

# RFP 20-014 Regional Bilingual Education Resource Network (RBERN)

## Questions and Answers

### Program Questions

- 1. Do eligible bidders include 501 (c)(3) not-for-profit NYS corporations organized for the purpose of providing continuing education and professional development for NYS educators and administrators?**

Eligible bidders for this RFP include Boards of Cooperative Educational Services (BOCES) and Institutions of Higher Education (IHEs). Bidders must be located in the RBERN region for which they are bidding. The Statewide Language RBERN may be located in any region of New York State.

- 2. Do eligible bidders include for-profit NYS corporations organized for the purpose of providing continuing education and professional development for NYS educators and administrators (approved CTLE provider)?**

Eligible bidders for this RFP include Boards of Cooperative Educational Services (BOCES) and Institutions of Higher Education (IHEs). IHEs are degree-granting institutions that have a physical presence in New York and are authorized by the Board of Regents to operate as a college or university.

- 3. Do eligible bidders include for-profit NYS corporations organized for the purpose of providing continuing education and professional development for NYS educators and administrators (approved CTLE provider) in partnership with an Institute of Higher Education?**

Eligible bidders for this RFP include Boards of Cooperative Educational Services (BOCES) and Institutions of Higher Education (IHEs). This RFP is not designed for joint bids. However, the bidder may propose to subcontract with other entities to provide some of the services required. All subcontracting is limited to 30% of the total budget. Bidders must be located in the RBERN region for which they are bidding. The Statewide Language RBERN may be located in any region of New York State.

- 4. Do eligible bidders include 501 (c)(3) not-for-profit NYS corporations organized for the purpose of providing continuing education and professional development for NYS educators and administrators in partnership with an Institute of Higher Education?**

Eligible bidders for this RFP include Boards of Cooperative Educational Services (BOCES) and Institutions of Higher Education (IHEs). This RFP is not designed for joint bids. However, the bidder may propose to subcontract with other entities to provide some of the services required. All subcontracting is limited to 30% of the total budget. Bidders must be located in the RBERN region for which they are bidding. The Statewide Language RBERN may be located in any region of New York State.

- 5. If a bidder chooses to apply for both a Regional and the Statewide Language RBERN, can one Executive Director oversee both programs?**

No. There must be a full-time Executive Director overseeing each RBERN program.

# RFP 20-014 Regional Bilingual Education Resource Network (RBERN)

## Questions and Answers

**6. Are there any formatting requirements for the proposal, e.g., font, margins, etc.?**

There are no page limits or formatting requirements, but Arial or Times New Roman fonts at 12 points are preferred. Proposals should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide complete presentation.

**7. Given that a LOTE certified teacher is considered qualified to teach Home Language Arts at the secondary level, would a teacher with LOTE certification and five (5) years teaching experience in LOTE/Home Language Arts qualify as a Resource Specialist under this contract?**

While such a candidate may be considered to meet the minimum qualifications, the RFP states that Resource Specialists should hold a Master's degree or above and valid New York State certification as a teacher of ELLs (teaching certificate in English to Speakers of Other Languages [ESOL], Grades K-12 or its equivalent, or one or more Bilingual Extension Certificates in different languages) and should have a minimum of five (5) years of teaching experience in bilingual education and/or English as a New Language.

**8. Is there flexibility in how the Annual Parent/Guardian/Caregiver Institute is implemented? Can the deliverable be met through multiple smaller events in different parts of the region that reach a total of 75-100 parents?**

Yes, the deliverable of a yearly Regional Parent/Guardian/Caregiver Institute in alignment with principle 5 of the Blueprint for ELL/MLL Success that focuses on parents/guardians/caretakers' rights and responsibilities as partners in their children's education can be met through multiple smaller events in different parts of the region that reach a total of 75-100 distinct participants.

**9. Focus study areas approved by OBEWL in current contract and that are currently ongoing, can they be included or incorporated into next RFP? (i.e. support of World Language standards development)**

Requests for additional focus study areas by an RBERN can be submitted to OBEWL for review and approval.

**10. RFP indicates that "each RBERN will conduct up to 5 intensive one day training sessions annually ... High School Seniors will also be provided additional training on writing a successful scholarship ... What is the expectation for this additional training for Seniors? Must it be included into the five training sessions or can it be additional days to ensure participating students have the necessary time to prepare? Also, are the five days mandatory or can an RBERN include additional days? Also, increasing the number of days of training be considered to develop a college credit bearing course in partnership with an IHE?"**

The training on writing a successful scholarship for High School Seniors can be additional days beyond the required five days to ensure that participating students have the

# RFP 20-014 Regional Bilingual Education Resource Network (RBERN)

## Questions and Answers

necessary time to prepare. Developing a college-credit-bearing course in partnership with an IHE is currently not a requirement under this contract.

- 11. There are numerous activities that require participation of 75 people or more, including professional learning and single events such as the Teachers Institute and Parent Events. Can these events and professional development activities be held as continuous and ongoing experiences for adults with multiple sessions that collectively will reach 75 - 100 people over one year?**

Yes, these activities can be held as continuous and ongoing experiences with multiple sessions that collectively reach 75-100 people each year.

