



REQUEST FOR PROPOSALS

Solicitation No: 21-0003

For the Provision of

**A Comprehensive Review of the School Resource
Officer Program with Recommendations for
Changes or Adjustments**

**RFP Closing (Due Date & Time):
August 19, 2021 at 2:00 PM Pacific Time**

**Issued by:
Beaverton School District 48J
16550 SW Merlo Road
Beaverton, Oregon 97003
July 19, 2021**

REQUEST FOR PROPOSALS (RFP)

Solicitation No: RFP 21-0003

Summary

The purpose of this Request for Proposals (Solicitation) is to obtain competitive Proposals from qualified Proposers interested in the provision of **A Comprehensive Review of the School Resource Officer Program with Recommendations for Changes or Adjustments.**

Interested Proposers must submit a Proposal pursuant to the provisions of this Solicitation to Larry Pelatt, Purchasing Manager, or designee, at the following email address: contracts@beaverton.k12.or.us

NOT LATER THAN:

SOLICITATION DUE DATE AND TIME (CLOSING):

August 19, 2021 at 2:00 PM Pacific Time

(see also Section III (5) Proposal Submission)

No public opening will occur. Proposals will be opened and recorded. Neither the number of Proposals received, the identity of Proposers, nor the contents of any proposal will be disclosed to the public until all proposals have been evaluated, negotiations completed if required, and a recommendation for Award has been published.

Proposers are solely responsible for ensuring that the Beaverton School District receives its Proposal. LATE PROPOSALS WILL NOT BE ACCEPTED.

Prospective Proposers must register with ORPIN – <http://oregonbuys.oregon.gov/> to obtain the solicitation documents.

All questions and comments regarding this solicitation must be directed ONLY to Larry Pelatt, by email to: contracts@beaverton.k12.or.us

PROPOSALS MUST BE PURSUANT TO THE PROVISIONS OF THIS SOLICITATION.

THE DISTRICT MAY REJECT ANY PROPOSAL NOT IN COMPLIANCE WITH ALL PRESCRIBED REQUIREMENTS.

SECTION I – INTRODUCTION

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A Comprehensive Review of the School Resource Officer Program with Recommendations for Changes or Adjustments

1. INTRODUCTION:

This Solicitation is issued pursuant to ORS 279A, ORS 279B and the Oregon Attorney General Model Rules Divisions 46 and 47, as well as applicable District Policies and Administrative Regulations.

2. DEFINITIONS:

The term "District" or "Owner" throughout this document means the Beaverton School District (BSD). The term "Proposer" means the person or firm that submits a Proposal in response to this Solicitation. The term "Proposal" or "Offer" means a written response to provide Goods or Services in response to this Solicitation. "Closing" means the date and time specified in the Solicitation as the deadline for submitting Proposals. "Contractor" or "Consultant" means the firm awarded a Contract as a result of this Solicitation.

3. SOLICITATION REVIEW:

Proposers must carefully review the Solicitation documents and are responsible for knowing and understanding all terms and conditions. Unless defects, ambiguities, omissions, or errors are brought to the District's attention by protest pursuant to QUESTIONS/CLARIFICATIONS/CHANGES AND SOLICITATION PROTEST in Section III, protests or appeals based on such defects, ambiguities, omissions or errors received after issuance of the Notice of Intent to Award (NOI) may not be favorably considered.

4. BACKGROUND:

- a. The Beaverton School District (BSD) encompasses approximately 57 square miles in northwestern Oregon in Washington County. The District, located in the Portland, Oregon metro area, is the third largest School District in Oregon.
- b. BSD has approximately 4,700 employees. The District is responsible for educating approximately 40,000 students in kindergarten through grade 12 at thirty-four (34) Elementary Schools, eight (8) Middle Schools, six (6) High Schools, and five (5) Options Schools.
- c. For many years the Beaverton School District (BSD or District) has partnered with local law enforcement agencies to provide services, support, and security for all Beaverton School District students, staff and the School community. The City of Beaverton Police Department (BPD or City) has collaborated with the District since the mid-1960s, and developed a formal memorandum of understanding (MOU) to provide officers starting in 1995. It is now time to review the use of School Resource Officers (SROs) within the District to ensure their use aligns with the current needs of students and the restorative approach to discipline the District is undertaking.

5. PURPOSE:

The Beaverton School District is interested in partnering with a Consultant or Firm with expertise in performing comprehensive reviews of School Resource Officer programs. These programs need to center on the needs, voices, and experiences of a diverse group of students and include the voices of diverse parents/caregivers, community groups, administrators, staff, SROs, and other key stakeholders from various racial, ethnic, and linguistic groups.

This work is being proposed as a joint effort between the Beaverton School District and the City of Beaverton. It will also include a review of the Washington County Sherriff's Office and the Hillsboro Police Department's SRO programs as they relate to BSD.

This comprehensive review will support the Beaverton School District in providing a transparent, student-centered process that will inform the District and School Board regarding the role of SRO's and potential reforms to the existing program. This review and any resulting decisions will then be shared with the

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Beaverton City Council, which will use this review, as well as any District decisions and/or recommendations to terminate, continue, or modify the School Resource Officer program.

6. DEMOGRAPHIC PROFILE:

The Beaverton School District (BSD) is the third largest district in Oregon and serves over 39,515 students within 54 schools. Our student population is over fifty-three percent students of color, with the largest student group of color being Hispanic/Latino/a/x followed by Asian American. There are over 94 primary languages spoken in our students' homes.

7. RE-EVALUATION OF DISTRICT APPROACHES TO DISCIPLINE

The District is currently working on various projects to re-evaluate District policies, procedures and practices around discipline in order to address the predictive link between student demographics and student outcomes.

In addition, the Beaverton School District is also re-evaluating the policies, practices, and procedures as they relate to the health and safety rule passed by the State Board of Education: *581-022-2312 Every Student Belongs*, which is meant to address incidents of hate and bias in Oregon schools. This work will also include an initial review of the Student Family Handbook that may or may not pertain to the job functions and discipline procedures being followed throughout the District. Camellia Osterink, District Legal Counsel, and Ken Struckmeier, District Executive Administrator for Middle Schools, currently oversee the review and implementation of the Student Family Handbook.

Oregon's *All Students Belong* rule requires districts to provide students and educators with learning environments that are:

- high-quality;
- free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability, or national origin;
- and without fear of hatred, racism, or violence.

This rule requires the District to create safe and inclusive school climates that help everyone experience safety and belonging. To initiate the re-evaluation of current policies and practices, the Equitable Policies Task Force was formed by the Beaverton School Board and the BSD Office of Equity and Inclusion. The task of this group is to make recommendations to the District Superintendent and School Board related to the Every Student Belongs Policy (ACB) and corresponding practices. The Task Force is tasked with the:

- Development of a District anti-racist vision to guide the District's efforts;
- Proposed revision to Board Policy ACB and related reporting and response protocols;
- Review of the BSD Student and Parent Handbook for alignment with Policy ACB and related protocols.

The work of the Equitable Policies task force may or may not have implications in the job functions of SROs in schools, including the training that may be required to uphold the rule passed by the State Board of Education, ACB policy and the restorative procedures outlined.

With an increased focus on the whole child and a restorative approach to discipline, BSD has also formed a Collaborative Alternative Solutions to Expulsion (CASE) Team which has been training with Georgetown University and the Center for Juvenile Justice Reform to implement a more restorative approach to discipline. In addition, BSD will be using their Student Investment Account (SIA) and Elementary and Secondary School Emergency Relief Fund (ESSER) funds to provide every middle school and high school with restorative practice coaches to address behavioral health and wellness. In addition, they will provide

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support for drug and alcohol issues as we continue to address the disproportionality in our suspensions, expulsions, and other discipline areas. Danielle Hudson, District Executive Administrator for Student Services, oversees the Multi-Tiered System of Support which includes restorative practices.

8. CURRENT SCHOOL RESOURCE OFFICER'S SITUATION:

While the relationship between the District and the SROs has a long history, current events and a deeper understanding of social justice and implicit bias has led the community to a more focused questioning of the use of SROs in schools. Student concerns regarding the presence of SROs in school buildings have been expressed and noted as something that occasionally creates a climate of discomfort and fear for many students, and particularly students of color. In the 2020-2021 school year, the Beaverton Student Advisory Committee performed an inquiry regarding SROs impact on students.

The City of Beaverton, as a key participant in funding and staffing the SRO program, has an obligation included in the MOU to review the impact and efficacy of the SRO program. In addition to the role that the Beaverton City Council will play as part of this joint process, the City's Human Rights Advisory Commission (HRAC) is working with the BPD. They have undertaken an expansive look at local law enforcement and drafted a report for consideration by the City Council that includes several key recommendations. These recommendations include a discussion on the use of SROs.

Beaverton Human Rights Advisory Commission Policing Recommendations:

<https://www.beavertonoregon.gov/DocumentCenter/View/29855/Final-Policing-Recommendations-2021>

The Beaverton Police Department and Washington County Sheriff's Office have provided updated statistics to provide clarity and transparency regarding the stated concerns (see link in the following section). There are no statistics for Hillsboro Police Department as the position officially began in January 2020 - a month-and-a-half prior to the COVID-19 Pandemic.

9. LAW ENFORCEMENT AGENCIES PROVIDING SRO's:

The Beaverton School District is serviced by 3 separate law enforcement agencies who provide SRO's to the District. These include the Beaverton Police Department, Washington County Sheriff's Department and the Hillsboro Police Department. The Beaverton Police Department provides 6 SRO's and an SRO Sergeant. Washington County Sheriff's Department provides 3 SRO's and a designated SRO Sergeant. The Hillsboro Police Department provides 1 SRO and has a designated SRO sergeant. These positions have been financially supported by the police agencies themselves with no cost to the District until recently. This amounts to a total of 10 School Resource Officers and 3 SRO supervisors.

