



THE UNIVERSITY OF THE STATE OF NEW YORK  
THE STATE EDUCATION DEPARTMENT

**REQUEST FOR QUALIFICATIONS (RFQ)**

**Smart Start Grant**  
**Qualifications of Professional Development and Support Services**  
**Providers**

To Assist New York State School Districts in Increasing K-5 Educator Expertise in Science, Technology, Engineering, and Mathematics (STEM) Subject Areas, Including Computer Science, as well as Educational Technology

**APPLICATION PERIOD: FALL 2018 FOR THE 2019 - 2020 SCHOOL YEAR**  
**DUE DATE: NOVEMBER 9, 2018**

**INSTRUCTIONS:**

Please use this specialized Microsoft® Word document for your response.

If you are viewing it on the Internet, be sure to **save** it to your computer.

Responses may be typed into fill-in areas *only*.

These areas will automatically expand, as needed, to accommodate text.

Some questions (e.g., Yes/No) require clicking on boxes, which look like:

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**1.0 GENERAL INFORMATION**

**1.1 PROGRAM SUMMARY**

To implement Capital Projects Enacted Budget Bill (S.7504-D, A9504-D) (the "statute"), the New York State Education Department (NYSED) is soliciting applications from non-profit partners or institutions of higher education qualified to serve as Professional Development and Support Services Providers to assist New York State School Districts in increasing K-5 educator expertise in Science, Technology, Engineering, and Mathematics (STEM) Subject Areas, including Computer Science, as well as Educational Technology. Though, over the course of its implementation, the Smart Start Grant program will build expertise among K-8 educators, the program's initial rollout will be targeted to K-5 educators to enable a phase-in of opportunities for students as they

advance in grade levels. Applications in future years will include professional development and support services for K-5 as well as middle-level (6-8) educators.

**THIS SOLICITATION WILL NOT RESULT IN A CONTRACT WITH THE NEW YORK STATE EDUCATION DEPARTMENT.** NYSED will use the criteria specified within this RFQ to review and approve applications, and to generate a *List of Approved Providers of Professional Development and Support Services for the Smart Start Grant Program* (the “List”).

This is not a competitive procurement. All providers who meet the criteria specified in this RFQ will be included on the *List*. The *List* will be maintained by NYSED and will indicate approved providers that may be selected by local education agencies (LEAs) to provide professional development and support services for Smart Start Grant-funded programs. *No funding is directly associated with this application for approval.*

## **1.2 BACKGROUND**

The New York State school system is one of the most comprehensive educational systems in the country. It comprises over 700 school districts, 37 Board of Cooperative Educational Services, over 7,000 public/private elementary and secondary schools including 140 charters, and serves the educational needs of over 3.1 million students. Additionally, there are currently over 220,000 certified public school teachers and administrators employed by New York State schools who directly support the educational needs and achievement of our student population.

A total of \$6M annually, for a period of five (5) years, has been authorized for the Smart Start Program. Funds will be distributed through a competitive grant process and be used to provide professional development and support services to increase expertise in STEM, including computer science, and/or educational technology among teachers of grades K-8, to enable such teachers to become in-house experts in their schools. For elementary and middle school students, computer science concepts and skills may be integrated into teaching science and mathematics as well as art and music, or other core classes.

Per the statute, professional development and support services must be provided by qualified non-profit partners or institutions of higher education. Though, over the course of its implementation, the Smart Start Grant program will build expertise among K-8 educators, the program’s initial rollout will be targeted to K-5 educators to enable a phase-in of opportunities for students as they advance in grade levels.

This RFQ has been established to identify qualified providers of professional development and support services and to create a *List of Approved Providers of Professional Development and Support Services for the Smart Start Grant Program* (the “List”). Public School Districts, when applying for Smart Start funding, will be required to select and partner with one or more Professional Development and Support Services Provider(s) from the *List* to be eligible to receive grant funding.

NYSED will review the applications submitted for this RFQ and evaluate them on the degree to which they meet criteria established in this RFQ. Approved providers of professional development and support services will be notified and placed on the *List*. Once approved, providers will be on the *List* until the provider is disqualified by NYSED for cause **or** upon the request of a provider for removal from the list. See Section 2.4 for information on Approval Period and Section 2.5 for information on Termination of Approval of Providers.

**1.3 DEFINITIONS OF KEY TERMS USED IN THIS RFQ**

<b>Term</b>	<b>Definition</b>
K-5	Kindergarten through 5 <sup>th</sup> Grade
Board of Regents	The governing board for the New York State Department of Education
BOCES	Boards of Cooperative Educational Services. There are 37 BOCES in the State of New York that serve as shared service providers to the 700+ school districts in the State of New York.
Classroom Teacher	Classroom teacher or teacher shall mean a teacher in the classroom teaching service who is a teacher of record as defined in this section, except evening school teachers of adults enrolled in nonacademic, vocational subjects, and supplemental school personnel (i.e., teaching assistants, teacher aides, pupil personnel providers).
Commissioner, The	The Commissioner is the chief executive officer of the New York State Education Department and president of the University of the State of New York.
Computer Science	Computer science is the foundation of all computing and involves the study of computers and algorithmic processes, including their principles, their hardware and software designs, their applications, and their impact on society. <sup>1</sup> Computer science concepts and skills may be integrated into science and mathematics as well as art and music, or other core classes.
CTLE	Continuing Teacher and Leader Education. More information on CTLE can be found on <a href="#">NYSED's website</a> .
Educational Technology	The use of technology (materials and methods) to facilitate, promote, and improve teaching and learning in all subject areas.
Educator(s)	Teachers and Administrators (building- and district-level)
LEA	Local Education Agency. For purposes of this RFQ, one of the over 700 school districts in the State of New York.

