

EASTERN OREGON UNIVERSITY – REQUEST FOR PROPOSALS
Consulting Service School Psychology Specialist-Level Program
RFP #202425-02

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 undergraduate and graduate program portfolio.

Eastern Oregon University and its College of Education are seeking proposals to select an individual or company to provide consulting services for the development of curriculum for an online Specialist-Level Psychology Program which complies with Oregon Teacher Standards and Practices Commission (TSPC) and the National Association of School Psychologists (NASP). This project should fulfill the following objectives: Specialist-Level Psychology Program ready to accept students by Fall 2028. Development will take place during the 2025-2026 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) or Oregon Buys <https://oregonbuys.gov/bsa/view/search/external/advancedSearchBid.xhtml?openBids=true> 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 after contract documents are executed.

PROPOSAL SUBMISSION

All proposals must be received on or before 12:00pm PST on Friday, January 31, 2025.

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 202425-02." 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.**

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:

Rae Ette Newman, Dean
College of Education
Eastern Oregon University
rnewman@eou.edu
(541) 962-3428

Eastern Oregon University
Zabel Hall #240
One University
Blvd La Grande,
OR 97850

SCHEDULE OF EVENTS

January 13, 2025	Issue Date
January 20, 2025	Notice of Interest Due
January 22, 2025	Clarifying Questions Due
January 31, 2025 @ noon	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 will be evaluated through a criteria-based selection process overseen by a committee. Please include the following in the proposal:

Proposals from Contractors must address all of the following features:

- Demonstrate how you will provide services relating to the development of an online Specialist-Level Psychology Program to be offered online at Eastern Oregon University in La Grande, Oregon.
- Demonstrate your knowledge of accreditation requirements from TSPC and NASP and protocols needed to implement a new program.
- Include details relative to required teaching and administrative personnel management and requirements
- Demonstrate your knowledge of Specialist-Level Psychology 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 TSPC and NASP Accreditation
- Program check sheet with all required courses
- Syllabi for program courses identified by the Dean of College of Education, 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 accreditation requirements
 - Development of timeline and required milestones to be met for accreditation
- Three references, including contact names, similar project types, cost, physical addresses, phone numbers and email addresses

EVALUATION AND SELECTION CRITERIA – TOTAL POINTS 125

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 125 points:

Responses to this solicitation will be screened according to the following metrics (Max. 125 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 Specialist-Level Psychology Program (20 points)
- (4) Knowledge of and experience with programs requiring TSPC and NASP Standards accreditation (20 points)
- (5) Remuneration expectations (20 points)
- (6) Ability to meet milestones as provided (20 points)
- (7) Reference review (5 points)

SCHEDULED DELIVERABLES/TIMELINE/MILESTONES

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

#	What	When	Why
1	Meet with the Dean of the College of Education to allow EOU to share vision of the two programs	Within two weeks of hire	Dean Alignment
2	Develop Curriculum Maps <ul style="list-style-type: none"> • Identify course titles • Write course descriptions • Indicate how Specialist-Level Psychology program meets accreditation Standards 	May 1, 2025	Dean Review

	Develop program outcomes (approx. 5-6)	May 1, 2025	For College Approval in September 2025
	Write syllabi for each course (course outcomes, assessment, alignment of assessment to course outcomes, 10-week timeline) meeting EOU requirements	August 15, 2025	For College Approval in December 2025
	Prepare EPCC coversheet documents (program and courses)	August 15, 2025	For College Approval in September 2025
	Write Program Check sheet	August 15, 2025	For College Approval in September 2025
	Write HECC document	August 15, 2025	For EPCC Approval in January 2026
	Attend in person or via video conferencing and present curriculum proposal, as required, at College, EPCC, Faculty Senate, ASA Committee, BOT, SPC, and HECC meetings	September 2025 - College October 2025 - EPCC November 2025 - FS Fall or Winter 2025 - ASA Winter or Spring 2025 - BOT Spring or Summer 2025 SPC Fall 2025 HECC	Present program for Approvals

GLOSSARY

CAA	Council on Academic Accreditation in Audiology and Speech-Language Pathology
EOU	Eastern Oregon University
COE	College of Education 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
TSPC	Teacher Standards and Practices Commission of Oregon
NASP	National Association of School Psychologists

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.