

# **REQUEST FOR APPLICATIONS**

## **New York State Department of Labor (NYSDOL) Teacher Residency Program (TRP) Round 2**

Issued on  
**June 24, 2024**

**New York State Department of Labor**  
Division of Employment and Workforce Solutions  
Harriman Office Campus  
Building 12, Room 440  
Albany NY, 12226

Submission Deadline:  
**August 30, 2024, by 4:00 PM New York State Time**

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# I. Funding Opportunity Description

## A. Purpose

The purpose of this New York State Department of Labor (NYSDOL) Teacher Residency Program (TRP) Request for Applications (RFA) is to partially or fully fund master's degrees for teacher residents who are enrolled in a residency program registered with the New York State Education Department (NYSED). These residents must be graduate-level PK-12 teacher candidates who will complete a residency within a New York State (NYS) public school district, private school, charter school, or Board of Cooperative Educational Services (BOCES) program.

**Note:** Teacher residency programs do not include funding for master's degrees for certified teachers who currently work in a NYS public school district, private school, charter school, or BOCES program and hold an Initial, Professional, or Permanent certificate.

Funded programs would involve the State University of New York (SUNY), the City University of New York (CUNY), and/or NYS independent and proprietary colleges and universities, all with registered residency programs, partnering with public school districts, private schools, charter schools, or BOCES.

For the purposes of this RFA, a registered residency program includes a residency, required coursework completed at the partnering Institution of Higher Education (IHE), and any other program requirements. Additionally, graduates of the registered residency program must commit to teach within a NYS school or BOCES for at least two (2) years after the completion of their residency. The resident will make it a priority to work within the school, district, or BOCES in which the residency was completed, unless the school, district, or BOCES does not have an opening upon residency completion or determines the resident to be an unsuitable fit for the position(s) available.

- The residency must:
  - Be at least one (1) IHE academic year in length and include at least 1,000 hours of clinical experiences for candidates, enabling them to experience the full range of a teacher's annual responsibilities, in alignment with the daily schedule and annual calendar of the educational setting. For the definition of clinical experiences, please see [Section VII](#) of this RFA;
  - Be a structured, supervised learning experience that is designed and implemented through a Memorandum of Understanding (MOU) or similar collaborative agreement between an IHE and an educational setting where the partners design the residency to provide candidates with instructional experiences connected to program learning goals and school, district, or BOCES priorities, and develop shared expectations for the candidate's gradual assumption of responsibilities in their placement in the area of the certificate sought;
  - Be designed to provide candidates with opportunities to practice teaching skills identified in the NYS Teaching Standards in an educational setting in the subject area and grade level of the certificate(s) sought, co-supervised by an IHE-based teacher educator and a school-based teacher educator; and
  - Include a certified school-based teacher who has official responsibility for the class during the residency placement(s) for the certificate(s) sought and is certified in the subject area of the certificate sought.

**Note:** NYS public schools, private schools, charter schools, or BOCES can apply in partnership with an IHE that does not currently have a registered residency program if they attest that the IHE has submitted an application to NYSED to register a residency program. To apply to register a residency program, go to <http://www.nysed.gov/college-university-evaluation/state-teacher-educational-leader-or-pupil-personnel-services-program>. Awards will not be made until NYSDOL verifies the partnering IHE has a registered residency program approved by NYSED.

## B. Background

State officials estimate NYS will need more than 180,000 new teachers in the next decade. Issues that need to be addressed systemically are:

- Enrollment in NYS’ teacher education programs have declined by 53% since 2009<sup>1</sup>;
- The NYS Teacher Retirement System projects that one-third of NYS teachers could retire in the next five (5) years<sup>2</sup>; and
- The U.S. Department of Education has listed ten (10) teacher shortage subject areas throughout NYS since the 2020-2021 school year.<sup>3</sup>

Registered teacher residency programs and teacher preparation programs are being developed and revised in an effort to respond to a critical teacher shortage. These programs seek to recruit, prepare, and increase the retention rate of teachers to address the challenges faced by hard-to-staff schools. These programs have the potential to recruit teachers in high-need subject areas and schools, while promoting greater diversity within the teaching profession. Candidates who complete registered residency programs and teacher preparation programs that lead to master’s degrees are eligible for state certification.

Since the 2020-2021 school year, NYSED has reported statewide shortages to the U.S. Department of Education in the following subject areas: Special Education, Bilingual Education, Science, English Language Arts (ELA), Social Studies, World Languages, Career and Technical Education, Health Education, Literacy, and Library Media Specialist. Additionally, English to Speakers of Other Languages (ESOL) and Mathematics are considered high-need fields at the federal level. Additional points in scoring will be given to programs that will fund master’s degree programs that lead to certification in these subject areas ([Section V.B.2\(5\)](#)).

## II. Award Information

### A. Funding

Under this RFA, up to \$30M in TRP funding will be made available to partially or fully fund master’s degrees for teacher residents who are enrolled in a registered residency program. These residents must be graduate-level PK-12 teacher candidates who will complete at least a one (1) year residency within a NYS school, district, or BOCES program. Applications for this funding will be accepted on an ongoing basis until August 30, 2024.

This funding cannot be used to supplant existing resources. The TRP is intended to be a “last dollar” program and should be offered only after all other federal, state, and local resources are exhausted. Every effort should be made to assist an individual to find and obtain or apply for scholarships and grants and where not available, TRP funds can be used. These efforts may include, but are not limited to, the Applicant paying the resident’s up-front costs including tuition.

Any potential amendments to this RFA, including additional funding being made available, will be posted on NYSDOL’s website and in the NYS Contract Reporter. Applications will be accepted on an ongoing basis at any time while this funding opportunity is available and will be reviewed in the order received. Unsuccessful Applicants have the option to modify their application and re-submit if funding and time remain.

