

# Multnomah Education Service District

Code: **DFC-AR(4)**  
Adopted: 10/21/10  
Amended:  
Reviewed:

## Grant Partners/Service Providers Selection Summary Document

### Option 1 (Reactive, no meeting)

- **Published Notice** *at least 3 calendar days prior to selection*
  - ▶ (required) MESD web: *entire notice period*
  - ▶ (required) DJC: *at least one day*
  - ▶ (required) one local newspaper: *at least one day*
  - ▶ (best practices) Trade journals, listserves, other venues: *as needed*
- **Substance of notice**
  - ▶ Who is applying for grant (usually MESD)
  - ▶ Provider of the grant
  - ▶ Potential amount of the grant
  - ▶ Function (purpose) of the grant
  - ▶ MESD's function if awarded the grant
  - ▶ Function (purpose) of the grant partners sought
  - ▶ Description (characteristics) of partners needed
  - ▶ Criteria for selection of partners
  - ▶ Due date, time & method to indicate interest (apply)
  - ▶ Contact name, phone, email for questions
- **Process**
  - ▶ Department responsible to prepare, submit and pay for Public Notice
  - ▶ Department responsible to document selection process (Chart 3)
  - ▶ Department responsible to select partners/service providers

### Option 2 (Reactive, with public meeting)

- **Published Notice** *at least 7 calendar days prior to public meeting*
  - ▶ (required) MESD web: *entire notice period*
  - ▶ (required) DJC: *at least one day*
  - ▶ (required) one local newspaper: *at least one day*
  - ▶ (best practices) Trade journals, listserves, other venues: *as needed*
- **Substance of notice**
  - ▶ Who is applying for grant (usually MESD)
  - ▶ Provider of the grant
  - ▶ Potential amount of the grant
  - ▶ Function (purpose) of the grant
  - ▶ MESD's function if awarded the grant
  - ▶ Function (purpose) of the grant partners sought
  - ▶ Description (characteristics) of partners needed
  - ▶ Criteria for selection of partners

- ▶ Meeting date, location, and other logistical information
- ▶ Contact name, phone, email for questions
- **Process**
  - ▶ Department responsible to prepare, submit and pay for Public Notice
  - ▶ Department responsible to schedule meeting with potential partners/service providers
  - ▶ Department responsible to discuss grant requirements with meeting's attendees and selecting partners/service providers from those attending
  - ▶ Department responsible to document selection process (Chart 3)

**Option 3** (Proactive, "Pool")

- **Published Notice** *at least 30 calendar days prior to selection date - may be ongoing process*
  - ▶ (required) MESD web: *entire notice period*
  - ▶ (required) DJC: *at least one day*
  - ▶ (required) one local newspaper: *at least one day*
  - ▶ (best practices) Trade journals, listserves, other venues: *as needed*
- **Substance of notice**
  - ▶ During the period, X to Y, MESD intends to seek out and apply for grants in the following categories...
  - ▶ MESD seeks parties interested in partnering for grant applications in the following categories...
  - ▶ Where & how to obtain application document
  - ▶ Due date, time & method to apply
  - ▶ Contact name, phone, email for questions
- **Substance of Statement of Interest document**
  - ▶ Repeat Public Notice information
  - ▶ Function (purpose) of the grant partners/service providers sought
  - ▶ Description (characteristics) of partners/service providers needed
  - ▶ Criteria for inclusion of partners/service providers in the pool
  - ▶ Methodology for selection of partners/service providers from among qualified pool members
  - ▶ Due date, time & method to indicate interest, experience and potential services available
- **Process**
  - ▶ Department responsible to prepare, submit and pay for Public Notice
  - ▶ Department responsible to prepare Statement of Interest Document
  - ▶ Department responsible to document pool creation process
  - ▶ Department responsible to select partners/service providers from pool members
  - ▶ Department responsible to document selection of partners/service providers from pool members (Chart 3)