

RFP #23-012 Community Schools Technical Assistance Centers

Questions and Answers Summary

Program Questions

- 1. Can you please tell us to whom district leaders should address the letter of support?**

Letters of support should be directed to the bidder and submitted with the technical proposal.

- 2. Can you please tell us what should be in the subject line of the email when district leaders submit a letter of support?**

Letters of support should be directed to the bidder and submitted with the applicant's technical proposal. The proposal must be received by email at CAU@nysed.gov by 3:00 PM Eastern Time on **February 16, 2023**. Please specify in the subject line which Regional TAC the bid is for.

- 3. When will awards be announced?**

Letters of award and non-award will be sent after the applications have been reviewed for eligibility, scored, ranked, and tentative awardees have been selected.

- 4. Will award recipients receive a letter of intent first and then a contract to follow?**

Once tentative awardees have been selected, they will receive a preliminary notice of award. Once the debriefing and protest windows are closed and after contracts have been prepared, contracts will be sent to the selected vendors.

- 5. Is travel time included in the required hours for in-person technical assistance.**

No. The required hours for in-person technical assistance include contact hours only.

- 6. What is the difference between the email and phone technical assistance outlined in 1.a. and virtual technical assistance provided to high-need districts outlined in 1.c.?**

Technical assistance under 1.a. (page 7 of the RFP) may be provided to any school or district, regardless of need. This would include answering questions from and/or

meeting virtually with an individual in a school or district. Technical assistance under 1.c. (page 8 of the RFP) is limited to high-need districts as requested by the district or New York State Education Department (NYSED). These targeted visits, whether virtual or in-person, should include district and school leadership, including the community school director or coordinator where applicable and should be designed to assess and build capacity for growth in the school or district's implementation of a community school strategy.

- 7. On page 1, the RFP states: "Bidders or subcontractors that are affiliated with, or perform work for, school districts implementing Community School strategies must have clear and separate governance and oversight structures in place to prevent any conflict of interest or the appearance of a conflict of interest." We would appreciate clarity and/or additional guidance about "clear and separate governance and oversight structures". What expectations does the Department of Education have regarding the governance and oversight structures?**

NYSED anticipates that such vendors will establish written policies and protocols to minimize the potential for conflicts of interest, or the appearance of conflicts of interest, to occur. In addition to the RFP requirement (p10) that, "The Director may not hold any other position, paid or unpaid, within the prime bidder's organization or with any subcontractor to the prime bidder during the period of this contract," NYSED anticipates that the vendor will establish policies to ensure that Technical Assistance Center (TAC) staff do not feel pressured to provide services, or to deny services, to any district or school over another, regardless of that school or district's status as clients of the vendor.

- 8. How will the selected vendors be evaluated?**

The contracted TACs will be evaluated for success based upon the extent to which they fulfill the deliverables in the Request for Proposals (RFP), and fidelity to the final contract established with NYSED. The contracted TACs will document this success in semiannual and annual progress reports to NYSED as outlined in the RFP.

- 9. Is a planning period included in the contract or is the expectation that implementation will begin July 1, 2023?**

The expectation is that implementation will begin July 1, 2023.

- 10. How will schools or districts to be served be selected?**

The TACs should be prepared to support any schools or districts requesting support in their respective regions via phone and e-mail as outlined in the RFP. More intensive targeted technical assistance visits will be limited in number as outlined on

page 8 of the RFP. Schools or districts in a region will be selected at the district's or NYSED request and should be scheduled with NYSED program staff.

M/WBE Question

11. If we have an enterprise that is not on the directory, but has submitted an application to be certified, can that satisfy a partial or complete waiver requirement?

It can take 12 to 24 months for an entity to become certified. Bidders should select firms that are already certified M/WBEs in NYS. Businesses that are pending certification cannot be counted toward meeting the M/WBE goal and should not be considered part of Good Faith Efforts for waiver approval.