Single award amounts will be made with a minimum award amount of \$30,000. No Applicant shall receive an award of more than forty percent (40%) of the total grant funds. Therefore, the maximum award to a single Applicant under this

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<sup>1</sup> <https://www.nysut.org/resources/special-resources-sites/look-at-teaching/why-teach/teacher-shortage>

<sup>2</sup> Ibid

<sup>3</sup> <https://tsa.ed.gov/#/reports>

RFA will not exceed \$12M. For the purposes of this RFA, the New York City Department of Education is considered one public school district/Applicant.

**Note:** This TRP RFA has a cap per resident of \$30,000. For example, a school district requesting funds for four (4) residents is only permitted to request a maximum of \$120,000.

Applications that request more than the allotted amount per resident will be reviewed and scored by NYSDOL. If the application is awardable, NYSDOL will proportionately reduce the project funding at the time of award to fit within the permitted funding amount. Applications unable to remain viable with the reduced funding will not proceed to contract execution. Therefore, it is highly recommended that Applicants keep the cost and scope of applications within the allotted per resident funding amount.

If the Applicant reduces the number of residents at any time prior to or after an award is issued, the requested level of funding will be proportionately reduced by NYSDOL.

If funding becomes limited prior to the closing date of this RFA, the program will be suspended with adequate notice in the NYS Contract Reporter and also posted on NYSDOL's Funding Opportunities [webpage](#). Those applications that are received after the suspension date will not be given funding consideration. Upon review, if NYSDOL decides to continue this program with limited funds, a new Request for Proposals (RFP) would be issued outlining a competitive award process.

All awards are subject to funding availability.

## **B. Use of Funds**

TRP funding will be made available to partially or fully fund master's degrees for teacher residents who are enrolled in a registered residency program. These residents must be graduate-level PK-12 teacher candidates who will complete at least a one (1) year residency within a NYS school, district, or BOCES program.

### **Note:**

- Teacher residency programs do not include funding for certified teachers who currently work in a NYS school, district, or BOCES and hold an Initial, Professional, or Permanent certificate;
- Residents who hold an Initial certificate in an area different from the certificate sought and are not employed in a school in the area of their Initial certificate, may be eligible for TRP funding; and
- Uncertified private school teachers may also be eligible for TRP funding if completing a teacher residency under the direct supervision of a certified teacher and meeting all other program requirements.

All proposed expenditures must be reasonable, necessary, and clearly related to the purposes and activities of the proposed registered residency program as described in the Program Design Section ([V.B.2.](#)) of this RFA. NYSDOL reserves the right to ask for justification of proposed expenditures and cost per resident.

### **1. Allowable Costs under TRP**

The TRP RFA will only fund:

- Tuition support for residents who are enrolled in a registered residency program at a SUNY, CUNY, and/or NYS independent and proprietary colleges and universities who have partnered with a NYS school, district, or BOCES;
- Books and fees mandatory for participation in the registered residency program; and
- Stipends that provide residents with monetary assistance, affording them an opportunity to focus on their studies and continued participation in the registered residency program. Additional points in scoring will be provided to Applicants proposing to fund residents with higher amounts of stipends.

**Stipends do not include wage substitutes or wage subsidies.**

**Note: This TRP RFA has a cap per resident of \$30,000. This is a total for requested funds including tuition support, books and fees, and stipends. We understand that application budgets are estimates of resident needs, and these needs can change over time. Applicants should only budget for costs in which they will be seeking reimbursement. Applicants are not required to budget for all allowable cost categories above, and post-award budget line shifts are allowable during contract negotiations.**

## **2. Restrictions on the Use of Funds**

Unallowable uses of TRP funding include:

- The acquisition, construction, or renovation of buildings or other real estate;
- The purchase of any equipment, defined as an item having a useful life of more than one (1) year and an acquisition cost of \$1,000 or more per unit;
- Advertising (except for recruitment efforts);
- Entertainment;
- Interest costs incurred by schools, districts, or BOCES;
- Costs of organized fundraising;
- Conferences, seminars, and/or payment of fees associated with attendance at seminars, conferences, or meetings of professional organizations; and/or
- Any other costs deemed inappropriate by NYSDOL and that do not meet the intent of the RFA.

## **C. Contracts**

The contract start date for all contracts resulting from this solicitation may be no earlier than either June 24, 2024, or the date an Applicant submits an application in response to this RFA, whichever is later. Any allowable activity that begins or is paid for prior to the contract start date will fall outside the contract period and will be ineligible for reimbursement. Additionally, any allowable activity provided after the contract end date will also fall outside the contract period and will be ineligible for reimbursement.

After NYSDOL issues an award letter, the award must go through a contract development and contract execution process and end with the final execution of the contract. Therefore, if an Applicant chooses a contract start date that begins prior to contract execution, the Applicant will be operating at risk for any activities performed prior to the date of final execution of the contract.

Contracts resulting from this solicitation will be awarded for a period of up to 24 months. Contracts will be awarded for a period beginning no earlier than June 24, 2024, and will end up to 24 months later, with none ending later than June 30, 2027. Applicants must include only residency opportunities that can be reasonably accomplished within a 24-month time period, or less. Under extenuating circumstances, limited no-cost contract extensions may be approved at NYSDOL's discretion. All activities funded by the contract must end on or before the end date of the contract and any activities that occur after the contract end date are not eligible for reimbursement under the contract.

