THE STATE EDUCATION DEPARTMENT
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(518) 486-3633

To: BOCES District Superintendents
Superintendents of Schools
Presidents of Local Teacher Associations
Directors of Teacher Resource and Computer Training Centers

From: William P. Murphy

Date: March 22, 2023

Subject: Request for Proposals (RFP) to Support Projects Under the 2023-2028 New York State Mentor Teacher Internship Program (MTIP) Grant Competition

The New York State Education Department is pleased to announce the State-funded Mentor Teacher Internship Program (MTIP) grant competition for 2023-2028. All public school districts and Boards of Cooperative Educational Services **(**BOCES) are eligible to apply for this funding.

Applications must be received by May 10, 2023 and submitted to MTIP@nysed.gov.

Grants will be awarded to school districts and BOCES for the July 1, 2023 through June 30, 2024 school year. Awardees with successful proposals will be eligible to reapply for subsequent funding on a multi-year basis through June 30, 2028, depending on the availability of funds per annual appropriation. Grant awards will remain at the previous year level for each of the subsequent four years, with Year 1 of the funding cycle starting on July 1, 2023 and ending on June 30, 2024. Thereafter, based on a statutory and regulatory review each new project year, along with off-site (program and fiscal reports) and on-site monitoring, annual funding will continue at the same level as Year 1 of the funding cycle, provided there is an adequate appropriation in the State Budget.

Special consideration will be given to proposals from high need districts as per economically disadvantaged student data.

All correspondence and requests for information concerning this program should be directed to Elena Bruno at the phone number and address below or via e-mail to: MTIP@nysed.gov

Request for Proposals

2023-2028 New York State Mentor Teacher Internship Program

- Proposal Guidance
- Proposal Packet
- Appendices and Attachments

Proposals must be received by
May 10, 2023

Announcement of Funding Opportunity
Mentor Teacher Internship Program

Legislative Authority	The NYS Mentor Teacher Internship Program was established in 1986 by amendment to Education Law 3033, Chapter 436**.** The New York State Legislature provides funding for the development and implementation of State-supported mentor teacher internship programs in local school districts and through boards of cooperative educational services (BOCES).
Purpose of Grant	These programs enable experienced teachers (mentors) in a district or BOCES to provide guidance and support to beginning teachers (interns) in their first and/or second year of teaching. It is anticipated that the induction provided will [(E)1l1o

Summary of Statutory Requirements

- 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.

- The internship plan is developed and negotiated with local teacher bargaining units in accordance with Article XIV of NYS Civil Service Law.

- A list of teachers to serve as mentors must be developed by a selection committee consisting of a majority of classroom teachers chosen by the certified or recognized teachers' employee bargaining unit.

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- participate in mentor training.

Definitions

Intern: A full-time teacher with no greater than a 90 percent classroom instructional assignment, employed by a public school district or a BOCES having an approved internship plan, in their first or second year of service in a specific certificate title, holding a valid Initial certificate.

Mentor:

reserved for such districts, should they apply and qualify

a passing score and did not receive an award or participate in Year 1 or prior year in the cycle. Funding will continue for the remaining years of the five-year cycle, contingent upon the State Budget.

Payment Schedule

An initial payment of 25 percent of grant funds will be made upon approval of the Proposed Budget (FS-10) by the Program Office and the Grants Finance Office and approval of the grant procurement record by the Office of the State Comptroller (OSC). Thereafter, up to 90 percent of grant funds will be distributed throughout the project through submission of a Request for Funds (FS-25). Final payments will be released upon submission of a Final Expenditure Report (FS-10-F). This report (FS-10-F) must be submitted directly to the Grants Finance Office by **July 31 of each contract year.**

Allowable Expenditures

Expenditures to be Supported by Grant Funds

Local districts and BOCES participating in the program are eligible for reimbursement for release-time costs, coordination, fringe benefits, training costs, supplies and materials, evaluation, in-state travel, and indirect costs. For indirect costs, use your rate approved by NYSED. **Equipment and remodeling costs are not allowable expenditures under this grant program.** Applicants will need to submit with their application a completed Form FS-10 for the one-year period July 1, 2023-June 30, 2024. The FS-10 and fiscal guidance are located at Grants Finance website

Budget (FS-10)

Applicants must submit an FS-10 budget with this application for the initial 12-month project period. The 12-month budget will be reviewed and scored.

