

# State of Oregon



## **Professional Development - Teaching English to Speakers of Other Languages in Adult Education, including Second Language Acquisition, Digital Literacy Acquisition, and Literacy Education and Second Language Learning for Adults**

Intermediate Request for Proposal (“RFP”)

HECC Reference # 24-097

OregonBuys # S-52500-00012182

<b>Date of Issue:</b>	<b>November 26, 2024</b>
<b>Closing Date:</b>	<b>December 12, 2024, 3:00 p.m. Pacific Time</b>
<b>Single Point of Contact (SPC):</b>	Shannon Ziglinski
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## 1. INTRODUCTION

The State of Oregon, acting by and through the Higher Education Coordinating Commission (“HECC”), is issuing this intermediate Request for Proposals (“RFP”) for the office of Community Colleges and Workforce Development (“CCWD”) for professional development in teacher training for adult educators in Teaching English to Speakers of Other Languages (“ESOL”), including second language acquisition, digital literacy acquisition, , and Literacy Education and Second Language Learning for Adults (“LESLLA”).

HECC anticipates the award of one or more Contracts from this RFP. The initial term of the Contract is anticipated to expire two years from the effective date.

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

The estimated budget for the 2025-2027 biennium is under \$30,000; this program is funded 100% with federal funds.

HECC reserves the right to extend the contract up to five years through 2032, subject to further budget approval, if it is in HECC’s best interest. HECC reserves the right to amend the resulting Contract for related services, funding amounts, and time as HECC determines necessary.

## 2. OVERVIEW

Workforce Innovation and Opportunity Act (“WIOA”) Title II, Section 223, State Leadership Activities, requires the state of Oregon to develop/enhance the adult education system by offering high-quality professional development that will improve the quality of adult education instruction. The Office of Community Colleges and Workforce Development (“CCWD”) Adult Basic Skill (“ABS”) team’s approach is evidence-based and centered on collaboration between the providers, the state, and other WIOA partners, with the goal of improving the quality of instruction and subsequent student outcomes within WIOA programs across the state. Oregon’s WIOA Title II professional development focuses on areas that the state leadership team, local programs, WIOA partners, federal partners, and recent state and national reports on Oregon’s post-secondary landscape have identified as being of high need for the field and as having high impact on student success.

**Purpose** The Oregon ABS Program is administered by the HECC’s, Office of CCWD. In addition to administering Title II pass-through funds, HECC is responsible for providing leadership, professional development, technical assistance, and program monitoring to assure quality basic skills services for adults across Oregon.

The proposed Statement of Work below is not rigid or all-inclusive. It is not intended to exclude new, creative, and innovative ideas that might be proposed by any vendor.

## 3. SCOPE OF WORK

HECC is seeking proposals for adult education teacher training in the following areas:

- Adult Education ESOL, including second language acquisition and curriculum design and materials development
- Adult ESOL digital literacy acquisition for health, work, and learning
- Teaching and learning issues with LESLLA learners

#### 4. PROPOSED STATEMENT OF WORK

The below proposed Statement of Work is an example of what HECC thinks it may want. Proposer should use their experience and expertise to propose how the work shall progress.

##### A. Task 1 – Kick Off meeting

- The Successful Proposer will facilitate an initial virtual meeting to gain complete understanding of the needs and requirements on this project from the following entities: HECC, partners, customers, and others.

**Deliverable:** Kick-Off meeting.

##### B. Task 2 – Plan and Manage the Project

- The Successful Proposer will conduct background work to identify specific professional development needs. This could include, but would not be limited to, organizing and leading faculty focus groups, attending meetings with faculty and/or administrators, developing and administering surveys, reviewing key Oregon ABS documents, and/or attending various Oregon ABS Professional Development sessions. ABS background information:
  - ABS Resources page at: <https://www.oregon.gov/highered/about/community-colleges-workforce-development/pages/abs-resources.aspx>
  - ABS Professional Development page at: <https://www.oregon.gov/highered/about/community-colleges-workforce-development/pages/abs-professional-development.aspx>
- The Successful Proposer will facilitate meetings with HECC and partner staff to identify information needed for professional development training.
- The Successful Proposer and HECC will collaborate to develop a mutually agreeable project management plan managed by HECC that clearly describes all the phases of the project with schedules, responsibilities, and deliverables.
- The Successful Proposer will provide regular updates and conduct meetings with project staff.

**Deliverables:** a developed project management plan, survey development, attend faculty work group/ABS Professional development meetings, regular updates, and bi-weekly meetings.

##### C. Task 3 – Development and Facilitation of Professional Development Training

- The Successful Proposer will create, deliver, and host a minimum of two, four (4) hour session cohort trainings on English language and/or digital literacy

acquisition for teachers of adult multilingual learners delivered virtually and/or in-person.

- The Successful Proposer will conduct facilitated interactive learning sessions.

**Deliverables:** creation of professional development training and facilitation of training sessions.

#### **D. Task 4 – Additional On-Going Training**

- HECC would like the Successful Proposer provide additional, on-going training opportunities to keep staff engaged. Including, but not limited to:
  - Resources and materials development for ESOL instructors and/or program staff
  - Developing and hosting additional virtual or in-person training for ESOL instructors and/or program staff

**Deliverables:** Developed resources, materials, and/or facilitated trainings.

All deliverables for the 2025-2027 biennium shall be completed June 30, 2027.

