

Questions and Answers for **RFP #SA-09**: Scaffolding for English Language Learners (ELL) in NYS's P-12 ELA and Math Curriculum

1. My expertise is in ELL math curriculum and instruction. I wonder if I can apply only for mathematics curriculum.

ANSWER: You may not apply for only the mathematics curriculum since NYSED will award only “one (1) contract with a term of approximately 12 months, beginning on May 17, 2013 and ending on May 16, 2014.”

2. I wonder if I can apply to this grant by myself as individual or if I need to work with my institution (Queens College) to apply this grant.

ANSWER: An individual is not allowed to bid on this procurement. As stated on page 4 of the RFP: “The eligible applicants are: Local Education Agencies (“LEAs”); Boards of Cooperative Educational Services (“BOCES”); public or private Institutions of Higher Education (“IHEs”); systems of public IHE’s, so long as the particular institutions participating in the project, and the services each institution will provide, are identified in the proposal; not-for-profit and for-profit organizations, companies or agencies. Current NYSED P-12 ELA and Math curriculum development vendors are not eligible applicants. For the purposes of this RFP, an LEA is defined as a school district or a charter school.”

3. I did not see the maximum budget I can make in the RFP. Is it included in the RFP?

ANSWER: No maximum budget is given in the RFP. The financial portion of the proposal represents 30 points of the overall score of 100 points. See Section 3 that starts on page 32 that provides the evaluation criteria and method of award.

4. For Deliverable 1 (“Review curriculum modules”) the RFP states on pg. 13 that the contractor shall deliver four documents of no more than ten pages and no less than two pages in length. Will the length of these documents be negotiable with NYSED depending on the findings of the reviews?

ANSWER: No. The lengths of these documents are not negotiable. The document should be “no more than ten pages and no less than two pages in length” as stated in the RFP. The length of the document will depend on the findings of the review.

5. For Deliverable 2 (“Create sample prototypes”), which technologies can we expect teachers of ELLs to have available for lesson delivery (e.g., projector, SmartBoard, audio/video capabilities)?

ANSWER: Since the prototypes will be used statewide, the applicant should give recommendations on what would be best to use with various levels of technology-- from basic technology (projector) to advanced (SmartBoard, etc.).

6. For Deliverables 4 and 5 (“Attend/facilitate meetings”), is the contractor expected to procure and pay for meeting space?

ANSWER: No. The meeting space will be provided by NYSED and “will be held in Albany or New York City, as determined by NYSED.”

7. On page 19 of the RFP, it states that all written materials will be provided to NYSED in Microsoft Word Format. What version of Microsoft Word is expected?

ANSWER: Any version of Microsoft Word will be accepted.

8. On page 19 of the RFP, it states that all written materials will be provided to NYSED in Microsoft Word Format. Will NYSED accept other formats, such as Microsoft PowerPoint, for the sample lesson prototypes?

ANSWER: Yes, basic formats within the Microsoft Office Suite (Word, PowerPoint, Excel) are acceptable for the sample lesson prototypes.

9. On page 19 of the RFP, it states that all written materials will be provided to NYSED in Microsoft Word Format. Will NYSED accept pdf formats in addition to Microsoft Word formats in order to ensure that documents are presented as intended (i.e., to mitigate formatting issues when documents move from computer to computer)?

ANSWER: Yes, providing pdf format of each document in addition to Microsoft Word format is acceptable to ensure that documents are presented as intended; however, providing only the Microsoft Word format is also acceptable.

10. On page 19 of the RFP, it states that Deliverable 1a, the overall documents for each vendor, is due within one month of contract start, whereas Deliverable 1b, the annotated curriculum materials are not due until November 2013. Will the date for the overall documents be negotiable with NYSED depending on the initial findings of the reviews?

ANSWER: The one month time line for the overall documents is not negotiable. The length of the documents (“no more than ten (10) pages and no less the two (2) pages in length”) is purposeful due to the tight timeline. The overall documents are meant to give an initial overall view of existing modules and those in draft form. The purpose is to give basic feedback regarding “strengths and weaknesses of each vendor based on the available material and make recommendations to create uniformity and coherence across the four vendors.” The assumption is that the applicant will be highly knowledgeable about research-based scaffolding and will be able to provide this feedback with fidelity within one month of receiving the materials.

11. On page 5 (#5) you are requesting a CD-ROM containing the technical, cost, submission and M/WBE documents “submitted using Microsoft Word.” Can we submit the just technical narrative in Microsoft Word and the remaining pieces, such as: the technical appendix, cost proposal, submission documents, and M/WBE documents, in PDF format?

ANSWER: No. All documents provided on the CD-ROM should be in Microsoft Word format.

12. Is the entire proposal limited to 30 pages (Sections I-III), or is Section I (project narrative description) itself limited to 30 pages? The page limit is listed under Section I, but given that this section is only worth 8 points, we assume the 30 page limit is for the entire proposal.

ANSWER: To clarify, NYSED expects the entire technical proposal (Sections I, II, and III) to be “no more than approximately 30 pages double-spaced (12 point font).” NYSED does not expect the inclusion of the Cover Letter, Table of Contents, Executive Summary, Staff Resumes or any sample materials in this 30 page approximation.

13. Are there page limits for the Technical Proposal Section II and the Technical Proposal Section III?

ANSWER: No. However, the entire Technical Proposal (Sections I, II and III) is expected to be approximately 30 pages in length.