An overview of the District's evolving relationships with SRO's can be accessed at:

<https://resources.finalseite.net/images/v1594863257/beavertonk12orus/l6a2rmxmsv45yncfrdro/SROReportFinal.pdf>

Link to SRO Student Session: <https://www.youtube.com/watch?v=e4mH6UkHkx8>

10. SCOPE OF WORK:

The high-level scope of this work is a complete and detailed review and evaluation of the SRO program within BSD. Once selected the consultant or firm will work closely with the Beaverton School District and the Beaverton City Council to develop the complete "street-level" scope of the work. There are many questions which the City Council and the Beaverton School District School Board are looking to answer. We will need the consultant or firm to address the key questions stated in Section II Statement of Work in their proposed scope of work in response to this solicitation.

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11. CONTRACT:

The successful Proposer, selected by the District, will receive a Personal Services Contract. A sample is enclosed herein (see SECTION V - ATTACHMENTS).

- a. Proposers are advised to thoroughly review and familiarize themselves with the standard contract. Certain contract Terms and Conditions reflect State statute and/or District policy and will not be altered or negotiated.
- b. The Consultant will be expected to promptly sign a contract including all standard terms and conditions contained in the sample contract. The District will execute the Contract only after it has obtained all applicable required documents and approvals.

12. AMENDMENTS:

The District may amend a Contract without additional competition pursuant to OAR 137-047-0800.

13. CONTRACT PERIOD/EXTENSION:

- a. Selected Proposer will be issued a Contract effective upon full execution, through June 30, 2022.
- b. Work must be completed within the time frame specified in the contract. Should the District elect to extend the Contract to facilitate completion of the Work, the District will send correspondence to the Consultant on or about two (2) months prior to Contract End Date.

14. CONTRACT ADMINISTRATOR:

The Contract Administrator for this Personal Services Contract will be the Purchasing Manager, or designee.

15. DISTRICT REPRESENTATIVE:

The District Representative for the project shall be determined by the District prior to execution of a Contract.

16. SOLICITATION SCHEDULE:

The milestones for the selection process are set forth below. The dates are specific and will be followed to the extent reasonably possible. The purpose of this schedule is for Proposer information only. The District reserves the right to deviate from this schedule.

Solicitation Milestone

Deadline for Questions
Submit Proposals

Completion Date

August 9, 2021
August 19, 2021

17. CONTACT DURING SOLICITATION:

Questions must be submitted in writing via email to contracts@beaverton.k12.or.us as indicated on the Summary page of this Solicitation. **No other contact regarding this solicitation during the solicitation process is permitted.** Unauthorized contact regarding this solicitation may subject the offender's Proposal to rejection.

SECTION II – STATEMENT OF WORK

Solicitation No: RFP 21-0003

A Comprehensive Review of the School Resource Officer Program with Recommendations for Changes or Adjustments

1. PURPOSE AND INTRODUCTION:

The Beaverton School Board and the Beaverton City Council require a comprehensive review of the current School Resource Officer (SRO) program. This review, which should center on the experience of BSD students, is a next and necessary step in addressing the future of SROs within the District. The comprehensive review and resulting recommendations are intended to provide actionable next steps to guide the District and the City in the development and delivery of the best model for ensuring student and school community safety and support.

2. DESCRIPTION OF SERVICES:

The contracted Consultant will engage the District through developing focus groups of both internal and external persons who have responsibilities for work or persons within the District's areas of influence. The Consultant will aid in the selection and coordination of these groups and help District personnel participate in and be responsible for certain of the group's milestones. The Consultant will also provide specific and targeted training for certain leadership groups and conduct group and individual work sessions.

3. CONSULTANT RESPONSIBILITIES:

The contracted Consultant will conduct training, facilitate work sessions, design implementation strategies for programmatic growth in District leadership, monitor success points, develop correctional methods as required, and present program updates and reports as required by Leadership.

4. PROJECT SCHEDULE:

The Work should begin as soon as practical after contract execution but not later than September 27, 2021. It is anticipated that the Work will be completed in a timeframe to allow for inclusion of the information into the 2022-2023 Budget Year.

5. ADDITIONAL REQUIREMENTS:

A. Background Checks. All personnel on-site will be required to be badged and must be subject to a background check per District Standards. See sample Contract attached to this Solicitation.

Consultant must employ only persons duly licensed by the State of Oregon to perform the Work required under this Contract for which applicable Oregon Law requires a license.

6. KEY QUESTIONS: In addition to others which may arise in the course of the work, the Consultant's proposal, work, and deliverables shall provide thorough and actionable answers to the following Key Questions:

A. What kind of student safety model may be needed and most responsive to the needs of the diverse BSD student community?

- i. What can we learn from research concerning how other school districts locally and nationally have addressed SROs in schools?
 - a. What are the school situations generally recognized to require involvement or response by an armed, uniformed police officer, as opposed to other personnel?
 - b. How is student safety addressed when SROs are removed, and what data is used to determine the potential impacts if the SRO program is terminated?
 - c. If SROs were no longer stationed at schools, how would the response to issues in school buildings that require law enforcement action differ? How would staff training differ and how would Police training and/or procedures differ when responding to school emergencies?
 - d. What does current research and anecdotal information (literature) say about SRO effectiveness in reducing gun violence or school shootings?
 - e. What does the literature cite as positive impacts of SROs in schools on students and what are those student-centered SRO job-embedded activities and best practices?

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- f. What does the literature say about the SRO's effect on incarceration rates and the school to prison pipeline?
- g. What preparation and training models are utilized by collaborative models between district and police departments for emergency and/or when building administrators call for support?
- h. What are the best practices for SRO programs including officer training, protocols for police involvement and/or referral, MOU language, delineation of duties, officer attire and equipment?
- i. How can district staff, teachers, and students be educated to recognize when police or other safety personnel are needed?

B. How does the role of campus monitors compare to the role of SROs?

- i. How is the School Resource Officer program currently implemented? What does the data (as disaggregated as possible by race/ethnicity, gender, gender-expression, language, income level, school enrolled, McKinney-Vento (unhoused, unsheltered, or unaccompanied minors) and other student identifying groups) tell us about the current program and what do student, staff and community perspectives tell us about implementation?

C. Currently what is the data, policies and procedures that impact on and when SROs interact with students in BSD?

- i. Where are student arrests occurring? How often are arrests initiated due to an incident that occurred on a school site? How are cases managed upon and/or after arrest? How are parents notified when arrests, investigation, and/or questioning occurs?
- ii. What, if any, complaints have been made within BSD against SROs?
- iii. What aspects of the current SRO Program in BSD are named by students, administrators, staff and other stakeholders, as working well and/or serving a purpose that other school personnel could not provide around safety?
- iv. What changes would the SRO's themselves like to see to their program? Do they have concerns about how they have been asked to operate? What would they add/or subtract from their scope of work to allow them to be most effective with various student populations?
- v. How do school administrators and/or teachers determine when to call an SRO? What is the historical practice vs. the current practice?

D. What culturally affirming and restorative safety response models and components are being implemented to ensure the health and wellness of racially, ethnically, gender and other diverse student populations?

- i. What knowledge, skills, abilities, and training are required to become an SRO?
- ii. What functions performed by the SRO's are unique and cannot be performed by other job types (i.e. district employees)?
- iii. How are SROs supervised and evaluated? What structures are in place for accountability and transparency to the public, school district staff, and students?
- iv. What functions currently being performed by SROs could be performed by district staff?
- v. Could changes to the SRO program potentially including wearing civilian clothes and either not carrying firearms or having concealed firearms reduce or eliminate the experience of stress or potential harm for students and families of color?
In terms of health and wellness and developing relationships with students, could social workers or mental health staff meet these needs in ways that SROs cannot? How could the partnership/program benefit from adding or collaborating with those roles? If the SRO Program is in collaboration with Washington County Juvenile Department, in what ways does or can the District have similar partnerships with onsite social and/or mental health workers?

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E. What training is needed to respond in a restorative, culturally responsive and bias-free way in emergencies and non-emergencies involving SROs and/or additional Police?

- i. What types of specific training do SRO's receive? Do they receive Antibias/Antiracist (ABAR) training? Training in social work? Training in counseling or training in interacting with students experiencing mental health crises?
- ii. What does the literature and local student voice say with regards to how listening sessions with students, especially students of color, result in improved communication and relationships?
- iii. How should the students, the community, and district staff be involved in the hiring, retention and evaluation of SRO's in the Beaverton School District?
- iv. What considerations would need to be evaluated if SROs were removed, including the funding of police training to interact and support schools in both emergencies and non-emergencies? How would this training be funded?