### **5. PROPOSAL SUBMISSION**

Proposals must be submitted through the state’s procurement system, OregonBuys—HECC cannot accept proposals by any other means. OregonBuys Open Market Bid S-52500-00012182. Proposals are due no later than 3:00 PM PST on December 12, 2024. OregonBuys registration is free by clicking the blue “Register” button on the top right corner of the following webpage: <https://oregonbuys.gov/bso/>. All attachments to proposals uploaded and submitted through OregonBuys must be Microsoft Word compatible or searchable Adobe format.

### **6. PROPOSAL CONTENT REQUIREMENTS**

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

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

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

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

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

Proposals must contain a discussion that describes the experience Proposer has working with a government entity.

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

Experience preferred:

Teaching Adult ESOL, Curriculum Design & Materials Development, Teaching English to Speakers of Other Languages ("TESOL") Methods 1, TESOL Methods 2, Second Language Acquisition, Bilingualism, Introduction to Linguistics.  
Literacy, Language and Technology Research  
Experience with LESLLA

**C. Proposer's Implementation Plan**

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

- Proposer's knowledge and understanding of the Project.
- The approach that Proposer will take in performing the work described in this solicitation document; must include a sample timeline and proposed schedule.
- How Proposer plans to help achieve HECC's charge of furthering diversity, equity, and inclusion through this Project.
- Does the Proposer have additional ideas that would further the impact of training opportunities for HECC?

**D. Key Person Experience and Resumes**

The Proposer should include the resumes of all Key Staff to perform the Services.

**E. Cost Proposal**

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

**F. Work Samples**

Two (2) samples of Proposer's work product must be provided to HECC for evaluation. This may be recorded video/clips of proposer presenting training, training materials or curriculum (may be abridged and/or watermarked), etc. Samples will be evaluated according to the criteria listed in the Evaluation Criteria section below.

**G. References**

Proposer should include 3 references from recent similar projects with the writer's contact information to measure support for Proposer's ability to comply with the requirements of this RFP. HECC may use references to obtain additional information, break tie scores, or verify any information needed. HECC may contact any reference

(submitted or not) to verify Proposer's qualifications.

## **7. EVALUATION**

Proposals shall be evaluated on the following criteria:

Experience and Capacity (10 possible points)

- How well has the Proposer demonstrated experience related to this project?
- How well has the Proposer demonstrated experience and/or capability to complete the project?

Project Approach (15 possible points)

- How well does the Proposer clearly and concisely describe their intended approach to performing the work described in this solicitation?
- How well does the Project Approach demonstrate an understanding of the project requirements?
- Does the Proposer offer any new or enhanced ideas to add value to the work described in this solicitation?

Work Samples (10 possible points)

- How well do the work samples express ideas, concepts, findings, and outcomes effectively (clearly and concisely)?
- How well do the work samples show experience in producing the high-quality materials like those needed by HECC?

Cost Proposal (20 possible points)

- How clearly and concisely does the Proposer convey the cost per deliverable and any ongoing costs associated with the project?
- How clearly and concisely does the Proposer convey the basis on which prices are quoted?
- How well do the proposed costs align with the Proposer's project approach?
- What is the overall cost?

Resources (5 possible points)

- How well does the Proposer demonstrate they have the resources to successfully provide the Services described in this solicitation document in the timeframe required by HECC?

## **8. SUCCESSFUL PROPOSER REQUIREMENTS**

### **A. Insurance**

Prior to execution of the Contract, the apparent successful Proposer shall secure and

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

## **B. Taxpayer Identification Number**

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

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

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

## **C. Business Registry**

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

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

## **9. ADDITIONAL INFORMATION**

### **A. Governing Laws**

This RFP is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFP, evaluation and award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, to or from any Claim or from the jurisdiction of any court.

### **B. Ownership**

All Proposals submitted in response to this RFP become the Property of HECC. By submitting a Proposal in response to this RFP, Proposer grants the State a non-exclusive, perpetual, irrevocable, royalty-free, fully paid-up, worldwide license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal solely for the

purpose of evaluating the Proposal, negotiating an Agreement, if awarded to Proposer, or as otherwise needed to administer the RFP process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478). Proposals, including supporting materials, will not be returned to Proposer unless the Proposal is submitted late.

**C. Cost of Submitting Material**

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

**D. Statewide E-waste**

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

**E. Recyclable Products**

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

**F. Printing, Binding Work**

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



# ATTACHMENT A — PROPOSAL CERTIFICATION SHEET

Legal Name of Proposer: \_\_\_\_\_ OregonBuys Vendor ID#: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

180.750(1)), made under Contract being a "false claim" (ORS 180.750(2)) subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.

8. Proposer certifies it will comply with the Pay Equity law, ORS 652.220, if applicable.
9. Proposer is registered in the State's electronic procurement system, OregonBuys, found here: <https://oregonbuys.gov/bsa/>. (Registration is free by clicking the blue "Register" button on the top right corner of the webpage.)

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Authorized Signature

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Date

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(Printed Name and Title)