

**Questions and Answers for RFP #18-018**  
**New York State Religious and Independent Schools, Professional**  
**Development Resource Centers**

**Budget**

**1. Can you please let us know what the budget cap is for this RFP?**

A. Cost proposals are weighed against one another and factor as 30 percent of the overall score for bidders. The bidder should submit a cost-effective cost proposal that is aligned with the workplan and descriptions of services to be performed. This program is supported by a federal funding stream, but this is not the only planned use of the federal funds. Bidders should be aware that budget review will consider whether the budgets submitted will fit within the limits on available funding.

**2. We would like to receive guidance on the range of funding, and size of the contracts.**

A. All proposed costs will be reviewed for reasonableness. 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. The bidder should submit a cost proposal that is aligned with the workplan and descriptions of services to be performed. This program is supported by a federal funding stream, but this is not the only planned use of the federal funds. Bidders should be aware that budget review will consider whether the budgets submitted will fit within the limits on available funding.

**3. What is the total budget we should be targeting for this grant?**

A. 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. Bidders are encouraged to submit budgets that are cost effective. Cost proposals are weighed against one another and factor as 30 percent of the overall score for bidders. The bidder should submit a cost proposal that is aligned with the workplan and descriptions of services to be performed.

**4. Can funds be used for stipends for teachers to participate in professional development?**

A. No, funds cannot be given to a religious or independent school or an individual teacher.

**5. Are there limits on indirect rates an IHE can charge?**

A. Bidders should use their approved Federal or State indirect cost rate, or up to 8% if they do not have a Federal or State rate. A Higher Education Institution’s indirect cost rate is 8%.

**6. For purposes of preparing our budget, what will be the average annual funding amount per award?**

A. Bidders are encouraged to submit budgets that are cost effective. Cost proposals are weighed against one another and factor as 30 percent of the overall score for bidders. The bidder should submit a first year budget and a five year budget summary that aligns with the workplan and description of services to be performed.

**7. What is the proper financial baseline to prepare the budget for this contract?**

A. Bidders are encouraged to submit budgets that are cost effective. Cost proposals are weighed against one another and factor as 30 percent of the overall score for bidders. The bidder should submit a first-year budget and a five year budget summary that is aligned with the workplan and descriptions of services to be performed.

**8. I needed to know if the allowances based on the," Elementary and Secondary Education Act of 1965," are for each year, or in total of 5 years?**

A. It is anticipated that the three PD Resource Centers will be funded yearly by Title II Part A and Title IV Part A of the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act (ESSA).

**MWBE**

**9. We are an MWBE that offers food and culinary education services, including educational programming for youth as well as professional development opportunities for adults and staff at various agencies and schools. I am wondering if there is a way to learn more about possible sub-contract opportunities, including any potential requirements in this RFP for sub-contracting with MWBE businesses (as we are both city and state certified). How would I get my contact information to potential bidders?**

A. Bidders may request a list of certified firms by contacting the M/WBE Unit. Please send your contact information, including RFP number, to MWBE@nysed.gov.

**10. My company is MWBE certified and I would like to submit my services as a subcontractor for this RFP. Specifically, I would like to teach a course at a resource center. Is this possible?**

A. Bidders may request a list of certified firms by contacting the M/WBE Unit. Please send your contact information, including RFP number, to MWBE@nysed.gov.

**11. For the 30% for WMBE, is it up to 13% for WBE and up to 17% for MBE or are those percentages the exact amounts we need to strive for?**

A. It is NYSED's preference that the vendor strives to meet the goals of 17% minority owned business and 13% women owned business, however proposals that satisfy the total M/WBE requirement with an alternative percentage distribution will be considered, provided the bidder provides a justification for the alternative distribution.

**12. How do we identify our M/WBEs? Through the forms at the end of Section 5? Do they need to write a letter of collaboration?**

- A. The required M/WBE forms are included in 5.) Submission Documents. The bidder must return the documents listed for the compliance method proposed. Please carefully review those documents and instructions.

No, a letter of collaboration is not needed; however, the bidder must submit the Notice of Intent to Participate.

The M/WBE Coordinator (MWBE@nysed.gov) is available throughout the process for questions and to assist in all areas of M/WBE compliance.

**13. Do the administrative staff (i.e., director and part-time staff) count as part of the 70% of the bidders or are they separate? Our question is related to M/WBE Matters because it reflects the nature of the bidders--namely, at least 30% M/WBE businesses and up to 70% who are not. We are asking whether the administrative staff (i.e., director and part-time staff) need to come from the M/WBE businesses, the remaining 70% of bidders, or are hired in addition to bidders and are not included in either the M/WBE business or the remaining 70% of bidders.**

- A. The 30% goal for M/WBE participation is applied to the total budget value, including the cost of administrative staff. Meaning, 30% of the total contract budget must be services or supplies purchased from certified M/WBE firms. Staff/salaries cannot count toward the M/WBE goal. Therefore, salaries fall into the remaining 70% of the budget.

