



**New York State
Education Department**

Request for Information (RFI)

for a

**Proposed Grant to Further Engage New York State
Educators in the Enhancement of EngageNY.org
Curricular Modules**

April 2014

**New York State Education Department
89 Washington Avenue, Room
Albany, NY 12234**

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NEW YORK STATE EDUCATION DEPARTMENT

Proposed Grant to Further Engage New York State (NYS) Educators in the Enhancement of the EngageNY.org Curricular Modules

Request for Information

The New York State Education Department (NYSED) hereby issues this “Request for Information” (RFI) to determine the needs required to successfully grant school districts, Board of Cooperative Education Services (BOCES), and charter schools resources to allow the organization to serve as a regional Common Core Institute and sponsor selected educators as Common Core Institute Fellows to support regional professional development and capacity-building, specifically through the enhancement of the optional and supplemental curricular modules currently posted on EngageNY.org.

1. INTRODUCTION

1.1 ORGANIZATION BACKGROUND

The New York State Education Department (NYSED) is responsible for oversight of all educational institutions in the state, operating certain educational and cultural institutions, certifying teachers, and registering and licensing practitioners of more than 40 professions. NYSED’s supervisory activities include chartering all educational institutions in the state, including schools, libraries, museums, and historical societies; accrediting college and university programs; allocating state and federal financial aid to schools; and providing and coordinating vocational rehabilitation services.

A Board of Regents, consisting of 17 members elected by the state legislature, governs NYSED. The Board oversees the University of the State of New York (USNY), consisting of all public and private schools, colleges and universities, chartered libraries, museums, historical societies, and other educational institutions in the state. NYSED’s chief executive officer is the Commissioner of Education and President of the University, who is appointed by the Board of Regents.

NYSED is composed of these major organizational areas:

- Office of P-12 Education
- Office of Curriculum, Assessment, and Educational Technology
- Office of Higher Education
- Office of Cultural Education
- Office of Counsel
- Office of State Review
- Office of Professions
- Adult Career and Continuing Education Services
- Office of Operations and Management Services

The Office of Curriculum, Assessment, and Educational Technology has primary responsibility within NYSED for establishing learning standards, measuring student performance through state assessments, and supporting implementation through data services, educational technology, instructional resources (see <http://www.p12.nysed.gov/offices.html>).

Public school districts and charter schools are known as Local Educational Agencies (LEAs) in New York State. These LEAs are responsible for administering and operating the individual public schools within a district.

A complete description of the University of the State of New York and the State Education Department can be found at <http://usny.nysed.gov/about/>.

1.2 PROJECT CONTEXT

Over the past two years, NYSED has worked with curriculum vendors to create optional and supplemental [Common Core curricular materials](#). NYS educators played a critical role serving as reviewers in the development of these materials. As the curriculum resources have been made available for use in classrooms, NYSED has collected feedback on the strengths of the modules and areas in need of additional enhancements. This proposed grant aims to secure, through release time from their school district, BOCES, or charter school employer, the additional participation of highly qualified NYS educators in the process of revising and enhancing currently available curricular materials posted on EngageNY.org, resulting in a new version of materials for use in school year 2015-2016.

Educators would participate full-time in this work and remain based in their local school, district, or BOCES with the capacity for online and teleconference collaboration and occasional travel to Albany and other regional locations. The intent of this grant is to encourage regional professional development and capacity building among NYS educational organizations as Common Core Institutes and educators as Common Core Institute Fellows. Specifically, Institutes and Fellows will assist in the continued enhancement of the New York's Common Core optional and supplemental curricular materials.

1.3 PROPOSED GRANT DESIGN:

1.3.1 Overview

The grant proposes to provide funds to school districts, BOCES, or charter schools to release highly qualified NYS educators¹ employed by their organization in order to participate full-time in the enhancement of currently created curriculum modules in Grade K-12 Mathematics, and Grades 9-12 English Language Arts (ELA). Through a partnership with current curricular vendors and NYSED, NYS educators proposed to be released full-time by the funded organizations and selected by NYSED would be trained to review, revise, and enhance currently produced curricular materials and participate in aligned regional professional development activities.