- 12. To clarify, the RBERNs will be partnering with OBEWL to conduct one large scale Teachers Institute? Each RBERN will not be required to host their own Teachers Institute?**

The RBERNs will be asked to assist NYSED in facilitating an annual one-day New York State Bilingual/ENL Teacher Institute on the Blueprint for ELL/MLL Success for approximately 150-250 participants to provide current NYSED information and to address the most current statewide issues related to the education of MLLs/ELLs.

## Fiscal Questions

- 1. Question regarding Page 27 number 5 - "Microsoft Word (CD or USB flash drive) - One (1) electronic version with the submission, technical, cost, and M/WBE proposals. Please place the CD or flash drive in a separate envelope." Not all electronic versions of submission items are in Microsoft Word format. Should we use Microsoft Office products (i.e. Microsoft Excel for the Cost Proposal spreadsheet)? Or would you prefer a PDF of all items to keep all electronic copies in the originally intended format?**

For the electronic version, the forms in the submission document package may be submitted either as unsigned Word documents or as scanned PDF files or both. However, if possible, the Technical Proposal narrative and Action Plan should be submitted in Word, and the Cost Proposal should be submitted in Excel. Please use the cost proposal workbook that was posted with the RFP. Ancillary materials may be submitted in PDF, and bidders may include a PDF version of the entire proposal in addition to the Microsoft Office files.

- 2. What specific guidelines are there for the purchase of technologies to support distance learning and off site coaching to meet the needs of ELLs/MLLs in a RBERN region that covers 35% of the state?**

There are no specific guidelines, but all spending should be reasonable and appropriate. Bidders must also consider any fiscal guidelines at the local or agency level.

- 3. The cost proposal form indicates that we should use the "restricted indirect cost" but I can't seem to find anywhere in the RFP or RFP documents what that**

# RFP 20-014 Regional Bilingual Education Resource Network (RBERN)

## Questions and Answers

**restricted rate is. Can you tell us what the restricted indirect cost rate is for this program?**

The 2019-2020 preliminary rates for BOCES are calculated using SA-111 data for the school year ending June 30, 2018. A notification letter is sent annually to each BOCES when the rates are calculated. The rate for colleges and universities is 8%. Additional information about indirect costs is available in [Frequently Asked Questions](#) under Grants Finance on NYSED's website.

- 4. When calculating salaries how would I enter part-time per diem people? i.e. chaperones one-time cost of \$500. Right now I am saying 2 FTE at \$500 for a cost of \$1,000.**

There are no specific guidelines for entering this type of expenditure, so entering it as you have described is acceptable.

- 5. I have just started our draft and right now we are trying to add lines to the Year 1 Budget Detail Sheet for Salaries and Purchase Services. Box 96 does not show the 1.3% approved Indirect.**

If you need more lines added to any category in the Excel Cost Proposal Spreadsheet, send a request to [RBERNRFP@NYSED.gov](mailto:RBERNRFP@NYSED.gov).

As for Box 96A, the document is displaying the value entered to the nearest whole number. However, the correct calculation is still being made in Box 96D. For example, if 1.3 is entered in Box 96A (it will revert to 1%) and \$10,000 is entered in Box 96B, the correct value of \$130, not \$100, will appear in Box 96D. Bidders should be able to change the number of decimal places shown in Box 96A by clicking on the box and then clicking the "Increase Decimal" button or opening the "Format Cell" window. However, as explained, the correct calculation is made regardless of the number of decimal places displayed.

### M/WBE Questions

- 1. Could you please clarify how the percentage of MBE/WBE is calculated? Is it before or after salaries and benefits?**

The M/WBE percentage is based on the 5-Year Grand Total of the bid, including all salaries and benefits. The Excel Cost Proposal document included online with the RFP will calculate the M/WBE percentages automatically.

- 2. Are the MWBE goals based on the total subcontracting limit?**

The M/WBE goals are based on the 5-Year Grand Total of the bid, including all salaries and benefits. The subcontracting limit of 30% includes subcontracts with MWBEs, SDVOBs, and other entities. 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

# RFP 20-014 Regional Bilingual Education Resource Network (RBERN)

## Questions and Answers

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 MWBE Coordinator is available to assist bidders throughout the procurement process and can be reached at [MWBE@nysed.gov](mailto:MWBE@nysed.gov).

3. **Our MWBE firms have reported that there is a significant lag in approving MWBE applications. Will firms that had been granted MWBE certification but whose renewal applications are still under review count toward the MWBE goals? Likewise, will firms that are new applicants for MWBE certification but whose applications are still awaiting review count toward the MWBE goals?**

We do not accept vendors that are seeking certification. New York State's M/WBE certification process can take more than a year. Due to the length of time it takes to become certified and the uncertainty of the outcome, we only accept firms currently certified by NYS Empire State Development. Furthermore, only M/WBE firms certified with NYS Empire State Development can be used toward the attainment of the M/WBE Goal.

4. **Will NYS require or encourage MWBE firms to become NYS approved vendors under competitive procurement contracts?**

Only M/WBE firms certified with NYS Empire State Development can be used toward the attainment of the M/WBE Goal.

5. **Does the percentage calculated for MWBE based on purchased services or does it include salaries and benefits?**

The M/WBE percentage is based on the 5-Year Grand Total of the bid, including all salaries and benefits. The Excel Cost Proposal document included online with the RFP will calculate the M/WBE percentages automatically.