

SB 860 - CAREER MENTORING PILOT PROGRAM: University Participants



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SB 860: CAREER MENTORING PILOT PROGRAM

UNIVERSITIES SELECTED: OSU AND WOU

Oregon State University (OSU) and Western Oregon University (WOU) were selected based on cumulative points awarded for the pilot program outlined in SB 860. OSU was selected as the large institution and WOU as the small institution to design the career mentoring pilot program. There were two applications from universities with more than 10,000 students, and three applications from universities with fewer than 10,000 students.

The selection of grantees was conducted by HECC staff and relied on the following six criteria areas. Two areas were not scored: number of students enrolled and governing board approval. These areas were used to establish eligibility for the grant award and did not factor into the score. The remaining areas that were scored based on the applications submitted – and no other information – were Clarity and commitment, 35 points; Underserved Populations, 35 points; Cost Effectiveness, 20 points; and Infrastructure, 10 points. The evaluation score sheet is provided in Table 1, on the next page, summarizing these criteria.

The strengths of the applicants who were awarded grants included the universal approach to career advising by engaging alumni, and academic and student affairs departments and linking the work of the new coordinator with the programs that already exist to support underserved populations in higher education: first generation, low-income, student with documented disabilities, who may be associated with TRIO services, women and families, and culturally underrepresented students.

Because budget particulars were not required from grantees in order to make selection determination, the fixed dollar amount of each grant will be made after the grantees have submitted an estimation of their pilot program costs. This supplementary budget information is due to Holley Oglesby, procurement officer, no later than Friday January 8, and the awards will be determined thereafter.

The Higher Education Coordinating Commission has thus satisfied the SB 860 charge: solicit applications for a program to provide on-site staff person who will design and pilot a comprehensive advising program; select the institutions by January 1, 2016. The selection committee included Donna Lewelling and Erin Weeks-Earp, Public University Coordination, and Andrew Rogers, University Budget and Finance. Grant review was coordinated by Holley Oglesby.

Jointly with OSU and WOU, HECC staff will present a program framework and implementation plan to 2016 regular session of legislature per (ORS 192.245). In 2017, the HECC jointly with OSU and WOU will present a progress report on the results of the pilot programs.

This bill has the potential to elevate current best practices both within and outside the public universities for first-day-to-graduation wraparound advising and career services.

Table 1: Proposal Evaluation Score Sheet for University Coordinator Pilot Project

Evaluation Criteria	Max points/ Points awarded	Evaluator comments/ scoring explanations
University Enrollment: (Indicate University's number of enrolled undergraduate students.) ___ Less than 10,000, or ___ More than 10,000	n/a	This is not a scored category. Proposals will be evaluated in two separate groups, according to enrollment size.
Governing Board Approval - Indicate whether the Proposal includes proof of the University's governing board's approval. ___ Included or ___ Not included (need to obtain before award)	n/a	This is not a scored category. Governing board approval is not required at the time of submittal but will be required before any award can be made.
Clarity & Commitment - The Proposal clearly identifies the proposed number of students expected to be served and communicates a commitment to providing career services as part of its student advising processes.	35	
Underserved Populations – The Proposal demonstrates the ability to use the pilot program to assist students from traditionally underserved populations.	35	
Cost Effectiveness - The Proposal is cost-effective based upon the number of students expected to be served.	20	
Infrastructure - Proposer has an adequate infrastructure plan to effectively and efficiently fulfill the goals of the pilot program.	10	
Total points:	100	

Source: Holley Oglesby, Designated Procurement Officer

Appendix A: ORPIN Opportunity Notice #525-1001-15



**COMMUNITY
COLLEGES AND
WORKFORCE
DEVELOPMENT**
WORKSOURCE OREGON

ORPIN Opportunity Notice # 525-1001-15

Opportunity: Coordinator Pilot Project

The Oregon Higher Education Coordinating Commission (HECC) issues the following Opportunity as HECC's official notice that HECC is conducting a solicitation seeking at least two (2) Responses and Proposals from qualified public universities.

This Notice provides an Opportunity for interested public universities to submit Responses to HECC, describing their interest in, qualifications for, and project plan for HECC's consideration in an award of a Pilot Project as designated by the Oregon Legislature.

Date of Issuance: *November 25, 2015*

Responses Due by: **December 16, 2015 by 4:00 p.m.**
At the HECC Issuing Office

Issuing Office: **Oregon Higher Education Coordinating Commission**

Attn: Holley Oglesby, Designated Procurement Officer
255 Capitol Street NE
Salem, Oregon 97310
Telephone: 503-947-5935
E-mail: Holley.a.Oglesby@hecc.oregon.gov

Note: The terms "Solicitation", "Opportunity", "Opportunity notice", and "Notice" as used in this document hold the same meaning and are used interchangeably to describe this solicitation.