Once a contract is developed and formally executed, the successful Applicant will be considered a NYSDOL Contractor. Funds will be released to the Contractor on a cost reimbursable basis. This means that a Contractor must first pay the expenses and then submit a voucher to NYSDOL for reimbursement. Vouchers must be submitted to NYSDOL on the prescribed forms before payment is made. For cost reimbursements to be approved, certain records must be kept, and specific documents submitted at intervals specified by NYSDOL. Additional details on reimbursements and payments are outlined in the Payment Section ([VI.B](#)) of this RFA.

Please note that NYSDOL must adhere to NYS Prompt Contracting Law timeframes for executing contracts awarded to not-for-profit (NFP) entities. This Law provides for interest payments when contract payments are late due to untimely processing of contracts. However, if there are delays in the contract process on the part of the Contractor, Suspension of Prompt Contracting timeframe letters may be issued to render the Contractor ineligible for interest for the number of days of delay.

In addition, NYSDOL may conduct an independent evaluation of the outcomes and benefits of TRP funding. By accepting an award under this RFA, the Applicant agrees to participate in any such evaluation.

## D. Contracting Process

In January 2024, NYS transitioned all grantmaking activities from Grants Gateway to the Statewide Financial System (SFS). Applicants are required to register in SFS to enter into a contract with NYS. To register an organization, Applicants must send a complete [Grants Management Registration Form for Statewide Financial System \(SFS\) Vendors](#) and accompanying documentation where required by email to [grantsreform@its.ny.gov](mailto:grantsreform@its.ny.gov).

Not-for-Profit (NFP) organizations must take the additional step of prequalifying by completing a basic profile and storing organizational documents. **Both registration and prequalification must be completed by NFP organizations prior to submitting an application.** Failure to do so will mean that their applications will not be reviewed. NFP organizations will be able to submit their responses online, and once reviewed and approved by a NYS agency prequalification specialist, the NFP organization will be able to submit an application. All information is stored in a virtual, secured vault. NFP organizations must keep their information current, including uploading annual documents (i.e., 990, etc.).

**Please note: Prequalification will only apply to a NFP charter or private school Applicant.**

For additional information on registration and prequalification, please log on to the SFS Grants Management website at <https://grantsmanagement.ny.gov/register-your-organization-sfs> (registration) or <https://grantsmanagement.ny.gov/get-prequalified> (prequalification).

For additional technical assistance with the SFS Grants Management website, please note:

- Hours of Operation: Monday through Friday, 8:00 A.M. to 4:00 P.M. NYS Time;
- Phone Number: (518) 457-7717 or (855) 233-8363 (toll free);
- Email: [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov); and
- Grants Management Website: <https://grantsmanagement.ny.gov/>.

## E. NYSDOL's Responsibilities

NYSDOL will oversee implementation of the contract(s) resulting from this RFA, including regular monitoring of implementation and performance of the contract(s).

## F. Applicant Requirements

By submission of an application in response to this solicitation, Applicants agree with the Minimum Requirements section ([Section V.B.1](#)) of this RFA and all of the terms and conditions set forth in the attachments to this RFA.

Applicants must comply with the Combined Terms and Conditions (CTC), which will be incorporated into the Master Contract (MC) of successful Applicants. The CTC is included as an attachment to this RFA but does not have sections that need to be completed by the Applicant. The process of downloading and uploading the CTC document confirms for NYSDOL that the Applicant has received, reviewed, and accepts the content of the document.

The Applicant shall be responsible for any costs incurred by the Applicant in the application preparation, or in activities related to the review of this application.

## **G. Participation Requirements**

Please refer to [Section VIII](#) (Attachments and Appendices) for further information on these participation requirements.

### **1. Business Participation Opportunities for MWBEs**

Pursuant to NYS Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations (NYCRR), NYSDOL is required to promote opportunities for maximum feasible participation of NYS certified Minority and Women-owned Business Enterprises (“MWBEs”) and the employment of minority group members and women in the performance of the NYSDOL contracts.

#### **a. Contract Goals**

For purposes of this procurement, NYSDOL hereby establishes an overall goal of 0% for MWBE participation, 0% for NYS-certified minority-owned business enterprises (MBE) participation, and 0% for NYS-certified women-owned business enterprises (WBE) participation (collectively, “MWBE Contract Goals”) based on the current availability of MBEs and WBEs.

### **2. Participation Opportunities for NYS SDVOBs**

Veterans’ Services Law Article 3 provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses (SDVOB), thereby further integrating such businesses into NYS’ economy. NYSDOL recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of NYSDOL contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in NYS, Applicants are expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

#### **a. Contract Goals**

For purposes of this procurement, NYSDOL conducted a comprehensive search and determined that the Contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers, and suppliers to Contractor. Nevertheless, Applicant/Contractor is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the Contract for the provision of services and materials. The directory of NYS Certified SDVOBs can be viewed at: <https://online.ogs.ny.gov/SDVOB/search>.

## **III. Eligibility Information**

### **A. Applicant Eligibility**

Eligible Applicants for this RFA include:

A NYS public school district, a consortium of NYS public school districts, a NYS BOCES, a consortium of NYS BOCES, a NYS private school, a consortium of NYS private schools, a NYS charter school, a consortium of NYS charter schools, or any combination of these entities. If applying as a consortia, one NYS district, school, or BOCES in the consortia must serve as the lead fiscal agent/Applicant and apply for this opportunity on behalf of the consortia. Eligible Applicants must partner with one or more IHEs, which can include those within SUNY, CUNY, and/or NYS independent and proprietary colleges and universities.



**Note:** NYS public school districts, private schools, charter schools, or BOCES can apply in partnership with an IHE that does not currently have a registered residency program if they attest that the IHE has submitted an application to NYSED to register a residency program. To apply to register a residency program, go to <http://www.nysed.gov/college-university-evaluation/state-teacher-educational-leader-or-pupil-personnel-services-program>. Awards will not be made until NYSDOL verifies the partnering IHE has a registered residency program approved by NYSED.

