all Addenda on its website. Prospective Applicants are solely responsible for checking Agency's website to determine whether any Addenda have been issued. Addenda are incorporated into the RFA by this reference.

3.1.2 Questions/ Requests for Clarification

All inquiries, whether relating to the RFA process, administration, deadline, or method of award, or to the intent or technical aspects of the RFA must:

- Be emailed to the SPC;
- Identify Applicant's name and contact information;
- Refer to the specific area of the RFA being questioned (e.g., page, section, paragraph number, etc.); and
- Be received by the due date and time for questions/ requests for clarification identified in the Schedule.

3.1.3 Pre-Application Conference

A pre-Application conference will be held at the date and time listed in the Schedule. Prospective Applicants' participation in this conference is mandatory.

The purpose of the pre-Application conference is to:

- Provide an additional description of the project;
- Explain the RFA process; and
- Answer any questions Applicants may have related to the project or the process.

Statements made at the pre-Application conference are not binding upon Agency. Applicants may be asked to submit questions in writing.

Following the pre-application conference, questions and answers will be posted on Agency [website](https://www.oregon.gov/ode/learning-options/schooltypes/recoveryschools/pages/default.aspx) at <https://www.oregon.gov/ode/learning-options/schooltypes/recoveryschools/pages/default.aspx>.

3.1.3.1 Attendance at Pre-Application Conference

Prospective Applicant may attend a pre-Application conference only if the prospective Applicant has pre-registered for the pre-Application conference.

Details for the virtual session, including the webinar link and pre-registration, will be posted on Agency [website](https://www.oregon.gov/ode/learning-options/schooltypes/recoveryschools/pages/default.aspx) at <https://www.oregon.gov/ode/learning-options/schooltypes/recoveryschools/pages/default.aspx>.

3.1.4 Application Due Date

Applications and all required submittal items must be received by the SPC on or before Closing. Applications received after Closing will not be accepted. All Application modifications or withdrawals must be completed prior to Closing.

Applications received after Closing are considered LATE and will NOT be accepted for evaluation.

3.1.5 Application Submission

Applicant is solely responsible for ensuring its Application is received by the SPC in accordance with the RFA requirements before Closing. Agency is not responsible for any delays by transmission errors or delays or mistaken delivery. Consider contacting the SPC by phone to confirm receipt. Be sure to allow time for resubmission before Closing. Applications submitted by any means not authorized may be rejected. The following submission option is permitted for this RFA:

Email. An electronic version of the complete Application must be emailed to the SPC. Only complete Applications submitted by Closing will be scored. Agency recommends immediately contacting the SPC to confirm receipt.

3.1.6 Modification or Withdrawal of Applications

Any Applicant who wishes to modify or withdraw an Application already received by Agency must do so prior to Closing. Applicant must submit its modification or request to withdraw to the SPC using one of the manners listed in the Application Submission section. Modifications must denote the specific change(s) to the Application submission. All requests must reference the RFA number.

3.1.7 Application Rejection

Agency may reject an Application for any of the following reasons:

- Applicant fails to substantially comply with all prescribed RFA procedures and requirements;
- Applicant makes any contact regarding this RFA with State representatives such as State employees or officials other than the SPC or those the SPC authorizes, or initiates inappropriate contact with the SPC;
- Applicant attempts to inappropriately influence a member of the Evaluation Committee; or
- Application is conditioned on Agency's acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFA or Addenda.

3.2 APPLICATION REQUIREMENTS

Applicant must address each of the items listed in the attached Approved Recovery Schools Application Form and all other requirements set forth in this RFA. Applicant must describe how activities will be completed. An Application that merely offers to fulfill the project will be considered non-responsive to this RFA and will not be considered further.

3.2.1 Fillable Application and Certification:

Applicants must complete and submit the fillable application form and certification provided in Attachment B. Applicant should use definitive verbs in their narrative to describe what Applicant "will" do rather than aspirational verbs such as "hopes", "expects", "intends", "plans", or similar verbs that do not express a firm commitment to undertake a specific action.