<sup>1</sup> Tucker, A., McCowan, D., Deek, F., Stephenson, C., Jones, J., & Verno, A. (2006). A model curriculum for K–12 computer science: Report of the ACM K–12 task force curriculum committee (2nd ed.). New York, NY: Association for Computing Machinery.

<p>List, The</p>	<p><i>“List of Approved Providers of Professional Development and Support Services for the Smart Start Grant Program.”</i> Applicants to this RFQ that are approved are placed on the <i>List</i>.</p>
<p>NYSED</p>	<p>The New York State Education Department</p>
<p>New York State Learning Standards</p>	<p>The learning standards approved by the Board of Regents, which are available on the NYSED website.</p>
<p>Professional Development</p>	<p>Professional training, experiences, and/or learning that enables the teacher and/or administrator to deepen his/her knowledge base and remain current in his/her content area and instructional strategies, such as:</p> <ul style="list-style-type: none"> <li>• enhancing subject matter knowledge;</li> <li>• application of appropriate teaching techniques;</li> <li>• broadening and enhancing abilities to apply more accurate and appropriate assessment methodologies, and;</li> <li>• enhancing skills in effectively managing individual students and classrooms in both heterogeneous and homogeneous settings.</li> </ul>
<p>Provider</p>	<p>A provider of professional development and support services. For the purpose of this RFQ, the provider would potentially partner with an LEA, but this RFQ does not entail the provision of any products and/or services to NYSED.</p>
<p>RFQ</p>	<p>A “Request for Qualification”; a procurement tool used by the State Education Department to identify one or more providers who meet a specified set of requirements.</p>
<p>STEM</p>	<p>Science, Technology, Engineering, and Mathematics</p>
<p>Support Services</p>	<p>Activities that are structured to maximize effectiveness of professional development programs, including but not limited to Professional Learning Communities (PLCs), online collaborative spaces, collaborative planning sessions, coaching/mentoring, etc. May also include the provision of classroom resources and materials that promote hands-on learning opportunities for students.</p>

## **1.4 RESERVATION OF RIGHTS**

NYSED reserves the right to: (1) reject any or all applications received in response to the RFQ; (2) withdraw the RFQ at any time, at the agency's sole discretion; (3) disqualify any provider whose conduct and/or application fails to conform to the requirements of the RFQ; (4) seek clarifications of applications; (5) use application information obtained through the state's investigation of a provider's qualifications, experience, ability, or financial standing, and any material or information submitted by the provider in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFQ; (6) during the application period, amend the RFQ specifications to correct errors or oversights, or to supply additional information, as it becomes available; (7) during the application period, direct providers to submit application modifications addressing subsequent RFQ amendments; (8) change any of the scheduled dates; (9) waive any requirements that are not material; (10) negotiate with the successful provider within the scope of the RFQ in the best interests of the state; (11) require clarification at any time during the qualification process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a provider's application and/or to determine a provider's compliance with the requirements of the RFQ.

## **2.0 SPECIFICATIONS**

### **2.1 ELIGIBLE APPLICANTS**

To the extent authorized by Capital Projects Enacted Budget Bill (S.7504-D, A9504-D), entities eligible to apply to provide professional development and support services include:

- Non-Profit Organizations; and
- Institutions of Higher Education.

BOCES and for-profit companies are not eligible to apply.

### **2.2. SCOPE OF SERVICES**

**Professional Development:** For the purposes of this RFQ, professional development shall be defined as professional training, experiences, and/or learning that enables the teacher and/or administrator to deepen his/her knowledge base and remain current in his/her content area and instructional strategies, such as:

- enhancing subject matter knowledge;
- application of appropriate teaching techniques;
- broadening and enhancing abilities to apply more accurate and appropriate assessment methodologies, and;
- enhancing skills in effectively managing individual students and classroom in both heterogeneous and homogeneous settings.

Professional development can be structured in multiple ways, but applicants should ensure that all professional development follow best practice for adult learning (for instance, professional development should be targeted, personalized, ongoing, and supported in multiple ways.) All professional development services must be aligned with The New York State Professional Development Standards and adaptable to meet the needs of the teachers, grade levels, subject areas, and regions of New York the applicant proposes to serve.

