



ORPIN Opportunity Notice # 525-1001-15

Opportunity: Coordinator Pilot Project

The Oregon Higher Education Coordinating Commission (HECC) issues the following Opportunity as HECC's official notice that HECC is conducting a solicitation seeking at least two (2) Responses and Proposals from qualified public universities.

This Notice provides an Opportunity for interested public universities to submit Responses to HECC, describing their interest in, qualifications for, and project plan for HECC's consideration in an award of a Pilot Project as designated by the Oregon Legislature.

Date of Issuance: November 25, 2015

Responses Due by: December 16, 2015 by 4:00 p.m.
At the HECC Issuing Office

Issuing Office: Oregon Higher Education Coordinating Commission

Attn: Holley Oglesby, Designated Procurement Officer
255 Capitol Street NE
Salem, Oregon 97310
Telephone: 503-947-5935
E-mail: Holley.a.Oglesby@hecc.oregon.gov

Note: The terms "Solicitation", "Opportunity", "Opportunity notice", and "Notice" as used in this document hold the same meaning and are used interchangeably to describe this solicitation.

The terms "Agency" and "HECC" as used in this document hold the same meaning and are used interchangeably to describe the State of Oregon department conducting this informal, intermediate procurement.

*If you have a disability and need this material in an alternate format, please call Phyllis Reynolds at (503) 947-5935. If you know of someone who needs this accommodation, please let him or her know it is available.
Equal Opportunity Employer (Igual Oportunidad De Empleo) Auxiliary services available upon request to persons with disabilities. (Las personas incapacitadas pueden solicitar medios y servicios auxiliares.)*

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Section 1 – Background

1.1 Opportunity

The Higher Education Coordinating Commission (HECC) is seeking Responses from at least 2 Public Universities, for consideration in the award of a contract to perform the Pilot Project described in this Opportunity notice.

Only the seven (7) Oregon Public Universities listed in ORS 352.002 are eligible to submit proposals.

1.2 Project Background

The 78th Oregon Legislative Assembly in SB 860 directed HECC to solicit applications from public universities listed in ORS 352.002 to participate in a pilot program for an on-campus Coordinator of the available student career advising and mentorship opportunities.

1.3 Solicitation Purpose

The purpose of this Solicitation is to award an agreement to two (2) of Oregon’s Public Universities to undertake this pilot project.

Section 2. Anticipated Scope of Work Activities.

2.1 Anticipated Work Activities

HECC anticipates that the following types of activities will form the basic scope of work under any agreements resulting from this Opportunity:

- Universities selected for this project must each get the approval of their governing boards before commencing the Pilot Project.

The Specifics of the Pilot Program include:

Each University selected by the HECC shall use moneys to hire additional staff comprising one full-time equivalent (FTE). The staff hired shall design and develop the Pilot Program for the University to that **that**:

- (a) Coordinates the opportunities for student career advising and mentorship available through the university’s:
 - (A) Academic advising center;
 - (B) Career services center; and
 - (C) Alumni network or alumni foundations; and
- (b) Establishes a method for students who participate in the pilot program to engage in these opportunities for career advising and mentorship.

2.2 Joint Obligations

Selected Universities and HECC shall jointly;

- (a) Present a final program framework and implementation plan for the pilot programs to the committees relating to higher education during the 2016 regular session of the Legislative Assembly; and
- (b) Present a progress report on the results of the pilot programs to the committees relating to higher education during the 2017 regular session of the Legislative Assembly.

2.3 Anticipated Project Timeframe

HECC anticipates that work and services provided under any contract resulting from the Opportunity will commence on or about January, 2016. All contracted work must be completed by April 30, 2017.

Section 3. Required University Qualifications

3.1 University Enrollment Requirement

Senate Bill 860 requires HECC to select one public university with less than Ten Thousand (10,000) enrolled undergraduate students and one public university with Ten Thousand (10,000) or more enrolled undergraduate students.

3.2 Governing Board Letter

Senate Bill 860 requires the governing board of each university to approve the pilot before it is implemented. A letter from the governing board granting that approval must be included as indicated in section 4.2 of this opportunity.

