

STATE OF OREGON



COVER PAGE

OREGON DEPARTMENT OF EDUCATION

ODE SEXUALITY EDUCATION OPEN LEARNING MINI-GRANT

Request for Grant Applications (“RFA”)

Date of Issue: December 10, 2020

Closing Date: January 19, 2020, 5:00 PM

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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, and computer disk. To request an alternate format, call the Oregon Department of Education, (503) 947-5600.

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SECTION 1: GENERAL INFORMATION

1.1 PURPOSE

The Oregon Department of Education (ODE) is responsible for advancing standards-based health and sexuality education throughout the State of Oregon. ODE is seeking to provide high-quality, accessible, openly licensed instructional material on its [Oregon Open Learning \(OOL\) platform](#) in order to meet the needs of school districts across the State.

1.2 GRANT AMOUNT AND DURATION

This project will provide small one-time grants (“Grant”) in the amount between \$10,000 and \$20,000 to applicants developing openly licensed health and sexuality education lessons for grades K-5 or 9-12 for optional use in Oregon schools. Because this project is providing limited-sized grants, applicants who have already taught health and sexuality education and require an amount of funding within our grant range to finalize lessons will be the best fit for this opportunity. However, any applicant who meets our requirements is welcome to apply, especially those from historically underrepresented populations and perspectives.

The duration of each Grant is anticipated to be 9 months (January 1, 2021 – October 29, 2021).

1.3 ELIGIBILITY

To be eligible for a Grant under this RFA, applicants must be a school district, education service district (ESD), non-profit organization, a tribal government or non-profit tribal organization, charter school, or consortia (lead entity will be applicant).

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. N/A denotes that event is not applicable to this RFA.

| Event | Date | Time |
|---------------------------------|-------------------|--------------|
| Q&A Session | December 14, 2020 | 3:30-4:30 PM |
| Closing (Applications Due) | January 19, 2020 | 5:00 PM |
| Issuance of Award (approximate) | January 25, 2020 | 5:00 PM |

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. Applicant must direct all communications related to any provision of the RFA, whether about the technical requirements of the RFA, Grant requirements, the RFA process, or any other provision only to the SPC.

SECTION 2: AUTHORITY, GRANT ACTIVITIES

2.1 AUTHORITY

Agency is issuing this RFA pursuant to its authority under ORS 326.051 and OAR 581-22-2050.

2.2 DEFINITION OF TERMS

For the purposes of this RFA, capitalized words will be defined as follows:

- Addendum or Addenda: an addition to, deletion from, a material change in, or general interest explanation of this RFA.
- Applicant: an entity who submits an Application in response to this RFA.
- Application: a written response to this RFA.
- Closing: the date and time specified in this RFA as the deadline for submitting Applications.
- K-5: refers to academic grade levels between kindergarten and fifth grade.
- K-12: refers to academic grade levels between kindergarten and twelfth grade.
- State: means the state of Oregon.
- Open Educational Resources (OER): teaching, learning, and research materials in the public domain or licensed in a manner to provide everyone with free and perpetual permission to engage in the [5R activities](#).
- [Oregon Open Learning \(OOL\) Hub](#): a place to find and share open education resources (OER) that are curated and created for and by Oregon educators.
- LGBTQ+: An acronym for lesbian, gay, bisexual, transgender, transsexual, queer, plus people
- LGBTQ2SIA+: An acronym for lesbian, gay, bisexual, transgender, transsexual, queer and questioning Two-Spirit, intersex, asexual, plus people.
- BIPOC: An acronym for black, Indigenous and people of color.
- SpEd: An acronym for special education.

2.3 GRANT ACTIVITIES

2.3.1 PROJECT REQUIREMENTS

Complete the development/adaptation of openly licensed lessons or a unit (multiple lessons that build student understanding of a topic or theme) aligned with identified Oregon state learning standards and [essential questions](#) for grades K-5 or 9-12.

A minimum of two grade-specific lessons on at least one of the [following topics](#):

(*Priority areas are indicated by an asterisk.)