**Support Services:** To maximize effectiveness of professional development experiences and programs, teachers should receive support in multiple ways, including but not limited to Professional Learning Communities (PLCs), online collaborative spaces (as allowed by district Authorized Use Policies (AUPs)), collaborative planning sessions, coaching/mentoring, etc. Support services may also include the provision of classroom resources and materials that promote hands-on learning opportunities for students. Applicants should ensure that support services are adaptable to meet the needs of the teachers, grade levels, subject areas, and regions of New York the applicant proposes to serve.

**Important Note:** One of the goals of the Smart Start Program is the publishing (under Creative Commons License) and free sharing of the state-funded programs, including

any and all materials and documents (with the exception of PII and artifacts created by K-12 students, such as coursework) produced over the course of the grant, so that other NYS districts can freely use, copy, adapt, and implement similar programs. This includes professional development and support plans and materials (slideshows, templates, workbooks/worksheets, etc.). Programs will be published on the applicant's website. By submitting an application, the applicant agrees

- To provide all materials created with Smart Start Grant Funds in an editable, electronic format to any district or consortia it may work with;
- That documents/materials will be free of copyrighted elements;
- That documents/materials will be fully accessible to meet 508 and WCAG 2.0 success criteria and conformance requirements; and
- To allow the district(s) or consortium/consortia to publish the documents under Creative Commons license on the district(s) or consortium/consortia's website(s).

### **2.3 Continuing Teacher and Leader Education Sponsors**

Applicants should indicate whether they are [NYSED-approved Continuing Teacher and Leader Education \(CTLE\) sponsors](#). For more information on becoming an approved CTLE sponsor, please see NYSED's [Office of Teaching Initiative's CTLE Registration page](#) or email [CTLE@nysed.gov](mailto:CTLE@nysed.gov).

### **2.4 APPROVAL PERIOD**

An applicant that is placed on NYSED's *List of Approved Providers of Professional Development and Support Services for the Smart Start Grant Program* shall remain on the list unless the Department's approval of the applicant is terminated or the applicant makes a written request to the Department to be removed from the approved list. Additionally, approved applicants may be required to submit annual updates to the Office of Educational Design and Technology in order to remain on the approved list.

### **2.5 TERMINATION OF APPROVAL OF PROVIDERS**

1. Approval shall be withdrawn for good cause, including, but not limited to, a determination by the commissioner that:
  - a. the professional development and/or support services do not comply with one or more of the criteria for approval set forth in this RFQ;
  - b. the professional development and/or support services are not contributing to meaningful and/or observable differences in student outcomes across schools and classrooms; and/or
  - c. high-quality academic research and/or evidence calls into question the correlation between the curriculum, theories, or practices on which the



professional development and/or support services are based and positive teacher and student learning outcomes.

2. Termination of a provider from the approved list shall be conducted in accordance with the following procedures:
  - a. The commissioner or his/her designee shall notify the provider in writing of the intent to terminate approval at least thirty (30) calendar days prior to the effective date of the termination, including a list of the identified deficiencies.
  - b. The provider may reply in writing within ten (10) calendar days of receipt of the commissioner's notification addressing the commissioner's statement of reasons and indicating whether deficiencies and/or violations exist, what steps have been taken to correct conceded deficiencies and/or violations, and the time period and steps by which deficiencies and/or violations will be corrected. If no reply is received, termination and removal from the list will become effective thirty (30) calendar days from the date of receipt of the commissioner's notification.
  - c. Within three (3) business days of receipt of the commissioner's notification, the provider may request oral argument before the commissioner or his/her designee.

After consideration of any written response and of any oral argument, the Commissioner or his/her designee shall make a determination as to whether approval shall be terminated. Notice of such determination shall be provided in writing to the provider.

### **3.0 APPLICATION PROCEDURES**

#### **3.1 APPLICATION TIMELINE**

All applicants shall submit all required materials as follows. All required materials must be **received by NYSED no later than 3:00pm on the due date of November 9, 2018** in order to be considered by districts for use in the 2019-2020 school year.

#### **3.2 APPLICATION SUBMISSION METHOD**

Applicants must adhere to the submission method detailed below:

Submit one (1) original and one (1) electronic version of the application.  
Mail original copy to:

New York State Education Department  
Attn: Smart Start RFQ# 19-028  
Office of Educational Design and Technology, Room 880 EBA  
89 Washington Ave  
Albany, New York 12234

Email the electronic version of the application by the due date to  
[SmartStartRFQ@nysed.gov](mailto:SmartStartRFQ@nysed.gov).

Any questions concerning this RFQ must be emailed by October 10, 2018 to:  
[SmartStartRFQ@nysed.gov](mailto:SmartStartRFQ@nysed.gov). Questions and responses thereto will be posted on NYSED's website by October 17, 2018. No individual written responses will be provided.

