



**REQUEST FOR PROPOSAL
FOR**

OUTDOOR SCHOOL PROGRAMMING

RFP 26-00-15

MEDFORD SCHOOL DISTRICT

Facilities Office
900 Kenyon St.
Medford, OR 97501

Telephone: (541) 842-1118

Facsimile: (541) 842-1160

DUE DATE & TIME

February 19, 2026 no later than 2:00 p.m.

PURPOSE AND INTRODUCTION

The Medford School District 549C (District) is seeking written proposals from qualified providers of outdoor school programs. Consistent with ORS 327.390, the District shall provide an outdoor educational experience for 6th grade students that reflects local community needs and contexts, featuring field study opportunities for students learning about:

- Soil, water, plants and animals;
- The role of timber, agriculture and other natural resources in the economy of this state;
- The interrelationship of nature, natural resources, economic development and career opportunities in this state; and
- The importance of this state's environment and natural resources.

The outdoor experience shall be integrated with local school curricula in a manner that assists students in meeting state standards related to science, technology, engineering and mathematics, and international standards related to science.

The outdoor experience shall provide students with opportunities to develop leadership, critical-thinking and decision-making skills.

The outdoor experience shall address the inequity of outdoor educational opportunities for underserved children in this state.

The outdoor experience shall provide students with opportunities to learn about the interdependence of urban and rural areas.

This may be a multiple vendor award.

Medford School District Facilities Office must receive the proposal no later than **2:00 p.m. on February 19, 2026**. Proposals may be emailed to Pam.Thoren@medford.k12.or.us or delivered in person to 900 Kenyon Street, Medford, OR 97501. Clearly title the package or email as **RFP 26-00-15 OUTDOOR SCHOOL**.

**Medford School District 549C
Purchasing Office
Attention: Pam Thoren, Purchasing Manager
900 Kenyon St.
Medford, Oregon 97501**

The contract may be awarded to multiple vendors that can provide outdoor school programs between the dates of July 2026 – June 2028 with the possible renewal for 2028/2029 school year.

Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer's capabilities to satisfy the requirements of the RFP. Special production such as bindings, colored displays, and promotional material are not necessary.

Proposals shall be firm for a period of thirty (30) days after the closing date. Each responding proposer may withdraw their proposal if it has not been accepted within thirty (30) days from the RFP closing date.

The award of this contract will be made by the District on the basis of the proposal which, in the District's sole and absolute judgment, will best serve the best interests and needs of the District. The District reserves the right to accept or reject any or all the proposals, and waive any informalities and irregularities in said proposals.

In the event of funding, need and upon satisfactory performance by the provider, the parties may choose to extend the term Service Agreement for the 2028/2029 school year and shall do so by executing a renewal agreement.

ADDENDA:

Any changes and/or addenda to this solicitation will be posted on the Medford School District (MSD) website at <https://www.medford.k12.or.us/departments1/purchasing-and-distribution-center>. Addenda will not be mailed out and it is the responsibility of the prospective Bidder to consult the website regularly until Bid Closing to avoid missing any Addenda. Failure to acknowledge all addenda may result in declaration of your bid as non-responsive.

APPEALS AND PROTEST OF AWARD:

Adversely affected or aggrieved Bidders shall have seven (7) calendar days from the date of the Intent-to-Award Announcement within which to file a written protest. All appeals must be in writing and physically received by the Purchasing Coordinator no later than 10:00 a.m. on the seventh (7th) calendar day after the date of the Intent-to-Award Announcement or Bid Results are posted to the website.

**APPEAL OF AWARD TO RFP 26-00-15
Medford School District
Attn: Purchasing Manager
900 Kenyon St.
Medford OR 97501**

Protests submitted after that date will not be considered. Protests must specify the grounds upon which the protest is based.

In order to be an adversely affected or aggrieved Bidder, the Bidder must claim to be eligible for award of the Contract as the lowest responsible and responsive Bidder and that any and all lower Bidders are ineligible to receive Contract award.

An actual Bidder who is adversely affected or aggrieved by the award of the Contract to another Bidder may protest award, in writing, within the timeline established. The written protest shall state the grounds upon which the protest is based. No protest of award shall be considered after the deadline. Protests must specify the grounds for the appeal including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for appeal. No protest against award shall be considered because of the content of solicitation terms and conditions, contract terms and conditions or Specifications after the deadline established for submitting protests of solicitation terms and conditions, contract terms and conditions or Specifications.

CONTACT DURING SOLICITATION:

All questions and contact with the District regarding any information in this RFP must be addressed in writing via email to Pam.Thoren@medford.k12.or.us. No other contact regarding this solicitation during the solicitation process shall be permitted. Unauthorized contact regarding this solicitation may subject the offender’s proposal to rejection. Answers to questions not stated in writing and/or answered in the form of a written Addendum shall not be binding upon the district.

SCHEDULE OF EVENTS/DATES:

ACTION	DATE	
Issue RFP	February 4, 2026	
Final Questions Due	February 13, 2026	2:00 p.m.
Last Addenda Issued	February 16, 2026	2:00 p.m.
Proposals Due	February 19, 2026	2:00 p.m.
Review RFP Proposals	February 20, 2026 – February 24, 2026	

The district reserves the right to deviate from this schedule.

PROPOSAL SUBMISSION REQUIREMENTS:

The proposing agent shall be responsible for preparing an effective, clear, and concise proposal. The proposals must include the following minimum information:

1. Cover letter addressed to Ryan King, MSD Outdoor School Coordinator, and signed by a person legally authorized to bind the applicant to its proposal. The cover letter must include name of the vendor, address, telephone number of the vendor and email address of the person(s) who are authorized to represent the proposer. Also, include names (s), titles, and qualifications of proposed key personnel.
2. Form for making proposal, Exhibit B, in addition to all other forms, Exhibits A, C and D.

MINIMUM QUALIFICATIONS:

1. Any proposer must be properly insured to provide services;
2. Be able to pass any required background checks;
3. Comply with Measure 99 definition of an outdoor school as:
 - a. A minimum 3-day and maximum 6-day, 5-night outdoor learning experience that:
 - i. Does not require, but can include, overnight
 - ii. Must be consecutive days
 - iii. Must occur during the school year and during school hours
4. Be solely responsible for all taxes, licenses and fees, wages, insurance and other costs required to provide the Services to District, and agree the total liability of District to Contractor for the Services is the compensation included in the proposal;
5. Have demonstrated experience working with the selected age group and the ability to meet the complexity and scope of work;
6. Medford School District is an Equal Opportunity Employer. Each service provider must comply with federal, state and local Equal Employment Opportunity requirements.

SELECTION PROCESS:

1. Each proposal received will be evaluated to determine if it meets the stated requirements.
2. The District reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all parts of the proposal, and to be the sole judge of the suitability of the proposals offered.
3. Proposals will be evaluated generally on the following criteria, evaluation will include, but not be limited to, the following weighted criteria:
 - a. Qualifications of the provider.....15 Points
 - i. Organization’s Mission and Values
 - ii. Outdoor School Program Overview
 - b. Ability to adequately staff the activity with qualified key personnel15 Points
 - i. Organization’s key personnel, board members and staff
 - c. Ability to meet scope of work, structured times and service required.....20 Points
 - i. Length of program with itinerary
 - ii. Shared purpose in collaborating for environmental education in all learning environments.
 - d. Activity is desired to enhance and/or complement district outdoor school goals.....30 Points
 - i. Oregon Environmental Literacy Plan
 - ii. Student Learning Targets
 - iii. Alignment with ODE State Standards
 - e. Cost effectiveness of the proposed services15 Points
 - i. Anticipated costs based on per student baseline funding
 - ii. OSU Budget Categories and Fiscal Policies
 - f. Completeness of proposal..... 5 Points
4. All submittals in response to this RFP are public records and available for inspection and copying upon request. Any portions of the RFP submittal marked as confidential will not be made public without consent of the consultant prior to the award of the contract.
5. The proposals received will be evaluated by the MSD Outdoor School Coordinator and others.

TERMS AND CONDITIONS:

1. Term of Agreement: The District anticipates selecting multiple vendors for the 2026/2027 school year. Possibilities for subsequent outdoor school programming are subject to funding. In the event of funding, need and upon satisfactory performance by the provider, the parties may choose to extend the term Service Agreement for the 2027/2028 and 2028/2029 school years and shall do so by executing a renewal agreement.

2. Withdrawal of RFP: Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to Brad Earl, Assistant Superintendent of Operations. Re-submittal before the RFP submittal deadline can be made, however, they may not be re-submitted after the deadline.

RFP Costs: All costs incurred in the preparation and presentation of the RFP shall be the responsibility of the responding party to the RFP. All documents submitted as part of the RFP will become property of the District. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such. The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance.” Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

3. During the term of any resulting contract, the successful Consultant shall maintain in full force, at its own expense, from insurance companies or entities with an A.M. Best rating of A- or better that are authorized to transact the business of insurance and issue coverage in the State of Oregon.
4. Medford School District Contacts: The designated individual responsible for coordination of the RFP is Ryan King, MSD Outdoor School Coordinator. Any questions relating to this RFP should be directed to Pam Thoren at Pam.Thoren@medford.k12.or.us in writing only.

The following forms must be signed and returned as a part of your proposal:

Exhibit A – Vendor Information

Exhibit B – Proposal Form

Exhibit C – Signature Page

Exhibit D – Certificate of Compliance with Tax Laws

**EXHIBIT A
VENDOR INFORMATION**

Company Name _____

Address _____

City, State, Zip _____

Phone _____

Fax _____

E-Mail _____

Name (printed) & Title _____

Signature _____ Date: _____

Proposals are to be received at the Purchasing Office of the Medford School District no later than 2:00 p.m. on February 19, 2026. Clearly identify the email or envelope "RFP 26-00-15 OUTDOOR SCHOOL PROGRAMMING" and to the attention of Pam Thoren. It is the responsibility of the sender to verify receipt of the Proposal by the District.