SECTION 4: EVALUATION

4.1 RESPONSIVENESS DETERMINATION

Applications received prior to Closing will be reviewed for responsiveness to all RFA requirements. If the Application is unclear, the SPC may request clarification from Applicant. However, clarifications may not be used to rehabilitate a non-responsive Application. If the SPC

finds the Application non-responsive, the Application may be rejected, however, Agency may waive minor mistakes in its sole discretion.

4.2 EVALUATION CRITERIA

Responsive Applications meeting the requirements outlined in the Application Requirements section will be evaluated by an Evaluation Committee. Evaluators will assign a score for each evaluation criterion, within each evaluation item, listed below.

SPC may request more clarification to help the Evaluation Committee gain more understanding of Applications. A response to a clarification request must be to clarify or explain portions of the already submitted Application and may not contain new information not included in the original Application.

SCORE	EXPLANATION
9-10 out of 10 available points 18-20 out of 20 available points 25-30 out of 30 available points 42-50 out of 50 available points	OUTSTANDING – Application meets all requirements and Applicant demonstrates a clear and concise knowledge and understanding of the subject matter and project. Applicant provides insight into its expertise, knowledge, and understanding of the subject matter.
7-8 out of 10 available points 14-17 out of 20 available points 19-24 out of 30 available points 35-41 out of 50 available points	VERY GOOD – Application provides useful information, while showing Applicant’s experience and knowledge of the subject matter and project. Applicant demonstrates above average knowledge and ability with no apparent deficiencies noted.
5-6 out of 10 available points 8-13 out of 20 available points	ADEQUATE – Application meets all requirements in an adequate manner. Applicant can comply with guidelines, parameters, and requirements but does not put forth additional information.

12-18 out of 30 available points	
25-34 out of 50 available points	
1-4 out of 10 available points	FAIR – Application meets minimum requirements, but Applicant does not demonstrate sufficient knowledge of the subject matter.
1-7 out of 20 available points	
1-11 out of 30 available points	
1-24 out of 50 available points	
0	POOR – Application is unacceptable and does not meet the requirements set forth in the RFA. The applicant does not demonstrate knowledge of the subject matter.

4.2.1 Evaluation Item 1: Applicant Information (160 Points)

- (Possible Points: 50) How well does the Applicant describe the physical location of the proposed Approved Recovery School, separate from all schools serving 9th-12th graders, including any locations under consideration? (Attachment B Fillable Application Questions 1.5 & 1.5.1)
- (Possible Points: 10) How comprehensive is the Applicant's Mission and Vision statement for its agency? (Attachment B Fillable Application Question 1.6)
- (Possible Points: 20) How comprehensive is the Applicant's Mission and Vision for the proposed Approved Recovery School? (Attachment B Fillable Application Question 1.7)
- (Possible Points: 20) How well does the Applicant describe the agency or department that will be responsible for the operation of the school and governance structure and support provided by the Applicant? (*Examples of support are HR, in-kind donations, custodial, nutrition services, provision of special education services, etc.*) (Attachment B Fillable Application Question 1.8)
- (Possible Points: 30) How well does the Applicant describe their history, knowledge and philosophy of serving students with substance use disorders and co-occurring behavioral health challenges in an abstinence focused recovery school environment? (Attachment B Fillable Application Question 1.9)

- (Possible Points: 30) How comprehensive is the Applicant's one page summary of why they are applying to open an Approved Recovery School in their area and how well does it include data, student needs, and supports available? How well does it align with their Mission and Vision? (Attachment B Fillable Application Question 1.10)

