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| **Name of Bidder:** |  |
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| A workplan is completed each year of the project, including the first year in response to the RFP, and must accompany the annual budget. It describes the proposed activities the bidder will engage in to meet the deliverables, a schedule of implementation of those activities, as well as how the program will progress monitor their work. Deliverables from the RFP have already been included. Bidders should include relevant information in the tables below. Please add/delete rows from the tables as necessary. |

**Deliverable 1: Support Regional Teams**

* 1. Provide all members of the RPCs and FACE Centers with a basic understanding of culturally/racially/linguistically responsive education by:
	+ Reviewing and/or developing an introductory webinar (recorded and made available as needed), 1.5 hours in length.
	1. Annually, plan, develop and deliver webinars and hangouts tailored to specific Specialist groups or open to the whole Partnership, as appropriate to the content.
	+ The TAP for Equity will be primarily responsible for a minimum of seven webinars and seven hangouts each year. The specific content and targeted Specialist groups for each webinar will be decided in conjunction with NYSED.
	+ Secondary support for other webinars will be provided, as well (e.g., providing information to enhance another TAP’s webinar); frequency and need will be determined in conjunction with the remaining TAPs, the MTSS-I Center and NYSED.
	+ Annually, together with the four other TAPs (Data, Transition, Academics, and Behavior), provide up to 20 hours of professional development for new RPC and FACE Center members upon hire. A needs assessment will be created and/or updated in coordination with the TAP for Data that will assist in determining the amount of support each new RPC and FACE Center member will receive.
	1. Coaching will be provided to individual and small groups of RPC and FACE Center personnel and will be based on needs assessment data, the foci of specialists’ workloads and collaboration with Systems Change Facilitators (“SCFs”), FACE Center Professional Development Specialists (“PDSs”) and NYSED to each of the 16 Regional Teams.
	+ Collectively, TAP for Equity Associates annually will provide each of the 16 Regional Teams with 12 days of data-based coaching, 8 in-person and 4 remotely.
	+ At least one in-person coaching session will occur in each region each quarter of each contract year.
	+ All scheduled coaching activities will be entered into an online calendar for planning purposes and documented in quarterly status reports.
	+ TAP for Equity Associates will provide regional specialists and FACE Center staff with additional technical assistance and consultation through email, web meetings and/or phone calls, as needed.
	1. TAP for Equity Associates will participate in a minimum of monthly virtual Regional Level Team (“RLT”) meetings with each of their assigned regions to provide technical assistance regarding the development and implementation of Support Plans, Targeted Skills Groups and Regional Learnings.
	2. TAP for Equity Associates will work collaboratively with SCFs and FACE Center PDSs during the development of new Support Plans and revision of existing Support Plans. Associates’ input and recommendations that occur during this collaboration will be documented.
	3. TAP for Equity will plan and facilitate one day of the October Statewide meeting, in collaboration with OSE; providing professional development as proposed by the TAP Directors or as requested by NYSED.
	4. TAP for Equity will attend one day, in-person of the April Statewide meeting and provide professional development and/or updates as proposed by the TAP Directors or as requested by NYSED.

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| **Specific activities to meet deliverable** | **Schedule of implementation** | **Progress monitoring activities** |
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**Deliverable 2: Material and Curriculum Development**

Develop and/or review materials and revise as necessary. Materials will include information for learners at the beginner, intermediate, and advanced levels. As appropriate to the content, the materials may consist of full training packages (such as slide decks, handouts, webcasts/other multi-media) or core messages presented in alternative formats (such as infographics, flip charts, webcasts/other multi-media). NYSED will have final approval of materials and curricula.

* 1. Develop and/or review materials for the provision of professional development to the RPCs, FACE Centers and MTSS-I Center.
	2. Develop and/or review materials for the provision of professional development to be used by RPCs, FACE Centers and MTSS-I Center to train stakeholders (families, educators, community providers, etc.).
	3. Develop and implement an internal quality-control process for all professional development packages and materials to

 undergo before submission to NYSED for review.

* 1. Post 508-compliant professional development materials to a public website within timelines established by NYSED.
	2. Annually, in conjunction with NYSED, develop and post a minimum of two recorded webinars on foundational equity content for use in a regional learning opportunities offered by the RPCs and FACE Centers.

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| **Specific activities to meet deliverable** | **Schedule of implementation** | **Progress monitoring activities** |
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**Deliverable 3: Coordination with other TAPs and NYSED**

* 1. Serve as a member of the State Level Team. The TAP Director or Principal Investigator must annually attend 3 one-day meetings of the State Level Team in Albany as requested by NYSED.
	2. TAP for Equity Director will serve as a member of the Partnership Implementation Team (PIT) and attend:
* 10 virtual half-day meetings; (monthly)
* one two-day in-person meeting in Albany; and
* virtual workgroups; as needed.
	1. TAP for Equity Director will annually attend one or more in-person coaching session(s) with each Associate.
	2. TAP for Equity Director will annually attend one or more virtual sessions of a targeted skills group and regional learning in each of the 16 Regional Teams.
	3. The TAP for Equity Director and Associates will attend the annual MTSS-I Virtual Learning Summit.
	4. Attend one, one-day meeting per year hosted by NYSED as requested by NYSED (for example, Commissioner’s Advisory Panel, Youth Advisory Panel, etc.).
	5. The TAP for Equity Director will participate in virtual collaborative meetings with other TAP Directors, the MTSS-I Center Director, and NYSED as needed.
	6. The TAP for Equity Director will meet with other TAP Directors at least monthly to discuss shared deliverables.
	7. The TAP for Equity Director will meet with NYSED minimally monthly and provide data regarding the status of the TAP for Equity Associates’ coaching to the 16 Regional Teams, webinars/hangouts and other deliverables. Annually, one meeting will occur in-person in Albany to review Partnership progress.

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| **Specific activities to meet deliverable** | **Schedule of implementation** | **Progress monitoring activities** |
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**Deliverable 4: Developing Expertise**

* 1. Each TAP for Equity staff member may attend one national conference per year supported by project funds. All conference attendance is subject to NYSED prior approval. Content should be shared with other members of the Partnership and used for the development of materials. Preference should be given to those conferences sponsored by a [federally funded technical assistance center](https://www.osepideasthatwork.org/find-center-or-grant/find-a-center).
	+ If national conferences are not available, participation in webinars/distance learning related to Partnership content is expected.
	+ Attendance at Statewide meetings, PIT meetings, and Regional Coaching Visits take precedence over conference travel.
	1. In consultation with the NYSED, fund up to one subject matter expert for up to two days per

 year as appropriate to support the vision/mission of the Partnership via a webinar.

* 1. TAP for Equity Director and Associates will collaborate with the MTSS-I Center Director and Coaches to ensure the

 respective MTSS-I expertise of personnel who staff each unit is regularly shared and fully integrated, especially regarding

 the research base for effective implementation and the applied lessons learned from supporting districts and schools to

 install the MTSS-I Framework.

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**Deliverable 5: Website/Web Resources/Other Media**

* 1. Under the direction of NYSED the TAP for Data will have primary technical responsibility for the design, development, and

 maintenance of a website to support the entire Partnership, the remaining TAPs will be responsible for reviewing and

 submitting relevant content to NYSED. Website content will be determined in conjunction with NYSED.

* 1. TAP for Equity will be responsible for uploading their own professional development content into the Data Management System in accordance with NYSED timelines. All professional development content to be posted on the public Partnership website must meet 508 compliance standards.

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| **Specific activities to meet deliverable** | **Schedule of implementation** | **Progress monitoring activities** |
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