The applicant must complete the FS-10 Budget Form. Budgeted costs must comply with applicable State and federal laws and regulations and the Department's Fiscal Guidelines. These guidelines, as well as the FS-10 form, are available online at the Grants Finance website. The FS-10 must bear the original signature of the Chief School/Administrative Officer.

Information about the categories of expenditures and general information on allowable costs, applicable cost principles and administrative regulations are available in the Fiscal Guidelines for Federal and State Aided Grants.

The budget should be reasonable and appropriate to cover program expenses.

For more information, visit the Grants Finance website

Reporting and Monitoring

Required Reports

At a minimum, funded projects will file **a mid-year project report from July through December,** describing and outlining the rationale for activities and expenditures to date, presenting information about the nature and numbers of participating mentors and interns**,** and providing descriptions of any substantial revisions to the original project proposal **by February 15 of each contract year**. Such information shall be submitted in a form prescribed by the Department. Other reporting may be required if reviews of the program deem they are warranted.

In addition to filing the final expenditure report as prescribed in the Payment Schedule section, **funded projects shall file with the Department, on or before July 31 of each grant year, an Annual Program Report including an FS-10F and** shall include:

1. the names of the Interns who successfully completed the Mentor Teacher Internship Program,
2. the areas of certification/certificate titles for Mentors and Interns,
3. the certificate area and number of years of teaching experience of the Mentors,
4. a description of the teaching assignments of each Mentor and Intern,
5. a description of the Mentor training,
6.

records, delivery receipts, vendor invoices, travel documentation and payment documents, including check stubs.

Supporting documentation for grants and grant contracts must be kept for at least six years after the last payment was made unless otherwise specified by program requirements. Additionally, audit or litigation will "freeze the clock" for records retention purposes until the issue is resolved. All records and documentation must be available for inspection by State Education Department officials or its representatives.

For additional information about grants, please refer to the Fiscal Guidelines for Federal and State Aided Grants

Accessibility of Web-Based Information and Applications

Any documents, web-based information and applications development, or programming delivered pursuant to the contract or procurement, will comply with New York State Education Department IT Policy NYSED-WEBACC-001, Web Accessibility Policy as such policy may be amended, modified or superseded, which requires that state agency web-based information, including documents, and applications are accessible to persons with disabilities. Documents, web-based information and applications must conform to NYSED-WEBACC-001 as determined by quality assurance testing. Such quality assurance testing will be conducted by NYSED employee or contractor and the results of such testing must be satisfactory to NYSED before web-based information and applications will be considered a qualified deliverable under the contract or procurement.

Minority and Women-Owned Business Enterprise (M/WBE) Particip

The M/WBE participation goal for this grant is 30% of each applicant's total discretionary non-personal service budget each year of the grant. Discretionary non-personal service budget is defined as total annual budget, excluding the sum of funds budgeted for:

1. direct personal services (i.e., professional and support staff salaries) and fringe benefits; and
2. rent, lease, utilities and indirect costs, if these items are allowable expenditures.

The M/WBE Goal Calculation Worksheet is provided for use in calculating the dollar amount of the M/WBE goal for this grant application.

All requested information and documentation should be provided at the time of submission. If this cannot be done, the applicant will have to submit the necessary documents and respond satisfactorily to any follow-up questions from the Department. Failure to do so may result in loss of funding.

METHODS TO COMPLY

An applicant can comply with NYSED's M/WBE policy by one of three methods:

1. Full Participation - This is the preferred method of compliance. Full participation is achieved when an applicant meets or exceeds the participation goals for this grant.