The terms "Agency" and "HECC" as used in this document hold the same meaning and are used interchangeably to describe the State of Oregon department conducting this informal, intermediate procurement.

*If you have a disability and need this material in an alternate format, please call Phyllis Reynolds at (503) 947-5935. If you know of someone who needs this accommodation, please let him or her know it is available.
 Equal Opportunity Employer (Igual Oportunidad De Empleo) Auxiliary services available upon request to persons with disabilities.(Las personas incapacitadas pueden solicitar medios y servicios auxiliares.)*

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Section 1 – Background

1.1 Opportunity

The Higher Education Coordinating Commission (HECC) is seeking Responses from at least 2 Public Universities, for consideration in the award of a contract to perform the Pilot Project described in this Opportunity notice.

Only the seven (7) Oregon Public Universities listed in ORS 352.002 are eligible to submit proposals.

1.2 Project Background

The 78th Oregon Legislative Assembly in SB 860 directed HECC to solicit applications from public universities listed in ORS 352.002 to participate in a pilot program for an on-campus Coordinator of the available student career advising and mentorship opportunities.

1.3 Solicitation Purpose

The purpose of this Solicitation is to award an agreement to two (2) of Oregon’s Public Universities to undertake this pilot project.

Section 2. Anticipated Scope of Work Activities.

2.1 Anticipated Work Activities

HECC anticipates that the following types of activities will form the basic scope of work under any agreements resulting from this Opportunity:

- Universities selected for this project must each get the approval of their governing boards before commencing the Pilot Project.

The Specifics of the Pilot Program include:

Each University selected by the HECC shall use moneys to hire additional staff comprising one full-time equivalent (FTE). The staff hired shall design and develop the Pilot Program for the University to that **that:**

- (a) Coordinates the opportunities for student career advising and mentorship available through the university’s:
 - (A) Academic advising center;
 - (B) Career services center; and
 - (C) Alumni network or alumni foundations; and
- (b) Establishes a method for students who participate in the pilot program to engage in these opportunities for career advising and mentorship.

2.2 Joint Obligations

Selected Universities and HECC shall jointly;

- (a) Present a final program framework and implementation plan for the pilot programs to the committees relating to higher education during the 2016 regular session of the Legislative Assembly; and
- (b) Present a progress report on the results of the pilot programs to the committees relating to higher education during the 2017 regular session of the Legislative Assembly.

2.3 Anticipated Project Timeframe

HECC anticipates that work and services provided under any contract resulting from the Opportunity will commence on or about January, 2016. All contracted work must be completed by April 30, 2017.

Section 3. Required University Qualifications

3.1 University Enrollment Requirement

Senate Bill 860 requires HECC to select one public university with less than Ten Thousand (10,000) enrolled undergraduate students and one public university with Ten Thousand (10,000) or more enrolled undergraduate students.

3.2 Governing Board Letter

Senate Bill 860 requires the governing board of each university to approve the pilot before it is implemented. A letter from the governing board granting that approval must be included as indicated in section 4.2 of this opportunity.

Section 4 – Procurement Requirements and Submittal

4.1 Procurement Method.

HECC is conducting this procurement as an informal solicitation of two (2) or more public university proposals as part of a Competitive Sealed Proposal process

The Agency intends to award two (2) Intergovernmental Agreements (IGA) based on the proposals and the required enrollment constraints.

4.2 Submittal Requirements

Interested public universities **must submit a written narrative** describing their plans for the proposed pilot project demonstrating the following:

- The proposed number of students expected to be served
- A commitment to providing career services as part of its student advising processes
- The infrastructure plan necessary to effectively and efficiently fulfill the goals of the pilot program
- The ability to use the pilot program to assist students from traditionally underserved populations.
- Approval by the University governing board

Funding shall be used to hire additional staff comprising one full-time equivalent. The staff hired shall be tasked with the design and implementation of a pilot program to provide coordination of opportunities for student career advising and mentorship available through the University's:

- Academic advising center
- Career services center
- Alumni network or alumni foundations

Pilot program must also establish a method for students who participate in the pilot program to engage in these opportunities for career advising and mentorship.

Delivery. Responses must either be recorded in electronic-format on compact disk or flash drive media and delivered by mail or in person to the Agency, attention of the HECC Designated Procurement Officer at the address listed below, **OR** delivered as a document attached in an email

submitted to the HECC Designated Procurement Officer's email address listed below. **Note:** Responses **may not** be delivered by facsimile transmission.

