

RFP #23-012a Community Schools Eastern Regional Technical Assistance Center

Questions and Answers Summary

Program Question

- 1. There are very specific guidelines regarding the PDF format that is required for submission. Is there a way to be notified that you received our document in the correct optimal, searchable, format?**

Bids are not opened until after the deadline. As indicated in the RFP, Technical and Cost Proposal documents should be submitted in Microsoft Office. PDF files that are editable and Optical Character Recognition (OCR) searchable are acceptable. Please do not submit the Technical or Cost Proposal as a scanned PDF. Submission Documents may be scanned.

- 2. 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.

- 3. 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.

M/WBE Question

- 4. Since year one is being prorated to 75%, will the MWBE component percentage be reduced as well or will it remain at 30% of the overall budget. Ex. Max at \$300,000 would require \$90,000?**

The M/WBE Utilization Plan form would include spending for the nine-month “first year” (October 1, 2023-June 30, 2024), which should be roughly 30 percent of the overall budget for that period. The 30 percent goal for the bid should be achieved for the entire 57-month period covered in the resulting contract. So yes, in your example, an overall budget of \$300,000 would be expected to have \$90,000 in M/WBE purchases to meet the goal. Anything less than that would require a waiver.

5. 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.