As part of the application submission, Applicants must submit the commitment letter(s) with the partnering IHEs as Attachment CL. A formal MOU/agreement must be made between the Applicant and the partnering IHE(s) during contract development.

In addition, eligible Applicants must:

- Have two (2) or more full-time employees or the equivalent of two (2) full-time employees. If the Applicant has no employees or if the workers are independent contractors, subcontractors, or contract employees, they are not eligible. However, if an Applicant leases its employees for payroll and tax reporting purposes, and has authority over the hiring, firing, and scheduling of workers, they would be eligible for funding consideration; and
- Be in good standing with regards to the laws, rules, and regulations for: Unemployment Insurance (UI), Worker Adjustment and Retraining Notification Act (WARN), Public Work, Labor Standards, Safety and Health, NYS Department of State Division of Corporations, Workers Compensation Insurance, and Disability Insurance.

The use of a grant writer is acceptable if the Applicant, and not the grant writer, commits to implementing the proposed residency program if the application is successful.

Eligible Applicants must attest to the minimum threshold requirements as outlined in the Evaluation Criteria section ([Section V.B.](#)) of this RFA.

**Note:** Individual schools within a public school district may not apply for direct funding. The lead school or BOCES Applicant must request the total number of residents for all of its individual schools/BOCES within one (1) application.

## **B. Participant Eligibility**

Eligible participants for the TRP RFA are graduate-level PK-12 teacher candidates who complete a residency that is at least one (1) academic year in length within a NYS school, district, or BOCES program.

**Note:** This includes residents that already have a master's degree unrelated to the teaching profession but who are seeking a career change. However, certified teachers who currently work in a NYS school, district, or BOCES and hold an Initial, Professional, or Permanent certificate are not eligible for this program.

The TRP program will provide additional points in scoring to programs that will fund master's degree programs that lead to certification in the following shortage subject areas: Special Education, Bilingual Education, ESOL, Science, Mathematics, ELA, Social Studies, World Languages, Career and Technical Education, Health Education, Literacy, and Library Media Specialist.

## **C. Reporting Requirements**

The Contractor must submit individual participant level data to NYSDOL. Contractors will be required to document the progress of participating Teacher Residents in a manner prescribed by NYSDOL and using forms provided following contract execution.

Contractors will be required to document trainee information specifically on Trainee Information Forms (TIFs). The personal information collected on the TIF is required for reporting purposes and will be entered to report obtained employment. Personally Identifiable Information (PII) is securely stored on the Statewide Financial System and NYS

servers, where only authorized individuals can access the necessary information and where data is protected by high-level security settings administered by the NYS Office of Information Technology Systems (ITS).

NYSDOL will also require quarterly reports on program updates, progress, and success, including but not limited to, how many residents are in the program and whether they are on track for residency completion.

## **IV. Process for Application Submission**

### **A. Questions Concerning this RFA**

Applicants may submit questions via electronic mail to [WDTD.Onestop@labor.ny.gov](mailto:WDTD.Onestop@labor.ny.gov). Questions regarding the RFA will be accepted through August 9, 2024. No telephone inquiries will be accepted. All inquiries should include the following reference in the Subject line: **“NYSDOL Teacher Residency Program.”** Answers to all questions will be posted on an ongoing basis on the NYSDOL Funding Opportunities [webpage](#), with the final posting taking place no later than August 16, 2024.

Applicants in need of technical assistance regarding this RFA may reach out to the NYSDOL Grants and Solicitations Team at [WDTD.Onestop@labor.ny.gov](mailto:WDTD.Onestop@labor.ny.gov). Technical assistance requests related to the application will be accepted through the submission deadline date of August 30, 2024.

### **B. Application Due Date**

The completed application with all required attachments will be accepted immediately and on an ongoing basis through SFS until August 30, 2024. SFS will not accept any applications or unsolicited amendments to applications after the due date and time. No mailed, faxed, or emailed documents will be accepted. NYSDOL takes no responsibility for any third-party error in the delivery of applications (i.e., computer failure, power outages, etc.).

### **C. Application Submission Instructions and Format**

Interested parties must apply online via the SFS website at:

[https://esupplier.sfs.ny.gov/psc/fscm/SUPPLIER/ERP/c/NUI\\_FRAMEWORK.PT\\_LANDINGPAGE.GBL?&](https://esupplier.sfs.ny.gov/psc/fscm/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?&)

Completed applications must be submitted through SFS by the designated date and time. In order to submit an application, Applicants must be registered and logged in to SFS as detailed in [Section II.E](#).

In order for an application to be considered, the Applicant must meet the eligibility criteria outlined in [Section III.A](#), complete all required parts, and upload all the documents or information requested in the forthcoming sections in SFS prior to the submission due date.

Required application attachments ([Section VIII](#)) are listed below:

- 1) Key Program Personnel (KP)
- 2) Detailed Budget Attachment (DBA)
- 3) Vendor Responsibility – Applicant Questionnaire (VRAQ)
- 4) Executive Order (EO) 177 Certification (EO 177)
- 5) Executive Order (EO) 16 Certification (EO 16)
- 6) Key Contacts (KC)
- 7) Commitment Letter (CL)
- 8) MWBE-EEO Policy Statement (Fillable)

## 9) EEO-100 – Equal Employment Opportunity Staffing Plan

The required attachments can be found in SFS in the TRP Program under Event Comments and Attachments and must be attached to the corresponding question in the event.

