

## **2012-2017 Liberty Partnerships Program GC#12-005**

### **Q & A – Part 2**

Answers to questions are provided underlined and in blue font

#### **IV. STUDENT PARTICIPANT ELIGIBILITY**

Are undocumented students New York state residents? Yes.

#### **VI. PARTNERSHIP ARRANGEMENTS FOR LIBERTY PARTNERSHIP APPLICATIONS**

In the RFP, on page 10, it states, that a partnership agreement must be signed by all parties to the agreement or it will not be evaluated for scoring purposes. Who are the parties that are required to sign the document agreement? Entities that have significant involvement in the planning, implementation, and delivery of the project as indicated in the Institutional Eligibility Section III item #3, section VI. Partnership Arrangements for Liberty Partnership Applications and the definitions section of the RFP. At a minimum, applicants must partner with the LEA(s) where the participants (students) are enrolled. Previous MOA's required the following signatures: The College President's, School Board's President, Superintendent's, Principal's, PTA President, Union Representative, and Liberty Director.

Example: If I establish a partnership with The First Tee Metropolitan, do I need to devise a partnership agreement? The First Tee is a not-for-profit community based organization (CBO). If the not-for-profit community based organization has significant involvement in the planning, implementation, and delivery of the project then yes a Partnership Agreement is required. Be sure to review the following terms in the definitions section of the RFP: Partnerships and Vendor.

In order to demonstrate, in detail, interdepartmental commitment at IHE's, should an MOA be created, or is completing Appendix 4 sufficient to denote the department's assurance? For this funding cycle Partnership Agreements are required. The Partnership Agreement must be submitted with the application. If a partnership agreement between an applicant and at least one LEA is not submitted, the application will be disqualified. If a partnership agreement is not signed by all parties to the agreement, it will not be evaluated for scoring purposes and the application will be disqualified.

## TECHNICAL SECTION

### 2. Need for Project

Please clarify how we can develop an LPP project code of conduct, that is aligned with the NYS Dignity for all Students Act? See Page, 41 – bottom of page. [The NYS Dignity for All Students Act has several components that are essential http://www.p12.nysed.gov/dignityact/ . These components plus other elements/policies that are important to your project design, the institution and partners should be considered when developing the LPP Project Code of Conduct. The Code must be included as a Appendix and will not count toward the 30 page limit.](http://www.p12.nysed.gov/dignityact/)

For #2: Need for Project, Part B/ IHE's Commitment, Item #3 regarding organizational models promoting small group environments: Should supporting literature be provided alongside the description of the organizational model? Supporting literature should not be provided. [Applicants should provide the description of their organizational model which should include citations from sources that will meet the criteria in an effort to receive the highest score for the population that they intend to serve.](#)

Please provide an explanation how we have to identify the intervention models utilized as partners? Page 42 – Number 3. [See below.](#)

For #2: Need for Project, Part C/ Partnerships, Item #3 regarding intervention models to be utilized as partners: Are you looking for us to identify partners that will be delivering interventions or for us to simply identify intervention models? Are the proposed models ones that our partnerships should be using or are we using these as models for designing our own interventions? [LPP is a collaborative effort; the information provided for intervention programs are in the Need for Project, Partnerships section item #3 identifies programs that exist. Proposals that demonstrate these and other collaborations/partnerships will receive greater points.](#)

On Page 42, c) Partnerships, Number 4 requires that we describe the management structure and provide an organizational chart and position descriptions, etc.

-Do we need to describe the management structure for the IHE, LEAs and CBOs? [Applicants will need to describe the management structure for the project which includes the various entities that make up the proposed project.](#)

-Do we need to provide organizational charts for the IHE, LEAs and CBOs? [Applicants are required to provide the management structure and organizational charts which should include all facets and the interrelationships of the proposed project.](#)

-For position descriptions, is there a required format to use, or a preferred or required document? [No](#)

-What information is required to be included on ALL positions descriptions, example:

Salary Rate, hourly rate, FTE, etc? [Applicants should follow the process utilized by their IHE's Human Resource Office when describing positions in the Budget section, including but not limited to the position duties, qualifications, fte, and compensation.](#)

-Where do we put the position descriptions? Appendix? [Yes. As indicated in the Application checklist, Position descriptions and the Project's Organizational Chart should be included as appendixes and will not count toward the 30 page limit of the Technical section.](#)

-Do we have to include resumes for any/all positions? [No. Technical Section 2. c. 4 articulates all required documents that will be reviewed pertaining to positions, information outside of the requirements will not be reviewed.](#)

-Does the Liberty Director's resume need to be included in the proposal? [No. Technical Section 2. c. 4 articulates all required documents that will be reviewed pertaining to positions, information outside of the requirements will not be reviewed.](#)

### **3. PROPOSAL NARRATIVE**

For #3: Proposal Narrative, Part b/ Assessment: Should this section be a review of literature and existing data supporting model components? [See below.](#)

Page 45 – Assessment – Would you please furnish a more detailed explanation for this section and provide a sample? [See below.](#)

How do we denote the evaluation process and elements of the program's evaluation plan? It wasn't denoted in the 3) Proposal Narrative.

