

RFP # 22-008 Questions and Answers

State-Level Evaluation of the New York State 21st Century Community Learning Centers (21st CCLC) Program

Program Questions

1. Q - Of the Round 7 Cohort CCLC subgrantees, how many were district-based, community-based, and university-based grantee organizations? Do you anticipate a similar mix by organization type for Round 8?

A – Of the Round 7 Cohort there were 50 district-based, 84 CBO-based, and 1 university-based, as well as 3 for-profit, totaling 138 sub-grantees. It is possible that there could be a different mix but it is likely to be similar.

2. Q - The Round 7 Cohort included 138 CCLC subgrantees. Does NYSED anticipate a similar number for the Round 8 Cohort?

A – The funding level is slightly higher for this round, but the cost per student cap is also higher, so it seems reasonable to assume the number of subgrantees will be similar.

3. Q - If student surveys are used in the statewide evaluation, what level of parent consent is required (e.g., passive consent where parents are notified of a survey effort and return a signed form to opt their child out, or active consent where parents are required to sign a form to opt their child into a survey collection effort)?

A - We have consulted with our Office of Counsel and the US Department of Education (ED) about this and have created an enrollment form that programs can use that requires a parent or guardian signature for enrollment in the program that includes a passive consent statement for their child's participation in the required evaluation of this program that will include use of the student's data and participation in such evaluation activities as student surveys while also guaranteeing privacy and security of that student's data.

4. Q - Would NYSED be open to expanding the site visit sample to more than ten (10) 21st CCLC centers annually and/or two-day visits to centers to ensure a more robust implementation analysis?

A – NYSED may be open to discussing this option in the future but this RFP requires 10 site visits for up to one full day in duration.

5. Q - Will the selected evaluation vendor have direct access to contracted statewide data collection and reporting system, or will program-specific data contained in the system need to be requested of NYSED or the data collection vendor?

A – With the proper data privacy and security permissions in place that are required for this contract, the vendor would have access to the contracted statewide data collection and reporting system, including access not only to all reports, but to all of the raw data in the system as well.

6. Q - Is there a unique student ID which links data from the contracted statewide data collection and reporting system and NYSED's Information and Reporting Services, and will the selected evaluation vendor have access to all of those data?

A – Every New York State public school student, and some private school students, has a unique state ID attached to them. 21st CCLC subgrantees must enter that unique State ID for every enrolled student, providing they have one, into our contracted 21st CCLC statewide data collection and reporting system. Having 21st CCLC programs enter that ID number in the statewide data collection and reporting system is critical to being able to access the necessary data in NYSED's IRS system for APR reporting and for statewide evaluation purposes. Yes, the selected evaluation vendor will have access to all of those data as long as the necessary privacy and security assurances are in place.

7. Q - Will the resource Centers be required to provide contact information for 21st CCLC subgrantee staff attending in-person and virtual professional development (PD) events, as well as PD materials, and any other information required for the evaluation?

A – Yes, the resource centers are required to cooperate with the statewide evaluator, including sharing any data that they have, which would include contact information on staff attending PD events and PD materials.

8. Q - Can you provide a link to the most recent annual program evaluation report developed for NYSED by Measurement, Inc.?

A - <https://www.nys21cclc.org/evaluation>

9. Q - Will the selected contractor have access to student-level data related to program participation from the state's 21st CCLC data collection system which can be matched to NYSED student-level records related to demographics and other student characteristics, standardized assessments, regular-school attendance and disciplinary records, graduation results, etc.?

A – Yes. Also see response to Q 6.

10. Q - The RFP states that quarterly reports are due in “each contract year,” but also states that the first quarterly report is due December 31, 2023, which seems to be the second contract year. Please clarify.

A – That appears to be a typo, with the first quarterly report due December 31, 2022. The RFP will be amended with this edit.

11. Q - Is there a projection for how many sub-grantee contracts will be awarded for Round 8?

A – No. The funding level is a little higher for Round 8 than it was for Round 7. However, the cost per student is also higher, which may offset the probability of a slightly higher number of subgrantees. The number is also dependent on the funding amount requested by each awardee. There can be more or fewer smaller awards and larger awards, which would affect the number of awards.

12. Q - Is the evaluator required to review AERs for all programs each year?

A – No. Most likely a sample of AERs will be reviewed each year. Criteria for sample selection will be determined in consultation with NYSED.

13. Q - Does NYSED still have information (including ID codes) about which students participated in prior rounds? Is information available about which day schools were served during prior rounds?

A- NYSED has information (including ID codes) about which students participated in round 7, but not prior to that round. NYSED does have information available about which day schools were served during prior rounds.

14. Q - Is it expected that all NYC LEA sub-grantees will be Community Schools this round?

A – The short answer is that NYSED does not require applicants to be community schools.

*All NYC LEA subgrantees are/will be Community School **Districts**, but they may not all operate as “community schools”, which is a type of school with several wrap around services. The definition of a “community school” can have different meanings so the answer to the question depends on the definition.*

15. Q - How often are evaluations of state objectives to be conducted, and when are they due?
E.g. will a report on impacts on state objectives be expected with each annual report?

A – Evaluation of state objectives should be conducted on an annual basis given the data available at the time. Obviously, the summative evaluation report following year 5 will have the most data available for a longitudinal impact analysis. Impacts on the state objectives are expected to be assessed and reported annually.

16. Q - The RFP states that the RCs will conduct a PD event every quarter, the biannual conference plus two other events. It is clear that the biannual conferences may include two conferences per RC per year. Do the “two other PD events” per year mean there will be two additional events total (for a total of up to six per year), or two additional events per RC per year (for a total of up to eight per year)?