The following informational attachments can be found in the TRP event in SFS under Events Comments and Attachments:

- 1) Appendix – Combined Terms and Conditions – A-1 and A-2 (CTC)
- 2) Appendix – General Information for Successful Bidders/Applicants (GISBA)
- 3) Appendix – Standard Clauses for all NYS Contracts (SCNYS)
- 4) Appendix – Master Contract, Terms & Conditions (MC)
- 5) Appendix – SFS Prequalification Requirement (SFSPR)

## D. SFS Registration and Prequalification Status

As indicated in [Section II.E.](#) of this RFA, all interested parties must be registered in SFS prior to application submission and all non-governmental NFP Applicants must be designated as prequalified prior to application submission. SFS NFP applicants whose status is not prequalified prior to application submission will receive an error message when trying to submit grant applications.

If awarded, a prequalified NFP Contractor must maintain prequalification status during the contract period. The organization will be given an opportunity to submit documents and information to Grants Management in order to maintain or regain prequalification status.

For more information about SFS and Prequalification, please visit the Grants Management website <http://grantsmanagement.ny.gov> or contact the Grants Management Team at [grantsreform@its.ny.gov](mailto:grantsreform@its.ny.gov). The Grants Management help desk/hotline can be reached at (518) 457-7717 or (855) 233-8363 (toll free).

NYSDOL will consider any application not meeting the registration or non-governmental NFP Applicant prequalification requirements prior to application submission to be non-responsive.

## E. RFA Timetable

- RFA Release Date – June 24, 2024
- Deadline Date for Questions – Ongoing as received, but no later than August 9, 2024
- Deadline Date for Responses to Questions – Ongoing as received, but no later than August 16, 2024
- Application Due Date – August 30, 2024
- Technical Assistance – Ongoing as requested
- Projected Notification of Awards – Ongoing

## V. Application Review and Selection

### A. Evaluation of Applications

A complete application, including the DBA and all attachments, must be submitted via SFS no later than 4:00 PM NYS time on August 30, 2024, so that NYSDOL can conduct a full and proper evaluation. Failure to answer all questions in the application will jeopardize the Applicant's potential for funding. NYSDOL will first make an initial eligibility

determination on each application received. Applications deemed eligible will be scored based on further review and evaluation. Application scores will consist of 60% for program design, 20% for program cost, and 20% for work plan. Scoring of technical merit will award points based on a “criteria met” or “criteria not met” scale. NYSDOL reserves the right to make no awards.

Applications must first meet all minimum eligibility requirements. Upon receipt of all required application documents and confirmation of minimum eligibility requirement attainment, applications will be evaluated by NYSDOL staff. Applications will be scored based on the Program Design, Program Cost, and Work Plan described in the Evaluation Criteria section ([V.B.](#)) of this RFA.

## **B. Evaluation Criteria**

The Evaluation Criteria has four parts: the Minimum Requirements; the Program Design (60 points); the Work Plan (20 points); and the Program Cost (20 points). Each is described below.

### **1. Minimum Requirements**

Failure to attest to and document minimum requirements will result in an automatic rejection of the application and scoring will not proceed. No points will be awarded for minimum requirements. Applicant must attest to each of the following:

- 1) Applicant is a New York State (NYS) public school district, a consortium of NYS public school districts, a Board of Cooperative Educational Services (BOCES), a consortium of BOCES, a NYS charter school, a consortium of NYS charter schools, a NYS private school, a consortium of NYS private schools, or any combination of these entities. If applying as a consortia, one NYS school, private school, charter school, or BOCES in the consortia must serve as the lead fiscal agent/Applicant and apply for this opportunity on behalf of the consortia;
- 2) Applicant attests they are partnering with one (1) or more institutions of higher education (IHEs) with a current registered residency program or that have submitted an application to the New York State Education Department (NYSED) to register a residency program. This can include the State University of New York (SUNY), the City University of New York (CUNY), and/or NYS independent and proprietary colleges and universities;
- 3) Applicant is in good standing with regard to the laws, rules, and regulations for Unemployment Insurance (UI), Worker Adjustment and Retraining Notification (WARN), Public Work, Labor Standards, Safety and Health, NYS Department of State Division of Corporations, Workers Compensation Insurance, and Disability Insurance;
- 4) Applicant has two (2) or more employees (these employees may work part-time as long as it is a permanent, year-round position whose work performance is integral to the service or product provided by the business and who is economically dependent on the business) or the equivalent of two (2) full-time employees;
- 5) The application was developed by the Applicant and all language therein is presented at the request of the Applicant. The use of a grant writer is acceptable, only if the Applicant and not the grant writer, commits to implementing the residency program listed in the application, if the application is successful;
- 6) Applicant agrees to submit reports to NYSDOL on an as needed basis for the purposes of meeting Federal and state reporting requirements and understands such reporting may include identifiable information related to both the Applicant and the resident;
- 7) Applicant and partnering IHE(s) are responsible for recruiting teacher residents as defined in the RFA;
- 8) Applicant understands that all Applicants must register in the Statewide Financial System (SFS) ([https://esupplier.sfs.ny.gov/psc/fscm/SUPPLIER/ERP/c/NUI\\_FRAMEWORK.PT\\_LANDINGPAGE.GBL](https://esupplier.sfs.ny.gov/psc/fscm/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL)) before application submission; and
- 9) Applicant will comply with NYS Labor law and Federal law for the protection of the residents.

Applicants must complete and upload each of the following required application [attachments](#) as listed below:

- 1) Key Program Personnel (KP) – Excel format;
- 2) Detailed Budget Attachment (DBA) – Excel format;
- 3) Vendor Responsibility – Applicant Questionnaire (VRAQ) – Signed and in PDF format;
- 4) NYS Executive Order 177 Certification (EO 177) – Signed and in PDF format;
- 5) NYS Executive Order 16 Certification (EO 16) – Signed and in PDF format;
- 6) Key Contacts (KC) – Excel format;
- 7) Commitment Letter (CL) – Signed and in Word format;
- 8) MWBE-EEO Policy Statement (MWBE-1) – Signed and in Word format; and
- 9) Equal Employment Opportunity Staffing Plan (MWBE-2) – Signed and in Word format.