4.2.2 Evaluation Item 2: Start-Up Details (200 Points)

- (Possible Points: 50) How well does the Applicant describe the proposed staff members and how they will ensure all the required qualifications for teachers and therapeutic or recovery staff will be met? How well does the description include recovery support, counselor, and special education staff and contracted services proposed and after school peer support staff? (Attachment B Fillable Application Question 2.1)
- (Possible Points: 50) How well does the Applicant's timeline for hiring, set-up, planning and procedures, and staff training and onboarding allow for a 2025-2026 school year start? (Attachment B Fillable Application Question 2.2)
- (Possible Points: 30) How well does the Applicant's admission and anti-discrimination policies ensure equitable access to the Approved Recovery School? (Attachment B Fillable Application Question 2.3)
- (Possible Points: 30) How well does the Applicant's criteria and process for students, including how students will be selected if there is a waitlist and the shadowing process before a student begins, allow for equitable access to the Approved Recovery School? (Attachment B Fillable Application Question 2.4)
- (Possible Points: 20) How well does the data provided support the projected yearly enrollment and scale-up plan? (Attachment B Fillable Application Question 2.5)
- (Possible Points: 20) How well does the Applicant's hiring policy demonstrate a commitment to equity? (Attachment B Fillable Application Question 2.6)

4.2.3 Evaluation Item 3: Program Specifics (560 Points)

- (Possible Points: 50) How well does the Applicant describe the curriculum to be used with an explicit plan for fulfilling all graduation requirements to include credit recovery needs? (Attachment B Fillable Application Question 3.1)
- (Possible Points: 30) How well does the Applicant describe the substance use, behavioral health, and/or Social Emotional Learning ("SEL") curriculum and materials? How well does the proposed staffing match the Section 5a Budget Template and scale-up plan? (Attachment B Fillable Application Question 3.2)
- (Possible Points: 20) How well does the Applicant describe the instructional program and assessments, including any online or remote instructional classes and support

offered? (Attachment B Fillable Application Question 3.3)

- (Possible Points: 20) How well does the Applicant’s proposed school calendar meet the Division 22 standards, including length of the school day and school year? (Attachment B Fillable Application Question 3.4)
- (Possible Points: 50) How well does the Applicant provide a plan that meets Division 22 standards for training and professional development of teachers and school employees, which must include mandatory reporting, child abuse, sexual harassment/grooming, cultural sensitivity and professional conduct, and any additional required training as outlined in Division 22 standards? (Attachment B Fillable Application Question 3.5)
- (Possible Points: 30) How well does the Applicant detail of the standards for behavior and procedures for discipline that focus on how equity will be demonstrated in discipline practices and reflect that Approved Recovery Schools focus on a supportive environment versus a punitive environment with suspension and expulsion as a last resort? (Attachment B Fillable Application Question 3.6)
- (Possible Points: 20) How well does the draft Student Handbook describe student conduct policies and practices? (Attachment B Fillable Application Question 3.7)
- (Possible Points: 50) How well does the Applicant describe a schoolwide “Overdose Prevention and Response Plan” that includes clear processes and practices and how staff will be trained on Naloxone administration? (Attachment B Fillable Application Question 3.8)
- (Possible Points: 50) How well does the Applicant describe a comprehensive schoolwide “Relapse Plan” of their individual school philosophy on relapse, definitions of relapse and recovery, how the school will respond to students who have a recurrence of use or return to use and procedures and processes for drug testing / urine analysis? (Attachment B Fillable Application Question 3.9)
- (Possible Points: 50) How well does the Applicant provide a sample “Individualized Student Recovery Plan” to include recovery, behavioral health and other academic related goals? (Attachment B Fillable Application Question 3.10)
- (Possible Points: 50) How well does the Applicant describe the graduation course overview, how graduation credits will be accrued, and how diplomas will be awarded? (Attachment B Fillable Application Question 3.11)
- (Possible Points: 50) How well does the Applicant describe how the proposed Approved Recovery School will meet the requirements of Senate Bill 819? (Attachment B Fillable Application Question 3.12)
- (Possible Points: 50) How well does the Applicant describe meeting the provision of child find, evaluations, eligibility, special education and related services pursuant to ORS Chapter 343 for students with disabilities and ORS 336.680? (Attachment B Fillable

Application Question 3.13)

- (Possible Points: 20) How well does the Applicant provide a description and characterize the use of additional curriculum or school-based electives offered and/or extracurricular activities, including how they will be provided and supported? (Attachment B Fillable Application Question 3.14)
- (Possible Points: 20) How well does the Applicant provide a description and characterize the use of any after school, weekend, or school break student opportunities? (Attachment B Fillable Application Question 3.15)