#### **3.3 APPLICATION PACKAGE FORMAT**

- All information should be submitted **in the order indicated** on the forms and in the instructions.
- Facsimiles or solely-emailed copies are not acceptable. Materials received after the due date will not be reviewed. No supplemental submissions or amendments to the application will be accepted thereafter.
- Type size should be no smaller than 12 pt. Margins should be at least .5".
- Applicants must use this specialized Word document for their responses. The fill-in areas will automatically expand, as needed, to accommodate text.
- Appendices/Attachments may contain resumes, letters of reference, printed brochures describing the services provided, certificates of incorporation or other legal documents, fiscal documents, tables, charts, graphs, scanned images, or photocopies, samples of professional development materials, sample professional development plans, etc.).

- Additional appendices/attachments, such as digital files or multimedia presentations, should not be included.
- All materials should contain document footers with your entity name and page numbers, wherever possible.
- The cover letter should be signed and dated by the authorized individual.

PLEASE NOTE: Any documentation submitted by applicant that is considered by applicant to be a trade secret, or for which disclosure to third parties would result in a competitive disadvantage to applicant in the marketplace, should be specifically identified as such on Form G (Request for Exemption from Disclosure Pursuant to the Freedom of Information Law) in the application package, and a justification must be provided for each such item as to why it should not be disclosed to third parties.

### **3.4 APPLICANT RESPONSIBILITY QUESTIONNAIRE**

Applicants must file the required Vendor Responsibility Questionnaire (VRQ) online via the New York State VendRep System or may choose to complete and submit a paper questionnaire.

To enroll in and use the New York State VendRep System, see the [VendRep System instructions](#).

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's (OSC) Help Desk at 866-370-4672 or 518-408-4672 or by email at [ITServiceDesk@osc.state.ny.us](mailto:ITServiceDesk@osc.state.ny.us). General information can be found on the [Office of the State Comptroller's website](#).

Please review the [complete list of exempted entities](#).

Applicants opting to file a paper questionnaire can obtain the appropriate questionnaire from the [VendRep website](#) or may contact the [OSC Help Desk](#) for a copy of the paper form.

**Note:** Applicants must check the appropriate box in the application (Form A) to indicate if the questionnaire was submitted online or via paper format, or to indicate exempt status.

### **3.5 APPLICATION REVIEW PROCESS**

NYSED shall review applications from potential providers for inclusion on the Department's *List of Approved Providers of Professional Development and Support Services for the Smart Start Grant Program*. Applicants must ensure that all components

of this application request have been addressed and that each section is supported by evidence as requested.

NYSED reserves the right to request additional written material in support of an application.

Applications will be reviewed by the NYSED Office of Educational Design and Technology and the Office of Curriculum and Instruction. All applications received by NYSED will be reviewed by at least two reviewers. The scores of the initial reviewers will be totaled and then averaged to arrive at the final score for each application. If there is a difference of 15 points or more between the reviewers' scores, an additional reviewer will review the application. The two scores mathematically closest to each other will be averaged for the final score unless the difference between the final review score and the initial reviews are equidistant, in which case the additional reviewer's score will solely be used. All applications that receive a final average score of 75 points (out of 100) or more will be included on the approved list.

**Mandatory Application Requirements:**

The following items are *required*, and failure to submit them will result in the *disqualification* of an application:

- 1) Application cover sheet (Form A); and
- 2) Assurances and signature page (Form F).

**Application Scoring**

All eligible applications will be reviewed according to the following point distribution.

Scored Items (100 points)	Points
<b>A. Qualifications of a Provider of Professional Development and Support Services (Form B)</b>	<b>50</b>
<b>B. Professional Development and Support Services (Form C)</b>	<b>30</b>
<b>C. Proposed Costs (Form D)</b>	<b>20</b>
<b>TOTAL POINTS</b>	<b>100</b>

**Quality Rating Guide**

Scoring criteria will be reviewed based on the following Quality Rating Guide.

Quality Rating Guide	Rating
<p>The whole response to the section reflects a <i>thorough</i> understanding of key issues and indicates capacity of the applicant to effectively oversee and implement the proposed activities, and uses data to support its claims. The response addresses <u>all</u> required elements within the section with specific, evidence-based, and accurate information that shows thorough preparation and presents a clear, realistic picture of how the applicant expects to operate.</p>	<p><u>Exemplary</u></p>
<p>The whole response to the section indicates <i>solid</i> preparation and a grasp of key issues that would be considered reasonably comprehensive and provides data to support claims that the applicant has the capacity to effectively implement the proposed activities. The response addresses <u>all or most</u> required elements within the section with clear and accurate information, even though it may require additional specificity, support, or elaboration of elements in certain categories.</p>	<p><u>Acceptable</u></p>
<p>The whole response to the category lacks meaningful detail; demonstrates lack of preparation; or otherwise raises concerns about the applicant’s capacity to meet the requirements in practice.</p>	<p><u>Approaching</u></p>
<p>The whole response fails to address essential elements of the category and/or submits requested attachments that are incomplete.</p>	<p><u>Inadequate</u></p>
<p>The applicant fails to address the section and/or to provide requested attachments.</p>	<p><u>Not Addressed</u></p>

## **4.0 APPLICATION**

In this section, applicants must describe in detail their qualifications to provide high-quality professional development and support services to K-5 teachers to meet the needs of all students, including English Language Learners/Multilingual Learners and Students with Disabilities. The application, which will be reviewed by the NYSED Office of Educational Design and Technology and the Office of Curriculum and Instruction, is described below.

