

**RFP 21-007 New York City Preschool
Interim Alternative Bilingual Placement (IABP) Training Program**

Questions and Answers

Program Questions

- 1. We are interested in applying for the IABP RFP. One of the deliverables of the RFP is to “either review current training materials and adapt for use in contract year one by January 1, 2022.” Where can we find these materials to review?**

Materials will be made available to the winning bidder after notification of award. Meantime, bidders may request access to training materials for reference in developing a proposal by writing to nycpreschooliabp@nysed.gov.

- 2. As the previous contractor we provided services through the School of Education in collaboration with the School of Health Professions, Department of Communication Sciences and Disorders (Speech-Language Pathology). I would like to apply from within Department of Communication Sciences and Disorder (where I as Director am appointed), and work in collaboration with School of Education. Is this OK?**

There are no specific requirements regarding departmental management of the project for bidders who are institutions of higher education, assuming the mandatory requirements and contract deliverables can be met. Those mandatory requirements include a minimum 0.1 FTE project director. (See questions 3 and 4 for more about that position.)

- 3. Am I correct in understanding 0.1 FTE for Director represents a *minimum* work-load (time period devoted to administration)?**

Yes. The RFP requires a *minimum* of 0.1 FTE for the director; however, it is up to the bidder to determine how many FTEs and what additional staff will be necessary for the administration of the project.

- 4. Can the Directorship/administration duties be shared between two people?**

The project must include **one** individual at a *minimum* of 0.1 full-time equivalent (FTE) to serve as the Project Director. A bidder may choose to include additional support personnel in their proposal.

- 5. Can the courses identified in Table 1 be delivered as pre-recorded online courses?**

Yes. This project is intended to provide **fully online asynchronous courses** for each of the roles identified in Table 1 that will be made available to designated personnel upon referral from the approved §4410 preschool program. These courses are intended to provide content to designated personnel quickly and on a rolling basis so that interim alternative bilingual placements can be approved by NYSED. Course design should allow for designated personnel to access the coursework at whatever time and day works for them without adherence to a certain schedule.

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- 6. Given uncertainties re: COVID, I would like to incorporate hybrid course design (as well as in person).**

This project is intended to provide **fully online asynchronous courses** for each of the roles identified in Table 1. Courses should not include in-person or synchronous content delivery. However, opportunities for participants to engage in discussion and ask questions should be provided as detailed in Deliverable 1. A bidder could choose to provide an option for “real time” discussion (e.g. through online office hours or Zoom chats) **in addition to** fully online (e.g. online Q&A posts or chat boards) discussion for participants who may not be available to participate during “real time” discussions. Bidders should make this plan clear in their proposal.

M/WBE Questions

- 1. Where can I find information about MWBE opportunities?**

You may find helpful information on the [Empire State Development](#) website and the [New York State Contract System](#) website.