4.2.4 Evaluation Item 4: Community Support Evidence (120 Points)

- (Possible Points: 20) How well does the Applicant describe how community groups may be or have been involved in the planning and development process of the Approved Recovery School and ongoing support after the school is opened? (Attachment B Fillable Application Question 4.1)
- (Possible Points: 20) How well does the Applicant describe its formal and informal partnerships with other agencies and community-based organizations? (Attachment B Fillable Application Question 4.2)
- (Possible Points: 50) How well does Applicant's two letters from agencies who the Applicant has worked with previously demonstrate support for the proposed Approved Recovery School's Mission and Vision? (Attachment B Fillable Application Question 4.3)
- (Possible Points: 30) How well does the Applicant provide a description and characterize recovery support programming, including alternative peer groups? (Attachment B Fillable Application Question 4.4)

4.2.5 Evaluation Item 5: Budget (140 Points)

- (Possible Points: 50) How well does the Applicant detail how the financial management system will be implemented by the time school begins operating? (Attachment B Fillable Application Question 5.1)
- (Possible Points: 50) How well does the Applicant describe the process by which the school's financial performance will be audited and provide timelines of audit within the three-year budget proposal? (Attachment B Fillable Application Question 5.2)
- (Possible Points: 20) How well does the Applicant identify the roles and responsibilities of staff who are responsible for financial planning, audit, and budget? (Attachment B Fillable Application Question 5.3)
- (Possible Points: 20) How well does the Applicant describe how they will leverage other

funding sources? (Attachment B Fillable Application 5.4)

4.2.6 Evaluation Item 5a: Budget Template (50 Points)

- (Possible Points: 50) How well does the Applicant’s three-year budget proposal clearly identify all components of operating an Approved Recovery School? (Attachment B Fillable Application Section 5a – Budget Template)

4.2.7 Evaluation Item 6: Evaluation and Complaint Procedures (100 Points)

- (Possible Points: 50) How well does the Applicant describe how the educational practices and proposed recovery program will be evaluated annually by a team that consist of at least: (1) administrative staff from the Applicant's agency, (1) administrator of the Approved Recovery School, (1) community member, (2) Approved Recovery School students, (1) parent/caregiver and (2) staff members? (Attachment B Fillable Application Question 6.1)
- (Possible Points: 50) How well does the Applicant describe a written process and timeline for how parent/caregiver, community and/or student complaints will be investigated, determined, and resolved? (Attachment B Fillable Application Question 6.2)

4.3 POINT AND SCORE CALCULATIONS

Scores are the values assigned by each evaluator.

Points are the total possible values for each section as listed in the table below.

The SPC will average all scores for each evaluation criterion.

Points possible are as follows:

SECTION REFERENCE	EVALUATION CRITERIA	1330 POINTS POSSIBLE
4.2.1	Evaluation Item 1: Applicant Info (160 Points)	
	How well does the Applicant describe the physical location of the proposed Approved Recovery School, separate from all schools serving 9th-12th graders, including any locations under consideration? (Attachment B Fillable Application Questions 1.5 & 1.5.1)	50
	How comprehensive is the Applicant’s Mission and Vision statement for its agency? (Attachment B Fillable Application Question 1.6)	10