A - The RCs will conduct a PD event every quarter, the biannual conferences, of which there are two plus two other events. The two additional events per RC per year means that there will be a total of up to eight per year. Although it is possible that the RCs would collaborate on one of the biannual events and/or on the two additional events, especially if those events were virtual events.

17. Q - Does the NYSED office coordinating the 21st CCLC program anticipate having a dedicated data specialist, for example to support users of the statewide data documentation and reporting system?

A – NYSED is hoping that they will be able to add to their 21st CCLC support team, including adding a staff member who would have the necessary skill set to support users of the statewide data collection and reporting system. However, there is no set timeline for how soon additional staff will be hired. It is recognized that the need exists for a data support specialist.

18. Q - At what point in the year will results of the NY state assessments for mathematics, reading/English language arts, science, and social studies be made available to selected vendor for analysis?

A – It is anticipated that the NY state assessment scores would be available in the next fall, no earlier than October, following the school year in which the tests were administered.

19. Q - Does a proposer need to be registered in the State of New York to be awarded the project, or prior to execution of the contract?

A - A proposer does not need to be registered in New York State to be awarded the project, however, if awarded, any payee/vendor/organization receiving Federal and/or State payments from NYSED must complete the NYSED Substitute Form W-9 if they are not yet registered in the Statewide Financial System (SFS) centralized vendor file. A vendor should be registered with the NYS Department of State if physically located in NYS or registered and in good standing in their home state / state of incorporation.

20. Q - Is there a conflict of interest for any current 21st CCLC evaluator to apply?

A – Yes. An evaluator for any soon to be current (Round 8) subgrantee may not also be the state evaluator. That would be a conflict of interest.

21. Q - Is the incumbent external evaluator expected to submit a proposal for this work?

A- Any organization that can fulfil the requirements of the RFP may submit a proposal. That includes the incumbent external evaluator.

Fiscal Questions:

22. Q - Can funding be set aside as part of the budget proposal for incentives for respondents to participate in the impact study?

A – No. The federal funding stream for this program does not allow incentives for students.

23. Q - Over the course of the five-year evaluation, does NYSED anticipate funding additional rounds or cohorts of 21st CCLC grantees in addition to the Round 8 Cohort? If so, will additional cohorts of 21st CCLC grantees be added to the scope of this evaluation?

A - It is not anticipated that NYSED will fund additional rounds or cohorts of 21st CCLC grantees in addition to the Round 8 Cohort, to be added to the scope of work for this five-year contract.

24. Q - Has NYSED established any budget parameters for this five-year evaluation? If so, what is the maximum allowable budget level?

A – The pricing provided within the Cost Proposal (posted separately) must include all costs for the duration of the contract, including, but not limited to:

- *professional and non-professional salaries and benefits;*
- *purchased services, including consultant services;*
- *travel expenses;*
- *supplies, materials, and printing;*
- *indirect costs, overhead, etc.*

There is no set value for the contract resulting from this 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. (See “Criteria for Evaluating Bids” section of the RFP for additional information). Bidders are encouraged to submit budgets that are cost-effective.

25. Q - I see that the previous 5-year contract for this work was awarded for approximately \$1 million. Do you expect the funding for the current award to be similar to this amount?

A - There is no set value for the contract resulting from this 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. (See “Criteria for Evaluating Bids” section of the RFP for additional information). Bidders are encouraged to submit budgets that are cost-effective.

26. Q - What is the rate for indirect costs on this proposal?

A – There is no cap for the indirect cost rate. Indirect costs are to be incorporated into the deliverables in the cost proposal.

M/WBE Questions:

27. Q - How many M/WBE firms needs to be contacted to fulfill the good faith effort requirement?

A - There is no particular number, it is reviewed on a case by case basis. In some situations, there are upwards of a dozen firms that might be able to fulfill the requirement or in other situations there might only be one or two possible options.

28. Q - If a M/WBE is contacted and does not respond, is this considered a good faith effort?

A - An unresponsive vendor can be considered in part of making a good faith effort. Please keep a record of the outreach, including copies of emails that were sent or notations of when and how many phone calls were made. Please note that vendors should be given a responsible time to respond before being considered unresponsive.

29. Q - If we cannot locate a subcontractor that is a M/WBE that is suitable for the work required by NYSED’s RFP, can we select a non-M/WBE subcontractor with a level of effort not to exceed the 30% maximum established in the RFP?

A - Bidders can utilize non-M/WBE subcontractors if they do not exceed the subcontracting limit outlined in the RFP. Please be mindful that if bidders are unable to reach the 30% M/WBE goal they will have to apply for a waiver. Bidders are required to comply with New York State Executive Law Article 15-A, Minority and Women-Owned Business Enterprises (M/WBE) policy and therefore are 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.

30. Q - The RFP states that the M/WBE goal is 30% for this procurement, with a target of 17% for Minority- owned Business and 13% for Women-owned Business. Will the 17% and 13% targets be met by subcontracting with one subcontractor with both MBE and WBE designations, or do these targets need to apply to two different subcontracts with different M/WBE designations?

A - The M/WBE goal is 30% unique usage of M/WBE vendors. A vendor who is both certified as a MBE and WBE cannot count twice toward the total percentage. In this instance the bidder can either choose which designation to place them in or split them between the MBE and WBE categories.

31. Q - If a vendor is listed in the Directory of Certified Minority and Women-Owned Businesses included in the RFP, can it be assumed that they meet the M/WBE subcontracting requirements?

A - M/WBE vendors that are listed in the Directory of Certified Minority and Women-Owned Businesses found here:

<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp> are certified with New York State through the Division of Minority and Women Business Development. They should be used to meet the M/WBE utilization requirement. If a bidder has any questions regarding the certification status of a vendor or any other M/WBE questions, our office can be reached at MWBE@nysed.gov.