These required attachments are listed as questions in the Eligibility Review section. To respond to each attachment question, Applicants will go to the Events Comments and Attachments section in the event to find the corresponding attachment needed to be completed. Once completed, the Applicant will upload the attachment in response to the actual question.

## **2. Program Design – 60 Points**

Applicants must fully answer each part of the elements provided in SFS and submit applicable attachments.

### ***Overview of the Current or Planned Teacher Residency Partnership between the Applicant School/BOCES and the Collaborating IHE(s) (13 points)***

- 1.) Describe how the local partnership is organized or will be organized, the roles of the Applicant school/BOCES, and the IHE(s) within the partnership. (5 points)
- 2.) Provide information on collaboration with other entities essential to a registered residency program model's success (i.e., collective bargaining units to ensure residents are hired, human resource departments to ensure there are enough openings projected to support the number of residents annually, etc.) (6 points)
- 3.) Provide an assurance that the school/BOCES and IHE academic calendars are aligned. (2 points)

### ***Target Population (10 points)***

- 4.) Describe with clarity and specificity, the outreach and recruitment strategies used to recruit a diverse resident workforce, including but not limited to, individuals currently underrepresented in the teaching profession. (5 points)
- 5.) Indicate the percentage of teacher residents to be funded via the Teacher Residency Program that will fall within the targeted subject areas listed for reported teacher shortages. (See [Section I.B.](#) of the RFA for the complete list of targeted subject areas.) (if 0-25% = 0 points; if 26-50% = 1 point; if 51-75% = 3 points; if 76-100% = 5 points)

### ***Local Need for Target Subject Areas and to Diversify the Teacher Workforce (10 points)***

- 6.) The target number of teacher residents by subject area. (2 points)
- 7.) A description of prior efforts to meet local shortage and/or diversity needs and how those needs will be met with the proposed program's efforts. (4 points)
- 8.) The plan for recruiting or retaining the appropriate number of residents to ensure there will be an employment opportunity for each resident to fulfill the two-year post residency teaching commitment. (4 points)

### ***Teacher Residency Program to be Implemented (8 points)***

9.) Provide the annual target number of teacher residents for the program, and how they would be recruited and/or enrolled in the Teacher Residency Program. (3 points)

10.) Provide the total amount of stipends (i.e., child and dependent care, housing, and trainee transportation expenses paid on behalf of residents funded by this program) that will be provided for each resident. (\$0 = 0 points; \$1-\$10,000 per resident = 1 point; \$10,001-\$20,000 per resident = 3 points; \$20,001-\$30,000 per resident = 5 points).

**Organizational Capacity/Experience (19 points)**

11.) Has the Applicant partnered with an IHE that provided a registered Teacher Residency Program or teacher preparation program in the past? (0 points)

12.) Briefly outline the school, district, or BOCES' ability to provide employment opportunities/other financial supports to residents outside of grant funding. (5 points)

13.) In the Key Program Personnel (KP) attachment, provide the following that identifies the management staff from both the lead school, district, or BOCES and the IHE(s) who will be responsible for the shared overall management of the Teacher Residency Program, including (9 points):

13.a. Staff person name(s); (1 point)

13.b. Staff person position(s)/title(s); (1 point)

13.c. Roles and responsibilities; (3 points)

13.d. Full time equivalent (FTE) of each position; (1 point) and

13.e. Identify which staff will be responsible (a) for the overall management of the grant, (b) for the fiscal management of the program, and (c) for assuring that the Teacher Residency Program functions as a consistently shared responsibility between the school, district, or BOCES and the partner IHE(s). (3 points)

14.) Identify other key staff who may not have direct program administration responsibilities but who will have important roles in implementing the Teacher Residency Program. For example, these other key staff could include individuals serving within the program such as school-based teacher educators, mentor teachers, co-teachers, professional learning community leaders/organizers, and others whose services and contributions are or will be critical to the successful implementation of the expanded program. (5 points)

**3. Work Plan – 20 points**

A total of 20 points will be available in scoring the proposed Work Plan.

Utilizing SFS, Applicants will define the objectives, tasks, and performance measures that will detail the proposed plan to ensure training and service activities as identified in the Program Design.

Applicants can include a total of 30 objectives, tasks, and performance measures, which include the following:

- The objectives are realistic and align with activities as proposed in the Program Design; (10 points)
- The tasks/activities as described align with the associated objective and upon completion will attain the objective (Applicant should include critical tasks to be performed for attaining the relevant objectives and performance measures); and (5 points)
- Describe how the Applicant will use their performance measures to assess whether residents have achieved the objectives under this grant. (5 points)

**4. Program Cost – 20 Points**

An Applicant may receive up to 20 points for the Program Cost.

All allowable costs requested from this RFA should be entered into the expenditure budget table in SFS. When completing this table for application submission, all allowable costs should be entered under the Budget Category labeled "Other." NYSDOL understands these costs will be estimates on how the funds will be used for each resident. During contract development, a full expenditure budget will be created utilizing all budget categories listed allowing the Applicant the opportunity to clarify how the funds will be spent.

Requested funding must be directly related to the proposed program. All proposed expenditures must be reasonable, necessary, and clearly related to the purposes and activities of the services in this program.

