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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 Regional Partnership Centers and FACE Centers with a basic understanding of culturally/racially/linguistically responsive education by:
  + Developing and hosting an introductory webinar (recorded and made available as needed), 1.5 hours in length; and
  + Facilitating monthly interactive online learning opportunities, open to the whole Partnership.
  1. Annually, plan, develop and deliver webinars for members of the Partnership (specific dates will be decided with the PIT):
  + The TAP for Equity will be primarily responsible for 7 webinars each year for various specialist groups
  + Secondary support for other webinars will be provided, as well (e.g., providing information to enhance another TAP’s webinar).
  1. Annually, together with the four other TAPs (Data, Transition, Behavior, and Academics), provide up to 20 hours of professional development for new Regional Partnership Center members upon hire. (Note that this does not include members of the FACE Centers.)
  + A needs assessment will be created in coordination with the TAP for Data that will assist in determining the amount of support each new Regional Partnership Center member will receive.
  1. In conjunction with the PIT, plan, facilitate and deliver one 2-day meeting in Albany for the whole Partnership.
  + The 2-day meeting will be conducted each year in Years 2-5.
  + The TAP for Equity will be responsible for space costs for approximately 300 attendees for this meeting
  1. Provide fidelity coaching
  + Conduct three, 2-day trips annually to each region, for coaching, professional development, problem-solving, observations, feedback, and direct support to the Regional Partnership Team and FACE Center Specialists.
  + Be available for additional assistance and consultation through email, web meetings and/or phone calls.
  1. In consultation with the PIT or the Systems Change Facilitator, each TAP for Equity Associate may spend up to 3 additional days per year in each of the regions to which the associate is assigned, as needed, to provide additional support which could include targeted coaching and observation or presentations at a regional event.

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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). OSE will have final approval of materials and curricula.

* 1. Develop and/or review materials for the provision of professional development to the Regional Partnership Centers and FACE Centers.
  2. Develop and/or review materials for the provision of professional development to be used by Regional Partnership Centers and FACE Centers to train stakeholders (families, educators, community providers, etc.).
  3. In conjunction with the PIT, create a virtual seminar designed for preservice educators on the topic of equity and the instructional needs of students with disabilities who are also English Language Learners/Multilingual Learners.
  + In years 1 and 2, work with the PIT to determine the logistics of such a seminar (e.g., length, if it can be credit-bearing), as well as the specific content.
  + In years 3-5, make the virtual seminar available to the public. The seminar will run no more than twice per year and will be updated as necessary.

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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 must annually attend 3 one-day meetings of the State Level Team in Albany.
  2. Serve as a member of the PIT. The TAP director must annually attend:
  + 4 virtual meetings
  + 3 one-day meetings in Albany
  + 1 Regional planning meeting, which is a two-day event in Albany in the Spring
  1. Serve as a member of the Regional Level Team. TAP for Equity Associates must annually attend 3 one-day meetings in each of their assigned regions.
  2. Attend one, one-day meeting per year hosted by NYSED as requested by OSE (for example, Commissioner’s Advisory Panel, Youth Advisory Panel, etc.).
  3. Participate in virtual meetings to discuss the Partnership website.

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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, subject to OSE prior approval. 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 aren’t available, participation in webinars/distance learning related to Partnership content is expected.
  1. In consultation with the PIT, fund up to one subject matter expert for up to two days per year as appropriate to support the vision/mission of the Partnership.
  2. Annually, plan for funding one subject matter expert to present on a webinar.

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| **Specific activities to meet deliverable** | **Schedule of implementation** | **Progress monitoring activities** |
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**Deliverable 5: Website/Web Resources/Other Media**

* 1. While 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 the PIT. Website content includes, but is not limited to:
  + Resources, curated by the TAPs, to include research-based articles and tools, as well as other materials, such as direct links to other national/state-funded technical assistance resources, as appropriate.
  + Featured section, that includes, but is not limited to:
    - Upcoming events, both within and outside of the Partnership
    - The release of new content/critical documents created by the Partnership
    - Pertinent emerging trends and issues in the field
  + Success stories/promising practices from across NYS
    - In collaboration with the PIT, and based on criteria established by the PIT, identify school success stories and/or promising practices and determine appropriate and consistent means of capturing and sharing those success stories and promising practices.
    - Prepare informational materials to highlight these practices in a variety of formats, (such as podcasts, videos, text).
      * Allocate funding for no more than 15 minutes of high quality video per year, starting in year 2 of the contract.
  1. All web content (print, video, documents) will be prepared according to the process and procedures outlined by the TAP for Data in order to meet 508 compliance standards. Each of the TAPs will be responsible for uploading their own content to the website, as outlined by the processes created by the TAP for Data.
  2. Be prepared to utilize social media as a means of communication (for example, YouTube, Twitter, Facebook).

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