Sealed Proposals will be received at the Issuing Office, Bond Program Office 9700 SW Capitol Hwy, Suite 260, Portland, OR 97219, **February 8, 2011 at 2:00 PM local time.** Office hours for receipt of Proposals are Monday through Friday, 8 AM to 5 PM.

The Academic and Student Services Recovery & Continuity of Operations Plan is distinct from the Administrative Services Continuity Plan and will identify a different set of challenges and solutions. The Academic & Student Services Recovery & Continuity Operations Plan has not been developed, but will be a part of an integrated approach into the comprehensive Administrative, Academic & Student Services Recovery & Continuity Operations Plan.

The Academic & Student Services Recovery & Continuity Operations Plan will help identify the teaching, learning, and student services that are mission critical during catastrophic events or pandemics.

The Academic and Student Services of the College include, but are not limited to:

- **Teaching/learning** - traditional on-campus courses including lectures, recitations, laboratories, and other formats; distance learning formats through Interactive TV, video, or the internet; career technical education and other courses that have specific facilities/equipment requirements; continuing education for professionals that may have specific facilities/equipment needs; clinicals, co-operative education/internships, services learning where learning takes place at off-campus locations, and community-based courses for personal growth and fulfillment.

- **Student support services** - placement testing and special needs testing; counseling; advising; financial aid; admission and registration; disabilities services; student recruitment and retention programs; tutoring; and GED testing; library services and specialized resource centers and other functional areas.

Critical tools/databases that must be preserved for the purpose of the comprehensive Recovery & Continuity Operations include: Banner; MyPCC; Student Clearinghouse; Data Warehouse; Blackboard/Desire2Learn, Elluminate Live, Media Site video Services, Student Help Desk, Library, Point-of-Sale Bookstore and Food Services, Technology Infrastructure (voice, data and video); Electronic Data Interchange (EDI); Student Records; Veteran’s Services database; International Students SEVIS Reporting; Parking Management System, Facilities/Scheduling Systems (Schedule/Resource 25/College Net); Distance Learning Infrastructure including on-line tutoring); Student of Concern Tracking Software (Maxient).

Provide the template to determine resources required to minimize interruption of and restart Academic and Student Services delivery:

1. Access to either/both paper and electronic information
2. Contact information
3. Schedule information (course, instructor, location, student roster)
4. Agreed upon flow of academic information - District - Campus – Division - Discipline - Faculty (course)
5. Access to class rosters
6. Access to room scheduling data
7. Develop contingency agreements with offsite locations to act as “teaching facilities” or partnerships in the event of campus closure

This plan must address:

- **Catastrophic events** when they disrupt the College’s ability to conduct academic business, when facilities may be damaged or destroyed

- **Determining specific supplies, equipment** and designated storage requirements necessary to continue instruction and student support services

- **Pandemic circumstances** that may require social distancing, where facilities are closed but the academic business of the college must still continue

Deliverables:
1) Consulting Services to help the College develop templates to complete the Academic and Student Services Recovery and Continuity of Operations Plan. **

** Successful proposals will include a process plan for the development of the Academic and Student Services Recovery and Continuity of Operations Plan that will include input from faculty and key stakeholders in the data gathering phase.

2) A plan/template that will guide us in the development of an electronic Document Management and Maintenance System solution that will help us manage the Comprehensive Administrative, Academic and Student Services Continuity Plan. **Things to be considered with this plan/template:** It must be easily revised, printable, and can be distributed electronically.

3) Ensure that the Academic and Student Services Recovery and Continuity of Operations Plan integrates well with the existing College’s Administrative Business Continuity Plan (BCP) and Emergency Operations Plan (EOP).

4) Development of a communication plan for the Comprehensive Plan so that it meets internal reporting requirements as well as reporting requirements of the Higher Education Reauthorization Act (HEA).