

RFP 25-006 – Regional Bilingual Education Resource Network Questions and Answers Summary

Questions related to the RBERN RFP 25-006 have been categorized and linked for your convenience.

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General Questions

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Evaluator Cost

Question: Should we include in our budget the cost of the evaluator with whom we will be cooperating?

Answer: No. The third-party Evaluation vendor will be identified and contracted by NYSED.

Salaries Not Specified in RFP

Question: What portion of the LEA's (contractor's) supervisor's salary can be allocated to the RFP? Is there a cap?

Answer: If the supervisor is working directly on the RBERN project, include only the portion of time dedicated specifically to the project on the Cost Proposal Form under Salaries. If the supervisor is performing central administrative functions, include that instead on Indirect Costs on the Cost Proposal form. Bidders should use their approved Indirect Cost rate. Any expenditure for supervision should be reasonable and necessary to complete the scope of the work outlined in the RFP.

Program Questions - Regional RBERN

Deliverable 1.7 Supports Outside RBERN Region

Question: Regional RBERNs must provide above supports to all districts and schools within the RBERN region and may be requested to provide supports to districts and schools outside of the RBERN region as identified by OBEWL. Should the bidder budget for travel expenses associated with this possibility?

If so, how often might this kind of intervention be expected?

How many Resource Specialists are expected to participate in each out-of-region activity?

Answer: The amount of outside activity will likely vary by region and cannot be predetermined. As an example of such activity, an RBERN may be asked to provide support to a district in another region.

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expertise in specific subject areas relevant to their translation work, often through dedicated training programs or certifications. RBERNs are not expected to develop a training program for translators/interpreters.

Deliverable 2.8 Data

Question: What data should the Regional RBERNs request from the RICs? Is there a standard set of data points or information that should be included in the contract? Can an individual RBERN hire an internal evaluator to support regional data collection and analysis as well as supporting statewide reports?

Answer: Regional RBERNs should gather data that will help inform their work with their schools. If an RBERN determines that hiring an internal evaluator to support regional data collection and analysis and statewide reporting is necessary, this should be included in the proposal.

Deliverable 3.2 - Strategic Planning Groups

Question: How many strategic planning workgroups will Regional RBERN staff be expected to participate in? Will there be travel costs associated with participating in strategic planning groups?

Answer: Each Regional RBERN staff member is expected to participate in one strategic planning workgroup per year.

There are no additional travel costs associated with participating in these groups. The Strategic Planning Groups may meet in person as part of the agenda for the two statewide meetings already included in the RFP. All other meetings of the Strategic Planning Groups are virtual.

Deliverable 4.1 Comprehensive ELL Education Plan (CEEP)

Question: How many CEEP reviews per year? Says OBEWL responsible for final approvals and direct communication to districts and schools re: approval or re: whole process?

Answer: The number of CEEP reviews varies based on the number of school districts in each region. OBEWL is responsible for all communication to the districts regarding their CEEP submissions during the review process.

Deliverable 4.2 - School Monitoring Visits

Question: In order to budget for possible travel costs, how many Resource Specialists will be expected to participate per visit?

Answer: In general, two resource specialists from each RBERN are expected to participate in each visit.

Minimum Staffing Guidelines Additional Staff

Question: Can RBERN include support staff and clerical staff person in addition to the minimum hiring requirements?

Answer: Yes, RBERNs can include support staff and clerical staff in addition to the minimum hiring requirements. Clerical and/or support staff positions are allowed to be included but would need to be reasonable and necessary to complete the scope of work outlined in the RFP.

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Minimum Staffing Guidelines Executive Director

Question: Can you clarify the expectations for the Executive Director's role in managing all aspects of the program?

Answer: The Executive Director is the supervisor of staff within the RBERN and is expected to coordinate planning with OBEWL and leadership of BOCES or IHE which houses the RBERN.

Question: The RFP specifies that the Executive Director must work full -time on a 12- month schedule and act as the primary regional liaison with OBEWL staff. Could you provide additional details regarding the following:

1. Program Management Responsibilities:

What are the specific duties involved in managing "all aspects" of the program?

Does this include authority over hiring, decision- making, budget oversight, staffing, and daily operations?

What level of autonomy does the Executive Director have to ensure program deliverables are met?

Answer: The Executive Director is the supervisor of staff within the RBERN and is expected to coordinate planning with OBEWL and leadership of BOCES or IHE which houses the RBERN. Authority over hiring, Au

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Answer:

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Deliverable 1.4 & 2.

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Deliverable 4.3 Trained Translators/Interpreters

Question: What constitutes “trained”? Is there a certification program? Is the Statewide RBERN expected to train translators/interpreters across the State?

Answer: A trained translator is someone who has acquired the necessary skills to accurately translate written text from one language to another, including proficiency in both languages, cultural understanding, and expertise in specific subject areas relevant to their translation work, often through dedicated training programs or certifications. The Statewide RBERN is not expected to train translators/interpreters across the state.