

New York State Education Department
Request for Information
 New York City Preschool Interim Alternative Bilingual Placement (IABP) Training Program
 February 2020

| | |
|--------------------------------|---|
| Introduction/Background | Efforts to increase the number of 4410 bilingual preschool programs in New York City (NYC) continue to be impacted by a shortage of bilingual special education teachers available for employment. The New York State Education Department (NYSED) is seeking information to inform the development of a staff training program that helps address the needs of preschool students with disabilities who are culturally and linguistically diverse (CLD). |
| Purpose/Goal | This training program would provide professional development for approved 4410 preschool programs in NYC. Completion of this program and other requirements would allow approved preschools to offer interim alternative bilingual placements (IABPs) to preschool students with disabilities when no bilingual program is available. |
| Responders Include | Responders to this RFI should include, but are not limited to 4410 preschools, local education agencies (LEAs), other interested state or federal entities, not-for-profit or for-profit organizations, creators, publishers or vendors of educational training programs, professional organizations, institutions of higher education (IHEs), and educational researchers or other experts in professional development and/or the needs of preschool students with disabilities who are culturally and linguistically diverse (CLD). |
| Important Dates: | <p>Questions may be submitted through nycpreschooliabp@nysed.gov no later than 5:00 p.m. on 3/3/2020.</p> <p>A Question and Answer Summary will be posted at: http://www.p12.nysed.gov/comprocontracts/comprocontracts.html no later than 3/6/2020.</p> <p>Responses Due by COB on 3/13/2020.</p> |
| Proprietary Information | Respondents are advised that any proprietary material considered confidential by the respondent must be specifically so identified, and the basis for such confidentiality must be specifically set forth in the response by submitting the form "Request for Exemption from Disclosure Pursuant to the Freedom of Information Law," located below. |
| SED Contact | NYS Education Department The Office of Special Education 89 Washington Avenue, Room EB 309 Albany, NY 12234 Email: nycpreschooliabp@nysed.gov |

PURPOSE OF THIS REQUEST FOR INFORMATION

The New York State Education Department (NYSED) is seeking information about the development of a training program to provide professional development for certain staff in approved 4410 preschool programs in NYC that is focused on the unique needs of preschool students with disabilities who are culturally and linguistically diverse (CLD).

There continues to be a need for additional approved bilingual preschool programs in some areas of NYC due to a shortage of bilingual special education teachers and related service providers with the bilingual extension to their certification. When adequate personnel with bilingual certification are not available, approved preschool programs may offer interim alternative bilingual placements (IABPs) to preschool students with disabilities if certain conditions are met. One such condition is that personnel receive training on the unique needs of preschool students with disabilities who are bilingual.

This Request for Information (RFI) is being conducted to solicit information about the need for training for IABPs in NYC, the best way to deliver this training and what specific content should be included.

All parties with knowledge, skills and expertise in this area are encouraged to respond. Responders should include, but are not limited to 4410 preschools, local education agencies (LEAs), not-for-profit or for-profit organizations, creators, publishers or vendors of educational training programs, professional organizations, institutions of higher education (IHEs), and educational researchers or other experts in professional development and/or the needs of preschool students with disabilities who are culturally and linguistically diverse (CLD). NYSED may use the information received, as well as existing documentation, to prepare a Request for Proposal (RFP). All parties with expertise on professional development and/or the needs of preschool students with disabilities are encouraged to respond to this RFI. Doing so, or not doing so, will not disqualify a party from submitting a bid for a subsequent RFP should one be issued by the NYS Education Department.

BACKGROUND INFORMATION

Over the past two decades, preschool programs for students with disabilities approved by NYSED have made progress in increasing the availability of bilingual programs and in enhancing the bilingual training and resources available to ensure that preschoolers who are CLD have access to the widest possible array of programs and services in the least restrictive environment. However, assessment of NYC regional need shows a continued need for additional bilingual preschool programs across the continuum and in many areas of the city.

For many years NYSED has funded programs designed to increase the number of bilingually certified professionals in certain special education titles—including preschool teachers and related service providers with bilingual extensions to their certification. Despite these efforts, the shortage of preschool special education teachers and related service providers with bilingual extensions persists in NYC. To help ensure that preschool students with disabilities who are CLD can be served, NYSED allows approved preschool programs to enroll preschoolers who are CLD in IABPs when no approved bilingual program is available if the preschool program has an approved IABP plan.

New and continued approval of an IABP plan requires that programs that do not have a special education teacher who holds a bilingual extension must have:

- a bilingual paraprofessional assigned to the classroom, and
- the linguistic capability of providing instruction and using methodology tailored to the cultural and linguistic needs of preschoolers who are CLD through the use of a special education teacher who
 - has completed the training described below, or
 - is also certified in English to speakers of other languages (ESOL), or
 - is enrolled in a program leading to a bilingual extension or ESOL certification.

An additional requirement of this IABP plan is training for paraprofessionals, teachers, preschool administrators and interpreters/translators on the unique need of preschoolers with disabilities who are CLD.

Currently, this training for approved preschool programs to administer IAPBs is delivered through the NYC Preschool Bilingual/English as a New Language (ENL) Professional Development Center (PDC) at Long Island University-Brooklyn (LIU-Brooklyn). The NYC Preschool Bilingual/ENL PDC provides training courses for administrators, teachers, paraprofessionals, interpreter/translators, related service providers and evaluators in approved preschool programs. Training content includes:

- bilingual and ESL methodology;
- cultural and linguistic diversity;
- effective professional/paraprofessional teams;
- working as or with an interpreter; and,
- integration of bilingual programming throughout a school.

