

RFP#15-014: New York City Preschool Provider Bilingual/English as a New Language Professional Development Center

Questions and Answers

Program Questions:

- 1. Please let me know if public Institutions of Higher Educations are eligible to apply to the above referenced RFP.**

Yes, they are. Any entity capable of meeting the mandatory requirements specified in the RFP is eligible to submit a proposal.

- 2. May I ask how many contracts will be awarded through this grant?**

NYSED will award one contract pursuant to this RFP.

- 3. Is this only for New York City (NYC) schools or is Westchester included?**

The winning contractor will provide in-service training for section 4410 preschool special education programs in NYC only.

- 4. Has this program been in place before? If so, who administered it?**

Adelphi University holds the current contract and the Interagency Council of Developmental Disabilities Agencies, Inc. (IAC) held previous contracts.

- 5. What are the baseline qualifications for those participating in the training?**

Professionals and paraprofessionals receiving the training must be employed, either full time or part time, by a section 4410 preschool special education program in NYC.

- 6. To what extent does this training focus on disabilities, rather than young children learning ENL?**

The training provided under the contract issued pursuant to this RFP will focus on training professionals who do not have certification in Teaching English to Speakers of Other Languages or a bilingual extension and bilingual paraprofessionals to understand and address the native and second language needs of preschool students with disabilities. Please refer to the required topics of the training listed in the Deliverables.

- 7. Are the manuals available to be viewed before the proposal is submitted?**

The materials used by the current vendor will be made available to the winning bidder after contract award.

- 8. Is there a page limit for the sections required for the proposal?**

There is no page limit associated with the submission of bids. Proposals should be succinct and only respond to information directly requested in the RFP. If supplemental materials are a necessary part of the proposal, the bidder should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.

9. Are the presentations for the training workshops required with the proposal submission?

Bidders are not required to submit training materials with their proposals. If a bidder plans to revise the training materials that were developed under the current contract, the revised materials can be submitted after the contract is awarded, but no later than December 31, 2016. Please refer to pages 9 and 10 of the RFP for detailed information about these Deliverables.

10. Do we use Appendix B as the format to create the proposal?

There is nothing labeled Appendix B in the RFP. Bidders must submit all documents listed on page 2 of the RFP and should carefully review all sections of the RFP for detailed information about requirements and the criteria for evaluating Technical and Cost Proposals.

Fiscal Questions:

11. Are there any indirect costs allowed on the budget?

All costs must be included in the daily training rate. Please be aware that the Evaluation Criteria assign a significant portion of the proposal score to financial criteria (30 percent), so bidders are encouraged to submit budgets that are cost-effective.