	How comprehensive is the Applicant’s Mission and Vision for the proposed Approved Recovery School? (Attachment B Fillable Application Question 1.7)	20
	How well does the Applicant describe the agency or department that will be responsible for the operation of the school and governance structure and support provided by the Applicant? (<i>Examples of support are HR, in-kind donations, custodial, nutrition services, provision of special education services, etc.</i>) (Attachment B Fillable Application Question 1.8)	20
	How well does the Applicant describe their history, knowledge and philosophy of serving students with substance use disorders and co-occurring behavioral health challenges in an abstinence focused recovery school environment? (Attachment B Fillable Application Question 1.9)	30
	How comprehensive is the Applicant’s one page summary of why they are applying to open an Approved Recovery School in their area and how well does it include data, student needs, and supports available? How well does it align with their Mission and Vision? (Attachment B Fillable Application Question 1.10)	30
4.2.2	Evaluation Item 2: Start-Up Details (200 Points)	
	How well does the Applicant describe the proposed staff members and how they will ensure all the required qualifications for teachers and therapeutic or recovery staff will be met? How well does the description include recovery support, counselor, and special education staff and/ contracted services proposed and after school peer support staff? (Attachment B Fillable Application Question 2.1)	50
	How well does the Applicant’s timeline for hiring, set-up, planning and procedures, and staff training and/ onboarding allow for a 2025-2026 school year start? (Attachment B Fillable Application Question 2.2)	50
	How well does the Applicant’s admission and anti-discrimination policies of the proposed Approved Recovery School ensure equitable access to the Approved Recovery School? (Attachment B Fillable Application Question 2.3)	30

	How well does the Applicant’s criteria and process for students, including how students will be selected if there is a waitlist and the shadowing process before a student begins, allow for equitable access to the Approved Recovery School? (Attachment B Fillable Application Question 2.4)	30
	How well does the data provided support the projected yearly enrollment and scale-up plan? (Attachment B Fillable Application Question 2.5)	20
	How well does the Applicant’s hiring policy demonstrate a commitment to equity? (Attachment B Fillable Application Question 2.6)	20
4.2.3	Evaluation Item 3: Program Specifics (560 Points)	
	How well does the Applicant describe the curriculum to be used with an explicit plan for fulfilling all graduation requirements to include credit recovery needs? (Attachment B Fillable Application Question 3.1)	50
	How well does the Applicant describe the substance use, behavioral health, and/or Social Emotional Learning (“SEL”) curriculum and materials? How well does the proposed staffing match the Section 5a Budget Template and scale-up plan? (Attachment B Fillable Application Question 3.2)	30
	How well does the Applicant describe the instructional program and assessments, including any online or remote instructional classes and support offered? (Attachment B Fillable Application Question 3.3)	20
	How well does the Applicant’s proposed school calendar meet the Division 22 standards, including length of the school day and school year? (Attachment B Fillable Application Question 3.4)	20
	How well does the Applicant provide a plan that meets Division 22 standards for training and professional development of teachers and school employees, which must include mandatory reporting, child abuse, sexual harassment/grooming, cultural sensitivity and	50

	professional conduct, and any additional required training as outlined in Division 22 standards? (Attachment B Fillable Application Question 3.5)	
	How well does the Applicant detail of the standards for behavior and procedures for discipline that focus on how equity will be demonstrated in discipline practices and reflect that Approved Recovery Schools focus on a supportive environment versus a punitive environment with suspension and expulsion as a last resort? (Attachment B Fillable Application Question 3.6)	30
	How well does the draft Student Handbook describe student conduct policies and practices? (Attachment B Fillable Application Question 3.7)	20
	How well does the Applicant describe a schoolwide “Overdose Prevention and Response Plan” that includes clear processes and practices and how staff will be trained on Naloxone administration? (Attachment B Fillable Application Question 3.8)	50
	How well does the Applicant describe a comprehensive schoolwide “Relapse Plan” of their individual school philosophy on relapse, definitions of relapse and recovery, how the school will respond to students who have a recurrence of use or return to use and procedures and processes for drug testing / urine analysis? (Attachment B Fillable Application Question 3.9)	50
	How well does the Applicant provide a sample “Individualized Student Recovery Plan” to include recovery, behavioral health and other academic related goals? (Attachment B Fillable Application Question 3.10)	50
	How well does the Applicant describe the graduation course overview, how graduation credits will be accrued, and how diplomas will be awarded? (Attachment B Fillable Application Question 3.11)	50
	How well does the Applicant describe how the proposed Approved Recovery School will	50

