

NYSED RFP #19-018 Questions and Answers Summary

Title: Evaluation of Categorical Bilingual Education Programs

1. Subcontracting is limited to 30% of the total contract amount. At the same time, the overall goal for participation of subcontracted M/WBE is 30%. Is this correct?

Yes, these percentages are correct. The subcontracting limit of 30% includes subcontracts with MWBEs, SDVOBs, and other entities. Subcontracting is defined as non-employee direct personal services and related incidental expenses, including travel. Proposals that exceed the subcontracting limit will not be considered for an award.

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. However, 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. The MWBE Coordinator is available to assist bidders throughout the procurement process and can be reached at MWBE@nysed.gov.

2. The third and fourth project goals are as follows:
 - "use information as a basis for renewal of existing programs or the creation of new ones based on the availability of funds; and
 - report progress and make suggestions/recommendations to improve the quality of these programs."

It appears that the awardee will be asked to make the following recommendations:

- 1) decide which programs should end
- 2) make suggestions for continuation, but with improvements
- 3) recommend new programs

Is this summarized correctly?

Yes, the awardee will be asked to make recommendations based on the evaluation as to whether the existing programs should be renewed, new ones should be created, and suggestions/recommendations to improve the quality of existing programs.

3. The RFP states (p. 6) that "the effectiveness and impact of these programs on student performance" will be assessed and on p. 5 that the evaluator will "assess the impact of these programs in terms of their expected outcomes." In reviewing Attachment C of the four program evaluation descriptions, the only one of the four programs that is collecting standardized student performance data is Bridges. Is that correct?

Yes, this is correct.

Will the evaluator be expected to develop a research design for the other 3 programs that includes standardized student performance data, too, or will the evaluator use the evaluation data that the programs are currently collecting as described in Attachment C?

The evaluator will use the evaluation data that the programs are currently collecting, as described in Attachment C.

4. How long have each of the four programs been in existence?

The Clinically-Rich Intensive Teacher Institute for Bilingual and English as a New Language (ENL) Programs (CR-ITI) were established in 2014.

The Regional Bilingual Education Resource Networks (RBERNs), formerly known as the Bilingual Education Technical Assistance Centers (BETACs) were established in 1983.

The Puerto Rican/Hispanic Youth Leadership Institute (PR/HYLI) has been in existence since 1990.

The New York State Department of Education has funded the NYS SIFE Bridges Curriculum since July of 2013.

5. Approximately many teachers and students did the Bridges program serve during the 2018-2019 school year? Were teachers and students served throughout New York State?

In the 2018-2019 school year, there have been approximately 228 educators served, from which 163 have been teachers and 65 administrators. We do not have any information on the number of students Bridges served during the 2018-2019 school year.

Both teachers and students have been served during the 2018-2019 school year. Bridges have conducted school support visits targeted to a small group of schools, teachers, and administrators who are beginning the Bridges curriculum implementation process. In addition, they set up a lab site partnership, where they engage in on-site visits twice per month for coaching and training sessions, host inter-visitations, collect data, and learn more from teachers, students, and administrators around implementation. Teachers and administrators have also participated in webinars and in-person PDs. They have shared their questions through e-mail and through an online forum. They have also been supported using instructional videos, resources, etc.

6. Does the 15 single spaced page limit of the technical proposal include required key-staff resumes? Is there a preferred limit to the number of individual resume pages?

The key-staff resumes can be in addition to the 15 page limit of the technical proposal.

7. Does the technical proposal include the "Related Evaluation Projects and References" within the 15-page limit?

The "Related Evaluation Projects and References" can be in addition to the 15 page limit of the technical proposal.

8. Page 2 of the RFP requests a CD_ROM or USB of the proposal materials in Microsoft Office. Are the files allowable in PDF format or does NYSED prefer files be included in other formats (i.e. Word, Excel)?

NYSED prefers that the technical proposal be submitted in Word, but supplemental materials, submission documents, and forms requiring signature may be submitted in PDF. The cost proposal should be prepared using the Excel workbook posted with the RFP and submitted as an Excel file.

9. Page 15 of the RFP states that the technical proposal should not exceed 15 pages single spaced. Are sections such as table of contents, letter(s) of commitment, executive summary, resumes, letters of reference, and/or appendices exempt from the page count limitations?

Yes, these additional documents are exempt from the 15 page limit.