### **Cover Letter**

- The applicant should submit a brief **Cover Letter** to formally submit/transmit the application, proposal, and other materials, on behalf of the applying entity, to NYSED. The transmittal letter should be signed and dated by the authorized individual.

### **Vendor Responsibility Questionnaire (VRQ)**

- A completed VRQ should be completed online (or may be submitted as a hard copy, if necessary), unless applicant is exempt. Applicants must check the appropriate box in Form A to indicate whether the questionnaire was submitted online or via paper format, or to indicate exempt status.

### **Application Cover Sheet (Form A)**

- In this section, the applicant shall identify the entity applying to be a provider and will indicate the region(s) of New York State in which you are willing and available to provide professional development and support services.

### **Qualifications of a Provider of Professional Development and Support Services (Form B)**

- In this section, the applicant shall submit comprehensive and well-detailed responses describing its qualifications to serve as a provider of professional development and support services, specific to the grade levels and subject area(s) for which it is applying to serve.

### **Professional Development and Support Services (Form C)**

- In this section, the applicant shall submit a comprehensive and well-detailed description of the professional development and support services it is prepared to offer NYS schools and districts, specific to the grade levels and subject area(s) for which it is applying to serve.

### **Proposed Costs (Form D)**

- In this section, the applicant shall provide a high-level itemized cost structure for the professional development and support services it proposes to offer. The applicant shall include any regional pricing structures, if applicable.

### **Publicly Available Service Summary (Form E)**

- In this section, the applicant shall provide a summary of the professional development and support services it proposes to offer New York State schools and districts. If approved for the *List*, this summary will appear on the NYSED website.

**Assurance and Signature Page (Form F)**

- The applicant must complete an **Assurances and Signature page**, which must be signed and dated by an authorized individual.

**Request for Exemption from Disclosure Pursuant to the Freedom of Information Law (Form G)**

- The applicant should complete a **Request for Exemption** form in order to identify any proprietary materials submitted as part of, or in support of, an applicant's proposal that applicant considers confidential or otherwise excepted from disclosure under the Freedom of Information Law.

**Appendices**

- The applicant may provide appropriate **Appendices/Attachments** and/or supporting documentation (resumes, letters of reference, printed brochures describing the services provided, certificates of incorporation or other legal documents, fiscal documents, tables, charts, graphs, scanned images, or photocopies, samples of professional development materials, sample professional development plans, etc.).

### 4.1 APPLICATION PACKAGE CHECKLIST

Please use the checklist below to ensure that you have submitted all required materials in the required format.

Submitted?	Component	Requirement/Format
<input type="checkbox"/>	Cover Letter	The applicant should submit a brief Cover Letter to formally submit/transmit the application, proposal, and other materials, on behalf of the applying entity, to NYSED. The transmittal letter should be signed and dated by the authorized individual.
<input type="checkbox"/>	Vendor Responsibility Questionnaire (VRQ)	A completed <u>VRQ</u> should be completed online (or may be submitted as a hardcopy, if necessary), unless applicant is exempt. Applicants must check the appropriate box in Form A to indicate if the questionnaire was submitted online or via paper format, or to indicate exempt status.
<input type="checkbox"/>	Application Cover Sheet (FORM A)	The applicant must complete an <u>application cover sheet</u> , indicating the grade levels, subject areas, and regions of New York which the applicant proposes to serve.
<input type="checkbox"/>	Qualifications of Provider (FORM B)	The applicant shall provide a written narrative to describe the qualifications to serve as a provider of professional development and support services.
<input type="checkbox"/>	Professional Development and Support Services (Form C)	The applicant shall submit a comprehensive and well-detailed description of the professional development and support services it is prepared to offer NYS schools and districts, specific to the grade levels and subject area(s) for which it is applying to serve.
<input type="checkbox"/>	Proposed Costs (Form D)	The applicant shall provide a high-level itemized cost structure for the professional development and support services it proposes to offer. The applicant shall include any regional pricing structures, if applicable.
<input type="checkbox"/>	Publicly Available Service Summary (Form E)	The applicant shall provide a summary of the professional development and support services it proposes to offer New York State schools and districts. If approved for the <i>List</i> , this summary will appear on the NYSED website.
<input type="checkbox"/>	Assurance and Signature Page (FORM F)	The applicant must complete an <u>Assurances and Signature page</u> , signed and dated by an authorized individual.
<input type="checkbox"/>	Request for Exemption from Disclosure Pursuant to the Freedom of Information Law (FORM G)	The applicant should complete a <u>Request for Exemption</u> from Disclosure Pursuant to the Freedom of Information Law, for any proprietary materials.
<input type="checkbox"/>	Appendices / Attachments	The applicant may provide appropriate Appendices/Attachments and/or supporting documentation (resumes, letters of reference, printed brochures describing the services provided, certificates of incorporation or other legal documents, fiscal documents, tables, charts, graphs, scanned images, or photocopies, samples of professional development materials, sample professional development plans, etc).