	meet the requirements of Senate Bill 819? (Attachment B Fillable Application Question 3.12)	
	How well does the Applicant describe meeting the provision of child find, evaluations, eligibility, special education and related services pursuant to ORS Chapter 343 for students with disabilities and ORS 336.680? (Attachment B Fillable Application Question 3.13)	50
	How well does the Applicant provide a description and characterize the use of additional curriculum or school-based electives offered and/or extracurricular activities, including how they will be provided and supported? (Attachment B Fillable Application Question 3.14)	20
	How well does the Applicant provide a description and characterize the use of any after school, weekend, or school break student opportunities? (Attachment B Fillable Application Question 3.15)	20
4.2.4	Evaluation Item 4: Community Support Evidence (120 Points)	
	How well does the Applicant describe how community groups may be or have been involved in the planning and development process of the Approved Recovery School and ongoing support after the school is opened? (Attachment B Fillable Application Question 4.1)	20
	How well does the Applicant describe its formal and informal partnerships with other agencies and community-based organizations? (Attachment B Fillable Application Question 4.2)	20
	How well does the Applicant's two letters from agencies who the Applicant has worked with previously demonstrate support for the proposed Approved Recovery School's Mission and Vision? (Attachment B Fillable Application Question 4.3)	50
	How well does the Applicant provide a description and characterize recovery support	30

	programming, including alternative peer groups? (Attachment B Fillable Application Question 4.4)	
4.2.5	Evaluation Item 5: Budget (140 Points)	
	How well does the Applicant detail how the financial management system will be implemented by the time school begins operating? (Attachment B Fillable Application Question 5.1)	50
	How well does the Applicant describe the process by which the school's financial performance will be audited and provide timelines of audit within the three-year budget proposal? (Attachment B Fillable Application Question 5.2)	50
	How well does the Applicant identify the roles and responsibilities of staff who are responsible for financial planning, audit, and budget? (Attachment B Fillable Application Question 5.3)	20
	How well does the Applicant describe how they will leverage other funding sources? (Attachment B Fillable Application Question 5.4)	20
4.2.6	Evaluation Item 5a: Budget Template (50 Points)	
	How well does the Applicant's three-year budget proposal clearly identify all components of operating an Approved Recovery School? (Attachment B Fillable Application Section 5a – Budget Template)	50
4.2.7	Evaluation Item 6: Evaluation and Complaint Procedures (100 Points)	
	How well does the Applicant describe how the educational practices and proposed recovery program will be evaluated annually by a team that consist of at least: a (1) administrative staff from the Applicant's agency, (1) administrator of the Approved Recovery School, (1) community member, (2) Approved Recovery School students, (1) parent/caregiver and (2) staff members? (Attachment B Fillable Application Question 6.1)	50
	How well does the Applicant describe a written process for how parent/caregiver, community, and/or student complaints will be investigated, determined and resolved? (Attachment B Fillable Application Question 6.2)	50
TOTAL POINTS POSSIBLE		1330

4.4 RANKING OF APPLICANTS

The SPC will total the points for each Application. SPC will determine rank order for each respective Application, with the highest point total receiving the highest rank, and successive rank order determined by the next highest point total.

4.5 NEXT STEP DETERMINATION

Agency may conduct additional rounds of competition if in the best interest of the State. Additional rounds of competition may consist of, but will not be limited to:

- Presentations
- Additional submittal items
- Interviews
- On-Site Visit

If Agency elects to conduct additional round(s), Agency will provide written notice to all Applicants describing the next step. At any time, Agency may dispense with the selected additional round and: (1) issue an award to the highest-ranking Applicant; (2) elect to conduct an additional round of competition; or (3) cancel the RFA.

SECTION 5: AWARD AND NEGOTIATION

5.1 AWARD NOTIFICATION PROCESS

5.1.1 Award Consideration

Agency, if it awards an Agreement, will award an Agreement to the highest-ranking Applicant(s) based upon the scoring methodology and process described in the Evaluation section. Agency may award less than the full scope described in this RFA.

Agency intends to award one Agreement shortly after the RFA closes, with the potential for two additional Agreements to be awarded later in 2025.

AGENCY RESERVES THE RIGHT TO NOT SELECT ANY OR ALL APPLICANTS UNDER THIS RFA IF AGENCY DETERMINES IN ITS SOLE DISCRETION THAT A SELECTION SHOULD NOT BE MADE.