COMPLETE FORMS:
- M/WBE Goal Calculation Worksheet
- M/WBE Cover Letter
- M/WBE 100 Utilization Plan
- M/WBE 102 Notice of Intent to Participate
- EEO 100 Staffing Plan

2. Partial Participation, Partial Request for Waiver - This is acceptable only if good faith efforts to achieve full participation are made and documented, but full participation is not possible.

COMPLETE FORMS:
- M/WBE Goal Calculation Worksheet
- M/WBE Cover Letter
- M/WBE 100 Utilization Plan
- M/WBE 101 Request for Waiver
- M/WBE 102 Notice of Intent to Participate
- M/WBE 105 Contractor's Good Faith Efforts
- EEO 100 Staffing Plan

3. No Participation, Request for Complete Waiver - This is acceptable only if good faith efforts to achieve full or partial participation are made and documented, but do not result in any participation by M/WBE firm(s).

COMPLETE FORMS:

M/WBE Goal Calculation Worksheet
M/WBE Cover Letter
M/WBE 101 Request for Waiver
M/WBE 105 Contractor's Good Faith Efforts
EEO 100 Staffing Plan

GOOD FAITH EFFORTS

Applicants must make a good faith effort to solicit NYS certified M/WBE firms as subcontractors and/or suppliers to achieve the goals for this grant. Solicitations may include, but are not limited to: advertisements in minority and women-centered publications; solicitation of vendors found in the NYS Directory of Certified Minority and Women-Owned Business Enterprises; and the solicitation of minority and women-oriented trade and labor organizations.

Good faith efforts include actions such as setting up meetings or announcements to make M/WBEs aware of supplier and subcontracting opportunities, identifying logical areas of the grant project that could be subcontracted to M/WBE firms, and utilizing all current lists of M/WBEs who are available for and may be interested in subcontracting or supplying goods for the project.

Applicants should document their efforts to comply with the stated M/WBE goals and submit this with their applications as evidence. Examples of acceptable documentation can be found in form M/WBE 105, Contractor's Good Faith Efforts. NYSED reserves the right to reject any application for failure to document "good faith efforts."

REQUEST FOR WAIVER

When full participation cannot be achieved, applicants must submit a Request for Waiver (M/WBE 101). Requests for Waivers must be accompanied by documentation explaining the good faith efforts made and reasons they were unsuccessful in obtaining M/WBE participation.

NYSED reserves the right to approve the addition or deletion of subcontractors or suppliers to enable applicants to comply with the M/WBE goals, provided such addition or deletion does not impact the technical proposal and/or increase the total budget.

All payments to Minority and Women-Owned Business Enterprise subcontractor(s) should be reported to the NYSED M/WBE Program Unit using the M/WBE 104G Quarterly M/WBE Compliance Report. T-2 (i)-2 (a)4 (ncCY -2 (. T)1 (-2 (i)-2 (a)4 4 (y(-2 (. Td [(Q(e)4 (a)4 ((ubc)4 (0.09 Tw -1

2. The protest must be filed within ten (10) business days of receipt of a debriefing or disqualification letter. The protest letter must be filed via email to MTIP@nysed.gov:

3. The NYSED Contract Administration Unit (CAU) will convene a review team that will include at least one staff member from each of NYSED's Office of Counsel, CAU, and the Program Office. The review team will review and consider the merits of the protest and will decide whether the protest is approved or denied.

Please note – an ACORD form is not acceptable proof of New York State workers' compensation or disability benefits insurance coverage.

