

Administrative

1. The informational webinar posted with the RFP on the SED website doesn't work; can you fix it?

Response: It has been repaired.

2. We don't see our schools on the high needs bonus points list (Appendix 2).

Response: The RFP was updated to include the full list.

Expenditures Supported by Grant

3. Are stipends for Teacher Mentors an allowable cost?

Response: Yes, stipends for Teacher Mentors are an allowable cost.

4. We see that "coordination" is an appropriate use of grant funds. Does that include a principal or other supervisor's salary/benefits?

Response: No, it does not include a principal or supervisor's salary/benefits.

5. With the Memorandum of Agreement between the school district and the IHE, can you give us examples of what types of support the IHE would provide? Are you assuming some grant funds would go to the IHE?

Response: Collaboration between the school district and the IHE is up to the design of the applicants. Grant funds are to be used for the mentor and intern, not the IHE. This collaboration is for bonus points and not part of the base score.

Requirements of the RFP

6. On Appendix 12, we see that the school district and IHE must sign twice; can we consolidate the document so each party only signs once?

Response: No. Each MOA is specific to the roles of the IHE and the district and must be signed and executed as required in Appendix 12. The IHE will sign and summarize their role and the same for the school district. The forms should not be consolidated.

Mentors and Interns

7. Will the new RFP allow us to hire a mentor teacher and serve several interns, for example, a recently retired teacher?

Response: Required by Education Law 3033 section 117-b Chapter 436, mentors must be currently teaching as noted by the classroom load requirement. Please see page 7, 8, and 40 of the RFP for mentor designations and definitions. Retired teachers cannot be hired as mentors.

8. If there are several interns who each graduated from different IHEs, do we have to supply a Memorandum of Agreement from each IHE to receive the bonus points?

Response: Yes, a Memorandum of Agreement from each IHE is required in order to receive the bonus points.

9. How do we identify an IHE for interns who will be first-year teachers in 2018-2019 and have yet to be identified and hired by the district?

Response: The collaboration between the district and the IHE is for additional points and not part of the base points of the application.

10. Do we have to include the “District Internship Plan” in the application?

Response: To be eligible for an award, all school districts and BOCES submitting applications for this RFP must include in the description of the district internship plan how the needs of the interns for training and support will be assessed, the training, and how the mentors will guide and support their interns. This is a statutory requirement addressed in the MTIP proposal narrative aligned to the Regulations of the Commissioner of Education §85.2 (Application and district internship plan).

11. If the district has not yet identified interns at the time of application, is it possible to submit a “Request for Variance of Mentor Qualifications” at a later date?

Response: Yes, a Request for Variance of Mentor Qualifications may be submitted after the submission of the proposal if interns have not been identified at the time of the application.

Eligibility of Participants

12. I would like to know if an IHE can submit a proposal to hold professional development workshops for the Mentor Teachers who work with Student teachers during their internship/student teaching placements? We want to run a series of workshops on coaching approach while working with student teachers. We want to model this after the Instructional coaching model used by master teacher mentors programs. We work with a number of districts in the area. Would we have to partner with one district or can we offer this to individual schools who are a part of our Professional development school consortium?

Response: Neither individuals nor colleges and universities are eligible to apply for funding under the NYS Mentor Teacher Internship Program. Public school districts and BOCES are the only eligible applicants for this funding.

13. Are we correct in understanding BOCES are eligible to apply, but are not eligible to receive any “high need” bonus points?

Response: BOCES are eligible to apply. BOCES are not eligible for high need bonus points.

14. Can you confirm Albany and Schenectady city school districts aren't eligible to receive the "high need" bonus points? We were surprised they didn't make the "high need" list.

Response: Yes, they are eligible to receive "high need" bonus points. The full list has been reposted in the RFP.

Application Format

15. Do you have a preferred font size or spacing (single- or double-spacing) for the program and budget narrative?

Response: It is suggested that a 12 point Arial type font or 12 point Times New Roman type font be used for the proposal narrative. It may be double-spaced.

16. It says grant proposals are limited to 10 pages. Is that including the actual grant narrative item questions that I plan on keeping in the proposal? What I mean is that I am using the template from the RPF to write my proposal responses to the questions but the actual questions themselves takes up a few pages.

Response: The proposal narrative is limited to 10 pages. Any item questions included would be part of the 10 pages.

17. Do the appendices have to be completed and submitted as part of the RFP?

Response: Appendices that require response must be completed and submitted as required. This includes Appendix 10 (MWBE forms), and if applicable, Appendix 12 (MOA). Appendix 1 may be submitted with the initial proposal if the names of the mentors and the interns are known at that time, but must be submitted no later than February 1, 2019.

M/WBE

18. Is there anyway that we could have a webinar or information about how to work through this part of the grant?
 Expectations?
 Models of how to do this?
 Examples?

M/WBE Documents Package (original signatures required)			
<input type="checkbox"/> Full Participation <input type="checkbox"/> Request Partial Waiver <input type="checkbox"/> Request Total Waiver			
Forms Required			
Type of Form	Full Participation	Request Partial Waiver	Request Total Waiver
Calculation of M/WBE Goal Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M/WBE Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M/WBE 100 Utilization Plan	<input type="checkbox"/>	<input type="checkbox"/>	N/A
M/WBE 102 Notice of Intent to Participate	<input type="checkbox"/>	<input type="checkbox"/>	N/A
M/WBE 105 Contractor's Good Faith Efforts	N/A	<input type="checkbox"/>	<input type="checkbox"/>
M/WBE 101 Request for Waiver Form and Instructions	N/A	<input type="checkbox"/>	<input type="checkbox"/>
EE0 100 Staffing Plan and Instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Response: Applicants should follow the following steps:

1. Read the RFP to understand specific grant and M/WBE requirements.
2. Identify strategies that maximize M/WBE utilization.
3. Complete the M/WBE Goal Calculation worksheet.
4. Identify all discretionary (non-personal service) items in the proposed budget and determine the total dollar amount.
5. Use the Directory of NYS Certified M/WBEs to identify appropriate vendor(s) to make the purchases.
<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>
6. Submit required M/WBE documentation based upon M/WBE participation. See above compliance checklist for identification of documentation.

The MWBE Coordinator is available throughout the application and procurement process and can be reached at MWBEgrants@nysed.gov.

19. If all MTIP grant funds will be budgeted for employee salaries, employee benefits, and indirect cost; then which M/WBE forms should be completed and submitted with the funding application?

Response: If after utilizing the Goal Calculation Worksheet, it is determined that your programs specific M/WBE dollar amount to be spent is \$0, then only the following forms are needed:

- M/WBE Goal Sheet
- M/WBE Cover Letter
- EEO 100- Staffing Plan

20. Is there a way to highlight my company and services to interested school districts and BOCES? I am WBE certified, a previous superintendent of schools and Project Management Professional.

I am eager to help them meet grant objectives and WBE goals.

Response: Please reach out to the MWBE Grant Coordinator, MWBEgrants@nysed.gov, for more information on this process.