- i. Respecting Difference and Anti-Oppression
 1. Advocacy for self, others, and safe environments;

2. *Understanding of systemic oppression that negatively impacts health and wellbeing (e.g. harm from racism, sexism, ableism, etc.);
3. *Recognizing, respecting, and celebrating differences in personal and cultural identities (race, religion, sexual orientation, etc.).
- ii. Social, Emotional, and Mental Health
 1. Managing feelings and emotions;
 2. *Mental health promotion and management (e.g. stress);
 3. Developing social skills.
- iii. Healthy Relationships and Violence Prevention
 1. *Bullying prevention and bystander advocacy;
 2. Healthy and unhealthy friendships/relationships/family;
 3. Communication strategies within relationships;
 4. *Setting boundaries and understanding consent;
 5. Child abuse prevention;
 6. *Communication with and reporting violence or abuse to trusted adults.
- iv. Sexual Health Promotion
 1. *Personal Hygiene Strategies;
 2. STI and HIV/AIDS Prevention;
 3. Methods for preventing unwanted pregnancy;
 4. *Pregnancy and parenting healthcare;
 5. Sexual decision making (LGBTQ2SIA+ inclusive);
 6. *Access and information about sexual health services.
- v. Growth and Development
 1. Physical, social, and emotional changes of puberty;
 2. *Medically accurate, inclusive reproductive anatomy and physiology (LGBTQ2SIA+ inclusive);
 3. *Sexual response cycle and definitions of sexual activity (LGBTQ2SIA+ inclusive, with a focus on sexuality being a positive and natural part of human development);
 4. *Signs, symptoms, and stages of pregnancy (LGBTQ2SIA+ inclusive);
 5. *Identifying personal values & beliefs.

2.3.2 PROJECT DESIGN

Proposals can be submitted that capture work along any phase of the instructional material development process, with the expectation that completed instructional materials/lessons will be provided by September 30, 2021. For example, projects can:

- Convene committees to review or update out-of-date openly licensed lessons;

- Complete a process of alignment, mapping, and revising lessons along statewide standards;
- Improve lessons and complete [open licensing requirements](#);
- Develop a lesson from scratch.

All completed materials/lessons should be adaptable for use in the virtual classroom environment, as well as for in-person instruction.

2.3.3 RESOURCE SHARING AND DISTRIBUTION

All resources produced with the [Oregon Open Learning](#) grant will be openly licensed as Open Educational Resources (OER) under the Creative Commons Attribution 4.0 CC BY license. All derivative works made from others' existing OER must follow the terms of the open license on those works. Professional Development in this area can be provided, as needed.

All resources produced through the OOL Grant will be made available to the public as open educational resources in the OOL Hub. All proposals must:

- Ensure adherence to open licensing requirements and proper open resource attribution ([Creative Commons Attribution 4.0 CC BY license types](#));
- Content must be added to the OOL Hub, so that material can be accessed and used by teachers, schools and districts across the state.

2.3.4 COLLABORATION

Each project must include appropriate collaboration with relevant communities, identities, cultures, and abilities, which must include people from the below categories:

- Oregon youth, including:
 - youth experiencing disabilities,
 - youth navigating poverty,
 - and youth who identify as African American/Black, Latino, Latina, Latinx, POC, LGBTQ2SIA+, American Indian/Alaska Natives;
- Members of relevant local communities in Oregon;
- Educators in and beyond your building/district(s)/ESD.

2.3.5 PARTICIPATE IN PROFESSIONAL DEVELOPMENT

- Participate in an Oregon Teacher Training Institute (OTTI) Teaching Healthy Sexuality webinar;
- Participate in Open Source Licensing training through ODE's Oregon Open Learning Hub;

- Participate in other relevant trainings, as necessary;
- Attend/virtually attend Grant kickoff on February 1, 2021 at 4:00.

2.3.6 FINAL MATERIALS

- Draft due by: April 30, 2021
- Final materials due by: October 29, 2021
- Materials must be in line with all Oregon’s Sexuality Education Laws & Health Education Standards and Performance Indicators. This further includes a requirement that all instructional material must be: age appropriate, medically accurate, not shame or fear based, culturally responsive, inclusive of LGBTQ+ communities, and build upon itself through a progression of learning.
- Upon completion and approval of any developed instructional materials, all materials will be provided to the OOL site, as an educational resource for public access and consumption. Therefore, all materials must be licensed with Creative Commons Attribution 4.0 CC BY license types. The grantee shall complete any acknowledgments, as needed, prior to posting.

2.3.7 ALLOWABLE ACTIVITIES AND EXPENSES

- Substitute and preparation costs;
- Educator time outside of contact hours;
- Expenses for convening collaborative meetings;
- Professional development;
- Consultants;
- Technical Assistance;
- Expenses related to collaboration; and
- Other relevant activities.

SECTION 3: REQUIREMENTS AND EVALUATION

3.1 MINIMUM APPLICATION REQUIREMENTS

Must align with ORS 326.051 and OAR 581-22-2050 and Oregon Health Education Standards and Performance Indicators.

3.2 GRANT PROCESS

3.2.1 Public Notice

The RFA, including all Addenda and attachments, is published on ODE, Office of Teaching and Learning, website at [The Sexuality Education Resource Page](#).

