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| **Name of Bidder:** |  |
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| A workplan is completed each year of the project, including the first year in response to the RFP, and must accompany the annual budget. It describes the proposed activities the bidder will engage in to meet the deliverables, a schedule of implementation of those activities, as well as how the program will progress monitor their work. Deliverables from the RFP have already been included. Bidders should include relevant information in the tables below. Please add/delete rows from the tables as necessary. |

**Professional Development Specialist**

**Deliverable 1: Use a systematized process approved by the PIT to provide a combination of:**

* 1. Regional training and support, made available to any interested party, such as families, early childhood education or school staff, community groups, etc.
	2. Targeted professional development and technical assistance to groups around a common topic, (such as deeper learning after attending a regional training). Participants can include families, early childhood education or school staff, community groups, etc.
	3. Technical assistance and support to identified early childhood programs that support students with disabilities or public school districts, approved private day and residential schools, Special Act schools, State-supported, and State-operated schools.
	4. It will be done, under the direction of NYSED, in consultation with the Regional Partnership Center and focus on capacity building (of educators and families).

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| **Specific activities to meet deliverable** | **Schedule of implementation** | **Progress monitoring activities** |
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**Deliverable 2: Serve as a member of the Regional Level Team.**

* 1. To facilitate this participation, participate in meetings at least monthly (phone, webinar, in-person) which include the Systems Change Facilitator of the Regional Partnership Center and both the Early Childhood and School-age FACE Centers.

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**Deliverable 3: Engage in a regional planning process outlined by the Partnership Implementation Team.**

* 1. This would include coming to Albany annually for one 2-day meeting for the purposes of regional planning

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**Deliverable 4: Utilize support from the PIT and the TAPs for Transition, Behavior, Data, Academics, and Equity.**

* 1. By participating in trainings and planning meetings with the PIT/TAPs, including
		1. A 2-day meeting annually in Albany for the whole Partnership (beginning in year two of the contract)
		2. Monthly webinars established by the Partnership Implementation Team
		3. Weekly online learning opportunities, as needed
		4. Three, 2-day meetings annually for the purposes of fidelity coaching, professional development, problem-solving, and direct support from the TAPs
	2. By utilizing tools and training materials developed by the TAPs/PIT.

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**Deliverable 5: As determined by the PIT, provide information and resources to upload to the website for the Partnership.**

* 1. This could include, but is not limited to, upcoming training dates, contact information for local resources, special events or announcements.

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**Deliverable 6: Submit training data (the exact nature of which will be determined by the Partnership Implementation Team) to the TAP for Data for the purposes of evaluating the effectiveness of the Partnership.**

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**Resource and Referral Specialist**

**Deliverable 1: Use a systematized process approved by the PIT to provide regional training and support, made available to families and stakeholders. The provision of such trainings and support by the Resource and Referral Specialist will be planned under the direction of the Professional Development Specialist.**

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**Deliverable 2: Identify and maintain regional resource information for community partners that serve children/students with disabilities and their families, birth-5 or 5-21.**

* 1. These resources will be posted on a [community resource map](https://www.transitionsource.org/map).
	2. The Resource and Referral Specialist will be expected to seek out and cultivate new relationships with community partners who support children/students with disabilities birth-5 or 5-21, as well as strengthen and build upon already established relationships.
	3. Early Childhood and School-Age Resource and Referral Specialists will be expected to work closely with one another to ensure alignment of work between both FACE Centers and to avoid duplication. All collected information will be provided to the Regional Partnership Center.

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**Deliverable 3: Develop and strengthen interagency connections with community agencies, including:**

* 1. Establishing regular communication with local agency staff/groups;
	2. Under the direction of NYSED, the Early Childhood and School-age Resource and Referral Specialists will work together to host/attend regularly scheduled collaborative meetings (including agency staff, schools, administrators, families, etc.) that focus on a rotating series of topics (such as, early childhood issues, post-school outcomes, family engagement with schools, transition from preschool to school-age, mental health services, etc.). The frequency and general focus of these meetings will be determined by the PIT and through regional planning.

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**Deliverable 4: Utilize support from the PIT and the TAPs for Transition, Behavior, Data, Academics, and Equity:**

* 1. By participating in trainings and planning meetings with the PIT/TAPs, including
		1. A 2-day meeting annually in Albany for the whole Partnership (beginning in year two of the contract)
		2. Monthly webinars established by the Partnership Implementation Team
		3. Weekly online learning opportunities, as needed
		4. Three, 2-day meetings annually for the purposes of fidelity coaching, professional development, problem-solving, and direct support from the TAPs
	2. By utilizing tools and training materials developed by the TAPs/PIT.

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**Deliverable 5: As determined by the PIT, provide information and resources to upload to the website for the Partnership.**

* 1. This could include, but is not limited to, upcoming training dates, contact information for local resources, special events or announcements.

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**Deliverable 6: Submit training data (the exact nature of which will be determined by the Partnership Implementation Team) to the TAP for Data for the purposes of evaluating the effectiveness of the Partnership.**

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| **Specific activities to meet deliverable** | **Schedule of implementation** | **Progress monitoring activities** |
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