**Form A**

**SMART START GRANT PROGRAM  
PROVIDERS OF PROFESSIONAL DEVELOPMENT AND SUPPORT SERVICES  
APPLICATION COVER PAGE**

Name of Entity		
Address		
City, State Zip		
Phone		
Fax		
E-mail		
Name and Title of Authorized Contact		
Address (if different from above)		
City, State Zip		
Phone		
Fax		
E-mail <b>(REQUIRED)</b>		
Certified CTLE Provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Have Submitted Application <input type="checkbox"/> Intend to Submit Application
Grade(s) Provider is Applying to Serve	<input type="checkbox"/> Kindergarten <input type="checkbox"/> 1 <sup>st</sup> Grade <input type="checkbox"/> 2 <sup>nd</sup> Grade <input type="checkbox"/> 3 <sup>rd</sup> Grade	<input type="checkbox"/> 4 <sup>th</sup> Grade <input type="checkbox"/> 5 <sup>th</sup> Grade <input type="checkbox"/> Other (please specify):
Subject Area(s) Provider is Applying to Serve	<input type="checkbox"/> Science <input type="checkbox"/> Technology <input type="checkbox"/> Engineering <input type="checkbox"/> Mathematics	<input type="checkbox"/> Educational Technology <input type="checkbox"/> Computer Science <input type="checkbox"/> Other (please specify):
Regions of New York Provider is Applying to Serve	<input type="checkbox"/> Entire State <input type="checkbox"/> New York City <input type="checkbox"/> Western New York, including Buffalo <input type="checkbox"/> Finger Lakes Region, including Rochester <input type="checkbox"/> Southern Tier <input type="checkbox"/> Central New York, including Syracuse	<input type="checkbox"/> Mohawk Valley, including Utica <input type="checkbox"/> Capital District <input type="checkbox"/> North Country <input type="checkbox"/> Hudson Valley, including Yonkers <input type="checkbox"/> Long Island <input type="checkbox"/> Other (please specify):

Name of Entity		
Tax I.D. Number		
The organization is: (Please indicate by clicking on the appropriate box below:)		
Institution of Higher Education	<input type="checkbox"/>	
Non-Profit Corporation	<input type="checkbox"/>	Check One: <input type="checkbox"/> NY Corp. <input type="checkbox"/> Foreign Corp. <input type="checkbox"/> NY LLC <input type="checkbox"/> Foreign LLC
Vendor Responsibility Questionnaire (VRQ)		Check one: <input type="checkbox"/> Submitted online (preferred) <input type="checkbox"/> Paper form enclosed with application <input type="checkbox"/> Will not be filed due to exempt status as follows (please specify):

**IMPORTANT: Non-Profit Corporations are required to attach the following document(s), as applicable:**

- **If a New York State corporation:** The Certificate of Incorporation, together with any Certificates of Amendments to such document filed to date.<sup>2</sup> (See important footnote below.)
- **If a foreign corporation:** (1) the Application for Authority to do business in New York State filed with the NYS Dept. of State, **and** (2) the Certificate of Incorporation filed in the State of incorporation, (3) together with any amendments to such documents filed to date. \* (See important footnote below.)
- **If a New York State non-profit LLC:** the Articles of Organization, together with any amendments to such document filed to date. \* (See important footnote below.)
- **If a foreign non-profit LLC:** (1) the Application for Authority to do business in New York State filed with the NYS Dept. of State, **and** (2) the articles of organization filed in the State of formation, (3) together with any amendments to such documents filed to date. \* (See important footnote below.)
- **If the non-profit corporation will use an assumed name in New York State:** the certificate of Assumed Name

<sup>2</sup> Ensure that these documents include appropriate language authorizing the provision of these services. Information pertaining to the “Consent Obtaining” process may be accessed at the SED Office of Counsel website at [www.counsel.nysed.gov](http://www.counsel.nysed.gov) or you may also contact the Office at 518-474-6400 if you have any questions regarding this requirement.

**Form B**

**SMART START GRANT PROGRAM  
PROVIDERS OF PROFESSIONAL DEVELOPMENT AND SUPPORT SERVICES**

**QUALIFICATIONS OF A PROVIDER OF PROFESSIONAL DEVELOPMENT AND SUPPORT SERVICES**

*In this section, the applicant shall submit comprehensive and well-detailed responses describing its qualifications to serve as a provider of professional development and support services, specific to the grade levels and subject area(s) for which it is applying to serve.*

