Teaching in Remote/Hybrid Learning Environments RFP Reissue Q&A

Reissuance

Q1: This RFP was previously removed and now reissued, what prompted the reissue?
A1: NYSED re-issued the RFP in order to clarify the initial intent and scope of the project.

Eligibility

Q2: I was reading through the RFP but could not spot language specifying if this grant is available to Adult Education programs. Would you be able to confirm?
A2: All organizations and individuals are entitled to submit a proposal in response this RFP. Note that this RFP is seeking an entity to develop and disseminate professional learning experiences to P-12 educators.

Timeline

Q3: The project period runs from February 1, 2022-July 31, 2023, an 18-month period. The Cost Proposal Worksheet includes seven quarters, from Winter 2022-Summer 2023, a 21-month period. Please provide clarification for completing this worksheet. For example, would the Winter 2022 period cover expenditures for February and March 2022, or should March be grouped in the Spring 2022 quarter?
A3: The Winter 2022 period will cover expenditures through March 31, 2022. Seasonal quarters shall remain as defined.

Partnerships

Q4: Are we able to get information/a list on who was awarded in the first phase of this project? OR possibly a list of vendors that submitted an NOI?
Q4: The entities to which NYSED awarded TRLE funding in Phase 1 -- including Level 1 Centers and our external evaluation partner -- are listed here: http://www.nysed.gov/trle/partnerships-and-research

Q5: Are the State's existing networks working on Phase 1 mentioned in the RFP on page 6 these networks? http://www.nysed.gov/trle/partnerships-and-research
A5: The networks mentioned on pages 6 and 9 include regional and statewide organizations that provide support to schools and educators in New York. These networks include, but are not limited to, Level 1 Centers, Boards of Cooperative Educational Services, Regional Bilingual Education Resource Networks, Regional Special Education Technical Assistance Support Centers, and Teacher Centers.

QRT

Q6: How soon will the NYS Framework for Quality Remote/Hybrid Teaching (QRT) be available from Phase 1? Is it the expectation that the QRT Framework be addressed in this Phase 2 response will be due 10/06/21?
A6: As stated in the Q&A for the previous iteration of this RFP, "NYSED's target date for releasing the Framework is in late 2021." The QRT Framework is currently under development and has not yet been published. Therefore, it is not expected that bidders reference the QRT Framework in their proposals. However, proposals should include plans for integrating the QRT Framework into their PLE content.

PLEs

Q7: In regards to Deliverable 1: Can you please clarify if the intended delivery model for educators is to complete the PLE modules synchronously or asynchronously? There seems to be some contradiction between Deliverables 1 & 4: pages 11 & 13 mention asynchronous delivery, while pages 7, 10, & 13 mention synchronous delivery.
A7: For Deliverable 1, page 7, we are asking for the vendor to "develop no fewer than 60 professional learning modules." These modules should be accessible to educators at their own pace and feature "learning activities that teachers can complete asynchronously" page 11. Deliverable 4 outlines a different set of tasks in order to reach a wider audience of educators. To complete the tasks in Deliverable 4, the vendor must ensure that the modules created in Deliverable 1 are transferable to synchronous trainings and can be supported through wraparound supports, some of which must be synchronous.

Q8: In regards to Deliverable 1: Based on the delivery model, it would be helpful to have a brief narrative of the educator's experience when completing a PLE: i.e. educator signs up on the LMS website and is immediately presented with the content: videos, activities, etc… that they can complete on their own at any time vs. educator signs up on the LMS website and schedules a time for a live webinar with an instructor who interacts with them and guides them through completing the content and can ask questions, etc…
A8: It is unclear what the question is asking. Please keep in mind that while PLEs must incorporate learning activities that teachers can complete asynchronously, the PLEs are to be designed for field-based implementation led by trained professionals, as noted on page 11.

Q9: In regards to Deliverable 1: For purposes of the completion metrics, can you define what constitutes competition of a PLE?
A9: The vendor is expected to develop systems for monitoring teacher progress through and completion of PLEs, such as checks for understanding and summative assessments, as noted on page 12 of the RFP. Subpart 80-6 of the Regulations of the Commissioner of Education provides that one CTLE credit hour consists of a minimum of 60 minutes of instruction/education, and requires approved CTLE sponsors to have a process for evaluating the CTLE, using multiple sources of information to assess its effectiveness in improving professional practice and student learning. NYSED CTLE guidance states that "sponsors must develop and maintain assessment methods that: (1) are appropriate to the CTLE activity objectives and educational methods; and (2) measure the extent to which the objectives were accomplished. These methods may include, but are not limited to, post-tests, questionnaires, and participants' evaluations. CTLE activity

monitors may also be effective components of a method of assessing learning." [Requirements for documentation of CTLE hours can be found on NYSED's website](#).