If you need the RFA documents mailed to you, please contact andrea.bibee@state.or.us or sasha.grenier@state.or.us.

Prospective Applicants are solely responsible for checking the website to determine whether any Addenda have been issued. Addenda are incorporated into the RFA by this reference.

3.2.2 Questions/ Requests for Clarification

Any questions relating to the RFA process, administration, deadline, or method of award, or to the intent or technical aspects of the RFA should be emailed to andrea.bibee@state.or.us or sasha.grenier@state.or.us.

3.2.3 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 in mail or by common carriers or by transmission errors or delays or mistaken delivery. Applications submitted by any means not authorized may be rejected. The following submission method is required for this RFA:

Apply through Smartsheets. An electronic version of the complete Application must be submitted using the [Smartsheet Form](#).

Follow the instructions provided on the application link. Please contact andrea.bibee@state.or.us or sasha.grenier@state.or.us if you need any assistance or accommodations with the application process.

3.2.4 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 their modification or request to withdraw to andrea.bibee@ode.state.or.us or Sasha.grenier@ode.state.or.us. Modifications must denote the specific change(s) to the Application submission.

3.2.5 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. Late Applications will be returned to the respective Applicant or destroyed.

3.2.6 Application Rejection

Agency may reject an Application for any reason, including the following:

- 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 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.

3.3 APPLICATION CONTENT REQUIREMENTS

Application must address all 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.

Additionally, applicants may submit a sample lesson plan or unit that the applicant authored, designed, or created. Submission of this sample is optional but preferred and is included in the Evaluation Criteria.

3.3.1 Public Record

All Applications are public record and are subject to public inspection after Agency issues the award.

3.4 EVALUATION PROCESS

3.4.1 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.

3.4.2 Evaluation Criteria

Applications meeting the requirements outlined in the Application Content Requirements section will be evaluated by an Evaluation Committee. Evaluators will assign points for each evaluation criterion as listed below.

SPC may request further clarification to assist the Evaluation Committee in gaining additional 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.

| EVALUATION CRITERIA | INSUFFICIENT | NEEDS IMPROVEMENT | SUFFICIENT | EXCELLENT | POINTS POSSIBLE |
|---|--|---|---|--|-----------------|
| <p>Evaluation Item 1:</p> <p>Priority area, legal requirements, standards</p> | <p>The proposal does not describe material that aligns with Oregon Sex Ed Laws & Standards.</p> <p>This may include: not being inclusive of diverse identities, not including medically accurate information, or using shame- or fear-based instruction. The selected topic area(s) do not fall within the priority topic areas.</p> | <p>The proposal begins to outline how material aligns with Oregon Sex Ed Laws & Standards, but may not fully affirm a diversity of identities or provide for a foundational understanding of sexuality as a positive part of human development. The selected topic area(s) may not clearly fall within a priority topic area.</p> | <p>The proposal outlines how material is age-appropriate, aligns with Oregon Sex Ed Laws & Standards, is inclusive of diverse identities, includes only medically accurate material, and does not use fear or shame-based instruction. The selected topic area(s) fall within the priority topic areas.</p> | <p>The proposal thoroughly outlines how material is age-appropriate, connects and builds on the Oregon Sex Ed Laws & Standards, affirms and celebrates a diversity of identities and backgrounds, includes only medically accurate material, and provides for a foundational understanding of sexuality as a positive part of human development. The selected topic area(s) falls within the priority topic areas.</p> | <p>20</p> |
| <p>Evaluation Item 2:</p> <p>Activities, deliverables, timeline</p> | <p>The proposed activities, deliverables, and/or timeline are missing.</p> | <p>The proposed activities, deliverables, and timeline are unclear and/or do not fully align with the project schedule.</p> | <p>The proposed activities, deliverables, and timeline are aligned with the project schedule.</p> | <p>The proposed activities, deliverables, and timeline are clearly communicated and are aligned with the project schedule.</p> | <p>20</p> |

