

EASTERN OREGON UNIVERSITY – REQUEST FOR PROPOSALS

Consulting Service Master’s in Counseling

RFP # 2021-22-01

INTRODUCTION

Eastern Oregon University (EOU) is a small, rural, state university offering bachelor’s degrees grounded in liberal-arts essential skills for job readiness and active lifelong career development. EOU is expanding its graduate program portfolio.

Eastern Oregon University and its College of Science, Technology, Mathematics and Health Sciences are seeking proposals to select an individual or company to provide consulting services for the development of curriculum for an online Master’s in Counseling degree program which complies with CACREP accreditation. This project should fulfill the following objective: MS in Counseling Program ready to accept students by Fall 2023. Development will take place during the 2021-22 Academic Year.

SOLICITATION PROCEDURES

General RFP provisions and EOU's General Terms and Conditions at Eastern Oregon University are available at: <https://www.eou.edu/busserv/purchasing/> It is the proposer’s responsibility to review the provisions and terms & conditions before providing a response.

It will be the responsibility of potential proposers to refer daily to the Oregon Public Universities Shared Resources website (www.orpu.org) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this Request for Proposals (“RFP”). There will be a 7-day period for protest of the award that will start immediately after the award date. Services are expected to commence as soon as possible, after the committee decision is announced and contract documents are executed.

PROPOSAL SUBMISSION

All proposals must be received on or before 3pm Pacific Time on Monday, September 27, 2021. Proposals will be publicly opened in the Issuing Office on the Closing Date.

Proposals must be submitted using the following method: Electronic Copy Submission – One original of the proposal response attached (one PDF document is preferred but not required). E-mail subject line must be “Response to RFP 2021-22 - 01.” Proposer must telephone and confirm electronic receipt of the complete emailed document(s) before the above time and date deadline. Proposals delayed or lost by email system filtering or failures may be considered at EOU’s sole discretion. It is the responsibility of the Proposer to ensure that Proposals arrive by the closing date and time. **NO LATE PROPOSALS WILL BE ACCEPTED.**

Proposals will be evaluated through a criteria-based selection process overseen by a committee. Please include the following in the proposal:

- Any other supplemental items that you feel should be brought to our attention and given consideration in evaluating your qualifications. The quote should elaborate on examples that show ability to provide the expected equipment and services.
- Three references, including contact names, similar project types, cost, physical addresses, phone numbers and email addresses

ISSUING OFFICE

All correspondence regarding proposals should be in writing to the contact person below, they are the sole point of contact regarding this RFP:

Peter Geissinger, Dean

College of Science, Technology, Mathematics and Health Sciences

Eastern Oregon University

pgeissinger@eou.edu
(541) 962-3638
Eastern Oregon University
Badgley Hall # 234
One University Blvd
La Grande, OR 97850

SCHEDULE OF EVENTS

September 7, 2021	Issue Date
September 13, 2021	Notice of Interest Due
September 15, 2021	Clarifying Questions Due
September 17, 2021	Request for Changes Due
September 27, 2021	- 3pm Closing Date

VENDOR REQUIREMENTS

Include Proposer's Federal tax identification number and Secretary of State Corporation Division Business Registry number. Provide an explanation if Proposer is not required to be registered with the Business Registry in Oregon. This information can be submitted by completing EOU's Bidder/Proposer Tax Laws and Non-discrimination Certification Form (Exhibit A) and submitting a copy with your proposal.

PROJECT SCOPE, SPECIFICATIONS, EXPECTATIONS

Proposals from Contractors must address all of the following features:

- Demonstrate how you will provide services relating to the development of a Master's Degree in Counseling to be offered online at Eastern Oregon University in La Grande, Oregon.
- Demonstrate your knowledge of accreditation requirements from CACREP and protocols needed to implement a new program.
- Include details relative to required teaching and administrative personnel management and requirements
- Demonstrate your knowledge of MS in Counseling program administration, processes and protocols, particularly the ability to meet the needs of faculty and students
- Dean will set interim check points to review progress and work performance. If goals are not met and performance is not satisfactory, services may be cancelled.
- Provide names and contact information for three (3) references who can speak to your performance in the development of a similar program.

DELIVERABLES – Additional information is provided below

- Curriculum to meet CACREP Standards and licensure requirements in most states, which courses, which content, coverage of counseling sub-areas, need for low residency component
- Program check sheet with all required courses
- Syllabi for program courses identified by the Dean of STMHS, with learning outcomes
- Preparation of documentation required for both EOU and statewide program approvals
- Provide assessment methods and procedures
- Provide rollout schedule with proper course sequencing (identify pre-requisites)
- Provide expertise in the selection of assessment and accreditation software
- Document pathway to licensure in most states
- Evaluation of staffing needs (both faculty and administrative) to meet CACREP guidelines

- Development of timeline and required milestones to be met for submission of application for CACREP accreditation

EVALUATION AND SELECTION CRITERIA – TOTAL POINTS 120

If the proposal is unclear, proposers may be asked to provide written clarification.