7. PROJECT DELIVERABLES:

- i. A student-centered Scope of Work (SOW) for the project which should include but not be limited to a combination of focus groups, surveys, and empathy interviews with a diverse group of students, community, parents/caregivers, administrators, SRO's and other key stakeholders.
- ii. An Initial meeting with the Beaverton School Board and the Beaverton City Council to introduce the SOW and outline methods and approaches (work plan) that will be used to address the agreed-upon areas of focus and answer questions of interest which will be finalized after contract approval and with input from both governing bodies. Allow for additional input from members of both governing bodies to ensure all major questions and concerns are covered in the final report.
- iii. Ongoing, consistent communication with the Beaverton School Board and Beaverton City Council and/or any subcommittee of the two bodies so designated to ensure smooth implementation of the work plan (to be determined at the onset of the project). This may include in-person updates at School Board or City Council meetings.
- iv. Written report of findings and recommendations with citations to include a review of data associated with the SRO program including documented interactions with students, arrest data, cited infractions with a breakdown of data by school, area and student demographics, relevant research on SRO programs, best practices regarding SRO usage (or in the case of districts without SROs, best practices in working with law enforcement) from similar school districts, and a compilation of data and/or major themes from focus groups, surveys, and empathy interviews.
- v. An informal working meeting with a small group of representative committee members to preview and interpret the findings and recommendations prior to public dissemination.
- vi. Summary of findings and recommendations to be presented at a joint session of the School Board and City Council, followed by a School Board and/or Cabinet Work Session. School Board Members and City Councilors will submit questions ahead of the initial sessions. Process subject to modification subject to recommendations of the consultant.
- vii. Support clarifying any of the report findings for BSD, City of Beaverton, and other participating jurisdictions after report delivery as a part of SRO plan development.

8. Proposal Submissions

- i. Please submit your proposal by email only to: contracts@beaverton.k12.or.us with "RFP # 21-0003" included in the "Subject" line of the email no later than 2:00 pm PDT on August 19, 2021. (See also Section III (5.) of this Solicitation.
- ii. Proposals must include information relating to each of the Evaluation Criteria Stated in Section IV of this Solicitation.

SECTION III – INSTRUCTIONS TO PROPOSERS

Solicitation No: RFP 21-0003

A Comprehensive Review of the School Resource Officer Program with Recommendations for Changes or Adjustments

1. FORMAL SELECTION PROCEDURE: Pursuant to OAR 137-047-0260

The District may procure Goods or Services by competitive sealed Proposals as set forth in ORS 279B.060.

2. PRE-PROPOSAL CONFERENCE: Pursuant to OAR 137-047-0420

Purpose. The District has elected not to hold a pre-proposal conference for this solicitation.

3. PROPOSALS ARE OFFERS: Pursuant to OAR 137-047-0310

A Proposal submitted in response to this Solicitation is the Proposer's offer to enter into a Contract.

- a. By signing and submitting a Proposal, the Proposer acknowledges it has read, understands and agrees to be bound by the terms and conditions contained in this Solicitation.
- b. The Proposal is a "firm offer," and must be held open by the Proposer for the District's acceptance for sixty (60) days.
- c. The District's Award of a Contract constitutes acceptance of the Proposal and binds the Proposer to the Contract.
- d. The Proposer must not make its Proposal contingent upon the District's acceptance of any terms or conditions (including Specifications) other than those contained in this Solicitation.

4. PROPOSAL PREPARATION: Pursuant to OAR 137-047-0400

A Proposer must sign and submit its Proposal in accordance with the instructions set forth in this Solicitation. Failure to submit Proposals in accordance with the provisions of this Solicitation will be grounds to declare the Proposal as non-Responsive. Proposers must:

- a. Submit a complete Proposal (a Proposal that meets all requirements of this Solicitation);
- b. Provide the District with all required and requested documents and descriptive literature;
- c. Initial any corrections or erasures to their Proposal prior to Closing;
- d. Identify (on the Proposer Certification) whether the Proposer is/is not a "resident Proposer", as defined in ORS 279A.120(1);
- e. Provide (on the Proposer Certification) certification of nondiscrimination in obtaining any required subcontractors in accordance with ORS 279A.110(4); and
- f. Provide (on the Proposer Certification) Written acknowledgment of receipt of all Addenda.

5. PROPOSAL SUBMISSION: Pursuant to OAR 137-047-0410

- a. To ensure proper identification and handling, Proposals must be submitted to the District via email to the following email address: Contracts@beaverton.k12.or.us by the date and time on the cover page of this solicitation. Proposer's are solely responsible for determining that their Proposal is received in a manner able to be opened and evaluated by the District. Submitted proposals must include "RFP # 20-0003" in the subject line of the email.
- b. The District is not responsible for Proposals submitted in any manner, format or to any delivery point other than as required in this Solicitation.
- c. Proposers are solely responsible for ensuring that the District receives their Proposal at the required delivery point prior to Closing.

6. COOPERATIVE PROCUREMENT: Pursuant to OAR 137-046-0430

This Solicitation is a Permissive Cooperative Procurement.

- a. Authorized Agencies may utilize a Permissive Cooperative Contract pursuant to ORS 279A.215. Generally:
 - i. Authorized Agencies may establish a Contract with the Supplier to purchase the Goods and Services awarded by this Solicitation;
 - ii. Authorized Agencies may not Materially Change or alter the terms, conditions, or prices from the Original Contract between the Supplier and the District.

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- b. Proposers must state (on the Proposer Certification) that it will/will not extend the terms, conditions and prices to any Participating Agency that desires to establish a Contract awarded to the Supplier resulting from this Solicitation. Volumes of other agencies are not included in this Solicitation.

7. ADDENDA: Pursuant to OAR 137-047-0430

- a. **Issuance; Receipt.** The District may change this Solicitation only by Written Addenda. A Proposer must provide written acknowledgement of receipt of all issued Addenda in the space provided on the Proposer Certification.
- b. **Notice and Distribution.** The District will publish notice of any and all Addenda on the ORPIN (Oregon Procurement Information Network) website. Addenda may be downloaded from the ORPIN website. It is the Proposers' responsibility to inquire about Addenda. Proposers should frequently check the ORPIN website until the Solicitation Closing (due date and time) about any Addenda issued, i.e., at least once weekly until the week of Closing and at least once daily the week of the Closing.
- c. **Timelines; Extensions.** The District will issue Addenda within a reasonable time to allow prospective Proposers to consider the Addenda in preparing their Proposal. The District may extend the Closing if the District determines prospective Proposers need additional time to review and respond to Addenda. Except to the extent required by public interest, the District will not issue Addenda less than 72 hours before the Closing unless the Addendum also extends the Closing.
- d. **Request for Change or Protest.** Unless a different deadline is set forth in the Addendum, a Proposer may submit a Written request for change or protest to the Addendum, as provided in OAR 137-047-0730, by the close of the District's next business day after issuance of the Addendum, or up to the last day allowed to submit a request for change or protest under OAR 137-047-0730, whichever date is later. If the date established in the previous sentence falls after the deadline for receiving protests to the Solicitation Document in accordance with OAR 137-047-0730, then the District may consider a Proposer's request for change or protest to the Addendum only, and the District will not consider a request for change or protest to matters not added or modified by the Addendum.

8. QUESTIONS/CLARIFICATIONS/CHANGES AND SOLICITATION PROTEST:

Proposers may request changes or clarifications to, or protest, any provision, specification or Contract term contained in this Solicitation:

- a. **Questions, Clarifications, Changes.** All questions regarding this Solicitation must reference the Solicitation number and must be submitted in writing via e-mail to the attention of the person indicated on the Summary page of this Solicitation. No oral questions will be accepted other than at the pre-Proposal conference (if any). Questions received by the District prior to deadline will be answered in written addenda.
- b. **Protest.** Pursuant to OAR 137-047-0730, a prospective Proposer may protest the Procurement Process or the Solicitation Document for a Contract solicited under ORS 279B.060 as set forth in ORS 279B.405. Written protests must include:
 - i. A detailed statement of the legal and factual grounds for the change, clarification, or protest;
 - ii. A description of the resulting prejudice to the Proposer; and
 - iii. A statement of the form of relief requested or any proposed changes to the Solicitation provisions, specifications, or contract terms and conditions.

Written protests must be clearly marked with the Solicitation number and submitted in writing to the Purchasing Manager by email to contracts@beaverton.k12.or.us.

- c. **Deadline.** Questions, changes, clarifications, or protests must be received by the District by noon Pacific Time not later than ten (10) calendar days prior to the date Proposals are due, or as stated in Section I SOLICITATION SCHEDULE. The District will not consider any protest or request for change that is submitted after the submission deadline.

SECTION III – INSTRUCTIONS TO PROPOSERS

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- d. **Response.** Responses to questions/clarifications and notice of the District’s protest determination will be provided in written addenda pursuant to ADDENDA above. The District’s response to a Proposer, whether orally or in Writing, does not change the Solicitation and is not binding on the District unless the District amends the Solicitation by written Addendum.
- e. Protesters must exhaust all administrative remedies before seeking judicial review.

9. PRE-CLOSING MODIFICATION OR WITHDRAWAL OF PROPOSALS: Pursuant to OAR 137-47-0440

A Proposer may modify or withdraw its Proposal in Writing only prior to Closing. Modification or withdrawal must:

- a. Be clearly marked “Proposal Modification” or “Proposal Withdrawal” and marked and delivered as described in PROPOSAL SUBMISSION above;
- b. Include the Proposer's statement that the modification amends and supersedes the prior Proposal; Proposers are responsible for ensuring that the District receives its modification or withdrawal. Modifications and/or withdrawals must be prepared and submitted on the Proposer's letterhead, signed by an authorized representative of the Proposer.

10. RECEIPT, OPENING, AND RECORDING OF PROPOSALS: Pursuant to OAR 137-47-0450

- a. The District will use the computer generated time-stamp on the submission email to record the official time of arrival for the purpose of determining Responsiveness to the requirements of this solicitation.
- b. The District will not be responsible for the premature opening or failure to open a Proposal that is not properly addressed and/or identified.
- c. Proposals will be opened and recorded. The number of Proposals received, the identity of Proposers, or the contents of any Proposal will not be disclosed to the public until all Proposals have been evaluated, negotiations completed if required, and a recommendation for Award has been published.