| EVALUATION CRITERIA | INSUFFICIENT | NEEDS IMPROVEMENT | SUFFICIENT | EXCELLENT | POINTS POSSIBLE |
|--|---|---|---|--|-----------------|
| <p>Evaluation Item 3:</p> <p>Collaboration with Oregon youth & community</p> | <p>The proposal does not include a description of involving youth or community stakeholders, or the proposal provides a description of a strategy that may be ineffective or harmful.</p> | <p>The proposal provides an incomplete description of how youth or a diversity of community stakeholders will be meaningfully involved in the stages of development, or the proposal provides a strategy that may be ineffective.</p> | <p>The proposal includes a strategy to collaborate or include Oregon youth and a diversity of community stakeholders during the development process, including plans for reimbursement.</p> | <p>The proposal includes a thorough strategy to meaningfully collaborate with Oregon youth and a diversity of community stakeholders in multiple stages of the development of materials, including clear plans for fair reimbursement.</p> | 25 |
| <p>Evaluation Item 4:</p> <p>Budget</p> | <p>The proposal's budget is not aligned with activities or deliverables, and timeline, and falls outside the funding range.</p> | <p>The proposal's budget is not clearly aligned with activities, deliverables, or the timeline and falls outside the funding range.</p> | <p>The proposal's budget is mostly aligned with activities, deliverables, and timeline and could be easily modified to be within the funding range.</p> | <p>The proposal's budget is fully aligned with activities, deliverables, and timeline and falls within the funding range.</p> | 10 |
| <p>Evaluation Item 5:</p> <p>Readiness and capacity</p> | <p>The individual or team do not have a foundational understanding of comprehensive sexuality education and are inexperienced in developing instructional materials/lessons.</p> | <p>The individual or team are new to comprehensive sexuality education and have little or no experience developing instructional material/lessons.</p> | <p>The individual or team are familiar with comprehensive sexuality education and have some experience developing instructional materials/lessons.</p> | <p>The individual or team are experts in comprehensive sexuality education and have extensive experience developing instructional materials/lessons so that these materials will be complete and ready to share with the public by the grant end date.</p> | 20 |

| EVALUATION CRITERIA | INSUFFICIENT | NEEDS IMPROVEMENT | SUFFICIENT | EXCELLENT | POINTS POSSIBLE |
|---|---------------------|--|--|---|-----------------|
| Evaluation Item 6: Material Sample | No Sample provided. | Sample provided but not conclusive on ability to develop satisfactory materials that are inclusive of an equity lens, affirm and celebrate a diversity of identities and backgrounds, include only medically accurate material, and provide for a foundational understanding of sexuality as a positive part of human development. | Sample provided and shows a satisfactory ability to develop materials that are inclusive of an equity lens, affirm and celebrate a diversity of identities and backgrounds, include only medically accurate material, and provide for a foundational understanding of sexuality as a positive part of human development. | Sample provided and shows expertise in developing materials inclusive of an equity lens, affirms and celebrates a diversity of identities and backgrounds, includes only medically accurate material, and provides for a foundational understanding of sexuality as a positive part of human development. | 5 |
| TOTAL POINTS | | | | | 100 |

3.5 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:

- Establishing a competitive range based on rank order or need for Geographic Diversity
- Presentations/ demonstrations/ additional submittal items
- Interviews
- Opportunities to augment Applications that were not selected for award (based on available funding and Applicant’s ability to provide additional detail about innovative ideas aligned with the Agency’s Equity Initiatives)

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 alternative round of competition; or (3) cancel the RFA.

3.6 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.

SECTION 4: AWARD AND NEGOTIATION

4.1 AWARD NOTIFICATION PROCESS

4.1.1 Award Consideration

Agency, if it awards a Grant, will award a Grant to the highest ranking Applicant(s) based upon the scoring methodology and process described in the Requirements and Evaluation section. Agency will continue award Grants following the rank order. In the event of a tie where Agency cannot fund all equally scoring Applicants, Agency will prioritize Applications that scored higher in evaluation items number 5, then 3, then 2. Agency may award less than the full scope described in this RFA.

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.

4.1.2 Notice of Award

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

4.2 SUCCESSFUL APPLICANT SUBMISSION REQUIREMENTS

4.2.1 Insurance

Prior to execution of a Grant, 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 their insurance agent about the insurance requirements contained in Insurance Requirements (Exhibit B of Attachment A) prior to Application submission.

4.2.2 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 Grant funds until Agency has a properly completed W-9.

4.2.3 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 Grant. 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](#).

4.3 GRANT NEGOTIATION

4.3.1 Negotiation

By submitting an Application, Applicant agrees to comply with the requirements of the RFA, including the terms and conditions of the Sample Grant Agreement (Attachment A), with the exception of those terms reserved for negotiation. Applicant must review the attached Sample Grant and note exceptions. Unless Applicant notes exceptions in its Application, Agency intends to enter into a Grant with the successful Applicant substantially in the form set forth in the Sample Grant. It may be possible to negotiate some provisions of the final Grant; 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 10 calendar days, Agency may terminate negotiations and commence negotiations with the next highest-ranking Applicant.

SECTION 5: ADDITIONAL INFORMATION

5.1 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 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.

5.1.1 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 grants 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 a Grant, 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).

SECTION 6: LIST OF ATTACHMENTS

ATTACHMENT A [SAMPLE GRANT AGREEMENT](#)

ATTACHMENT B [BUDGET TEMPLATE](#)