



Call for Consultant to Conduct Regional Needs Assessment

Background:

Southern Oregon's regional (Jackson, Josephine and Klamath counties) Science, Technology, Engineering, and Math (STEM) Hub has been invited to build local capacity for STEM through a grant opportunity with Oregon Community Foundation (OCF). OCF seeks to ignite partnerships between business and education to advance opportunities for rural, low-income, students of color and girls in Career and Technical Education (CTE)-STEM (target populations). OCF will do this through technical assistance and providing capacity-building and challenge grants that are aimed at incentivizing local resources centered on deepening buy-in and investment for CTE and STEM education regionally. Southern Oregon's STEM Hub works together with CTE within our Southern Oregon Education Service District's (SOESD) School Improvement Team to provide age appropriate awareness, exploration and deeper understandings and applications of skills learned from Pre-K through Post-Secondary opportunities that align to high wage, high demand jobs that are available in our region.

Project Objective

In preparation for this opportunity, Southern Oregon's STEM Hub is seeking a consultant to complete a thorough regional needs assessment. The process will accomplish the following:

- Aggregate existing data, including other recently completed regional assessments, (to be provided), and gather additional data as needed to determine and communicate regional employability and economic growth for high wage high demand careers. This will include identifying communities with large pockets of target populations, and specific high-wage, high-demand careers that have potential to more strongly engage these target populations.
- Aggregate existing data, including other recently completed regional assessments (to be provided), and gather additional data as needed to determine and communicate **available pathways and opportunities** to increase access for the grant's target populations.
- Identify and communicate **accessibility gaps and opportunities** for industry and education to actively partner to strengthen pathways for target populations leading to high wage high demand jobs.

We invite all consultants with the skills described below to submit a proposal. The maximum expense for these services is \$9,000.

Project Deliverables

At the end of the assessment, the consultant will have:

- Identified opportunities that strengthen career pathways in high-wage, high-demand careers for target populations, based on aggregated data and input from affected communities.
- Noted business and education partners interested in collaborating and co-investing in these opportunities.
- Identified common regional themes that the three counties can coalesce around for this project, as well as individualized county themes for CTE/STEM educational opportunities that align to regional high wage, high demand jobs
- Submitted both a written report and presentation for stakeholders that distill the findings into a compelling story that motivates collaborative action and co-investment between business and education partners.

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Timeline

Proposal Due date: August 31, 2020

Review September 1, 2020

Award notification: September 4, 2020

Anticipated start and end date for project: September 7 - November 30, 2020

Application Process

- Proposals will be accepted via electronically to Karla Clark through the link provided here: [Submit Proposal](#).
- Proposal not to exceed 5 pages including budget and any attachments

Eligible submissions must include the following components:

- Organization's basic information, including primary contact, phone number, website with work samples (if applicable), and address
- Scope of work: be specific and include description of anticipated data collection and analysis methodologies
- Project timeline, including benchmarks (final product to be completed no later than November 30, 2020)
- Describe in 1-2 paragraphs your experience in this work
- 2-4 related references with name, affiliation/title and contact information with phone number and email

Selection Criteria

The final proposals will be selected based on a combination of experience, ability to communicate skillset, and cost effectiveness.

Incomplete or late applications will not be considered.

Qualified applications should demonstrate:

- Experience producing needs assessments for business and industry as well as education stakeholders
- Experience gathering stakeholder feedback by affected communities
- Consultant's ability to maintain neutral and impartial stance with entire community while conducting needs assessment and duration of the project
- Clear definition of communication procedures with the STEM Hub and IGNITE partners
- Experience carrying out surveys and listening sessions with students, parents, educators, community partners and industry professionals
- Available to complete the project no later than November 30th

All work produced through this local needs assessment will be property of the SOESD and Southern Oregon STEM Hub.

Questions regarding this consultant opportunity can be directed to Karla Clark at karla_clark@soesd.k12.or.us