

**RFP # 19-021 Special Education Mediation
Questions and Answers Summary**

Program Questions

All Program questions pertain to Part I of the RFP.

1. When is the training content or course materials required for review?

All mediation training materials will require submission to and approval by the Office of Special Education at least one month prior to delivery.

2. When will the required New York State laws, regulations and policy related to special education and students with disabilities, effective mediation be made available to vendors for new mediators?

The public may access the [NYSED Special Education website](#). The website contains information related to New York State laws, regulations and policy related to special education and students with disabilities.

3. For seasoned or veteran mediators, when will updated techniques, and practice scenarios in the application of mediator skills be available to vendor in order to incorporate in the delivery?

The vendor will be responsible for the provision of the seasoned and veteran special education mediator training materials. Following the receipt of the materials to be reviewed by NYSED, the training materials will be returned in 5 business days for any edits. The vendor will be responsible for making necessary changes and returning the revised training material for final review by NYSED within two (2) business days. NYSED will return the final training materials within two (2) business days.

4. Is there existing curriculum for Mediator Training?

No, the vendor will be responsible for the development of the special education mediator training material.

5. Is a digital platform (flash drive) an option for convenience and best value of course materials and training content?

No – According to Department Security Management and Procedures “non department hardware, such as flash drives, external hard drives, PDAs or other types of computer peripherals should not be connected to Department hardware.” The vendor is expected to provide hard copies of the training materials. However, the contractor may submit their training material to be reviewed and saved by NYSED via email in PDF format.

6. Is (315 – 380) the projected total number of participants that will attend the one-day training?

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The number of special education mediation cases per year in New York State varies but has averaged between 315 and 380. Regarding the possible number of participants who will attend the trainings: The last veteran special education mediator training in Rochester had 11 participants and the last veteran special education mediator training in New York City had 5 participants.

7. Is (315 – 380) the total number of participants that will attend the two-day training?

The number of special education mediation cases per year in New York State varies but has averaged between 315 and 380. Regarding the possible number of participants who will attend the trainings: The last new special education mediator (Albany site) training had 16 participants and the new mediator training in Manhattan had a total of 11 participants.

8. How many participants will be enrolled in each class?

It is unknown as to how many mediators will sign up for the specialized special education training. The size of the class participants will depend on the number of applicants that meet the mandatory criteria for the training. (See Deliverables No. 3 on page 6 of the RFP.)

9. How many instructors/ facilitators will be required?

The number of trainers to be used during training will be dependent upon the format the contractor wishes to use for the training deliverable.

10. What is the duration of the classes?

The (2) new special education mediator trainings would take place over 2 days and there is an agenda embedded within the deliverable. The duration of the classes would be dependent upon accomplishing this agenda. The (2) veteran special education mediator trainings would also have an agenda embedded within the deliverable. The duration of the classes would be dependent upon accomplishing this agenda.

11. Will all 20 Child Development Resource Centers participate as it relates to Community Dispute Resolution?

The individual Community Dispute Resolution Centers (CDRCs) are distributed throughout NYS and provide alternative dispute resolution options and services to all NYS residents. Mediators from the CDRCs will participate in the training classes.

12. Will strategies and tools be used in real time during the process in order assess?

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We're not entirely sure what the question is asking. The strategies and methodologies taught and demonstrated during the trainings may be based on case scenarios developed by the vendor.

13. Who is responsible for providing the course material Vendor or NYSED?

The vendor will be responsible for providing course materials.

14. Is Leadership Training an expectation for this RFP?

No, leadership training is not an expectation of this RFP.

15. What is the frequency of interaction with Consultant Team staff throughout the course of the contract?

There will be numerous opportunities for the contractor and the Project Manager to collaborate throughout the course of the contract. Opportunities to collaborate, as well as other details will be determined via an initial meeting very early in the contract timeframe. In addition, Deliverable 6 on page 6 of the RFP references quarterly meetings.

Fiscal Questions

No Fiscal Questions were submitted.

M/WBE Questions

1. Is there a MWBE Subcontracting Opportunity in the area of training delivery, professional development and coaching services for this contract?

There is a possibility of opportunity in those areas.

2. Is there an opportunity for MWBE Firms to introduce themselves to bidders that might be interested in their services and need assistance with RFP M/WBE Goals? My company provides training delivery, professional development and coaching services.

A. No pre-bid conference was held for this RFP. Bidders may request a list of certified firms by contacting the M/WBE Unit. Please send your contact information, including RFP number, to MWBE@nysed.gov.

3. Will you be collecting and making available contact information of qualified and interested WBEs to primes?

Bidders can find contact information for qualified M/WBE firms at the [New York State Contract System](#) website. Bidders may request a list of certified firms by contacting the M/WBE Unit. Please send your contact information, including RFP number, to MWBE@nysed.gov.