[As identified in the Proposal Narrative section of the RFP item b. Assessment; Research of peer reviews and best practices in the field of drop out prevention is required. Applicants must demonstrate the proposed projects theoretical framework and methodological approach for project implementation. Applicants must demonstrate through citation of the literature why the model for service was chosen and the expected outcomes for the intended population. This information will serve as the bases for the statewide evaluation process mentioned in section X. BUDGET, B. Allowable Expenses #3. The Liberty Partnership Statute \(NY EDN §612\) requires the identification of model projects with demonstrated effectiveness.](#)

I don't see any reference to the Empire Promise Initiative, Annual EP Summit, Summer EP Youth Summits or any mention of the EP Workforce Development Strategies. Is Empire Promise still part of LPP and is it to be included in the proposal? [Yes Empire Promise is still apart of the LPP and is interpreted in the Budget section, Allowable Expenses on page 18 #2 Program activities "LPP student](#)

[conferences". Workforce development programming is located in the Proposal Narrative, Project Continuity, item d.](#)

## **MISCELLANEOUS**

Does the college President need to prepare a Statement of Institutional Support and Cooperation? [No. The RFP articulates all required documents that will be reviewed, information outside of the requirements will not be reviewed. Information regarding commitments to the operation of the project is mentioned in the RFP](#)

If you include tables in the RFP, should you double space before and after the table? [Yes, The entire document should be double space.](#) Do you have to adhere to 1" margins on all sides for the table(s)? Tables should be centered in the page and the font size should be no smaller than 10 but at least a 12 if at all possible. Is there a preferred font size for the information/data presented within the table? [There is not a requirement in this scenario.](#) See page 4 - top of page. [Not sure what you are referencing in this question.](#)

In submitting my proposal electronically, should it be converted to PDF or should we use MS Word/Excel? [See below.](#)

What Microsoft Word software version can we use to create the proposal? Do we have to submit the electronic version of the application on a PDF? Word version? or both? [Applications are due electronically and posted marked by July 3, 2012 5pm: Hard copy \(original and three copies\) and an electronic submission of the proposal in Microsoft Office 2003 and later versions of Office \(2007 and 2010\) are acceptable. Both word and PDF files are recommended and should be submitted to LPPRFP@mail.nysed.gov](#)

Many of the Appendices will have signatures. Should we scan and attach them to the e-mailed proposal or will the hard copy with the signatures (postmarked on July 3rd) suffice when it arrives? [Applicants should provide both methods.](#)

How does the statement under Section X, Budget, Item H, Allocations to Collaborating Agencies, 'Funding requests for the delivery of direct student services may include allocations by the institution with collaborating agencies including: the LEA'(s)' differ from the statement under Section VI, Partnership Arrangements for Liberty Partnership Applications, Item 8, 'The applicant/fiscal agent can not act as a flow-through for grant funds to pass to other partners and third parties.'?" [VI. Partnership Arrangements For Liberty Partnership item 8 requires that a minimum of 55% of the LPP annual budget must be allocated to items other than Purchased Services, including BOCES Purchased Services.](#)  
[X. Budget, item H, Allocations to Collaborating Agencies, allows for the provision to provide funds of direct services. Item H speaks in general terms where the](#)

[information in section VI places specific limitations on the percent applicants can distribute outside the listed budget categories.](#)

Is there a maximum amount of money you can pay a vendor to do a service? ie. for summer camp? or do we need a contract with them? [Applicants may choose to pay vendors for services. However, the amount of each subcontract exceeding \\$25,000 cannot be charged to the direct cost base. Please review the VII. Vendor Responsibility and the X. Budget, Indirect Expenses sections of the RFP.](#)

"On the application checklist, what does the 'Narrative/Application' mean and how does this differ from 'the full application'?"

[The 'Narrative/Application' means the proposal that the applicant will create that includes all the items identified in the Application Check list.](#)

If each proposal must be submitted by at least (1) NY state eligible degree granting institution of higher education (IHE) acting as the fiscal and project coordinator for a partnership with a Local education Agency (LEA) – See Roster, is there a limited number of subcontractors that an IHE can work with? [No, but applicants should provide a minimum of 55% of direct cost services to the program, meaning at least 55% of the annual budget should be allocated to line items other than Purchased Services, including BOCES Purchased Services. As indicated in section VI. Partnership Arrangements For Liberty Partnership Applications](#)

Can a subcontractor partner with multiple Liberty Projects? [Yes they may.](#)

If a subcontractor (i.e. SkillsTutor) partners with SUNY/CUNY, are we exempt from Vendor responsibility questionnaires? No. Non-exempt applicants, sub-contractors, partners and vendors need to comply with the requirements set forth in VII. Vendor Responsibility of the RFP (page 12)

If the maximum level of funding for projects receiving awards is \$350,000 (at least 280 students) and the minimum is \$200,000 applicants requesting \$200,000-\$300,000 must serve at least 160 students and no more than 240 students, who is responsible for campaigns to build student awareness about this program and what is the turnaround time for brochure/project activities to be approved by the State? (page 32 in document) [It is the responsibility of the awarded project to facilitate public awareness.](#)