11. LATE PROPOSALS, LATE WITHDRAWALS, AND LATE MODIFICATIONS: Pursuant to OAR 137-47-0460

Any Proposal received after Closing is late. A Proposer’s request for withdrawal or modification of a Proposal received after Closing is late. The District will not consider late Proposals, withdrawals or modifications except as permitted in MISTAKES below. The District reserves the right to consider Proposals that have been delayed or mishandled by the District.

12. MISTAKES: Pursuant to OAR 137-47-0470

To protect the integrity of the competitive Procurement process and to assure fair treatment of Proposers, the District will carefully consider whether to permit waiver, correction or withdrawal of Proposals for certain mistakes. The District will not allow a Proposer to correct or withdraw a Proposal for an error in judgment. If mistakes in a Proposal are discovered after Opening, but before Award of the Contract, the District may take the following action:

- a. The District may waive, or permit a Proposer to correct, a minor informality. A minor informality is a matter of form rather than of substance that is evident on the face of the Proposal, or an insignificant mistake that can be waived or corrected without prejudice to other Proposers.
- b. The District may correct a clerical error if the error is evident on the face of the Proposal, or other documents submitted with the Proposal, and the Proposer confirms the District's correction in writing.
- c. The District may permit a Proposer to withdraw a Proposal based on one or more clerical errors in the Proposal only in accordance with OAR 137-47-0470(2)(c) and (d).
- d. The District will reject any Proposal in which a mistake is evident on the face of the Proposal and the intended correct Proposal is not evident or cannot be substantiated from documents accompanying the Proposal.

SECTION III – INSTRUCTIONS TO PROPOSERS

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13. AWARD: Pursuant to OAR 137-47-0600

- a. Award in part or in whole is contingent upon available funding. In the event adequate funds are not appropriated and allocated by the School Board, the District reserves the right to cancel any Solicitation at no penalty.
- b. If awarded, the District will award a Personal Services Contract to the Responsible Proposer(s) that submitted the most advantageous responsive Proposal(s), and that meets the minimum requirements of this Solicitation.
- c. The District may award by milestone, groups of milestones or the entire Proposal.
- d. The District may Award multiple Contracts if beneficial to the District for adequate availability, service, competition, or other factors deemed significant by the District. This statement of the potential for Multiple Awards does not preclude the District from awarding a single Contract.
- e. The District may award a Contract for parts of the Solicitation for which acceptable Proposals have been received.
- f. The District may award all or none Offers if the evaluation shows an all or none Award to be the most Advantageous or in the best interest of the District.
- g. The District may reject all or part of Proposals and may issue a new Solicitation on the same or revised terms, conditions and Specifications.
- h. When Proposals are identical the District must Award the contract Pursuant to OAR 137-046-0300.

14. NOTICE OF INTENT TO AWARD: Pursuant to OAR 137-047-0610

The District will provide a written Notice of Intent to Award (NOI) to all Proposers at least seven (7) calendar days before the Award of a Contract, unless the District determines that circumstances require prompt execution of the Contract. The District's Award will not be final until the later of the following:

- a. SEVEN (7) calendar days after the date of the NOI, or
- b. Until the District provides written response(s) to all timely filed protest(s) denying the protest(s) and affirming the Award.

15. PROPOSAL REJECTION. Pursuant to OAR 137-047-0640 and OAR 137-047-0650

- a. The District may reject any Proposal as set forth in ORS 279B.100:
 - i. When the rejection is in the best interest of the District.
 - ii. When the Proposal is contingent upon the District's acceptance of terms and conditions (including Specifications) that differ from the Solicitation.
 - iii. When the Proposal takes exception to terms and conditions (including Specifications) set forth in the Solicitation.
 - iv. That attempts to prevent public disclosure of matters in contravention of the terms and conditions of the Solicitation or applicable law.
 - v. That fails to meet the Specifications of the Solicitation.
 - vi. That is submitted late.
 - vii. Not in substantial compliance with the Solicitation or with all prescribed public procurement procedures.
 - viii. Not in compliance with ORS 279B.120, 279B.130, OAR 137-046-0210(3), 279A.105, ORS 279A.110(4).
 - ix. When the Proposer is not Responsible pursuant to ORS 279B.110.
- b. The District may reject all Proposals as set forth in ORS 279B.100. The District will notify all Proposers of the rejection, along with the reasons for rejection. Proposals may be rejected based upon the following criteria:
 - i. The content of or an error in the Solicitation or the Procurement Process unnecessarily restricted competition for the Contract.
 - ii. The price, quality or performance presented by the Proposers are too costly or of insufficient quality to justify acceptance of any Proposal.

SECTION III – INSTRUCTIONS TO PROPOSERS

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- iii. Misconduct, error, or ambiguous or misleading provisions in the Solicitation threaten the fairness and integrity of the competitive process.
- iv. Causes other than legitimate market forces threaten the integrity of the competitive process, such as collusion, corruption, unlawful anti-competitive conduct, and/or inadvertent or intentional errors in the Solicitation.
- v. The District cancels the Solicitation in accordance with OAR 137-047-0660.
- vi. Any other circumstance indicating that awarding the Contract would not be in the public interest.

16. SOLICITATION CANCELLATION: Pursuant to OAR 137-047-0660

The District may cancel, delay or suspend a solicitation, or reject all Proposals, in accordance with ORS 279B.100 when it is in the best interest of the District as determined by the District. In the event of any such cancellation, delay, suspension or rejection, the District is not liable to any Proposer for any loss or expense caused by or resulting from any such cancellation, delay, suspension or rejection.

17. PROPOSAL COSTS:

Proposers responding to solicitations are responsible for all costs they may incur in connection with submitting Proposals.

18. CONTRACT AWARD PROTEST: Pursuant to OAR 137-047-0740

- a. Proposers may protest the Award of a Contract, or the intent to Award a Contract if the conditions set forth in ORS 279B.410(1) are satisfied. Proposers must deliver a written protest to the District within seven (7) Days after the issuance of the NOI.
- b. The Proposer's protest must be in writing and must specify the grounds for the protest to be considered by the District pursuant to ORS 279B.410(2). A protest must be submitted to the Purchasing Manager and may be e-mailed to contracts@beaverton.k12.or.us, or hand delivered or mailed to 16550 SW Merlo Rd, Beaverton, OR 97003. The Proposer is responsible for ensuring the District receives the protest.
- c. The District will not consider any protest that is submitted after the submission deadline.
- d. Resolution of Protests. The District's Purchasing Manager will settle or resolve a written protest submitted in accordance with the requirements of this Rule and will issue a written decision on the protest in a timely manner as set forth in ORS 279B.410(4).
- e. Decision. If a protest is not settled, the Superintendent, or designee, has the authority to resolve the protest.
- f. Proposers must exhaust all administrative remedies before seeking judicial review. Judicial review of this decision will be in accordance with ORS 279B.415.
- g. If the District upholds the protest, in whole or in part, the District may in its sole discretion either Award the Contract to the successful Protestor or cancel the Procurement or Solicitation.

19. ADDITIONAL REQUIREMENTS:

- a. The District reserves the right to seek clarifications of submitted Proposals, which may or may not affect the evaluation scoring.
- b. The District reserves the right to negotiate a final Contract that is in the best interest of the District.
- c. Failure of the District to insist on strict conformance with any one portion of this solicitation will not constitute a waiver of any/all of the provisions of the remainder of this solicitation, or resulting Contract or waiver of any other default of the Proposer, or remedy of the District.

20. CONFIDENTIALITY OF PROPOSALS:

The District is subject to the Oregon Public Records Law (ORS 192.410 to 192.505), which requires the District to disclose all records generated or received in the transaction of District business, except as

SECTION III – INSTRUCTIONS TO PROPOSERS

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expressly exempted in ORS 192.501, 192.502, or other applicable law. The District may withhold from disclosure confidential information pursuant to ORS 192.501 or 192.502.

- a. The District will not disclose records submitted by a Proposer that are exempt from disclosure under the Public Records Law, subject to the following procedures and limitations.
 - i. All pages containing the records believed to be exempt from disclosure must be marked “confidential” and segregated in the following manner:
 - A. Clearly marked in bold, bracketed and high-lighted (but left readable) on each page of the document which contains such information.
 - B. There must be two (2) submissions – the first will be marked “Original Proposal containing Confidential Information”. The second will be marked “Original Proposal Redacted for Confidential Information”. The District will use its best efforts to respect and preserve such Confidential Information as marked but assumes no liability for accidental disclosure.
 - C. Where this specification conflicts with other formatting and response instruction specifications, this specification will prevail.
 - D. Where such conflict (in C. above) occurs, the Proposer is instructed to respond with the following: “Refer to confidential information enclosed.” This statement “Refer to confidential information enclosed” must be inserted in the place where the requested information was to have been placed.
- b. Proposers who desire that additional information be treated as confidential must mark those pages as “confidential”, cite a specific statutory basis for the exemption, and the reasons why the public interest would be served by the confidentiality. The entire Proposal must not be marked confidential. Should a Proposal be submitted in this manner, no portion of it will be held as confidential, or the entire proposal may be deemed non-responsive at the District’s sole discretion.
- c. Notwithstanding the above procedures, the District reserves the right to disclose information that the District determines, in its sole discretion, is not exempt from disclosure or that the District is directed to disclose by the District Attorney or a court of competent jurisdiction. Prior to disclosing such information, the District will notify the Proposer. If the Proposer disagrees with the District decision, the District may, but is not required to, enter into an agreement not to disclose the information so long as the Proposer bears the entire cost, including reasonable attorney’s fees, of any legal action, including any appeals, necessary to defend or support a no-disclosure decision.