The following selection criteria will be used to evaluate the written proposals based on a weighted scoring method totaling 120 points:

Responses to this solicitation will be screened according to the following metrics (Max. 120 points)

- (1) Respondent qualifications and relevant experiences (20 points)
- (2) Description of services provided (20 points)
- (3) Knowledge of operational and administrative aspects of a MS Counseling program (20 points)
- (4) Knowledge of and experience with programs requiring CACREP accreditation (20 points)
- (5) Remuneration expectations (20 points)
- (6) Ability to meet milestones as provided (20 points)

SCHEDULED DELIVERABLES/TIMELINE/MILESTONES

The preliminary timing and sequence of events required by this RFP as determined by the EOU College of Science, Technology, Mathematics and Health Sciences are as follows. This schedule below is illustrative of optimal timing goals, but may be revised as needs are identified:

#	What	When	Why
1	Develop Curriculum to meet CACREP Standards and licensure requirements in most states, which courses, which content, coverage of counseling subareas, need for low residency component	October 31, 2021	Dean Review
2	[if necessary, map semester-based program onto quarter-based program]	October 31, 2021	Dean Review
3	Document how CACREP standards are met (e.g., in which courses, by which activities, etc.)	October 31, 2021	Dean Review
4	Determine need for low residency component (confer with EOU’s OPM - WES)	October 31, 2021	Dean Review
5	Integrate required practical components into program	November 15, 2021	Dean Review
6	Write learning outcomes for each course	November 15, 2021	For College Approval in December 2021

7	Write syllabi for each course	November 15, 2021 for EPCC basic syllabus approval requirements	For College Approval in December 2021
8	Prepare EPCC documents (program and courses)	November 15, 2021	For College Approval in December 2021
9	Write Program Check sheet	November 15, 2021	For College Approval in December 2021
10	Attend in person (preferred) or via video conferencing and present curriculum proposal, if needed, at College, EPCC, Faculty Senate, ASA Committee, BOT, SPC, and HECC meetings	December 2021 College January 2022 EPCC February 2022 FS March 2022 ASA May 2022 BOT June 2022 SPC July 2022 HECC	Present program for Approvals
11	Write HECC document	December 15, 2021	For EPCC Approval in January 2022
12	Provide assessment methods and procedures	December 15, 2021	Dean Review
13	Provide rollout schedule with proper course sequencing (pre-requisites)	January 15, 2022	Dean Review
14	Write position description, job posting and advertisement for Director. [Position starts July 1, 2022]	January 31, 2022	Recruitment should commence after internal approvals (EPCC, FS) are obtained
15	Determine where Director position and other program positions advertisements should be posted/placed	January 31, 2022	Prepare for position postings
16	Write position description, job posting and advertisement for Field Coordinator. [Position Starts Fall 2022]	March 15, 2022	Dean Review for Recruitment to commence according to timetable
17	Assist in preparation for administrative staff position to identify program specific requirements for APA position. [Position Starts Fall 2022]	March 15, 2022	COM & Dean Review for mid- 2022 hire

18	Document how contracting with providers has to occur to be acceptable to CACREP	March 15, 2022	Dean Review
	Document pathway to licensure in different states	May 15, 2022	Dean Review
19	Select assessment and accreditation software	May 15, 2022	Dean Review
20	Develop timeline/action items for EOU to apply for CACREP accreditation	May 15, 2022	Dean Review
21	Develop application process for students (what to submit and how)	May 15, 2022 – could be deferred for Director	Dean Review
22	Develop process for evaluating student applications	May 15, 2022 – could be deferred for Director	Dean Review
23	Review all documentation with newly hired Director	July 31, 2022	Director Review
24	Review all documentation with newly hired Field Placement Coordinator	October 15, 2022	Director and Field Placement Coordinator Review

GLOSSARY

CACREP	The Council for the Accreditation of Counseling and Related Educational Programs
EOU	Eastern Oregon University
STMHS	College of Science, Technology, Mathematics and Health Sciences at EOU
COM	College Operations Manager
EPCC	Educational Policies and Curriculum Committee of EOU
FS	Faculty Senate of EOU
BOT	Board of Trustees of EOU
ASA	Academic and Student Affairs Committee of the BOT
SPC	Statewide Provost Council of Oregon Public Universities
HECC	Higher Education Coordinating Commission of the State of Oregon
NWCCU	Northwest Commission on Colleges and Universities
OPM	Online Program Manager
WES	Wiley Education Services

PRICING

Proposals must be submitted to include everything necessary for the prosecution and completion of the Agreement. The University will evaluate the total price for the basic requirements with any options(s) exercised at the time of award. Evaluation of options will not obligate the University to exercise the option(s). Any unspecified costs shall be borne by the Contractor.