

RFP 24-019

New York State Religious and Independent Schools, Professional Development Resource Center

QUESTIONS & ANSWERS

Q1: Is this the requirement of the vendor/contractor answering the Bid? “Written plan to hire staff for the Center whose qualifications align with the staffing requirement section of the Request for Proposal) (RFP).”

A1: A staffing plan to meet the staffing requirements listed on page 9 of RFP 24-019 is one of the requirements of the vendor/contractor answering the Bid.

Q2: Is this a new RFP opportunity? If not, what agency fulfilled the agency in the previous opportunity?

A2: This is a new RFP that carries over requirements from a prior opportunity, RFP 18-018. Prior agencies are Catapult Learning LLC, Fordham University Graduate School of Education, and Measurement Incorporated.

Q3: Is participation in Independent or Religious Schools mandatory? If not, what number of participants should the organization budget for?

A3: Participation in Religious and Independent Schools is mandatory and the purpose of this request. There are approximately 1861 religious and independent school buildings that are known by New York State Education Department (NYSED) that serve approximately 380,788 students in grades K through 12. These numbers may change due to school opening/closings.

Q4: If you do not know how many schools the bidder should consider servicing in the budget, can you share an approximate service cap?

A4: Currently, there are approximately 1861 religious and independent school buildings that are known by NYSED that serve approximately 380,788 students in grades K through 12. These numbers may change due to school opening/closings.

Q5: If the bidder is MBE and WBE certified, which documents should be submitted in that section?

A5: If a bidder is MBE and WBE, the M/WBE documents can be submitted listing themselves since they will be a prime vendor.

Q6: Do all PD activities need to be for all religious and independent schools? Or may some PD activities be for individual schools or particular networks based on need and interest?

A6: The statewide Regional PDRC is designed provide respectful and culturally responsive professional development to all religious and independent schools, using a variety of technical assistance, resources and professional development activities. Please see the examples of activities listed on pages 7 & 10 of RFP 24-019.

Q7: Do all subcontractors need to be identified at the time of submission?

A7: Subcontractors can be reviewed and approved after submission but selection needs to be completed before a contract is executed. However, if the vendor proposes to change subcontractors during the contract period, New York State Education Department (NYSED) must be notified prior to the change. NYSED reserves the right to reject any replacement subcontractors proposed by the vendor and reserves the right to approve all changes in subcontractors.

Q8: Can the department provide a forecasted or estimated dollar amount for the annual budget? Perhaps this can be based on the budget from the past 2-3 years.

A8: 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.

Q9: With respect to budget information and travel, can you please define "out-of-state" travel?

A9: “Out-of-state” would include travel outside of New York State borders.

Q10: Is it possible to provide a sample template/example of what is required for invoicing as indicated in the following section under "Reporting and Payment": Invoices must include a summary of services provided and an accounting of all fiscal expenditures?

A10: An Expenditure Report has been posted with the Q&A & a Standard Voucher can be found on OSC’s website.

Q11: Does the "Good Faith Effort" related to M/WBE need to take place prior to submission? Or can our effort be ongoing?

A11: The effort can be ongoing, but M/WBE approval is required prior to the contract being finalized.

Q12: Regarding 6 in-person PD days statewide, will that be 6 total sessions across the state?

A12: A minimum of six (6) in person PD sessions on topics of interest to the stakeholder community are a requirement. The number and location of these events will be determined through collaboration between the PDRC, stakeholder groups representing the religious and independent school community, and NYSED. PD events for schools throughout New York State must balance the need to maximizing participation and deliver programs in a variety of formats (e.g., webinars, web casts, videoconferences and/or in-person) to best accommodate religious and educational needs.

Q13: Regarding 6 in-person PD days statewide, will the vendor have flexibility to identify locations of in-person sessions based on stakeholder needs, availability of space, and other relevant considerations?

A13: The number and location of these events will be determined through collaboration between the PDRC, stakeholder groups representing the religious and independent school community, and NYSED. For each of the PD events, the PDRC is expected to make every effort to find low or no cost sites – e.g., institutions of higher education or other venues. Please note that contract funds cannot be used to purchase food for these events; food purchase will be the responsibility of the participant or the school.