### ***Detailed Budget Attachment***

Applicants must also complete and submit the DBA with their application. The DBA requires specific detail for the resident tuition support for their master's degree (Tuition Support Costs), books and fees costs, and stipends. This detail will be incorporated into the contract of successful Applicants. **We understand that application budgets are estimates of resident needs, and these needs can change over time. Applicants should only budget for costs in which they will be seeking reimbursement. Applicants are not required to budget for all allowable cost categories, and post-award budget line shifts are allowable during contract negotiations.**

If it is determined unallowable costs were included in the DBA during the Program Cost review, those costs may be removed during the award process or contract development and will not be included in the contract of the successful Applicant.

The following information is intended to help guide the Applicant when preparing the DBA, and will be used as the scoring criteria for program cost:

- A DBA is provided, which clearly describes each cost component noted and how the cost was determined; (10 points); and
- All costs appear reasonable and are related to the provision of planned service levels and outcomes as described in the application. (10 points)

## **C. Method of Selection**

Applications must first meet all minimum eligibility requirements outlined in the Minimum Requirements section ([Section V.B.1](#)) of this RFA.

Applications that meet all minimum eligibility requirements will proceed to the review phase, where the application will be scored for Technical Merit (worth up to 80% of the total) by NYSDOL's Program Staff and Program Cost (worth up to 20% of the total) by NYSDOL's Finance Bureau. Scores for each portion of the evaluation will be combined and result in the Application Final Score.

A complete response to each question is crucial to ensure full points are awarded.

Applications will be reviewed in the order they are received. Each application will be scored on its individual merit and will not be compared to other applications. Eligible applications that attain an Application Final Score of 70 points or more will be awarded funding. Successful Applicants will be awarded on a continuous basis until the funds allocated are exhausted. Eligible Applicants that fail to attain a score of 70 points will be notified via NYSDOL technical assistance and are eligible to revise their applications and re-apply if sufficient time and funding remain.

If an application achieves a score that would be awarded, but the costs are not reasonable to NYSDOL, NYSDOL reserves the right to reject the application.

NYSDOL may award a contract for any or all parts of an application and may negotiate contract terms and conditions to meet agency program requirements consistent with the TRP RFA.

As stated in [Section II.A.](#) of this RFA, NYSDOL has set aside sufficient funding to support the estimated demand for this program in the current year; however, if funding becomes limited, if interest is limited as evidenced by lack of response to this RFA, or if there is no longer a valid need for these services, the program will be suspended with adequate notice in the NYS Contract Reporter and also posted on NYSDOL's Funding Opportunities [webpage](#). Those applications that are received after the suspension date will not be given funding consideration. Upon review, if NYSDOL decides to continue this program with limited funds, a new RFP would be issued outlining a competitive award process.

It is important to note that:

- Ineligible Applicants will be disqualified before completing a review;
- Incomplete applications will be disqualified;
- All Applicants that are determined not to be responsive or responsible will be disqualified after completing a review;
- Applications that fail to meet minimum requirements will be disqualified; and
- NYSDOL reviews will result in a final score.

## **VI. Award Administration and Information**

### **A. Award Notices**

All Applicants will receive a letter informing them of the decision on their application and successful Applicants will be contacted by NYSDOL contract development staff.

Applicants who receive an award must be prepared to enter into contract negotiations immediately. NYSDOL reserves the right to rescind the award of any Applicant that is unable or unwilling to promptly engage in the contracting process.

Applicants not awarded are entitled to request a debriefing from NYSDOL, which may include the reason(s) for the non-award and general guidance on the part(s) of the evaluation criteria that were not met. Such debriefing shall be requested within 15 calendar days of the notice of non-award. NYSDOL will respond to the debriefing request within a reasonable amount of time.

### **B. Payment**

Once a contract has been developed and formally executed, funds will be released on a cost reimbursement basis. Every effort must be made for grantees to pay for all allowable contract costs in the first instance, and for a resident to not pay up-front costs, including tuition. If the resident has already paid allowable program costs associated with participation in this contract or is required to pay these costs up-front, the grantee will need to provide documentation of the original tuition bill, the resident's payment of the bill, the IHE tuition refund policy, and the grantee's reimbursement to the resident before NYSDOL can make a contract payment.

A grantee must first pay for incurred expenses and then submit a voucher to NYSDOL for reimbursement. Vouchers must be submitted to NYSDOL on the prescribed forms before payment is made. For cost reimbursements to be approved, certain records must be kept, and specific documents submitted. Successful Applicants must provide documentation that the service was provided. This will include proof of completion at the end of each semester for each funded resident.

Reimbursement is provided quarterly based on documentation of allowable expenses incurred by the contractor/grantee within the contract timeframe. It is anticipated that tuition and books and fees will be paid to the IHE/other appropriate vendors on a semester basis and stipends will be paid to the resident periodically during each semester. The last semester of costs funded by the contract must end on or before the contract end date to be fully funded. If the contract ends after a semester has started but before a semester has finished, only the pro-rated costs



associated with the time before the contract ended can be funded. If the resident does not complete all of the required components by the end of the contract period, no further funding will be provided.

Please be advised that the residency may not begin until after an award is made and a contract start date has been established. This includes the completion of application reviews, due diligence being confirmed, awardees determined, and award letters being issued. Any residency that begins prior to the contract start date will fall outside the contract period and be ineligible for reimbursement. Further, only expenditures reflecting allowable costs for goods and services delivered on or after the contract start date will be funded.

Public school districts, private schools, charter schools, and BOCES funded under the TRP are eligible for a cash advance of their award, up to 25% of total contract value, at the sole discretion of NYSDOL and subject to the availability of funds appropriated and available for contracts entered into pursuant to this solicitation. Any award must be expended on program activities in NYS.