The NYC Preschool Bilingual/ENL PDC provides a series of in-person trainings for all participants, as well as an online training for administrators. Table 1 provides an overview of courses for various participants as required in the current contract.

Table 1 Overview of Courses and Participants

| Training Topic | Course for para-professionals | Course for teachers and related service providers | Course for members of evaluation teams | Course for administrators who are new to IABPs | Course for interpreters/translators | |
|---|--------------------------------------|--|---|---|--|--|
| Bilingual and ENL methodology | 2 days | 4 days | 1 day | .5 days | N/A | |
| Cultural and linguistic diversity | 2 days | 2 days | 1 day | .5 days | N/A | |
| Effective professional/paraprofessional teams | 1 day | 1 day | N/A | N/A | N/A | |
| Working as or with an interpreter/ translator | 1 day | 1 day | 1 day | N/A | 1 day | |
| Integration of bilingual programming throughout a preschool | N/A | N/A | N/A | 1 day | N/A | |
| | | | | | | |

| Training Topic | Course for para-professionals | Course for teachers and related service providers | Course for members of evaluation teams | Course for administrators who are new to IABPs | Course for interpreters/translators | |
|---|-------------------------------|---|--|--|-------------------------------------|------------|
| Total days of training per "course" | 6 | 8 | 3 | 2 | 1 | |
| Minimum times each course must be offered each year | 5 | 5 | 1 | 2 | 2 | |
| Total number of training days | 30 | 40 | 3 | 4 | 2 | 79 |
| Minimum number of participants per course | 30 | 30 | 10 | 5 | 5 | |
| Minimum number of participants per year | 150 | 150 | 10 | 10 | 10 | 330 |

NYSED expects to revise certain requirements of the IABP training program in the future. To ensure training that meets the needs of approved preschool programs that serve preschool students who are CLD through IABPs:

ANSWERS TO THE FOLLOWING QUESTIONS ARE REQUESTED:

1. What 4410 preschool staff should receive IABP training (e.g. teachers, paraprofessionals, administrators, related service providers, interpreter/translators)?
2. What 4410 preschool staff should receive the most training, and why?
3. Should training for members of multidisciplinary evaluation teams be included?
4. How much training is necessary to ensure that 4410 preschool staff have an adequate level of understanding to provide IABPs?
5. What essential content should be covered in the training? Please discuss the rationale behind your response.
6. What is the best way to deliver training to reach the largest number of participants in the timeliest manner (e.g. in-person training series, webinar, asynchronous online courses, combination of in-person and online)? Please discuss the rationale behind your response, including the proposed benefits and drawbacks of training methods.

QUESTIONS REGARDING THIS RFI

Parties are encouraged to submit questions to nycpreschooliabp@nysed.gov if they require clarification of any portion of this RFI. All questions regarding this RFI must be received no

later than 5 PM, EST, on 3/3/2020: A summary of the questions and answers will be posted to <http://www.p12.nysed.gov/comcontracts/comcontracts.html> no later than 3/6/2020.

The Office of Special Education
89 Washington Avenue Room EB 309
Albany, NY 12234
E-mail: nycpreschooliabp@nysed.gov
Subject/Attention: Training for IABPs RFI

NOTE: THIS IS NOT A REQUEST FOR PROPOSAL. A CONTRACT WILL NOT BE AWARDED BASED ON SUBMISSIONS

INSTRUCTIONS FOR RESPONDING TO THIS RFI

Responses should be written in narrative form and numbered appropriately. It is not expected that all responders answer all questions. Documents should include any appropriate samples, references to programs, links to websites, or other materials to support the response. Responses should be submitted on paper or via e-mail in a current version of Microsoft Word, Excel, or Adobe Acrobat, by COB 3/13/2020 to: nycpreschooliabp@nysed.gov

The Office of Special Education
89 Washington Avenue Room EB 309
Albany, NY 12234
E-mail: nycpreschooliabp@nysed.gov
Subject/Attention: Training for IABPs RFI

**Request for Exemption from Disclosure
Pursuant to the Freedom of Information Law**

New York State Public Officers Law, Article 6 (Freedom of Information Law) requires that each agency shall make available all records maintained by said agency, except that agencies may deny access to records or portions thereof that fall within the scope of the exceptions listed in Public Officers Law §87(2).

Any proprietary materials submitted as part of, or in support of, a bidder's proposal, which bidder considers confidential or otherwise excepted from disclosure under the Freedom of Information Law, must be specifically so identified, and the basis for such confidentiality or other exception must be specifically set forth.

Please list **all** such documents for every portion of the proposal on the form below, and include a copy of this document with the technical proposal. Materials which are not indicated below may be released in their entirety upon request without notice to you.

According to law, the entity requesting exemption from disclosure has the burden of establishing entitlement to confidentiality. Submission of this form does not necessarily guarantee that a request for exemption from disclosure will be granted. If necessary, NYSED will make a determination regarding the requested exemptions, in accordance with the process set forth in Public Officers Law §89(5).

| Material for which Exemption is Requested | Location / Page Number(s) | Basis for Request |
|--|----------------------------------|--------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |