HILLSBORO SCHOOL DISTRICT

Intermediate Request for Proposals:
Facilitation of Hillsboro School District Strategic Plan Refresh 2027–2031

District Context

Hillsboro School District (HSD) is the fourth-largest public school district in Oregon, serving approximately 18,000 students across 37 schools. The District serves the communities of Hillsboro and surrounding areas in Washington County, approximately 20 miles west of Portland. HSD is a highly diverse, multilingual school community. The District's focus is to ensure our strategic plan is focused, actionable, and representative of our community.

Purpose

During the 2022-23 school year, HSD completed a comprehensive strategic planning process that included extensive constituent engagement. The current HSD Strategic Plan duration is 2023-2027. As the District prepares for 2027-2031, HSD is seeking an experienced facilitator to lead a focused strategic plan refresh. This is not a full-scale strategic planning process or a restart of the current plan. The facilitator will help HSD build on the existing plan, review progress and priorities, gather targeted input, identify what should be maintained or changed, and narrow the work into a focused, actionable "Strategic Plan 2.0."

Scope of Work

1. **Review and Build on Existing Work**
    - **a.** Review the 2023-2027 Strategic Plan, current progress, priorities, and indicators.
    - **b.** Review relevant District data, priorities, and the ODE Accountability Framework.
    - **c.** Identify what should be continued, strengthened, revised, or discontinued.
    - **d.** Help clarify the connection between the Portrait of a Graduate and the rest of the plan.
2. **Facilitate Targeted Engagement**
    - **a.** Facilitate a focused process with identified constituent groups and a core planning team.
    - **b.** Create opportunities for diverse perspectives and meaningful dialogue among participants by using culturally responsive and inclusive facilitation practices.
    - **c.** Consider timing, accessibility, language, and other factors that influence participation.
    - **d.** Establish clear feedback loops so participants understand how input was incorporated.
3. **Narrow and Prioritize**
    - **a.** Facilitator will help the District move from broad input to a small number of clear priorities by:
    - **b.** Identifying common themes and areas of alignment.
    - **c.** Distinguishing strategic priorities from ongoing operational work.
    - **d.** Narrowing goals and priorities to those most important to districtwide outcomes.

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   e. Connecting the Portrait of a Graduate to priorities, goals, actions, and indicators.
   f. Ensuring the four pillars remain relevant, understandable, and achievable for the District.

4. **Develop the 2027-2031 Strategic Plan**
   a. The facilitator will synthesize the work into a concise, user-friendly plan that:
      i. Has a clear and focused set of priorities and goals with meaningful indicators.
      ii. Provides a consistent connection to the Portrait of a Graduate.
      iii. Reflects HSD's culturally and linguistically diverse community.
      iv. Maintains alignment with the ODE Accountability Framework goals.
      v. Maintains the overall look and feel of the current plan while creating a "2.0" version.
5. **Present the Final Plan**
   a. Present the proposed 2027-2031 Strategic Plan to District leadership and the Board of Directors in May 2027 for first reading and June 2027 for Board approval.
   b. Incorporate final feedback as appropriate.

Facilitator Look-Fors

- Navigates diverse perspectives effectively while keeping the work focused and moving.
- Understands public education and funding realities and can help distinguish what is aspirational from what is achievable.
- Builds collaborative groups and creates productive opportunities for dialogue.
- Uses strong facilitation, emotional intelligence, and thoughtful questioning to move groups toward clarity and decisions.
- Uses backwards mapping to connect desired outcomes, priorities, and actions.
- Synthesizes feedback into concise, clear themes and recommendations.
- Creates strong two-way communication and responds constructively to critical feedback.
- Demonstrates cultural competency and uses an inclusive lens when considering priorities and indicators.
- Can narrow broad input into a focused plan without losing voices and perspectives.

Desired Outcomes

By May 2027, HSD will have a refreshed 2027-2031 Strategic Plan that:

1. Reflects our culturally and linguistically diverse community.
2. Includes a significantly narrower and more focused set of goals and priorities.
3. Uses the Portrait of a Graduate as a clear throughline across priorities, goals, and indicators.

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4. Uses clear, accessible language that staff, students, families, and community members can understand and use.
5. Ensures the four pillars are relevant and achievable across schools and departments.
6. Maintains alignment with ODE Accountability Performance Growth Targets.
7. Builds on the current plan rather than starting over, providing a clear "Strategic Plan 2.0."
8. Provides meaningful indicators that can be used to monitor progress from 2027-2031.

Timeline

Date	Activity
November 6, 2026	Request for facilitator released
November 18, 2026	**Proposals due**
November 23-24, 2026	Proposal review
November 30 - December 4, 2026	Candidate interviews
December 7-11, 2026	Facilitator selected and Facilitator onboarding
January 11, 2027	Initial meeting with Strategic Plan leaders
January-April 2027	Targeted constituent engagement and core planning team
May 24, 2027	Final plan completed and presented for first reading to the Board
June 14, 2027	School Board Approval

Proposal Requirements to Include:

- Facilitator/consultant qualifications and relevant experience.
- Experience with strategic planning or strategic plan refresh processes.
- Proposed approach and methodology.
- Approach to engaging diverse constituent groups and synthesizing feedback.
- Approach to narrowing priorities and developing actionable goals and indicators.
- Proposed timeline and key milestones.
- Examples of relevant previous work, if available.
- References from comparable organizations.

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- Proposed fee and any anticipated additional expenses.
- 15 pages maximum.

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