HSD Strategic Plan 2.0 Frequently Asked Questions

Q: Board Presentations. For the scheduled Board presentations on May 24 and June 14, does HSD prefer in-person attendance by the facilitator at both meetings, or would virtual participation be acceptable for the June approval meeting?

A: *Board presentations on May 24 and June 14, virtual participation is acceptable.*

Q: References. Does the District want references specifically from K-12 or public-sector organizations, and how many should be included?

A: *Please use your best judgment.*

Q: Evaluation. Can you share the criteria or weighting the District will use to evaluate proposals, and let me know whether there are any vendor registration or insurance requirements that apply before contract?

A: *This solicitation is being conducted as an intermediate procurement pursuant to ORS 279B.070 and the District's Public Contracting Rules. Formal numerical scoring weights are not established for this informal solicitation. Instead, the District will evaluate proposals holistically and award the contract to the proposer whose submission best serves the interests of the District. Consistent with Oregon statute, this determination will take into account price alongside qualitative considerations such as proposed methodology and approach, relevant experience, expertise, suitability for the District's needs, and contractor responsibility. Proposers are encouraged to structure their responses in the manner they believe best demonstrates their value and understanding of the project scope.*

Q: Registration and Insurance requirements: What is required?

A: *No pre-registration requirements. Please see the District's insurance requirements at the bottom of this page. Prior to issuing a Notice to Proceed, the selected contractor will provide a Certificate of Insurance with Hillsboro School District named as additional insured.*

Q: Engagement scope. Approximately how many identified constituent groups does the District expect the facilitator to work with, and how large is the core planning team? Will the District identify and recruit participants, or is recruitment within the facilitator's scope?

A: *The District expects the facilitator to work with identified constituent groups and a core planning team. Specific group sizes have not been determined. The District will identify and recruit participants.*

Q: Response to questions. By what date will you respond to questions, and where will responses be posted?

A: *We will accept questions until November 17, 2026 at 12:00 p.m.; answers will be available here on our FAQ document and on OregonBuys.*

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Q: Past Facilitator. Who facilitated the 2022-23 planning process, and is that firm eligible to respond?

A: *Performance Fact and yes, they are.*

Q: Interviews. Will the candidate interviews, November 30 to December 4, be in person or virtual?
A: *Virtual*

Q: Extend deadline. Given the November 18 due date and no stated question deadline, could the proposal due date be extended?

A: *Unless we receive a question that has the potential of significantly changing proposers' ability to present a complete proposal, we will not extend the deadline.* That would give us time to reflect your answers in our response.

Q. Format and location. Does the District expect engagement sessions and core planning team meetings to be in person in Hillsboro, virtual, or a mix? Roughly how many sessions does the District anticipate between January and April 2027?

A: *Engagement and core planning activities are scheduled for January through April 2027. Specific meeting formats, locations, and the anticipated number of sessions have not been established. The District would like to work with the selected facilitator on format first and the District team can reserve locations after format has been determined.*

Q: Language access. Will the District provide interpretation and translation for engagement sessions and materials, or should the facilitator include Spanish-language facilitation and translated materials in the proposed fee? Are languages beyond Spanish expected?

A: *The District serves a highly diverse, multilingual community and expects culturally responsive and inclusive engagement practices. Specific interpretation, translation, and language access responsibilities will be the responsibility of the District.*

Q: Final plan production. Scope item 4(a)(v) asks that the plan maintain the look and feel of the current plan. Is graphic design and layout of the final document within the facilitator's scope, or will District communications staff produce the final layout from the facilitator's content?

A: *The facilitator is responsible for developing a concise, user-friendly plan that maintains the overall look and feel of the current plan, which can be found on our district website, https://www.hsd.k12.or.us/about-us/strategic-plan/overview. Specific graphic design and final layout responsibilities have not been clarified. Will be determined from constituent feedback through the engagement process.*

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Q. Inputs. Will the facilitator receive the 2023-24 and 2024-25 Strategic Plan Accountability Reports, the 2025 Implementation Status Report, the Integrated Guidance plan, and the District's Local Performance Growth Targets submitted to ODE under SB 141 at onboarding in December?

A. *The Strategic Plan Accountability Reports and Implementation Status Report are all posted* on our website at https://www.hsd.k12.or.us/about-us/strategic-plan/overview.

Q. Board interaction. Beyond the May 24 first reading and June 14 approval, does the District anticipate any Board work sessions or check-ins during January through April that the facilitator should plan and price for?

A. *The anticipated Board presentations are May 24, 2027, for first reading and June 14, 2027, for approval. Additional Board work sessions or check-ins have not been determined. However, if additional interactions are determined necessary the expectation is that the facilitator joins virtually.*

Q. Budget. Has the District established a budget range or not-to-exceed amount for this engagement?

A. *A specific budget range has not been established. Competitive proposals should be sufficient and thorough, yet cognizant of the streamlined score and timeline of the work being requested.*

Q. Submission. Please confirm the preferred submission method (email to both of you, or another channel) date and time and whether the 15-page maximum includes the cover letter, resumes, and work samples.

A. *Proposals are due November 18, 2026, by 5:00 p.m. Pacific Standard Time, and should be submitted to both Beth Graser (graserbe@hsd.k12.or.us) and Brooke Nova (novab@hsd.k12.or.us). The 15-page limit is specified, and that limit includes the cover letter, resumes, and work samples; it does not include separator pages or lists of references.*

Q. Submission method: OregonBuys indicates electronic quotes are not accepted for this solicitation. Should proposals be emailed directly to you, and is there a preferred file format?

A. *OregonBuys allows for electronic submissions.*

Q. **Due date and time:** The RFP lists November 18, 2026, and OregonBuys shows a bid opening of November 19 at 6:00 AM. Could you confirm the submission deadline?

A. *Opening Date is when we will be opening all of the bids. DUE DATE is Nov 18th, before the end of day (5:00 Pacific Standard Time).*

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INSURANCE REQUIREMENTS FOUND ON NEXT PAGE

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HILLSBORO SCHOOL DISTRICT
BUSINESS OFFICE

3083 NE 49th Place
Hillsboro OR 97124-6008
TEL: 503 844 1500
FAX: 503 844 1551
WEB: hsd.k12.or.us

Insurance Requirements for Contractors & Vendors

The Hillsboro School District (HSD) requires all contractors, vendors, and service providers to maintain insurance coverage that adequately protects the District, its students, staff, and property. Proof of insurance must be provided prior to starting work and maintained throughout the contract period.

Required Coverages

Commercial General Liability (CGL)
Minimum: $1,000,000 per occurrence / $2,000,000 aggregate
Must include bodily injury, property damage, personal injury, and contractual liability

Automobile Liability
Minimum: $1,000,000 combined single limit
Applies to all owned, hired, and non-owned vehicles used in connection with District work

Workers' Compensation
Statutory coverage per Oregon law
Employer's Liability: $500,000

Professional Liability (if applicable)
Required for contractors providing professional, consulting, or design services
Minimum: $1,000,000 per claim

Abuse & Molestation Coverage (if applicable)
Required for contractors with direct contact with students
Minimum: $1,000,000 per occurrence

Cyber/Data Breach Liability (if applicable)
Required for vendors with access to student/staff data
Minimum: $1,000,000 per occurrence

Certificates of Insurance

- Certificates must list Hillsboro School District 1J as Certificate Holder.
- Additional Insured: The District must be named as additional insured on CGL and Auto policies.
- Certificates must provide at least 30 days' notice of cancellation.

Submission

Please submit proof of insurance with your signed contract.

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