10. Are appendices that include additional details specifically related to the project narrative, applicant profile, staffing plan (i.e. resumes), work plan, letters of reference allowable?

Proposals should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide complete presentation. If supplemental materials are a necessary part of the proposal, the bidder should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.

11. Page 5 states OBEWL sponsored 23 CR-ITIs in 2018-19. Are those same 23 programs sponsored currently? Have any new programs become part of the sponsored group?

For the 2019-2020 school year, OBEWL is currently sponsoring 16 CR-ITIs as some of the ones from the 2018-19 school year have ended.

12. How many schools work with one or more RBERN?

Each RBERN can work with all schools and districts in their region that have ELLs/MLLs enrolled. There are seven regional RBERNs located across NYS, and one state-wide language RBERN.

13. Is there a description of the core services/areas of work provided by RBERNs?

Yes. This can be found in Attachment B, section B2 in the RFP.

14. In what year did the PR/HYLI institute begin? Has it always served 200 students per year/run?

The Puerto Rican/Hispanic Youth Leadership Institute (PR/HYLI) has been in existence since 1990. For the past 10 years, PR/HYLI has served 200 students per year.

15. Per the RFP, identifying student information will be omitted from any impact evaluation report. For conducting the evaluation, will the evaluator be able to securely access and use student level data with an identifier that allows a linkage to teachers, and schools, and over student records over time?

NYSED will not facilitate collection of data; however, if there is existing data that is available to NYSED and that is relevant to the implementation and design evaluation, NYSED will provide it. The individual programs will provide the vendor with the information necessary to conduct the evaluation.

16. What are the desired student outcomes for each program?

The desired student outcome is that all ELLs/MLLs receive a quality education delivered by a highly qualified ESOL or BE teacher. The desired outcomes are in line with OBEWL's mission to ensure that all New York State students, including ELLs/MLLs, attain the highest level of academic success and language proficiency.

17. Page 53 of the RFP provides details on the four programs to be evaluated. Where are these programs currently being implemented in the state?

All four programs are being implemented in all parts of New York State.

18. Are not-for-profit entities exempt from the requirements for the M/WBE and SDVOB goals?

Not-for-profit entities are not exempt from the requirements. All bidders are required to comply with NYSED's Minority and Women-Owned Business Enterprises (M/WBE) policy and therefore responsible for identifying those areas in their budget where an M/WBE can be utilized. All bidders are also encouraged to utilize SDVOB as subcontractors and/or supplies at a suggested rate of 6%.

19. Pages 1 and 9 of the RFP state subcontracting will be limited to 30% percent of the total contract budget. As stated on page 3 of the RFP, the overall goal is "30% of the total contract amount for M/WBE participation; 17% for Minority-Owned Business Enterprises ("MBE") participation and 13% for Women-Owned Business Enterprises ("WBE") participation". As stated on page 4 of the RFP, the SDVOB goal is 6%. The total of the goals is greater than the 30% subcontracting limit. Are these the correct percentages?

Yes, these percentages are correct. The subcontracting limit of 30% includes subcontracts with MWBEs, SDVOBs, and other entities. Subcontracting is defined as non-employee direct personal

services and related incidental expenses, including travel. Proposals that exceed the subcontracting limit will not be considered for an award.

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. However, 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. The MWBE Coordinator is available to assist bidders throughout the procurement process and can be reached at MWBE@nysed.gov.

Bidders are also encouraged to utilize SDVOB as subcontractors and/or supplies at a suggested rate of 6%.

20. Page 27 requires the forms to be included in "5. Submission Documents" must be signed by the Chief Administrative Officer. If a firm does not have a Chief Administrative Officer is it acceptable to have them signed by the firms contracting official?

The submission document forms must be signed by an individual authorized by the organization to sign legal assurances and other forms of this nature on behalf of the organization. The signatures must indicate a binding commitment by the organization.

21. What is NYSED's budget for each of these bilingual education programs?

For the 2019-2020 fiscal year: Each CR-ITI has an annual budget of \$110,000. The total RBERN budget for is \$11,717,050. The budget for PR/HYLI \$422,689. The budget for Bridges is \$932,978.

22. What is the expected budget for the contract pursuant to this RFP?

NYSED is not providing an expected budget for this project. Bidders should develop budgets based on the anticipated expenses associated with carrying out the deliverables. 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.