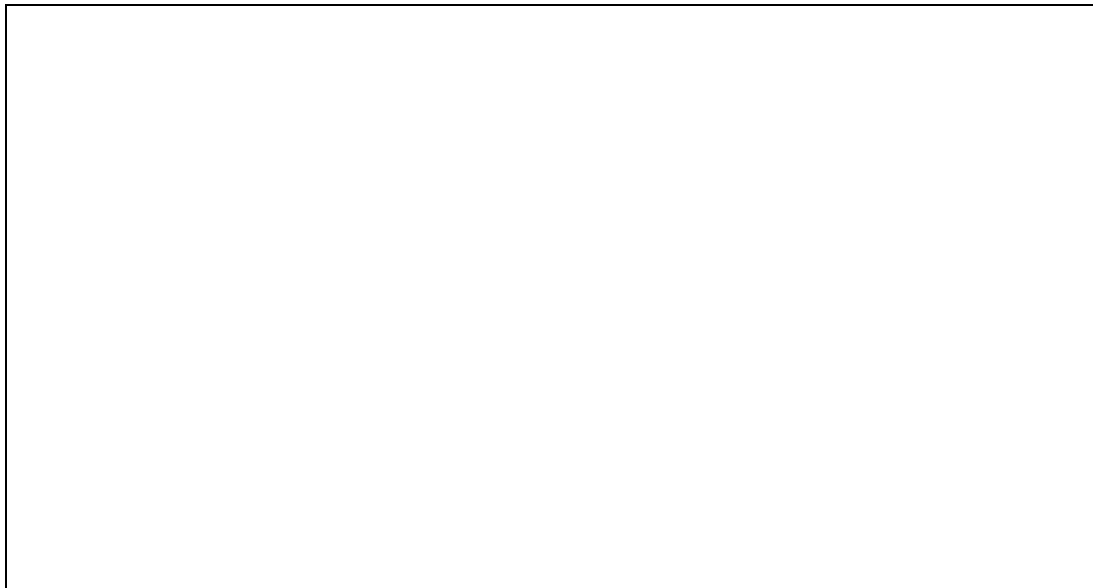
1. Provide the name(s), description(s) of qualifications, and relevant experience, and expertise of person(s) responsible for the following activities.
  - a. Managing the professional development and support services program(s)
  - b. Providing professional development
  - c. Providing support services

*Resumes should be included in the Appendix.*

2. Provide detailed information on how the applicant meets each of the following qualifications:
  - a. Has and will maintain adequate resources to offer the professional development and support services

- b. Has and will ensure that people who will offer the professional development and support services have demonstrated their capacity and competence to facilitate the professional development and support services

- c. Will provide professional development, support services, and/or materials that:
  - i. will expand educators' content knowledge and the knowledge and skills necessary to provide developmentally appropriate instructional strategies and assess student progress;
  - ii. is research-based and provides educators with opportunities to analyze, apply, and engage in research;
  - iii. is designed to ensure that educators:
    - 1. have the knowledge, skills, and opportunity to collaborate to improve instruction and student outcomes in a respectful and trusting environment;
    - 2. have the knowledge and skill to meet the diverse needs of all students, including English Language Learners / Multilingual Learners and Students with Disabilities;
    - 3. have the knowledge and skill to create safe, secure, supportive, and equitable learning environments for all students; and
    - 4. have the knowledge, skill, and opportunity to engage and collaborate with parents, families, and other community members as active partners in children's education.
  - iv. uses disaggregated student data and other evidence of student learning to determine professional development learning needs and priorities, to monitor student progress, and to help sustain continuous professional growth;
  - v. promotes technological literacy and facilitates the effective use of all appropriate technology; and
  - vi. uses multiple sources of information to evaluate its effectiveness in improving professional practice and student learning.



- d. Will provide professional development and support services that will ensure teachers are able to meet the needs of all students, including English Language Learners / Multilingual Learners and Students with Disabilities.

- e. Has demonstrated prior success in providing professional development and support services in, or in a setting similar to, NYS schools and districts.

- 3. Provide references that allow the Department to confirm the validity of the data and evidence presented in the application.

**Form C**

**SMART START GRANT PROGRAM  
PROVIDERS OF PROFESSIONAL DEVELOPMENT AND SUPPORT SERVICES  
PROFESSIONAL DEVELOPMENT AND SUPPORT SERVICES**

*In this section, the applicant shall submit a comprehensive and well-detailed description of the professional development and support services it is prepared to offer NYS schools and districts, targeted to the grade levels and subject area(s) for which it is applying to serve.*

Provide detailed information on the following:

1. A description of the professional development and support services that the provider is proposing and able to offer NYS LEAs, including the following:
  - a. Required resources
  - b. How topic(s) have been/will be identified
  - c. Target audience(s)
  - d. Structure(s) / Delivery method(s)
  - e. Provider(s)
  - f. Expected outcome(s)
  - g. Timeline(s)
  - h. Evaluation measure(s)
  - i. Standards or evaluation rubric alignment
  - j. Additional supports

**Form D**

**SMART START GRANT PROGRAM  
PROVIDERS OF PROFESSIONAL DEVELOPMENT AND SUPPORT SERVICES  
PROPOSED COSTS**

*In this section, the applicant shall provide a description and itemized cost structure for the professional development and support services it proposes to offer. The applicant shall include any regional pricing structures, if applicable.*

*As pricing may differ by region and services offered, responses will be evaluated based on thoroughness and transparency of cost explanation, not on costs themselves.*

Provide detailed information on the following:

1. A description of the itemized cost structure for the professional development and support services the provider is proposing and able to offer. The applicant shall include any regional pricing structures, pricing “bundles,” fees for additional services or changes to services/contracts, etc., if applicable.