¹ Minimum educator qualifications for the grant application will be established on dimensions such as certification level, highest degree earned, years of teaching experience, participation in New York statewide professional development trainings, and composite evaluation ratings.

School districts, BOCES, or charter schools would be selected through a formal process to ensure quality and diversity of the pool. The selection of awardees will be focused on the quality of their nominated educators. Funded organizations would be expected to place their nominated educator(s) on full-time special assignment for next school year (2014-2015) and serve as a Common Core Institute Fellow in one of the grade levels in the areas of Grades K-12 math or Grades 9-12 ELA. This would allow selected educators to focus on enhancing the curriculum modules and supporting their districts, BOCES, or charter school with Common Core implementation. Common Core Institute Fellows will be based in their local school, district, or BOCES with the capacity for online and teleconference collaboration and occasional travel to Albany and other regional locations.

1.3.2 Types of Funding

This grant proposes two types of grant awards:

1. **Award for Common Core Institute with Sponsored Common Core Institute Fellowship** - This award would be made available to a school district, BOCES, or charter school employer to secure one or more full-time educators in one of the grade levels in the areas of Grades K-12 or Grades 9-12 ELA for school year 2014-2015 to support the review, revision, and enhancement of curricular modules, and to support local common core implementation / professional development. Common Core Institute Fellows will be based in their local school, district, or BOCES with the capacity for online and teleconference collaboration and occasional travel to Albany and other regional locations. **Award amount** - Equivalent to cost to support and release a Common Core Institute Fellow for one year (i.e., salary and benefits of the Common Core Institute Fellow and allowable administrative overhead, including supplies and travel).
2. **Award for Document Management** — This award would be paid to a BOCES to copy-edit, format, and package the revised curricular materials for digital release on EngageNY.
Award amount - TBD

1.3.3 Award for Common Core Institute with Sponsored Common Core Institute Fellowship

This award would be given directly to a school district, BOCES, or charter school to offset the cost of salary and benefits and allowable administrative overhead, including supplies and travel, for the Common Core Institute Fellow participating in the process of reviewing, revising, and enhancing curricular materials and aligned regional capacity building and professional development.

Selected Common Core Institute Fellows in one of the grades levels in the areas of Grades K-12 math or Grades 9-12 ELA would be based in their school, district, or BOCES with the capacity for online and teleconference collaboration and occasional travel to Albany and other regional locations. They will spend school year 2014-2015 full-time (while on special assignment by their school, district, or BOCES) focused on the following activities:

- Training with NYSED in order to prepare for the revision and enhancement work
- Revising the current curricular modules

- Developing additional scaffolds for struggling learners
- Developing additional scaffolds for English Language Learners
- Supporting their respective district and/or BOCES with Common Core implementation.

The Common Core Institute Fellow selection process would occur in the following stages:

- Districts review the grant and certify that their nominated educator(s) are eligible for consideration for the Common Core Institute Fellowship in one of the grade levels in the areas of Grades K-12 math or Grades 9-12 ELA.
- District, BOCES, or charter school submits the application and nominates an educator.
- From the applicants, a smaller pool of selected educators participates in phone or in person interviews.
- Common Core Institute Fellowships are awarded to the educator and school district, BOCES, or charter school employer is awarded funds to cover the allowable expenses for the school year 2014-2015.

1.3.4 Award for Document Management

This award would be given directly to a district or BOCES to provide professional-level copy-editing, electronic document formatting, and packaging services to all Common Core Institutes for the revised and enhanced curricular modules to make them ready for posting online. In order to win this award a district or BOCES will need to demonstrate the capacity to provide these statewide services.

