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| **Name of Bidder:** |  |
| **Region:** |  |
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| A workplan is completed each year of the project, including the first year in response to the Request for Proposal (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. |

**Deliverables and/or Project Description for the RPC**

**Deliverable 1:** **Using a systematized process approved by the New York State Education Department (NYSED), provide a combination of discipline-specific regional trainings made available to stakeholders, such as families, Educational Organization (EO) staff, community groups, etc.**

* 1. Regional Learning opportunities, made available by RPC specialists one time per month or as directed by NYSED to any interested party, such as families, EO staff, community groups, etc.
	2. Targeted professional development and technical assistance to identified groups around a common topic. Participants can include families, EO staff, community groups, etc.
	3. Technical assistance and support to identified EOs.
	4. Collaborate with the FACE Center to provide capacity building focused on family and community engagement in the EOs.

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation****(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable 2: Engage in a regional planning process outlined by NYSED. Specific determination of how much time each specialist will spend engaged in each of the tasks in deliverable 1 will be determined by NYSED and through regional planning.**

2.1. Regional work of the RPC will be logged into the data management system (DMS). Logged activities for the work of the Support Plans, Targeted Skills Groups (TSGs) and Regional Learnings of the EOs are all to be logged onto the DMS. The DMS also holds tools and documents to support the work of the RPC.

2.2. Participating twice annually in one day of a two-day meeting (Fall and Spring) for the purpose of professional development. Attendance will be determined by NYSED.

2.3. Engage in a variety of workgroups as determined by NYSED to further support the needs of the work in the field, problem solve, and continue to grow as a Partnership.

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation****(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable 3:** **Accept guidance and support from the TAPs for Transition, Behavior, Data, Academics, and Equity:**

3.1. By participating in trainings and planning meetings with the TAPs, including

* + 1. Webinars/hangouts established by NYSED and the TAPs at least monthly.
		2. Twenty (20) hours of professional development for team members upon hire, as determined by a Needs Assessment.
		3. Twelve (12) days (8 in-person, 4 remote) annually in the region for the purposes of coaching, professional development, problem-solving, observations, feedback, and direct support from the TAPs.

 3.2. By utilizing tools and training materials developed by NYSED and the TAPs.

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation****(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable 4: As determined by NYSED, provide information and resources to upload to the Partnership website.**

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

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation****(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable 5: Submit data from RPC trainings to the TAP for Data and NYSED for the purpose of evaluating the effectiveness of the Partnership.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation****(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverables for Work with the Multi-Tiered System of Supports Integrated (MTSS-I) Center**

**Deliverable MTSS-I 1: RPC staff will utilize the MTSS-I Center to build capacity through virtual training and coaching to support MTSS-I Implementation with identified EOs.**

* 1. The identified Literacy Specialist and Behavior Specialist will learn through direct observation of professional development and on-site coaching sessions conducted by the MTSS-I center coaches in identified EOs.
	2. The identified Literacy Specialist and Behavior Specialist will attend up to five days of professional development provided by the MTSS-I Center to be delivered virtually.
	3. The identified Literacy Specialist and Behavior Specialist will assist in the provision of professional development and on-site coaching sessions (up to ten days).

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation****(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable MTSS-I 2: The RPC will attend the MTSS-I Virtual Learning Summit.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation****(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverables for the Systems Change Facilitator (SCF)**

**Deliverable SCF 1: Responding to directives of NYSED and deploying resources of the RPC accordingly.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation****(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable SCF 2: Ensuring all work of the RPC Specialists is in alignment with NYSED priorities and as written on the Support Plans.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation****(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable SCF 3: Overseeing the development of high-quality Support Plans as established by Office of Special Education (OSE) priority areas.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation****(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable SCF 4: Participating in regional planning in collaboration with NYSED.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation****(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable SCF 5: Participating in quarterly meetings in-person or virtually with NYSED staff and other SCFs.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation****(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable SCF 6: Participating twice annually in both days of a two-day meeting (Fall and Spring) for the purpose of professional development and regional planning.**

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**Deliverable SCF 7: Facilitating monthly Regional Level Team (RLT) meetings including specialists from the FACE Center. During support plan development, meetings will occur bi-monthly minimally and as requested by NYSED as needed.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation****(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable SCF 8: Providing staffing updates during the RLT monthly meetings as well as submitting staffing change documents to the OSE mailbox.**

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**Deliverable SCF 9: Working in concert with the TAPs and FACE Center to plan, facilitate and conduct regional team check-ins for 12 days annually (8 days in-person, 4 days remote) with one full day in-person coaching session occurring in each quarter.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation****(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable SCF 10: Serving as a member of the Partnership Implementation Team (PIT), a workgroup comprising different stakeholders whose purpose is to work with NYSED to share strengths and needs to improve the work of the Partnership. SCFs will as requested by NYSED:**

* + - * attend 10 virtual half-day meetings (monthly):
			* attend one, two-day in-person meeting in Albany; and
			* assist in virtual workgroups, as needed.

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**Deliverable SCF 11: Conducting a needs assessment with identified EOs to determine specialist deployment and to better understand the systems change required within that district in collaboration with the FACE Center.**

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**Deliverable SCF 12: Upon hire, new SCFs will be partnered with a mentoring SCF to receive training and support in their role for the first year.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation****(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable SCF 13: Experienced SCFs may be selected by NYSED to be mentors of new SCFs.**

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**Deliverable SCF 14: Working in concert with the TAPs to determine the professional development needs of the RPC. New specialists must receive 20 hours of professional development as determined by the onboarding needs assessment.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation****(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable SCF 15: Submitting of quarterly logs and expenditure reports within 30 days of the end of the quarter (September, December, March, and June), as well as annual budgets and workplans due by July 1.**

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**Deliverable for the NYC Coordinator**

**Coordinate the work of the five NYC SCFs to ensure that all designated EOs are supported with high-quality professional learning and the implementation of evidence-based practices.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation****(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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