SECTION IV – RESPONSE AND EVALUATION

Solicitation No: RFP 21-0003

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1. INTRODUCTION:

This section prescribes the mandatory format for the presentation of a Proposal in response to this Solicitation. The purpose of this format is to ensure uniformity of the information from each Proposer and to aid in clear understanding and evaluation of each Proposal. Failure to provide any information requested in this Solicitation may result in rejection of the Proposal.

2. PROPOSAL FORMAT:

A Proposer's submitted Proposal:

- a. Must be WORD or editable PDF format and contain all the desired elements in the order outlined in this solicitation. Proposals will electronically duplicated by District staff for distribution to the evaluation team. Do not "lock" or "password protect" your proposal. The original submission will be marked "ORIGINAL" and stored in the District's Purchasing files to be used only in the event of a file corruption or correction issue or in the event of a dispute as to the original content.
- b. Should not contain animation or excessive photographic content as these create potential bandwidth problems for staff and evaluators.
- c. There is a 25-page limit for proposal excluding required references, documents required by specific attachments, and the C.V. for primary staff of the Proposer.

3. PROPOSAL CONTENT REQUIREMENTS:

Proposers must provide a reply to each of the following items. The Proposer Certification Form (see Attachments) must be completed and submitted as the cover of the Proposer's response. Proposers are cautioned to provide within their Proposals, in a concise manner, as much detail as possible pertaining to their capabilities and experience in providing the services requested in this Solicitation. Do not assume the District has any prior knowledge of the Proposer.

Proposers must present a Proposal containing the specific information requested and submit all attachments as required, in the order listed below:

REQUIRED AFFIDAVIT, CERTIFICATIONS AND FORMS: See SECTION V – ATTACHMENTS, PROPOSAL SUBMISSION CHECKLIST.

DETAILED PROPOSAL CONTENT REQUIREMENTS:

- A. INSURANCE REQUIREMENT:
 - a. Provide a statement of agreement to the insurance clause in the sample Personal Services Contract] (see SECTION V – ATTACHMENTS).
- B. RELEVANT EXPERIENCE AND QUALIFICATIONS (Up to 20 Points possible):
 - a. Provide a brief narrative of the Proposer's history and capabilities, including the number of years Proposer has provided these services. Include experience relating to developing and managing public participation, facilitation of Community Convenings including diverse student and community groups.
 - b. Provide a description of the Proposer's experience in working with schools, school districts, diverse communities within school districts and related organizations on issues of student safety, discipline and/or related topics to the evaluation of SROs in schools.
- C. STAFFING (Up to 20 Points possible):

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- a. Provide a description of the proposed staffing approach for all elements of this contract and a brief vita of all proposed staff members.

D. LOCAL UNDERSTANDING (Up to 15 Points possible):

- a. Demonstrates the Proposer's understanding of the local context related to the overall project.

E. STUDENT AND COMMUNITY INCLUSION (Up to 20 Points possible):

- a. Demonstration the Proposer's methodology to being student and community inclusive.
- b. Describe in detail how the services will be provided. Address all of the Key Questions detailed above and each item in STATEMENT OF WORK SECTION II (4). Focus on the Proposer's ability to perform all of the required tasks. Include specific ways in which student and community voice will be included.

F. MWBE-CERTIFIED OR SELF-IDENTIFIED MWBE (Up to 10 Points possible):

- a. Indicate if your firm or any proposed sub-contractors are [COBID-certified](#) with the State of Oregon; hold a similar, relevant type of certification in another state; or self-identify as an Emerging Small Business (ESB), a Minority/Women Business Enterprise (M/WBE), a Service Disabled Veteran (SDV), or a Disadvantaged Business Enterprise (DBE).

G. PROJECT COST (Up to 15 Points possible):

- a. Proposers are expected to consider the project requirements and the District's desired outcomes and develop a reasonable budget. Proposals will include the rates and expected contribution of each level of paid staff. The exact total of the contract will depend on the final scope of work and deliverables.
- b. Pricing will be compared among all responsive Proposals submitted. The lowest overall priced proposal that meets the expected criteria will receive the full points available. All other proposals will be scored in this criteria on a pro-rated basis.

H. REFERENCES:

- a. Provide three (3) professional references from projects similar to the SOW of this Solicitation, and from accounts of similar size and complexity. K-12 school district references shall be preferred. Use of the provided Proposer Reference Form (see SECTION V – ATTACHMENTS) is required. Provide the name, telephone number, and email address of the client for each of these three (3) references. These contacts will be used by the District for reference checks.

I. INTERVIEW:

- a. Some of the highest scoring Proposers may be invited for an interview for further clarification and follow-up questions from the evaluation committee.

4. EVALUATION CRITERIA:

The District will score each Proposal by reviewing and evaluating the Proposal content requirements outlined above. The following table indicates how the total points in the scoring will be assigned by required Proposal item. Failure to meet minimum requirements for any individual item may disqualify the Proposal regardless of the total points scored for the other items. Each item will be evaluated as follows:

SECTION IV – RESPONSE AND EVALUATION

Solicitation No: RFP 21-0003

A Comprehensive Review of the School Resource Officer Program with Recommendations for Changes or Adjustments

| EVALUATION CRITERIA MATRIX | | Maximum Points Possible |
|-----------------------------------|---|--------------------------------|
| i | Insurance Requirement | Pass / Fail |
| ii | Relevant Experience and Qualifications | 20 |
| iii | Staffing and Diversity in the Make-up of the Project Team | 20 |
| iv | Demonstrates Understanding of Local Context | 15 |
| v | Student and Community Inclusive Approach | 20 |
| vi | COBID-Certified or Self-Identified ESB/M-WBE/SDV/DBE | 10 |
| vii | Cost | 15 |
| viii | References | Pass/Fail |
| PROPOSAL CONTENT SUB-TOTAL | | |
| INTERVIEW – (If conducted) | | |
| ix | Interview | 20 |
| INTERVIEW SUB-TOTAL | | 20 |
| COMBINED TOTAL | | 120 |

5. INTERVIEWS:

- a. The evaluation committee may elect to interview Proposers if the evaluation committee considers it necessary or desirable. Some of the top scoring Proposer(s), may be invited to interview. If the evaluation committee conducts interviews, the interview process will be used to supplement and clarify the information contained in the proposal.
- b. Based upon proposal scoring, as modified by the interview, and the results of reference checks, the Proposers will be given a final score by the evaluation committee. The final score will be provided to the District for a final decision to award a contract.
- c. Particular details about the interviews and the desired content will be issued to those firms invited to interview.
- d. Such interviews and any presentation materials will be at the Proposer’s expense.

6. PROPOSAL EVALUATION:

- a. **RESPONSIVENESS AND RESPONSIBILITY:** The District will utilize the following objective factors to determine if Proposals are Responsive and Proposers are Responsible:
 - i. **RESPONSIBILITY OF PROPOSER (OAR 137-047-0500).** Before awarding a Contract, the District shall determine that the Proposer submitting the most Advantageous Proposal is Responsible. The District shall use the standards set forth in ORS 279B.110 and OAR 137-047-0640(1)(c)(F) to determine if a Proposer is Responsible. In the event the District determines a Proposer is not Responsible, it shall prepare a written determination of non-Responsibility as required by ORS 279B.110 and shall reject the Proposal.
- b. **CONTINGENT PROPOSALS:** The Proposer must not make its Proposal contingent upon the District's acceptance of any terms or conditions (including Specifications) other than those contained in this Solicitation.
- c. **NON-RESIDENT PROPOSERS:** In determining the most Advantageous Responsible Proposal, the District shall apply the reciprocal preference set forth in ORS 279A.120(2)(b) and OAR 137-046-0310.

SECTION IV – RESPONSE AND EVALUATION

Solicitation No: RFP 21-0003

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- d. **IDENTICAL PROPOSALS:** When one or more Proposals are identical under OAR 137-046-0300, the District shall award a Contract in accordance with the procedures set forth in OAR 137-046-0300.
- e. **RECYCLED MATERIALS:** The District may give preference for Recycled Materials as set forth in ORS 279A.125 and OAR 137-046-0320.
- f. **CLARIFICATION OF PROPOSALS:** After Opening, the District may conduct Discussions with apparent Responsive Proposer(s) for the purpose of clarification and to assure full understanding of the Proposal.
- g. **NEGOTIATION:** The District may only conduct Discussions or Negotiate with Proposers. After Award of the Contract, the District may only modify an awarded Contract in accordance with OAR 137-047-0800.
- h. **OBJECTIVE CRITERIA:** The District may allow, at its discretion, certain other objective evaluation criteria. Examples of such criteria include but are not limited to conversion costs, transportation cost, volume weighing, trade-in allowances, cash discounts, depreciation allowances, cartage penalties, ownership or lifecycle cost formulas.

EVALUATION COMMITTEE: The Proposals will be evaluated by the Evaluation Committee consisting of BSD school board members, students, an administrator, a teacher, a parent affinity group leader, City Councilors, the Police Chief and a Human Rights Advisory Committee member, Working as a Committee or independently (at the discretion of the District) with copies of the written Proposals, the Evaluators will independently assign scores to each Proposal received in accordance with the evaluation criteria defined herein. Evaluators will utilize the criterion (as objectively as possible) to measure the merit of each Proposal received in accordance with the subjective evaluation criteria to determine which Proposals(s) will provide the District with the most advantageous and best overall value. The recommendations of this committee will be final.

SECTION V – ATTACHMENTS

Solicitation No: RFP 21-0003

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PROPOSAL SUBMISSION CHECKLIST

ALL CERTIFICATIONS, FORMS, AFFIDAVITS AND DETAILED PROPOSAL CONTENT REQUIREMENTS AS SPECIFIED IN SECTION IV MUST BE INCLUDED IN PROPOSALS.