**Electronic Payments** – Payment for invoices submitted by the successful Applicant shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner’s sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The successful Applicant shall comply with the NYS Comptroller’s procedures to authorize electronic payments. Authorization forms are available at the NYS Comptrollers website at [www.osc.state.ny.us/epay/index.htm](http://www.osc.state.ny.us/epay/index.htm), by email at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov), or by telephone at 855-233-8363. The successful Applicant acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the NYS Comptroller’s electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

## C. General Requirements

All applications and accompanying documentation will become the property of the NYS and will not be returned. The content of each Applicant's application will be held in strict confidence during the evaluation process, and no details of the application will be discussed outside of the evaluation process. The successful Applicant's application and portions of the RFA deemed applicable by NYSDOL will be made part of the contract. Therefore, an official authorized to commit the company to a contract must sign the application.

## D. NYS Executive Orders

Please note that the statewide funds supporting this initiative are subject to the following NYS Executive Orders:

- NYS Executive Order 177 (issued on February 3, 2018) – See Section VIII for further information.
- NYS Executive Order 16 (issued on March 17, 2022) – See Section VIII for further information.

## E. Reservation Clauses

NYSDOL, in order to serve the best interests of NYS, reserves the right to:

- 1) Make no award;
- 2) Postpone or cancel this RFA upon notification to all Applicants;
- 3) Amend the specifications after their release with appropriate notice to all Applicants;
- 4) Remove applications with unreasonable costs from award consideration;
- 5) Request Applicants to present supplemental information clarifying their application, either in writing or in formal presentation. Applicants failing to respond to these requests during the time allotted may be eliminated from funding consideration;

- 6) Waive or modify minor irregularities in applications received after prior notification to the Applicant. This will in no way modify the RFA documents or excuse the Applicant from full compliance with the RFA terms and conditions;
- 7) Correct any arithmetic errors in any application;
- 8) Reject any and all applications received in response to this RFA;
- 9) Contact Applicants' references as a check on qualifications;
- 10) Award contracts to more than one Applicant;
- 11) Negotiate with selected Applicant prior to contract award;
- 12) Rescind the award of any grantee unable or unwilling to begin conducting their residency activities immediately following contract execution. No Applicant will have any rights against NYSDOL arising from such negotiations;
- 13) Make any payment contingent upon the submission of specific deliverables; and
- 14) Require that all offers are held open for a period of 120 days unless otherwise expressly provided for in writing.

## VII. Definitions

1. **Clinical Experience** – An experience where candidates work in educational settings and engage in the pedagogical work of the profession of teaching, closely integrated with educator preparation coursework and supported by partnering institutions. During clinical experiences, residents are engaged in activities that teachers complete during the school/work week and that will provide residents with instructional experiences connected to the teacher preparation program learning goals and district priorities. These experiences include instructional hours and other professional activities at the school or BOCES.
2. **Independent College/University** – A private, not-for-profit institution of higher education (IHE) authorized by the Board of Regents to offer postsecondary programs leading to one or more degrees.
3. **Proprietary College** – An institution that is operated on a for-profit basis, offers postsecondary educational programs, and has been granted by the Board of Regents authority to confer degrees.
4. **Registered Residency Program** – For the purpose of this RFA, a registered residency program leads to a master's degree and includes a residency, required coursework completed at the partnering IHE, and any other program requirements. The program is registered with NYSED as a residency program, or a program with a residency track.
5. **Residency** – A structured, college-supervised learning experience for a candidate in a teacher education program, designed and implemented through a MOU, or similar collaborative agreement, between an IHE and an educational setting. Under this MOU/collaborative agreement, the partners design the residency to provide candidates with instructional experiences connected to program learning goals and school, district, or BOCES priorities and develop shared expectations for the candidate's gradual assumption of responsibilities in their placement in the area of the teaching certificate sought. Candidates complete academic coursework during the residency and practice under the direct supervision of a certified school, district, or BOCES-based teacher who has official responsibility for the class during the residency placement(s). The residency is at least one (1) academic year in length and includes at least 1,000 hours of clinical experiences for candidates, enabling them to experience the full range of a teacher's annual responsibilities, in alignment with the daily schedule and annual calendar of the educational setting.

## VIII. Attachments and Appendices

Acronym	Document Title	Required for submission?
KPP	<a href="#">Attachment – Key Program Personnel</a>	Yes, Excel format
DBA	<a href="#">Attachment – Detailed Budget Attachment</a>	Yes, Excel format
VRAQ	<a href="#">Attachment – Vendor Responsibility – Applicant Questionnaire</a>	Yes, with original signatures
EO 177	<a href="#">Attachment – Executive Order (EO) 177 Certification</a>	Yes, with original signatures
EO 16	<a href="#">Attachment – Executive Order (EO) 16 Certification</a>	Yes, with original signatures
KC	<a href="#">Attachment – Key Contacts</a>	Yes
CL	<a href="#">Attachment – Commitment Letter</a>	Yes, with original signatures
MWBE-1	<a href="#">Attachment – MWBE-EEO Policy Statement (Fillable)</a>	Yes, with original signatures
MWBE-2	<a href="#">Attachment – EEO 100 – Equal Employment Opportunity Staffing Plan</a>	Yes, with original signatures
CTC	<a href="#">Appendix – Combined Terms and Conditions – A-1 and A-2</a>	No
GISBA	<a href="#">Appendix – General Information for Successful Bidders/Applicants</a>	No
SFSPR	<a href="#">Appendix – SFS Prequalification Requirement</a>	No
SCNYS	<a href="#">Appendix – Standard Clauses for NYS Contracts</a>	No
MC	<a href="#">Appendix – Master Contract, Terms &amp; Conditions</a>	No

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