

**RFP 17-033: Assessment and Evaluation Workgroups to Explore Current  
New York State Requirements and Best Practices for Teacher and  
Principal Evaluation  
Questions and Answers Summary**

**Program Questions**

**Q1. Given the wide range of organizations eligible to submit a proposal (e.g., BOCES, not-for-profits, IHEs) are there any organizations that would be excluded based on a prior relationship with SED?**

The eligible bidders may include Boards of Cooperative Educational Services (BOCES), public or private Institutions of Higher Education (IHEs), not-for-profit and for-profit organizations or agencies. No organizations that fall under the aforementioned categories will be excluded based on prior relationships with NYSED.

**Q2. Would you prefer to have one contractor for both working groups? Or a different contractor for each group?**

NYSED does not have a preference for whether a vendor does one or both of the workgroups. Please note that vendors choosing to bid on both workgroups must submit a separate bid for each workgroup.

**Q3. Is there a preferred city/location for the workgroup meetings to take place?**

The in-person workgroup meetings will take place in meeting rooms at the New York State Education Department (NYSED) in Albany, NY.

**Q4. To what extent will meeting room costs and any on-site technology (e.g., microphones, telecom, speakers) associated with hosting the working groups be assumed by SED? What meeting costs are the vendor's responsibility?**

NYSED's meeting rooms have a variety of on-site technology including, but not limited to, projector screens, smartboards, video conferencing capabilities, microphones, and speakers. It is the vendor's responsibility to provide any additional technology costs beyond what is provided by NYSED.

**Q5. What is the expectation for the length of each of the three in-person workgroup meetings, in hours and, if applicable, number of days. Also, is there an expectation of length for each of the three webinars?**

Each of the three in-person meetings for both the Evaluation and Assessment workgroups are expected to last approximately 6 hours. For example, from 9am – 3pm, with an hour given for lunch. Each of the three webinars for both the Evaluation and Assessment workgroups are expected to last approximately 2-3 hours. Please keep in mind that the time allotments are rough estimates, as the length of the meetings will be determined primarily by the focus and amount of work to accomplish jointly decided by the vendor and the workgroup participants, with input from the Office of Educator Quality and Professional Development (OEQPD).

**Q6. What role will the Office of Educator Quality and Professional Develop (OEQPD) play in developing the meeting agenda and setting the tone for the presentations and discussions?**

OEQPD will work in conjunction with the vendor to develop the meeting agenda and set the tone for the presentations and discussions. As per the RFP, the vendor (including the vendor's presenters/panelists and technical experts) must agree to share materials with OEQPD staff at least two weeks in advance of each meeting and webinar. OEQPD staff will review these materials, including proposed talking points, and work with the vendor (including the vendor's presenters/panelists and technical experts), either in person or via conference call, to ensure that the content is appropriate and consistent with our goals. The vendor (including the vendor's presenters/panelists and technical experts) will also arrange a post-workgroup session conference call with OEQPD staff to debrief.

**Q7. What are some examples of confusion in the field caused by changes to the evaluation law in 2015 that you hope to address through the workgroups?**

Education Law §3012-d made a number of significant changes to the framework for annual professional performance reviews (APPR) that had been in place since the 2012-13 school year, including, but not limited to, new requirements for setting growth targets as part of Student Learning Objectives (SLOs), the process for review and approval by NYSED of all assessments used for APPR purposes, restrictions on the use of artifacts as part of the teacher observation/principal school visit component of the evaluation, and the use of a matrix instead of a 0-100 score to assign an overall rating to each teacher and principal. For additional context, you may wish to review [the Teacher and Principal Evaluation Road Maps](#), [the APPR Training Modules](#), [the §3012-d SLO Guidance Document](#), and [the §3012-d APPR Guidance Document](#).

## **Fiscal Questions**

**Q8. Will DOE provide a space for the workgroup meetings, or should the contractor budget for this?**

The in-person workgroup meetings will take place in meeting rooms at the New York State Education Department (NYSED) in Albany, NY. As such, the vendor need not budget for meeting room space.

**Q9. Can SED share the overall expected budget range for each workgroup? If so, what would that be for the evaluation workgroup? For the assessment workgroup?**

NYSED is not providing an expected budget amount for this project. Bidders should develop budgets based on the expenses associated with carrying out the deliverables outlined in the RFP. Please keep in mind that this is a “best value competitive procurement” with 30 percent of the total points awarded based on cost, with lowest cost proposals receiving the highest score. (See “Criteria for Evaluating Bids” section of the RFP for additional information.) Bidders are encouraged to submit budgets that are cost effective.

**Q10. Is there a budget range for this work?**

Please see the answer to [Q9](#).

**Q11. Will SED cover the travel cost (e.g., airfare, lodging, per diem) of the expert presenters?**

The travel costs for the vendor-selected experts should be included in the vendor’s proposed budget.

## **M/WBE Questions**

**Q12. I am planning to submit a proposal for the Assessment/Evaluation workgroup RFP. I am a woman owned business; however, I have not been in operation for three years and cannot be certified in NYS due to that fact. For a business like mine, should I submit a partial or complete waiver? Since I can't even submit anything to be considered for certification, it seems as though I need a complete waiver even though I am a woman owned business. Can you help me sort this out?**

Unless you are a currently certified M/WBE firm, you must utilize NYS certified M/WBE firms to meet the participation goals of 30%. M/WBE firms can be utilized for services, materials and/or supplies. NYS Certified Directory may be found at <https://ny.newnycontracts.com/>