Q10: In regards to Deliverable 3: Is it expected that the delivery of the turnkey training be conducted in person? Will contractor's staff need to travel to each of the 20 CTLE sponsors' locations to deliver training in person?
A10: It is expected that turnkey delivery is conducted either in-person or synchronously, as noted on page 10 of the RFP, over a video communication platform (e.g., Zoom, Google Meet).

Q11: Deliverable 4 states that "NYSED envisions that contractor will deliver PLE trainings and facilitate wraparound supports largely synchronously." Is it preferred that these synchronous trainings and supports be held virtually or in person?
A11: There is no preference between synchronous and in-person delivery. However, the vendor should take into account CDC and local health department guidance when planning any in-person trainings or services.

Wraparound Supports

Q12: In regards to Deliverable 4:In regards to the minimum wraparound support hours of 225,000 delivered directly by the contractor, does this refer to the time spent by contractor's staff directly delivering synchronous wraparound supports?
If so, over the 2 year period, this would require approximately 55 FTEs working 40 hours per week. Is this the intended staffing level anticipated by NYSED of the contractor to deliver the wraparound supports?
A12: Wraparound support hours are calculated based on how many hours of synchronous and asynchronous supports were accessed by each user. For example, a 1-hour small-group support session with 5 participants would total 5 hours of wraparound supports. At least 225,000 hours of wraparound supports, as mentioned in the RFP on page 10, are expected to be directly provided by the vendor's staff and/or the vendor's contractors. Instructional coaching is an example of a support that is expected to be provided either synchronously (on-line) or in-person. On the other hand, facilitating virtual professional learning communities is an example of a support that may not require synchronous meetings.

Q13: Deliverable 4 states that "contractor will provide at least 500,000 hours of wraparound services," but deliverable one states 225,000 in year one and 225,000 in year two totaling 450,000. Is that the minimum?
A13: In order to distribute the 500,000 hours of supports across both years of the project relatively evenly while also giving the vendor some wiggle room, we require that at least 225,000 hours are provided in each year.

Q14: Will the services provider need to pay BOCES to offer the wraparound services?
A14: The RFP does not require the vendor to pay any particular partner to provide wraparound services. However, it is anticipated that, in order to meet performance targets, the vendor will need to pay staff and/or contractors to deliver wraparound services.

Learning Management System (LMS)

Q15: In deliverable 5, with respect to the requirements for the LMS, is the requirement for having a dashboard that includes tracking of wraparound support hours intended for individuals to log their own engagement in those wraparound support opportunities or for those individuals providing the training and wraparound support to log/track the hours?
A15: Both options would be acceptable in the proposal. Page 11 details the data dashboard requirements which must include a method to track the wraparound support hours, in addition to other participation statistics. Additionally, page 15 describes the information to be reported quarterly to NYSED. The best proposals will feature a detailed process for keeping track of the required data.

M/WBE

Q16: Does the Office of Education Policy maintain a pre-qualified list (PQL) for MWBE subcontractors?
A16: Participation by any entity certified by the NYS Division of Minority and Women Business Development will count towards the MWBE goals established in the RFP. Bidders may contact MWBE@nysed.gov if they need assistance identifying available subcontractors.

Q17: How can a vendor be added to a PQL for future opportunities?
A17: Vendors can contact MWBE@nysed.gov if they wish to express interest in providing services under NYSED contracts.

Submission

Q18: On page 3 of the RFP, the submission instructions do not indicate where to submit proposals to, although other correspondence such as questions and the NOI are directed to trle@nysed.gov. However, on page 20, the email address for submission of all documentation is cau@nysed.gov. Would you please confirm that this is the correct email address to submit proposals to?
A18: Please send proposals to cau@nysed.gov as noted on page 20 of the RFP.

Q19: On page 25 of the RFP, the cost proposal includes the following requirement: "Detailed Budget, Signature Required." Does this refer to the Cost Proposal Worksheet? If so, there does not appear to be a signature line on the Cost Proposal Worksheet.
A19: The Cost Proposal Worksheet does not require a signature. A signature is required for the proposal and is sufficient for the Cost Proposal also.

Selection

Q20: If a vendor is not selected, will a debrief meeting be offered? This is one way to help vendors improve
A20: All unsuccessful bidders will be offered the opportunity for a debriefing meeting. Information on the debriefing procedures can be found on page 28 of the RFP.

Q21: Will respondents be advised of who won the RFP and what criteria/points the winner met?
A21: After the review process and tentative award, a list of bids received and the selected bidder will be available. Unsuccessful bidders can receive general information about the points their proposal received compared to the selected and other bidders as part of the debriefing process. Detailed information about the winning bid can be requested under the Freedom of Information Law following the final award.