

DTSDE RFP# 19-027 Questions and Answers

- 1) *With Model C1 for deliverable B, would NYSED want the same OEE facilitating the professional learning community across four points during the year?*

Yes

- 2) *With Model C1 would the same OEE/OEEs who facilitate the professional learning community make all of the six visits to each participating school?*

Not necessarily. Any OEE visiting a participating school must be familiar with the professional learning community content shared and must have attended the professional learning community sessions; however, the OEE would not be required to have facilitated the professional learning community session.

- 3) *In deliverable A, where there are two different trainings focusing on the different consultant models, would NYSED accept that some OEEs might only attend one of those training related to their specific skills and experience or is there an expectation that all OEEs will attend all trainings?*

OEEs must attend the trainings related to the model(s) they will support.

- 4) *Regarding Deliverable A: Professional Development - In that there are large numbers of schools to be assigned, would we be required to send all reviewers to the training in Albany around the new models? Or would a certain contingent of Associates be sent, and then our organization would be responsible for turnkey training. For example, if there were 20 Associates, would all go to all training?*

OEEs must attend the trainings related to the model(s) they will support and receive the training directly from NYSED.

- 5) *How will the schedules of the schools to be reviewed in the various models be set up each year? Is that the responsibility of the approved vendor or is it coordinated through SED?*

SED will organize the schedule in consultation with the schools and with the vendor.

- 6) *Will SED be choosing the support model A B C or D that each school would follow based upon accountability status?*

The accountability status of the school will not determine the model of support a school receives. All four support models are designed to support schools with the accountability status of "Comprehensive Support and Improvement." NYSED will work with schools to identify the model of support to be provided each year based on the school's recent results and the school's interest in specific models.

- 7) *Are you anticipating any changes/additions in the current set of protocols that are being used for school visits and follow-up? For example, reporting templates and what will be required to submit in terms of documentation after a school visit and/or follow-up?*

NYSED will develop reporting templates for each of the models. Consultant Model A is the only model for which templates currently exist. NYSED anticipates that the templates for Model A will be similar to those that currently exist for the DTSDE visit process. All other protocols are described in the RFP.

8) *Am I correct that NYSED is only awarding ONE contract for this RFP. There are so many CSI and TSI schools I am hard pressed as to how one vendor can serve that need, and as such I am making sure that I am understanding the intent.*

Yes, one contract is to be awarded. Please note, the contract is designed for supporting CSI schools. TSI schools are not being supported through this contract.

9) *Is there a residency requirement for full time positions?*

No.

10) *How does the funding for the full-time positions work? What is the amount allocated from the RFP for those positions? Are any benefits/insurance etc. included?*

Because there is no deliverable related to staffing, bidders should incorporate staffing, benefits and other costs into their bids for deliverables according to the RFP and Cost Proposal Form. There is no allocated amount from the RFP; all proposed costs will be reviewed for reasonableness. Please keep in mind that this RFP employs a “best value” method of procurement, with 30 percent of the overall points awarded based on cost. Bidders are encouraged to submit budgets that are cost effective. Bidders are expected to follow all New York State and Federal Labor Laws for employers.

11) *For Progress (Model B) how does the vendor access diagnostic data from previous year for progress check?*

NYSED will provide information concerning the school from previous years for vendors when applicable.

12) *When will the vendor be notified if awarded RFP?*

Notifications will be sent to all bidders after the proposal evaluations are completed, anticipated for September 2019.

13) *Is there a set per diem for travel in terms of airfare, car rental, food, etc.?*

Any vendor staff travel must be in accordance with the approved NYS rates. New York State rates are available at: <http://www.gsa.gov/portal/category/21287>.

14) *How and when will it be determined which schools receive which Models of support each year?*

NYSED will work with schools to identify the model of support to be provided each year based on the school's most recent assessment and/or graduation rate data. NYSED anticipates identifying the schools for models A-C in the fall, and when possible, identifying schools for model D in the late summer.

15) RFP, p. 7: "The diagnostic visits in CSI schools are carried out by an Integrated Intervention Team (IIT), which at a minimum consists of a district representative and a NYSED-assigned OEE from the vendor organization." Does this mean that NYSED will be assigning vendor staff to schools? If so, what role will the vendor have in the process of assigning staff?

The phrase "NYSED-supplied OEE" is a more accurate description. The vendor will be able to assign staff. At times, NYSED may provide some guidance on the assignment of staff based on NYSED's insight into previous support for specific schools.

16) RFP, p. 8: Are focus groups limited to students, teachers and students' family members, or may the vendor choose to include other stakeholders in the focus group interviews?

The vendor is expected to follow the various NYSED processes with fidelity. The NYSED process for a specific model may warrant some discretion made on site under specific circumstances, but this does not apply to all visits.

17) Will all Models leverage the school turnaround concepts outlined in Model D - or is that limited exclusively to schools that will be receiving support under Model D? May the turnaround concepts be applied to other Models? And if so, which ones?

The turnaround concepts in Model D are to be applied only with schools receiving support through Model D.

18) When interaction with the principal of the school is mentioned in all Models, is that limited to the principal, or can it include other members of the leadership team?

The vendor is expected to follow NYSED's process with fidelity. If NYSED's process for a specific model allows for additional interaction with other school leaders under certain circumstances, then the vendor would be permitted to engage with other members of the leadership team.

19) RFP, p. 43: Lists several submission documents which must be signed by the 'Chief Administrative Officer'; do ALL the required forms (listed on pages 2-3 of the Forms document) need to be signed by the CAO, or just the forms listed on page 43 of the RFP?

All forms must be signed by an authorized person with express authority to sign on behalf of yourself, or your company or other entity.

20) In the Forms document, page 2, Required Document #11 is: "TAC Certification (if applicable)" What is TAC Certification and how do we know whether we need to submit it?

The Technical Assistance Center (TAC) Certification, listed in the submission documents, is not applicable to this RFP.

21) Page 1, 4th paragraph states: "Subcontracting will be limited to thirty percent (30%) of the total contract budget."

Page 3, 3rd paragraph states: "For purposes of this procurement, NYS Education Department hereby establishes an overall goal of 30% of the total contract amount for M/WBE participation, 17% for Minority-Owned Business Enterprises ("MBE") participation and 13% for Women-Owned Business Enterprises ("WBE") participation . . ."

Page 5, 1st paragraph states: "Bidders should consider fulfilling the requirements of this contract through the participation of SDVOBs at a rate of 6%."

Does this mean that all subcontractors must be MWBEs? If yes, how would it be possible to include SDVOBs?

No. The subcontracting limit of 30% includes subcontracts with MWBEs, SDVOBs, and other entities. Proposals that exceed the limit will not be considered for an award.

All bidders are required to comply with NYSED's Minority and Women-Owned Business Enterprises (M/WBE) policy and therefore responsible for identifying areas in their budget where an M/WBE can be utilized. M/WBE participation is not limited to subcontracting and includes services, materials, or supplies purchased from minority and women-owned firms certified with the NYS Division of Minority and Women Business Development. The M/WBE Coordinator is available to assist bidders throughout the procurement process and can be reached at MWBE@nysed.gov.