By mail or in person to:

HECC
255 Capitol Street NE
Salem, OR 97310-1300
Attention: Holley Oglesby, Designated Procurement Officer

Or, to:

Email address: Holley.A.Oglesby@hecc.oregon.gov

Envelopes containing mailed Responses must clearly reference Opportunity # **525-1001-15**. Emailed Responses must clearly reference Opportunity # **525-1001-15** in the message subject line.

Section 5 – Opportunity & Response

5.1 Opportunity

HECC will post notice of, and issue this Opportunity on or about November 25, 2015

5.2 Submittal

Submitted Responses must be delivered to, and received by HECC, marked to the attention of HECC's DPO, no later than **4:00 pm (Pacific Time)**, on **December 16, 2015**.

5.3 Review and Selection

HECC will review all Responses that are properly submitted and make a determination as to which ones will be awarded an IGA.

5.4 Evaluation Process

HECC shall select which two (2) Universities will be awarded the IGA based on the HECC's analysis of the following factors for each public university that submits an application:

- (A) The cost-effectiveness of the proposal based on the proposed number of students expected to be served; and
- (B) The degree to which each university has demonstrated:
 - (i) A commitment to providing career services as part of its student advising processes;
 - (ii) The infrastructure necessary to effectively and efficiently fulfill the goals of the Pilot Program; and
 - (iii) The ability to use the Pilot Program to assist students from traditionally underserved populations.

By submitting a Response to this Opportunity, Responders acknowledge and affirm their acceptance of the Agency's review process, and any decision made by the Agency in terms of selecting a specific Response for award of an IGA resulting from this Opportunity.

The information included in this Opportunity notice is all the information that HECC has available for potential responders. Requests for clarification must be submitted in writing by mail or email to HECC's Designated Procurement Officer (identified on the first page of this notice), prior to the due date for delivery of Responses. HECC will attempt to address any requests for clarification in a timely fashion, but failure by HECC to respond, or to provide additional information will not affect the conduct or results of this Opportunity. HECC reserves the right to withdraw this Opportunity at its sole discretion.

5.5 Reservation of HECC Rights

HECC reserves all rights regarding this Opportunity, including, without limitation, the right to:

- (a) Amend or cancel this Opportunity without liability if doing so is in the best interest of HECC;
- (b) Reject any and all Responses upon finding that it is in the best interest of HECC to do so;
- (c) Waive any minor irregularity, informality, or non-conformance with the provisions or procedures of this Opportunity, and to seek clarification from the Responder, if required;
- (d) Reject any Response that fails to substantially comply with all prescribed Opportunity procedures and requirements.

Appendix B: SB 860 Enrolled (Linked here)

78th OREGON LEGISLATIVE ASSEMBLY—2015 Regular Session

Enrolled Senate Bill 860

Sponsored by Senators EDWARDS, GELSER

CHAPTER

AN ACT

Relating to university pilot programs; and declaring an emergency.

Be It Enacted by the People of the State of Oregon:

SECTION 1. (1)(a) The Higher Education Coordinating Commission shall solicit applications from public universities listed in ORS 352.002 to participate in a pilot program described in subsection (2) of this section.

(b) From the public universities that submit an application under paragraph (a) of this subsection, the commission shall select one public university with less than 10,000 enrolled undergraduate students and one public university with 10,000 or more enrolled undergraduate students to participate in a pilot program described in subsection (2) of this section.

(c) The commission shall select which public universities will participate in a pilot program based on the commission's analysis of the following factors for each public university that submits an application under paragraph (a) of this subsection:

(A) The cost-effectiveness of the proposal based on the proposed number of students expected to be served; and

(B) The degree to which each university has demonstrated:

(i) A commitment to providing career services as part of its student advising processes;

(ii) The infrastructure necessary to effectively and efficiently fulfill the goals of the pilot program as set forth in subsection (2) of this section; and

(iii) The ability to use the pilot program to assist students from traditionally underserved populations.

(d) The commission shall select the two public universities that will participate in a pilot program by January 1, 2016.

(2) Each university selected by the commission under subsection (1) of this section shall use moneys appropriated under section 2 of this 2015 Act to hire additional staff comprising one full-time equivalent. The staff hired under this subsection shall design and develop a pilot program for the university that:

(a) Coordinates the opportunities for student career advising and mentorship available through the university's:

(A) Academic advising center;

(B) Career services center; and

(C) Alumni network or alumni foundations; and

(b) Establishes a method for students who participate in the pilot program to engage in these opportunities for career advising and mentorship.

