

Hillsboro School District
Invitation to Submit Personal Service Contract Proposal
Tech Services Bond Project Coordinator

Issue Date: 1/21/2020

Proposal Due Date: 1/31/2020, 2:00 p.m.

Description of need:

The Hillsboro School District (HSD) Technology Services Department is in need of a Project Coordinator to assist in implementing numerous projects funded by the District's current bond program. The District community passed a bond measure on November 8, 2017. This contracted position would provide project support and coordination to ensure the successful implementation and use of the bond funds.

Submission requirements:

Submit the following items to Jordan Beveridge via email (beveridj@hsd.k12.or.us) by the proposal due date:

1. Candidate Resume
2. Candidate Hourly Rate
3. Date available to start work
4. If candidate would not be available for 12 continuous months of work, explain the timeframe they are available.

Submissions will be accepted from individual contractors or employment/recruiting agencies. Agencies can submit more than one candidate for individual consideration.

Questions concerning submissions should be submitted via email to Jordan Beveridge (beveridj@hsd.k12.or.us) by 1/27/2020.

Evaluation and interviews:

Candidates will be selected for interviews based on their experience and hourly rate. Interviews will then be conducted for final selection of the candidate.

Location:

- Primary Work Address:
 - 3083 NE 49th Place, Hillsboro, OR 97124
- This position may work at different times at any of the District schools or locations. Individual must be able to transport themselves to each location.

Identified Projects:

- Coordination of Tech Enhanced Classroom installs as construction projects finish

- o Verify rooms to be setup
 - o Coordinate and verify equipment purchases
- Coordinate and assist in construction equipment moves
 - o Verify room movement plans
 - o Coordinate and verify Tech Services plan
 - o Coordinate and verify equipment purchases
 - o Assist in the movement of equipment
- Elementary Audio Visual Gym/Commons Equipment Upgrade coordination
 - o Assist in plan development
 - o Assist in coordination of contractors
 - o Communicate with contractors and building administrators on planned installation timelines and updates
 - o Coordinate and verify equipment purchases
 - o Verify project completion and sign off
- Voice Over Internet Protocol (VOIP) phone system replacement coordination
 - o Assist in plan development
 - o Assist in coordination of contractors
 - o Communicate with district networking, contractors and building administrators on planned installation timelines and updates
 - o Coordinate and verify equipment purchases
 - o Verify project completion and sign off
- Student Device Deployment
 - o Assist in plan development
 - o Coordinate and verify equipment purchases
 - o Coordinate equipment delivery and inventory

Project Coordinator Responsibilities:

- Maintaining and monitoring project plans and project schedules
- Organizing, attending and participating in stakeholder meetings
- Communicate with project participants and stakeholders
- Documenting and following up on important actions and decisions from meetings
- Preparing necessary presentation materials for meetings
- Ensuring project deadlines are met
- Determining project changes
- Providing administrative support as needed
- Undertaking project tasks as required
- Assist with project issues and provide solutions where applicable
- Ensure stakeholder views are managed towards the best solution
- Facilitate meetings where appropriate and distribute minutes to all project team members
- Assist in project implementation

Project Coordinator Requirements:

- Exceptional verbal, written and presentation skills
- Ability to work effectively both independently and as part of a team
- Experience using computers for a variety of tasks
- Development and use of Gantt Charts
- Competency in Microsoft applications including Word, Excel, Project and Outlook
- Ability to work on tight deadlines

Skills or experience candidates should highlight:

- Previous large scale projects conducted across various sites
- Experience implementing or working on a VOIP project
- Experience working with schools or school districts
- Experience in Audio Visual work

Expected timeline and hours

- Timeline
 - Begin early February
 - Initial contract for six months with option to renew contract for three month periods
 - Expected total need is for 12 months.
 - District is open to discuss other contracting period options
- Hours
 - 40 hour work week
 - 5 days
 - 8 hour work day
 - Work days would follow the standard work calendar for district administrators