**Form E**

**SMART START GRANT PROGRAM  
PROVIDERS OF PROFESSIONAL DEVELOPMENT AND SUPPORT SERVICES  
PUBLICLY AVAILABLE SERVICE SUMMARY**

This form will be posted on the New York State Education Department’s website and distributed through other means for all applications that are approved in conjunction with this RFQ to allow LEAs to understand proposed offerings in advance of directly contacting providers regarding potential further procurements.

Provider Information		
Name of Provider:		
Provider Contact Information:		
Certified CTLE Provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Have Submitted Application <input type="checkbox"/> Intend to Submit Application
Grade(s) Provider is Applying to Serve	<input type="checkbox"/> Kindergarten <input type="checkbox"/> 1 <sup>st</sup> Grade <input type="checkbox"/> 2 <sup>nd</sup> Grade <input type="checkbox"/> 3 <sup>rd</sup> Grade	<input type="checkbox"/> 4 <sup>th</sup> Grade <input type="checkbox"/> 5 <sup>th</sup> Grade <input type="checkbox"/> Other (please specify):
Subject Area(s) Provider is Applying to Serve	<input type="checkbox"/> Science <input type="checkbox"/> Technology <input type="checkbox"/> Engineering <input type="checkbox"/> Mathematics	<input type="checkbox"/> Educational Technology <input type="checkbox"/> Computer Science <input type="checkbox"/> Other (please specify):
Regions of New York Provider is Applying to Serve	<input type="checkbox"/> Entire State <input type="checkbox"/> New York City <input type="checkbox"/> Western New York, including Buffalo <input type="checkbox"/> Finger Lakes Region, including Rochester <input type="checkbox"/> Southern Tier <input type="checkbox"/> Central New York, including Syracuse	<input type="checkbox"/> Mohawk Valley, including Utica <input type="checkbox"/> Capital District <input type="checkbox"/> North Country <input type="checkbox"/> Hudson Valley, including Yonkers <input type="checkbox"/> Long Island <input type="checkbox"/> Other (please specify):



**Please provide an overview of your application for potential partner Districts (2 pages max). Please include:**

- **A description of your qualifications to provide professional development and support services;**
- **A description of the professional development and support services you propose to offer; and**
- **A description of all estimated costs associated with the professional development and support services you propose to offer.**

**Form F**

**SMART START GRANT PROGRAM  
PROVIDERS OF PROFESSIONAL DEVELOPMENT AND SUPPORT SERVICES**

**Assurances and Signature**

In submitting this application to be included in the New York State Education Department's *List of Approved Providers of Professional Development and Support Services for the Smart Start Grant Program* I certify that:

1. The organization will comply with all applicable Federal, State and local health, safety, and civil rights laws.
2. All individuals employed by or otherwise associated with the organization, who will have direct contact with eligible teachers, principals, or students, will be subject to all of the fingerprint and criminal history record check requirements contained in law, including, Education Law §§305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(II), 1950(4)(mm), 2503(18), 2503(19), 2554(25), 2554(26), 2590-h (20), 2854(3)(a-2), 2854(3)(a-3), 3035 and Part 87 of the regulations of the Commissioner of Education.
3. All instruction and content will be secular, neutral, and non-ideological.
4. All instruction and content provided to LEAs will be aligned to the applicable professional standards of practice for teachers and/or principals, including but not limited to, the New York State Teaching Standards or leadership standards, New York State Education Law, and NYS Commissioner's regulations.
5. The organization is fiscally sound and will be able to complete services to the eligible local educational agency.
6. Any proprietary materials considered confidential by the organization must be specifically so identified, and the basis for such confidentiality must be specifically set forth in Form G, Request for Exemption from Disclosure Pursuant to the Freedom of Information Law.

The undersigned hereby certifies that I am an individual authorized to act on behalf of the organization in submitting this application and assurances. I certify that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that, if any of the information contained herein is found to have been deliberately misrepresented, that may constitute grounds for denying the applicant's request for approval to be placed on the List of Approved Providers of Professional Development and Support Services for the Smart Start Grant Program or for removal from that same *List*. I further certify that the organization will comply with all of the assurances set forth herein.

1. Name of Organization (PLEASE PRINT/TYPE)	4. Signature of Authorized Representative
2. Name of Authorized Representative (PLEASE PRINT/TYPE)	5. Date Signed
3. Title of Authorized Representative (PLEASE PRINT/TYPE)	

**Form G**

**SMART START GRANT PROGRAM  
PROVIDERS OF PROFESSIONAL DEVELOPMENT AND SUPPORT SERVICES**

**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, an applicant’s proposal, which applicant 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 each separate portion of the proposal (technical, cost, appendices). 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