5.1.2 Notice of Award

Agency will notify all Applicants in writing that Agency is awarding an Agreement to the selected Applicant(s) subject to successful negotiation of any negotiable provisions.

5.2 SUCCESSFUL APPLICANT SUBMISSION REQUIREMENTS

5.2.1 Business Registry

If selected for award, Applicant must be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Agreement. The selected Applicant must 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. For more information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules: <http://www.filinginoregon.com/index.htm>.

5.2.2 Insurance

Prior to execution of an Agreement, the apparent successful Applicant must secure and demonstrate to Agency proof of insurance coverage meeting the requirements identified in the RFA or as otherwise negotiated.

Failure to demonstrate coverage may result in Agency terminating negotiations and commencing negotiations with the next highest ranking Applicant. Applicant is encouraged to consult its insurance agent about the insurance requirements contained in Insurance Requirements (Exhibit B of Attachment A) prior to Application submission.

For informational purposes, Oregon Department of Administrative Services Risk Management maintains a [Commercial Insurance Agency Resource List](https://www.oregon.gov/das/risk/pages/index.aspx). The list can be found at the following website: <https://www.oregon.gov/das/risk/pages/index.aspx> under Contracts and Risk Assessment.

5.2.3 Taxpayer Identification Number

The apparent successful Applicant must provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed [W-9 form](#). Agency will not disburse any Agreement funds until Agency has a properly completed W-9.

5.3 AGREEMENT NEGOTIATION

By submitting an Application, Applicant agrees to comply with the requirements of the RFA, including the terms and conditions of the Sample Intergovernmental Agreement (Attachment A), with the exception of those terms reserved for negotiation. Applicant must review the attached Sample Intergovernmental Agreement and note exceptions. Unless Applicant notes exceptions in its Application, Agency intends to enter into an Agreement with the successful Applicant substantially in the form set forth in the Sample Intergovernmental Agreement. It may be possible to negotiate some provisions of the final Agreement; however, many provisions cannot be changed. Applicant is cautioned that Agency believes modifications to the standard provisions constitute increased risk and increased cost to the State. Therefore, Agency may consider the scope of requested exceptions in the evaluation of Applications.

Any Application that is conditioned upon Agency's acceptance of any other terms and conditions may be rejected. Any subsequent negotiated changes are subject to prior approval of the Oregon Department of Justice.

In the event the parties have not reached mutually agreeable terms within 45 calendar days, Agency may terminate negotiations and commence negotiations with the next highest-ranking Applicant.

SECTION 6: ADDITIONAL INFORMATION

6.1 GOVERNING LAWS AND REGULATIONS

This RFA is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFA, evaluation, or 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.

6.2 OWNERSHIP/ PERMISSION TO USE MATERIALS

All Applications submitted in response to this RFA become the property of Agency. By submitting an Application in response to this RFA, Applicant agrees to the State a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Application solely for the purpose of evaluating the Application, negotiating an Agreement, if awarded to Applicant, or as otherwise needed to administer the RFA process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478).

6.3 CANCELLATION OF RFA; REJECTION OF APPLICATIONS; NO DAMAGES

Agency may reject any or all Applications in whole or in part, or may cancel this RFA at any time when the rejection or cancellation is in the best interest of the State or Agency, as determined by Agency. Neither the State nor Agency is liable to any Applicant for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFA, award, or rejection of any Application.

6.4 COST OF SUBMITTING AN APPLICATION

Applicant must pay all the costs in submitting its Application, including, but not limited to, the costs to prepare and submit the Application, costs of samples and other supporting materials, costs to participate in presentations, or costs associated with site visits.

SECTION 7: LIST OF ATTACHMENTS

ATTACHMENT A: SAMPLE INTERGOVERNMENTAL AGREEMENT

ATTACHMENT B: FILLABLE APPLICATION AND CERTIFICATION

ATTACHMENT C: SCHEDULE OF DUE DATES

ATTACHMENT D: BUDGET TEMPLATE EXAMPLE