Specifications may be obtained at the Purchasing Office, or by calling 541-842-1118, by e-mailing Pam.Thoren@medford.k12.or.us by accessing the purchasing webpage at <https://www.medford.k12.or.us/departments1/purchasing-and-distribution-centerd>

Oregon Revised Statutes (ORS) regulations governing public entities require that questions regarding this proposal need to be submitted in writing via e-mail or regular mail so that all potential vendors may be equally apprised of project parameters and any addenda.

EXHIBIT B

RFP Proposal for MSD Outdoor School Programming

Name of Provider: _____

Contact Person: _____ Title: _____

Email: _____ Phone: _____

Brief description of activity or activities (attach any additional information to this document you would like, no more than 2 pages):

Dates to be Provided:

Type of space needed for activity:

Provided off site at _____

Approximate number of personnel who will be providing services: _____

Proposed costs:

*Costs may also be an aggregate of items listed below as the per entire session, daily, hourly session and/or per student. The table below is optional.

Item	Budget Amount	Per (Example-Per student or per day):	Total
Personnel			
Supplies			
Other:			
Other:			
Total			

Services and supplies provided at no cost:

Any other pertinent information in consideration of proposal:

It is not a requirement for consideration of this proposal, but you may attach any other information you feel is needed (no more than five additional pages).

Attachments:

No Yes, Number of Pages _____

Signature: _____ Date: _____

**EXHIBIT C
SIGNATURE PAGE**

SIGNATURE OF FIRM'S DULY AUTHORIZED REPRESENTATIVE FOR THIS PROPOSAL MUST BE SIGNED IN INK BY AN AUTHORIZED REPRESENTATIVE OF THE FIRM; ANY ALTERATIONS OR ERASURES TO THIS PROPOSAL MUST BE INITIALED IN INK BY THE UNDERSIGNED AUTHORIZED REPRESENTATIVE.

The undersigned agrees and certifies that (s)he:

1. Has read and understands all Proposal instructions, specifications, and terms and conditions contained herein.
2. Is an authorized representative of the Proposer, that the information provided in this Proposal is true and accurate, and that providing incorrect or incomplete information may be cause of Proposal rejection or contract termination.
3. Is bound by and will comply with all requirements, specifications, and terms and conditions contained herein.
4. Will furnish the designated item(s) and/or service(s) in accordance with the contract if awarded to Proposer.
5. Proposer will provide its Federal Tax Identification number or Social Security Number with Proposal submission.
6. The proposer hereby acknowledges the requirement to carry or indicates the ability, to obtain the insurance required by the contract documents.

Indicate in the affirmative by initialing here: _____

7. The proposer hereby acknowledges awareness of addendum posted to the MSD website regarding this RFP.

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Company Name: _____

Name (printed) & Title: _____

Signature: _____

Date: _____

Federal Tax Identification Number: _____

EXHIBIT D
CERTIFICATE OF COMPLIANCE WITH TAX LAWS

CONTRACTOR DATA AND CERTIFICATION

Name (tax filing): _____

Address: _____

Citizenship, if applicable:

Non-resident alien ___ yes ___ no

Business Designation (check one):

_____ Corporation

_____ Partnership

_____ Sole Proprietorship

_____ Governmental/Non-Profit

Federal Tax ID# _____ - _____ - _____ OR SSN _____ - _____ - _____

Above payment information must be provided prior to contract approval. This information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer I.D. number submitted. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject contractor to 31 percent backup withholding.

Certification: I, under penalties of perjury, do hereby certify that (a) the number shown on this form is my correct taxpayer ID (or I am waiting for the number to be issued to me) and (b) I am not subject to backup withholding because (i) I am exempt from backup withholding or (ii) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified me that I am no longer subject to backup withholding.

I, the undersigned also (a) agree to perform the work required by Exhibit A in accordance with the terms and conditions (listed on the front and back side hereof and made part of this contract by reference); (b) certify under penalty of perjury that I/my business am not/is in violation of any Oregon tax laws; and (c) certify I am an independent contractor as defined in ORS 670.600.

I, the undersigned, being first duly sworn, hereby certify under penalty of perjury that I am authorized to act on behalf of

_____ [insert Proposer's name] and to the best of my knowledge, _____ [insert Proposer's name] is not in violation of any Oregon Tax Laws. For purposes of this Certificate, "Oregon Tax Laws" are those laws and programs listed in ORS 305.380(4), namely ORS Chapters 118, 314, 316, 317, 318, 320, 321 and 323 and Sections 10 to 20, Chapter 533, Oregon Laws 1981, as amended by Chapter 16, Oregon Laws 1982 (first special session); the elderly rental assistance program under ORS 310.630 to 310.706; and any local tax laws administered by the Oregon Department of Revenue under ORS 305.620. I will continue to comply with the tax laws of this state, or a political subdivision of this state, during the term of the public contract, and provide that my failure to comply with the tax laws, of this state or a political subdivision of this state, before I have executed the public contract or during the term of the public contract is a default for which the contracting agency may terminate the public contract, and seek damage and other relief available, under the terms of the public contract or under applicable law.

Contractor's Authorized Agent:

Signature/Title

Print Name/Date

Contractor: _____

Contact Person: _____

Address: _____

Address: _____

Phone: _____

Email Address: _____