Section 4 – Procurement Requirements and Submittal

4.1 Procurement Method.

HECC is conducting this procurement as an informal solicitation of two (2) or more public university proposals as part of a Competitive Sealed Proposal process

The Agency intends to award two (2) Intergovernmental Agreements (IGA) based on the proposals and the required enrollment constraints.

4.2 Submittal Requirements

Interested public universities **must submit a written narrative** describing their plans for the proposed pilot project demonstrating the following:

- The proposed number of students expected to be served
- A commitment to providing career services as part of its student advising processes
- The infrastructure plan necessary to effectively and efficiently fulfill the goals of the pilot program
- The ability to use the pilot program to assist students from traditionally underserved populations.
- Approval by the University governing board

Funding shall be used to hire additional staff comprising one full-time equivalent. The staff hired shall be tasked with the design and implementation of a pilot program to provide coordination of opportunities for student career advising and mentorship available through the University's:

- Academic advising center
- Career services center
- Alumni network or alumni foundations

Pilot program must also establish a method for students who participate in the pilot program to engage in these opportunities for career advising and mentorship.

Delivery. Responses must either be recorded in electronic-format on compact disk or flash drive media and delivered by mail or in person to the Agency, attention of the HECC Designated Procurement Officer at the address listed below, **OR** delivered as a document attached in an email submitted to the HECC Designated Procurement Officer's email address listed below. **Note:** Responses **may not** be delivered by facsimile transmission.

By mail or in person to:

HECC
255 Capitol Street NE

Salem, OR 97310-1300
Attention: Holley Oglesby, Designated Procurement Officer

Or, to:

Email address: Holley.A.Oglesby@hecc.oregon.gov

Envelopes containing mailed Responses must clearly reference Opportunity # **525-1001-15**. Emailed Responses must clearly reference Opportunity # **525-1001-15** in the message subject line.

Section 5 – Opportunity & Response

5.1 Opportunity

HECC will post notice of, and issue this Opportunity on or about November 25, 2015

5.2 Submittal

Submitted Responses must be delivered to, and received by HECC, marked to the attention of HECC's DPO, no later than **4:00 pm (Pacific Time)**, on **December 16, 2015**.

5.3 Review and Selection

HECC will review all Responses that are properly submitted and make a determination as to which ones will be awarded an IGA.

5.4 Evaluation Process

HECC shall select which two (2) Universities will be awarded the IGA based on the HECC's analysis of the following factors for each public university that submits an application:

- (A) The cost-effectiveness of the proposal based on the proposed number of students expected to be served; and
- (B) The degree to which each university has demonstrated:
 - (i) A commitment to providing career services as part of its student advising processes;
 - (ii) The infrastructure necessary to effectively and efficiently fulfill the goals of the Pilot Program; and
 - (iii) The ability to use the Pilot Program to assist students from traditionally underserved populations.

By submitting a Response to this Opportunity, Responders acknowledge and affirm their acceptance of the Agency's review process, and any decision made by the Agency in terms of selecting a specific Response for award of an IGA resulting from this Opportunity.

The information included in this Opportunity notice is all the information that HECC has available for potential responders. Requests for clarification must be submitted in writing by mail or email to HECC's Designated Procurement Officer (identified on the first page of this notice), prior to the due date for delivery of Responses. HECC will attempt to address any requests for clarification in a timely fashion, but failure by HECC to respond, or to provide additional information will not affect the conduct or results of this Opportunity. HECC reserves the right to withdraw this Opportunity at its sole discretion.

5.5 Reservation of HECC Rights

HECC reserves all rights regarding this Opportunity, including, without limitation, the right to:

- (a) Amend or cancel this Opportunity without liability if doing so is in the best interest of HECC;
- (b) Reject any and all Responses upon finding that it is in the best interest of HECC to do so;
- (c) Waive any minor irregularity, informality, or non-conformance with the provisions or procedures of this Opportunity, and to seek clarification from the Responder, if required;
- (d) Reject any Response that fails to substantially comply with all prescribed Opportunity procedures and requirements.