Q14: Regarding 6 in-person PD days statewide, are there certain times of the year these 6 sessions are required, or will the vendor have flexibility to decide dates?

A14: PD events for schools throughout New York State must balance the need to maximizing participation and deliver programs in a variety of formats (e.g., webinars, web casts, videoconferences and/or in-person) to best accommodate religious and educational needs. Changes to the number of these events will be determined through collaboration among the PDRC, stakeholder groups representing the religious and independent school community, and NYSED, on an as needed basis.

Q15: Can similar content be delivered across different regions, or will it be expected to offer 6 distinct offerings that are "on topics of interest to the stakeholder community" of that region? RFP language: "...in person PD sessions on topics of interest to the stakeholder community." Do you mean the religious and independent community at large, not for example, the interests of NYC vs North Country schools?

A15: RFP 24-019 is requesting a proposal to serve and meet the needs of all religious and independent schools in the State that provides accessibility of these deliverables to all of New York State. Programs should best accommodate religious and independent school needs.

Q16: What specific costs will the vendor be responsible for the RISE annual conference for RISE 2024 and RISE 2025? If hotel stays will be paid by the vendor, will it still be a two-night hotel stay for each school leader?

A16: The cost of the presenters and up to 2 nights lodging for participants should be included in the bidder's budget.

Q17: Will the vendor still be working in concert with NYSCIRS to plan the RISE 2024/2025 conferences? If so, will it be in the same capacity/expectations?

A17: Yes, the vendor will still be expected to collaborate with other stakeholders, which can include NYSCIRS. The capacity and expectations will be determined, but we anticipate it will be similar.

Q18: RFP Page 10 – 2.A.2 – are these per school or per region? Are these 6 sessions at the RISE conference?

A18: A minimum of six (6) in person PD sessions on topics of interest to the stakeholder community would be organized separately from Religious and Independent School Educator (RISE) Conference. PD events for schools throughout New York State must balance the need to maximizing participation and deliver programs in a variety of formats (e.g., webinars, web casts, videoconferences and/or in-person) to best accommodate religious and educational needs. Changes to the number of these events will be determined through collaboration among the

PDRC, stakeholder groups representing the religious and independent school community, and NYSED, on an as needed basis.

Q19: What is the expectation for additional PD to be delivered in the various regions?

A19: PD events will be determined through collaboration among the PDRC, stakeholder groups representing the religious and independent school community, and NYSED.

Q20: Will each region get their own allocation?

A20: No, the PDRC will serve the entire State of New York.

Q21: Is your admin fee above program administration and staffing? Do the coordinator and Asst. Principal need to be incorporated into the admin fee or are they separate line items?

A21: Please list all staff and costs in the Cost Proposal Worksheet posted with the RFP. Professional and non-professional salaries include all staff attributable to this agreement as listed on page 9 of RFP 24-019. General administration and general expenses, such as budgeting, accounting, human resources, legal, and purchasing are considered Indirect Costs. Funds cannot be given to a religious or independent school or an individual teacher.

Q22: Are there administrative fee caps?

A22: Funds are provided under Title II, Part A and Title IV, Part A of Elementary and Secondary Education Act as amended by the Every Student Succeeds Act (ESSA). 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. While there is no specific cap on administrative costs for Title IIA funding, costs for program administration should be reasonable, necessary, and allocable to the program.

Q23: Will invoicing be based on budget line items or should we include unit cost for the services delivered?

A23: See invoice sample in A10 above. The Standard Voucher includes description of material/service, quantity, unit, price, and amount. Invoices must be quantified to align with the approved budget in the contract.

Q24: What type of service purchases from the BOCES might be anticipated?

A24: There are no anticipated service purchases from the BOCES. However, for each of the PD events, the PDRC is expected to make every effort to find low or no cost sites – e.g., institutions of higher education or other venues.

Q25: How does a NYS Certified MWBE subcontract on the NYS Office of Religious and Independent School Support PDRC contract?

A25: Please ensure you are registered in the NYS MWBE Directory to make yourself accessible to possible vendors.