____ REQUIRED AFFIDAVIT, CERTIFICATIONS AND FORMS

The following certifications and forms must be completed and signed by the person authorized to represent the Proposer regarding all matters related to the Proposal and authorized to bind the Proposer to the agreement. Failure to submit any of the required, completed and signed certifications/forms shall result in disqualification of the proposing firm.

____ PROPOSER CERTIFICATION. (Attachment A) This may serve as the cover sheet for your Proposal.

____ INDEPENDENT CONTRACTOR CERTIFICATION. (Attachment B)

____ AFFADAVIT OF NON-COLLUSION / COMPLIANCE WITH TAX LAWS. (Attachment C)

____ NON-CONFLICT OF INTEREST CERTIFICATION. (Attachment D)

____ PROPOSER RESPONSIBILITY FORM – All Pages. (Attachment E)

____ PROPOSER REFERENCE FORMS – (Attachment F)

____ DETAILED PROPOSAL CONTENT REQUIREMENTS

Detailed Proposal Content Requirements are specified in SECTION IV – RESPONSE AND EVALUATION.

The following attachment(s) are **NOT** to be returned with the Proposal. The content of these attachment(s) must be reviewed by the Proposer. The terms and conditions are incorporated in this Solicitation and will apply to the Contract to be executed for the work.

ATTACHMENT H Sample Personal Services Contract

SECTION V – ATTACHMENTS
ATTACHMENT A
Solicitation No: RFP 21-0003

PROPOSER CERTIFICATION

Legal Name of Proposer (Firm): _____

Physical Address: _____

Mailing Address: _____

The Proposer certifies and agrees:

1. The prices in this Proposal have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Proposer relating to: the intention to submit a Proposal, or the methods or factors used to calculate the prices Proposed.
2. The Proposer has read and understands all terms and conditions of this Solicitation.
3. The Proposer agrees to provide insurance as required in the sample Contract Terms and Conditions (see Attachments).
4. The Proposer has, or has available, the equipment, personnel, materials, equipment, facilities, and equipment as well as the technical and financial ability necessary to complete and execute all Work in a sound and suitable manner for the use specified and intended.
5. The Proposer agrees to execute the formal Contract within ten (10) days from date of Notice of Intent to Award.
6. The Proposer acknowledges that the person that signs this Certification is fully authorized to sign on behalf of the Proposer listed and to fully bind the Proposer to all conditions and provisions thereof.
7. The Proposer certifies that Proposer has complied or will comply with all requirements of local, state, and national laws, and that no legal requirement has been or will be violated in making or accepting this Proposal.
8. The Proposer, pursuant to ORS 279A.120 (1), (check one) is ____ / is not ____ a resident Proposer.
If not, indicate State of residency _____.
9. The Proposer certifies that it has not discriminated and will not discriminate, in violation of ORS 279A.110, against any disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055 in obtaining any required subcontract.
10. The Proposer agrees to comply with Oregon tax laws in accordance with ORS 305.385.
11. The Proposer acknowledges receipt of the following addenda: (list by number and date appearing on addenda.)

| Addendum Number | Date | Addendum Number | Date |
|-----------------|-------|-----------------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

12. The Proposer (check one) ____ will / ____ will not extend the terms, conditions and prices to any Participating Agency that intends on establishing a Contract awarded to the Proposer resulting from this Solicitation.

Respectfully submitted this _____ day of _____, 20_____.

Signature: _____

Printed Name: _____

Phone: _____

Title: _____

Fax: _____

Email Address: _____

SECTION V – ATTACHMENTS
ATTACHMENT B
Solicitation No: RFP 21-0003

INDEPENDENT CONTRACTOR CERTIFICATION

Proposer: _____

Employer Identification Number: _____

If Proposer signs Part A, the remainder of this Certification Statement does not need to be completed.

Part A. Proposer is a Corporation:

The Proposer/Firm is a business entity licensed, registered and authorized to do business in the State of Oregon.

Proposer Signature: _____ Date: _____

Part B. Proposer is an Independent Contractor:

I, under penalties of perjury, certify that I am an independent contractor as defined in ORS 670.600 and that the following statements are true and correct:

1. I have filed Federal and State income tax returns in the name of my business or a business Schedule C as part of the personal income tax return, for the previous year, or expect to file federal and state income tax returns, for labor or services performed as an independent contractor in the previous year.
2. I will furnish the tools or equipment necessary for the contracted labor or services.
3. I have the authority to hire and fire employees who perform the labor or services.
4. I represent to the public that the labor or services are to be provided by my independently established business as four (4) or more of the following circumstances exist.

(Please check all that apply):

- A. The labor or services are primarily carried out at a location that is separate from my residence or is primarily carried out in a specific portion of my residence, which is set aside as the location of the business.
- B. Commercial advertising or business cards are purchased for the business, or I have a trade association membership with _____.
- C. Telephone listing is used for the business that is separate from the personal residence listing.
- D. Labor or services are performed only pursuant to written contracts.
- E. Labor or services are performed for two or more different persons or agencies within a period of one year.
- F. I assume financial responsibility for defective workmanship or for service not provided as evidenced by the ownership of performance bonds, warranties, errors and omissions insurance or liability insurance relating to the labor or services to be provided.

Proposer Signature: _____ Date: _____

SECTION V – ATTACHMENTS
ATTACHMENT C
Solicitation No: RFP 21-0003

AFFIDAVIT OF NON-COLLUSION / COMPLIANCE WITH TAX LAWS

(Proposer)

I state that:

- (1) The correct taxpayer identification numbers are:
A. Federal Employer ID Number (EIN): _____ B. Employer's Oregon ID Number: _____
- (2) Proposer is not subject to backup withholding because (i) Proposer is exempt from backup withholding, (ii) Proposer has not been notified by the IRS that Proposer is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Proposer that Proposer is no longer subject to backup withholding;
- (3) The price(s) and amount of this Proposal must be arrived at independently and without consultation, communication or agreement with any other Supplier, Proposer or potential Proposer, except as disclosed on the attached appendix.
- (4) That neither the price(s) nor the amount of this Proposal, and neither the approximate price(s) nor approximate amount of this Proposal, will be disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before Contract award.
- (5) No attempt has been made or will be made to induce any firm or person to refrain from proposing on this Solicitation, or to submit any noncompetitive Proposal or other complementary Proposal.
- (6) The Proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Proposal.
- (7) _____ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing on any public contract, except as described in the attached appendix.

I state that _____ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by the Beaverton School District in awarding the contract(s) for which this Proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and will be treated as fraudulent concealment from the Beaverton School District of the true facts relating to the submission of Proposals for this contract. I am authorized to act on behalf of Proposer, and have authority and knowledge regarding Proposer's payment of taxes, and to the best of my knowledge, Proposer is not in violation of any Oregon tax laws, including, without limitation, those tax laws listed in ORS 305.380(4), the elderly rental assistance program under ORS 310.630 to 310.706; and any local taxes administered by the Oregon Department of Revenue under ORS 305.620.

(Affiant's Signature)

STATE OF OREGON

County of _____

Signed and sworn to before me on _____ by _____
(date) (Affiant's name)

Notary: _____

My Commission Expires: _____

NON-CONFLICT OF INTEREST CERTIFICATION

Issuing Agency: Beaverton School District

I, _____ hereby certify I have read the statement defining conflict of interest as quoted below; that I understand the statement; that no conflict of interest exists as therein defined, which precludes an impartial Bid/Proposal to be submitted by myself or the entity/company for which the Bid/Proposal is submitted, and that if such a conflict should arise, I will immediately notify the Beaverton School District and disqualify my Bid/Proposal.

"NO OFFICER, EMPLOYEE, OR AGENT OF THE BIDDER/PROPOSER HAS ANY PERSONAL FINANCIAL INTEREST, DIRECT OR INDIRECT, IN THE OPERATION OF THE BEAVERTON SCHOOL DISTRICT OR WITH ANY PARTY CONNECTED WITH THE OREGON SCHOOL AND DISTRICT IMPROVEMENT NETWORK, DIRECTLY OR INDIRECTLY."

Proposer Name (signature)

Proposer Name (printed)

Proposer Title (printed)

Entity/Company Name (printed)

Date

**PROPOSER RESPONSIBILITY FORM
(PROPOSER’S QUALIFICATIONS AND FINANCIAL INFORMATION)**

DECLARATION AND SIGNATURES

The undersigned hereby declares that the he or she is duly authorized to complete and submit this Proposer Responsibility Form and that the statements contained herein are true and correct as of the date set forth below. Incomplete, incorrect or misleading information will be reason for a determination by the District of Proposer non-responsibility.

Date: _____

By: _____
(Signature of authorized official)

Name: _____
(Please type or print)

Title: _____
(Please type or print)

For: _____
(Firm’s name) (Please type or print)

Instructions

- 1. The information provided in this form is part of the District inquiry concerning proposer responsibility. Please print clearly or type.**
- 2. If you need more space, use plain paper. Submit completed form with Proposal response.**
- 3. Answer all questions. Submission of a form with unanswered questions, incomplete or illegible answers may result in a finding that the Proposer is not a responsible Proposer.**

SECTION V – ATTACHMENTS
ATTACHMENT E
Solicitation No: RFP 21-0003

RELIABILITY

Has your company ever been declared in breach of any contract for unperformed or defective work? Yes. No.

If “yes”, explain.

Has any employee or agent of your company ever been convicted of a criminal offense arising out of obtaining, attempting to obtain, or performing a public or private contract or subcontract? Yes. No.

If “yes,” explain.

Has any employee or agent of your company been convicted under state or federal law of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty? Yes. No.