## **General Questions**

**14. Of the three sites, does this proposal allow general areas regardless of denominations and affiliation? Or are there respected areas in which the workshops would need to be located?**

- A. The number and location of these events will be determined through collaboration between the Professional Development Resource Center, stakeholder groups representing the religious and independent school community, and NYSED.

**15. Are there direct contacts for the RoS and LI PDRC requirements that need to be added during the development of this proposal?**

- A. No.

**16. We want to know if the RISE conference is free to participants. What details can be shared to inform formulation of conference budget?**

- A. Other than the cost of food, the RISE Conference has been free to participants, and that is the expectation of this RFP. Federal funds may not be used to support the costs of food. The cost of the presenters and up to 2 nights lodging for participants should be included in the bidder's budget.

**17. Can the Department define what it means by "highly qualified teacher"?**

- A. The definition of "highly qualified teacher" aligns with 20 USCS § 7801(23) <https://definitions.uslegal.com/h/highly-qualified-teacher/>

**18. As presented on page 15 (RoS) under section Professional Development, A. 2 “A minimum of four (4) in person PD sessions that can be duplicated in at least 4 regions the RoS located outside of NYC and LI (for example Western, Hudson Valley, Central and North Country) for approximately 150 participants each.”**

**Can the Department further define what it means by “session in the above: Is a “session” a whole day, equating to a minimum of 4 days in each region? or, is a “session” a several hours on a topic/content area, which could equate to several sessions in one day?**

A. The content of sessions will be determined through collaboration between the Professional Development Resource Center, stakeholder groups representing the religious and independent school community and NYSED. However, it should be anticipated there will be a minimum of 4 days of events in each region; the hours in a day or “session” may vary.

**19. Are sessions expected to be back to back or spread out across the year in geographical regions. (For example, 4 sessions in Western NY in Nov. in the same week. Or, 1 session in Nov., 2 sessions in January and 1 session in March.**

A. It is anticipated that the sessions in each geographical region would be spread out across the year as appropriate.

**20. Who represents the Technical Assistance Center (TAC)? Is the TAC comprised of the full-time Director and support staff of the Professional Development Resource Center (PDRC)?**

A. To clarify, the terms “Technical Assistance Center” and “Professional Development Resource Center” are used synonymously. Any reference to the TAC applies to the PDRC. For each of the three centers, the winning bidders will hire one (1) individual to fulfill the position of PDRC Director (1 FTE, 35-40 hours per week, 12 months per year) to coordinate work of the Professional Development Resource Center, professional program staff to assist the program director, and one (1) FTE PDRC administrative staff to assist the program director and program staff.

## **Submission**

**21. What is the page limit for proposals?**

A. There is no page limit for the proposal. Proposals should be prepared simply and economically to provide a complete response to the project description and workplan.

**22. In which section should we provide context and need (problem statement/lit review)? There is no guidance in the RFP about where in the proposal to explain the research basis for the model of PD we are proposing.**

- A. Bidders should include all relevant information and efficiently address all criteria outlined in the RFP in section 2) Submission. Proposals will be rated at the discretion of the reviewers according to established criteria in section 3) Evaluation Criteria and Method of Award.

## **Eligibility**

### **23. Are 4410 programs eligible to apply for these funds?**

- A. Yes, a 4410 that meets the eligibility requirements, may apply to operate a center. Bidders may include Local Education Agencies, Boards of Cooperative Educational Services (BOCES), public or private Institutions of Higher Education (IHEs), not-for-profit and for-profit organizations or agencies. Bidders or subcontractors that are affiliated with, or perform other work for religious and independent schools, must have clear and separate governance and oversight structures in place to prevent any conflict of interest.

### **24. We have been trying to determine our eligibility for RFP #18-018 (New York State Religious and Independent Schools, Professional Development Resource Centers), given this phrase on page 2 of the RFP: "Bidders or subcontractors that are affiliated with, or perform other work for religious and independent schools, must have clear and separate governance and oversight structures in place to prevent any conflict of interest."**

**We run an independent private school and we have separate reporting structures for the division that I lead, which would run the professional development center under this RFP, and our independent school, and we have different board committees overseeing them. However, we can't determine if this will meet the legal expectation implied in the proposal.**

- A. An organization would be eligible to bid as long as it was clear that there was separate reporting and oversight from the independent school.