BOCES or District selection process for would occur in the following stages:

- BOCES or Districts submit a letter of outlining their ability and capacity to handle the formatting and packing of the revised and enhanced curricular materials.
- NYSED reviews letters of interest and from the pool of applicants selects a group to submit formal proposals which include cost estimates for the work.
- Based on the submitted proposals, NYSED selects awardees.

1.3.5 Timeline:

June-September

- Selection process for Common Core Institutes with Sponsored Common Core Institute Fellowship and Document Management Awardee(s)
- Continuing to collect field feedback on current modules

October-April

- Ongoing training, coaching, feedback and support for selected educators
- Selected educators complete module revisions and enhancements
- Selected educators support Common Core implementation within their district or BOCES

March-June

- Identified BOCES organizes, copy edits, and formats enhanced modules

July

- Enhanced modules uploaded to EngageNY

1.4 RFI CONTACT INFORMATION

Interested Districts and BOCES are encouraged to submit a written “Letter of Interest,” including a cover letter, characterizing their interest. More Information about what to include in your “Letter of Interest” can be found in section 2.1.2

Note: This IS NOT a Request for Proposals. It is an invitation to provide the NYSED with information about level of interest in and suggestions on the design of a grant of this type. Information obtained may be used to help design the final grant proposal and awards process. If further discussion is required, or should questions arise, please contact the NYSED contact person listed below.

Participation in this RFI is voluntary, and NYSED will not pay for the preparation of any information submitted by a respondent or for NYSED’s use of that information.

Mail or E-mail Letters of Interest To:

US Mail:

New York State Education Department
Attention: Common Core Institute RFI
Contract Administration Unit
Room 501 W EB
89 Washington Avenue
Albany, NY 12234

E-mail:

modulerfi@mail.nysed.gov

E-mail delivery of responses is preferred. Respondents who mail their “Letters of Interest” are requested to provide an electronic copy in MS Word or PDF Format. These formats are also required for E-mail submissions.

The deadline for NYSED’s receipt of Letters of Interest is May 9, 2014.

Questions:

All questions regarding the Common Core Institute RFI must be submitted in writing, via E-mail to: modulerfi@mail.nysed.gov. Questions regarding this RFI must be submitted by e-mail to: modulerfi@mail.nysed.gov no later than April 18, 2014.

A Questions and Answers Summary will be posted to: <http://usny.nysed.gov/rttt/rfi/> and <http://www.p12.nysed.gov/funding/currentapps.html> no later than April 25, 2014.

NYSED may issue announcements amending this RFI in response to vendor questions. In addition, after reviewing RFI responses, NYSED may request clarifying information from vendors who offer information of specific interest to NYSED.

1.5 ADMINISTRATIVE GUIDANCE FOR RESPONDENTS

RFI schedule:

April 10, 2014	NYSED published the Common Core Institute RFI
April 18, 2014	Deadline for school districts, BOCES, and charter schools to submit clarification questions
April 25, 2014	NYSED issues response to clarification questions
May 9, 2014	Deadline for receipt of RFI responses

2. RESPONSE REQUIREMENTS

2.1 RESPONSE OUTLINE AND ORGANIZATION

RFI responses should be organized as follows:

2.1.1 Cover Letter

The respondent should provide a cover letter (limited to no more than two pages in length) that includes the following information:

- District, BOCES, or charter school name
- Contact name
- Title
- Phone #
- E-mail address
- Mailing address
- Fax #

Note: Provide additional contact persons as needed.

2.1.2 Letter of Interest

The letter of interest (limited to no more than 10 pages in length) should include:

- Rationale for interest in this proposed grant and how you see this supporting work in your district, BOCES, or charter school.
- Provide feedback on any issues related to the full-time release of an educator in one of the grades levels in the areas of Grades K-12 math or Grades 9-12 ELA for the school year.
- Provide feedback on the proposed timeline.
- Provide feedback on the proposed dimensions for minimum educator qualifications.
- Any additional issues that you would like clarified in the Request for Proposals.
- Any additional considerations not outlined in the RFI that NYSED should consider when designing and awarding this grant.