If “yes,” explain.

Has your company or any employee or agent of your company been convicted under state or federal antitrust laws? Yes. No.

If “yes,” explain.

Has any Officer or Partner of your organization ever been an Officer or Partner of another Organization that failed to complete a construction contract? Yes. No.

If “yes,” explain.

SECTION V – ATTACHMENTS
ATTACHMENT E
Solicitation No: RFP 21-0003

FINANCIAL RESOURCES

Has your firm ever been at any time in the last ten years the debtor in a bankruptcy case? Yes. No.

If “yes,” explain.

Does your firm have any outstanding judgments pending against it? Yes. No.

If “yes,” explain.

In the past ten years, has your firm been a party to litigation, arbitration or mediation where the amount in dispute exceeded \$10,000? Yes. No.

If “yes,” explain. (Include court, case number and party names.) _____

In the past ten years, has your firm been a party to litigation, arbitration or mediation on a matter related to payment to subcontractors or work performance on a contract? Check “yes” even if the matter proceeded to arbitration or mediation without court litigation. Yes. No.

If “yes,” explain. (Include court, case number and party names.)

Have you or any of your affiliates discontinued business operation with outstanding debts? Yes. No.

If “yes,” explain.

SECTION V – ATTACHMENTS
ATTACHMENT E
Solicitation No: RFP 21-0003

KEY PERSONNEL

List the principal individuals of your company, their current job title, the total years of experience they have in the industry and their current primary responsibility for your company. Corporations must list current officers and those who own 5% or more of the corporation’s stock. Limited liability companies list members who hold a 5% or greater share of the company. Partnerships list all partners. Joint ventures list each firm that is a member of the joint venture and the percentage of ownership the firm has in the joint venture.

| ITEM | Principal Individual |
|-----------------------------------|----------------------|
| A. Name | |
| B. Position | |
| C. Years in Position | |
| D. Current Primary Responsibility | |
| ITEM | Principal Individual |
| A. Name | |
| B. Position | |
| C. Years in Position | |
| D. Current Primary Responsibility | |
| ITEM | Principal Individual |
| A. Name | |
| B. Position | |
| C. Years in Position | |
| D. Current Primary Responsibility | |
| ITEM | Principal Individual |
| A. Name | |
| B. Position | |
| C. Years in Position | |
| D. Current Primary Responsibility | |

Person who will be in direct charge of work if your company is awarded this Contract:

| ITEM | PERSON IN DIRECT CHARGE |
|--|-------------------------|
| A. Name | |
| B. Position | |
| C. Years in Position | |
| D. Largest Project Supervised - \$ | |
| E. Largest number of employees ever supervised | |

PROPOSER REFERENCE FORM

PROPOSER REFERENCE FORM FOR _____
(Insert Name of Proposer)

Proposer must provide five (5) references and must use a separate copy of this form for each reference.

Date(s) Work Performed: _____

Name(s) of Project(s): _____

Value of Project(s): \$ _____

Name of Company: _____

Address: _____

Contact Name: _____

Telephone: _____

Email: _____

Method: Subjective Evaluation

Each reference may be checked for, but not limited to, adherence to contract terms and conditions, timelines, quality standards, overall customer service, project being of similar size, scope and complexity.

Contract No: _____

This Contract is made and entered into by and between:

| | |
|--|--|
| Official Legal Name of Provider ("Provider") Address of Provider City, State, and Zip Code Oregon Business Registry #: | Beaverton School District ("District") 16550 SW Merlo Road Beaverton, Oregon 97003 Attention: Procurement and Contracting |
|--|--|

SCOPE OF WORK: Provider shall provide District with **[Briefly Describe Scope]** ("Work"), as detailed in Exhibit B Statement of Work. **[Subject to this Contract's Superseding Effect language, Work is further described in Exhibit C Provider Response.]**

SUPERSEDING EFFECT:

There are no covenants, promises, Contracts, conditions or understandings between the Parties, either oral or written, other than those contained in this Contract. This contract and all exhibits and attachments hereto together constitute the entire Contract between the Parties (listed in order of precedence): 1) Amendments to This Contract; 2) This Contract 3) Exhibit A Terms and Conditions; 4) Exhibit B Statement of Work; 5) **Exhibit C Provider Response**. Any Provider Response (proposals) attached to this Contract is incorporated solely for: (i) any statement of fees and schedule that is consistent with the terms of the District solicitation, this Contract and Exhibit A to this contract and (ii) any statement of Provider's and its sub-contractors' scope of work that is consistent with the remainder of this Contract, or that provides basic services in addition to those stated in this Contract. No other provisions of any proposal are part of this Contract, including without limitation any purported limitation on liability. To the extent that a proposal term otherwise conflicts with the terms of this Contract or is not included in this Contract, such proposed terms are void and are expressly and wholly subject to the terms of this Contract. In the event of overlap or inconsistency between the provisions of such proposals and the other terms of this Contract, the provision that provides a better quality or quantity of Work, or is otherwise more favorable to District, shall control.

CONSIDERATION:

District shall pay Provider, from available and authorized funds, a sum not to exceed **[write out number]** dollars **[\$X,XXX,XXX.XX]** for accomplishment of the Work. Consideration rates shall be on a **[time and materials]** **[fixed fee]** basis in accordance with any rates, schedules, or other requirements found in **[list Exhibit where rate information is found]**. The Contract number above shall be included on all invoices and correspondence relating to this contract.

CONTRACT START DATE: Upon Execution of this Contract.

CONTRACT END DATE: **[Enter End Date]**

DISTRICT REPRESENTATIVE: The District Representative for this Contract is **[Insert District Representative Name]**

In consideration of the mutual covenants, stipulations and agreements, the Parties hereto do agree and acknowledge that they have read and understand this Contract and agree to be bound by its terms and conditions:

| | | |
|--|--|-------|
| Beaverton School District: | [Enter Provider's Official Legal Entity Name] | |
| Contracting Authority Signature | Contracting Authority Signature | Date |
| Print Name | Date | Title |
| Email | Phone | Email |
| Cost Center Authority Approval: | | |
| Signature | | |
| Print Name | Date | |

Not a valid Contract until all signatures are complete

This contract is pursuant to Oregon Revised Statutes (ORS 279 A, B and C) and Beaverton School District Public Contracting Rules.

Requisition # _____

EXHIBIT A – BEAVERTON SCHOOL DISTRICT PERSONAL SERVICES CONTRACT GENERAL TERMS AND CONDITIONS

These terms and conditions apply to all Work and other purchases of personal services by or on behalf of the Beaverton School District unless specifically provided otherwise in writing.

1. Assignment. Provider shall not subcontract, assign, or transfer any of its interest in this Contract without the District's prior written consent.

2. Compliance with Laws. Provider certifies that in performing this Contract they will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders. Provider expressly agrees to comply with: (i) Title VI and VII of Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended, and ORS 659.425; (iv) Executive Order 11246, as amended; (v) The Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vi) The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (vii) ORS Chapter 659, as amended; (viii) all regulations administrative rules established pursuant to the foregoing laws; (ix) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations; and (x) all federal and state laws governing the handling, processing, packaging, storage, labeling, and delivery of food products, if applicable. All laws, regulations and executive orders applicable to the Contract are incorporated by reference where so required by law.

3. Changes. The District may make written changes to this contract. If such change causes an increase or decrease in the consideration or the time required to perform, an equitable adjustment shall be made and the Contract modified in writing.

4. Force Majeure. Neither the District nor Provider shall be held responsible for delay or default caused by any contingency beyond their control, including, but not limited to war or insurrection, epidemic or pandemic, strikes or lockouts by the parties' own employees, walkouts by the parties' own employees, fires, natural calamities, riots, or demands or requirements of governmental agencies other than the District.

5. Activities away from and/or after normal School hours. In performance of the Work neither the District nor its employees will be regarded as having assumed and exercised control over the transportation or supervision of students so as to incur any liability in case of injury to the students. Provider assumes responsibility and control of students during all activities in performance of Work under this Contract.

6. Contact With Students: All Providers are subject to Law Enforcement Data System background check. The Provider must not have unsupervised contact with students. When unsupervised contact with students is requested by the District, Provider must be fingerprinted (\$75.00 fee).

7. Governing Law. The laws of the State of Oregon shall govern this contract. Any action or suit commenced in connection with this contract shall be in the Circuit Court of Washington District or the Federal District Court for Oregon. The prevailing party shall be entitled to reasonable attorney fees and costs as awarded by the

Court, including any appeal. All rights and remedies of District and Provider shall be cumulative and may be exercised successively or concurrently.

8. Indemnification and Hold Harmless. Except for claims arising out of acts caused by the sole negligence of the District, its Administrators or employees, the Provider agrees to indemnify and hold harmless the District and its board members, administrators, teachers, employees and agents, from acts or omissions of any nature whatsoever of the Provider, its agents, servants and employees, causing injury to, or death of person(s) or damage to property during the term of this contract, and from any expense incident to the defense of the District there from. The Provider agrees to indemnify and hold harmless the District and its board members, administrators, teachers, employees and agents, from and to defend it against, any and all claims arising from the purchase, installation, and/or use of the equipment, articles and/or materials which are the subject of this Contract.

9. Independent Contractor. The Work provided under this Contract are those of an independent contractor. Provider is not an officer, employee or agent of the District. Although the District reserves the right (i) to determine (and modify) the delivery schedule for the Work to be performed and (ii) to evaluate the quality of the completed performance, the District cannot and will not control the means or manner of Provider's performance.

10. Insurance. Provider shall purchase and maintain:

- a. WORKER'S COMPENSATION as required by law.
- b. EMPLOYER'S LIABILITY in the minimum amount of \$500,000 when the Provider has one or more employees performing Work under the contract.
- c. COMPREHENSIVE AUTOMOBILE LIABILITY including owned, non- owned and hired vehicles: \$1,000,000 Combined Single Limit Bodily Injury and Property Damage any one occurrence and in the aggregate. May be waived if Provider has no vehicle while providing work under the contract.
- d. COMPREHENSIVE GENERAL LIABILITY to include premises operations, independent Providers, products/completed operations, and blanket contractual: \$1,000,000 Combined Single Limit Bodily Injury, Property Damage, and personal injury any one occurrence and in the aggregate. May be waived only by the District Risk Management Department.
- e. CERTIFICATES OF INSURANCE. The District, its employees, officials, and agents shall be named as an Additional Insured on general liability and automobile policies and shall be provided a copy of the additional insured endorsement. Such insurance shall be primary. Certificates of Insurance shall be issued, prior to the commencement of the contract, to Beaverton School District, Attn: Risk Department, 16550 SW Merlo Rd, Beaverton, OR 97003. The Provider agrees to pay for the insurance specified and agrees to provide the District with a 30 days' notice of cancellation if non- renewal occurs during the contract period. Insurance companies must have an A rating.

EXHIBIT A – BEAVERTON SCHOOL DISTRICT PERSONAL SERVICES CONTRACT GENERAL TERMS AND CONDITIONS

- f. The District reserves the right to require additional insurance which will be delineated in an attachment to this Contract.

11. Ownership of Work Product. All work product of Provider that results from this Contract is the exclusive property of the District. Provider hereby irrevocably assigns to the District all of its right, title, and interest in and to any and all of the work product, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. Provider forever waives any and all rights relating to the work product including any and all rights arising under Title 17 USC §106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or modifications.

12. Representations. Provider represents and warrants to the District that (1) Provider has the power and authority to enter into and perform this Contract, (2) the Work under this Contract shall be performed in a good and workmanlike manner and in accordance with the highest professional standards, (3) Provider shall, at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work.

13. Responsibility for Taxes and Withholding. Provider shall be responsible for all federal or state taxes applicable to compensation paid to Provider under this Contract. The District will not withhold from such compensation any amount(s) to cover Provider's federal or state tax obligations. Provider is not eligible for any social security, unemployment insurance or workers' compensation benefits from compensation paid to Provider under this Contract.

14. Severability. If any provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.

15. Termination.

- a. Terminate For Convenience. This Contract may be terminated at any time by mutual written consent of the parties, or the District may, at its sole discretion, terminate this Contract, in whole or in part, upon 30 days' notice to Provider.
- b. The District's Right to Terminate For Cause. The District may terminate this Contract, in whole or in part, immediately upon notice to Provider, or at such later date as the District may establish in such notice, upon the occurrence of any of the following events:
 - (i) The District fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient to pay for Provider's Work;
 - (ii) Federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the Work under this Contract is prohibited, or the District is prohibited from paying for such Work from the planned funding source;

- (iii) Provider no longer holds any license or certificate that is required to perform the Work; or

- (iv) Provider commits any material breach or default of any covenant, warranty, obligation or Contract under this Contract, fails to perform the Work under this Contract within the time specified herein or any extension thereof, or so fails to pursue the Work as to endanger Provider's performance under this Contract in accordance with its terms, and such breach, default or failure is not cured within 10 business days after delivery of the District's notice, or such period as the District may specify in such notice.

- c. Provider's Right to Terminate for Cause. Provider may terminate this Contract upon 30 days' notice to the District if the District fails to pay Provider pursuant to the terms of this Contract and the District fails to cure within 30 business days after receipt of Provider's notice.

- d. Enforcement. Termination under any provision of this Contract shall not extinguish or prejudice the District's right to enforce this Contract with respect to any breach of a Provider warranty or any defect in or default of Provider's performance that has not been cured, including any right of the District to indemnification by Provider. If this Contract is so terminated, Provider shall be paid in accordance with the terms of the contract for Work rendered and accepted.

- e. Remedies. In the event of termination pursuant to above, Provider's sole remedy shall be a claim for the sum designated for accomplishing the Work multiplied by the percentage of Work completed and accepted by the District, less previous amounts paid. If previous amounts paid to Provider exceed the amount due to Provider under this subsection, Provider shall pay any excess to the District upon demand.

- f. Provider's Tender Upon Termination. Upon receiving a notice of termination of this Contract, Provider shall immediately cease all activities under this Contract, unless the District expressly directs otherwise in such notice of termination. Upon termination of this Contract, Provider shall deliver to the District all documents, information, works-in-progress and other property that are or would be deliverables had the Contract been completed.

- g. Limitation of Liabilities. Neither party shall be liable for (i) any indirect, incidental, consequential or special damages under the contract or (ii) any damages of any sort arising solely from the termination of this contract in accordance with its terms.

16. Confidential information. Provider acknowledges that it or its employees, sub-contractors, or agents may, in the course of performing their responsibilities under this Contract, be exposed to or acquire information that is the confidential information of District or District's clients. Any and all information provided by District and marked confidential, or identified as confidential in a separate writing,

EXHIBIT A – BEAVERTON SCHOOL DISTRICT PERSONAL SERVICES CONTRACT GENERAL TERMS AND CONDITIONS

that becomes available to Provider or its employees, sub-contractors, or agents in the performance of this Contract shall be deemed to be confidential information of District (“Confidential Information”). Any reports or other documents or items including software, that result from Provider’s use of the Confidential Information and any Work Product that District designates as confidential are deemed Confidential Information. Confidential Information shall be deemed not to include information that: (a) is or becomes (other than by disclosure by Provider) publicly known; (b) is furnished by District to others without restrictions similar to those imposed by this Contract; (c) is rightfully in Provider’s possession without the obligation of nondisclosure prior to the time of its disclosure under this Contract; (d) is obtained from a source other than the District without the obligation of confidentiality; (e) is disclosed with the written consent of the District; or (f) is independently developed by employees or agents of Provider who can be shown to have had no access to the Confidential Information.

- a. **NON-DISCLOSURE.** Provider agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Provider uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of Work to the District under this Contract, and to advise each of its employees, sub-contractors, and agents of their obligations to keep Confidential Information confidential. Provider shall use its best efforts to assist the District in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the generality of the foregoing, Provider shall advise the District immediately in the event Provider learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Contract and Provider will at its expense cooperate with the District in seeking injunctive or other equitable relief in the name of the District or Provider against any such person. Provider agrees that, except as directed by the District, Provider will not at any time during or after the term of this Contract disclose, directly or indirectly, any Confidential Information to any person, except in accordance with this Contract, and that upon termination of this Contract or at the District’s request, Provider will turn over to the District all documents, papers, and other matter in Provider’s possession that embody Confidential Information.
- b. **INJUNCTIVE RELIEF.** Provider acknowledges that breach of this Section, including disclosure of any Confidential Information, will give rise to irreparable injury to the District that is inadequately compensable in damages. Accordingly, the District may seek and obtain injunctive relief against the breach or threatened breach of this Section, in addition to any other legal remedies that may be available. Provider acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate

business interests of the District and are reasonable in scope and content.

17. FERPA.

a. [Provider is hereinafter considered to be “other school officials” within the meaning of FERPA. A school official is a person or company with whom the District has contracted to perform a special task and who has a legitimate educational interest in the records they have access to.]

b. Provider agrees to comply with both FERPA and corresponding Oregon law respecting student education records. Personally identifiable information obtained from the District by the Provider in the performance of the Work: (i) will not be disclosed to third parties, except as expressly provided for in FERPA §§99.31, without signed and dated written consent of the student, or if the student is under eighteen (18) years of age, signed and written consent of the student’s parents/guardians and (ii) will be used only to fulfill the Provider’s responsibilities under this Contract.

c. [The District will provide Provider with access to protected student educational information for one (1) representative designated by Provider and agreed upon by the District. If the Provider must replace this designated representative, Provider must notify the District and receive written District approval of substituted personnel.]

d. **Access:** The District will provide Provider’s representative with an Active Directory Account for access to BusConduct. Provider will not be provided with a District e-mail account or network access.

e. **Limitations on Access:** The District will only provide access to students whose parents have signed an informed consent document. Copies of these documents must be given to the District Representative for this contract.]

18. Federal Grant Regulations. When this Contract is marked as federally funded, Provider must follow the additional terms and conditions under [2 C.F.R § 200.326](#) and [2 C.F.R part 200](#) .

19. Waiver. No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and not custom or practice of the parties at variance with the terms hereof, nor any payment under this Contract shall constitute a waiver of either party’s right to demand exact compliance with the terms hereof.

20. Suspension of Work. The District may suspend Provider’s right/obligation to provide Work without prior notice to the Provider, and at the sole discretion of District, in the event of a declared or de-facto condition which makes continued provision of the Work to be not in the best interests of the District. The District will not be obligated to pay for Work not provided.

21. Public Health Requirements. The Provider shall comply with any federal, state, county, District, and/or other public health authorities’ rules, requirements, procedures, and guidelines that are in effect during the term of the Contract. This requirement shall survive the Contract to the extent relevant to the circumstances.

EXHIBIT A – BEAVERTON SCHOOL DISTRICT PERSONAL SERVICES CONTRACT GENERAL TERMS AND CONDITIONS

- 22. Public Contracting Rules.** To the extent applicable, this Contract is subject to the District's Public Contracting Rules, which can be found on the following website:
<https://www.beaverton.k12.or.us/departments/purchasing>
- 23. Counterparts.** This Contract may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.

- END (last revised 9/10/20)-