Proof of Workers' Compensation Coverage

To comply with coverage provisions of the WCL, the Workers' Compensation Board requires that a business seeking to enter into a State contract submit appropriate proof of coverage to the State contracting entity issuing the contract. For each new contract or contract renewal, the contracting entity must obtain ONE of the following forms from the contractor and submit to OSC to prove the contractor has appropriate workers' compensation insurance coverage:

- **Form C-105.2** – Certificate of Workers' Compensation Insurance issued by private insurance carriers, or **Form U-26.3** issued by the State Insurance Fund; or
- **Form SI-12** – Certificate of Workers' Compensation Self-Insurance; or **Form GSI-105.2** Certificate of Participation in Workers' Compensation Group Self-Insurance; or
- **CE-200** – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

Proof of Disability Benefits Coverage

To comply with coverage provisions of the WCL regarding disability benefits, the Workers' Compensation Board requires that a business seeking to enter into a State contract must submit appropriate proof of coverage to the State contracting entity issuing the contract. For each new contract or contract renewal, the contracting entity must obtain ONE of the following forms from the contractor and submit to OSC to prove the contractor has appropriate disability benefits insurance coverage:

- **Form DB-120.1** – Certificate of Disability Benefits Insurance; or
- **Form DB-155** – Certificate of Disability Benefits Self-Insurance; or
- **CE-**

2023-2028 New York State Mentor Teacher Internship Program Proposal Packet Checklist

A complete proposal packet consists of the following items:

	Item	Checked Applicant	Checked NYSED
1.	Checklist	☐	☐
2.	Cover Page	☐	☐
3.	Funding Request Form (for school district with 100,000 or less population.96 27.58 re f 72 620.6qu50 12 1B Tm (		

2023-2028 New York State Mentor Teacher Internship Program
Funding Request Form for School Districts or BOCES in Cities with a Population Less Than 100,000

A. Number of Interns (beginning teachers), up to 6, the district or BOCES plans to support with MTIP grant funds in 2023-2024	

B. Briefly describe the method used to estimate the number of Interns in A (e.g., forecast of vacancies based on faculty reaching retirement age)

C. Number of Interns the district or BOCES plans to support with mentoring through local funding other than MTIP funds in 2023-2024	

D. Please enter requested grant award amount **$**

For purposes of estimating a reasonable grant award request, districts should estimate a per Intern cost of **$8,540** for each intern noted in **A** to accommodate project expenses such as replacement teacher costs for release time, project coordination, supplies and materials, training, travel and program evaluation (i.e., multiply the number in A by the maximum grant award per Intern of $8,540).

Note: The maximum number of Interns does not apply to applications from districts or BOCES in cities with populations of 100,000 or more.

PLEASE NOTE THAT FINAL GRANT AWARDS MAY BE LESS THAN INDICATED BY THIS CALCULATION. THE AMOUNT OF THE GRANT AWARDS IS SUBJECT TO AVAILABILITY OF FUNDS APPROPRIATED IN THE NEW YORK STATE BUDGET AND THE NUMBER OF WORTHY APPLICATIONS RECEIVED.

2023-2028 New York State Mentor Teacher Internship Program
Statement of Assurances

In order for the District or BOCES to be eligible for funds under the Mentor Teacher Internship Program, compliance with the following statements must be attested to by the superintendent and the representative of the teachers' employee organization:

The plan to establish and implement a mentor teacher internship program has been approved by the board of education or board of cooperative educational services (BOCES).

The plan and budget have been developed in accordance with the provisions of Article Fourteen of the Civil Service Law; that is, cooperative planning occurred and all plan components have been agreed upon by the superintendent of schools (or a representative) and the local teacher organization representative. Any amendments to the approved budget also will be developed in accordance with Article Fourteen of the Civil Service Law.

The applicant agency hereby applies for a grant of State funds to provide educational activities as set forth in this application.

The information contained in this application is correct and in total compliance with appropriate statute and regulation. This includes the stipulation that intern teachers will be released at least 10 percent from instructional duties to participate in this program, and mentor teachers will be released at least 10 percent from instructional duties to participate in this program. Failure to provide intern/mentor release time described above will result in rescinding of grant funds awarded to this district or BOCES.

Signature of Superintendent: _____

Print Name of Superintendent: _____

Date: _____

Signature of Teachers' Employee Organization President (or designee):

_____

Print Name of President (or designee): _____

Date: _____

2023-2028 New York State Mentor Teacher Internship Program
Mentor Selection Committee Form

Provide the following information about the Mentor Selection Committee, which must be composed of certified employees of the local education agency. A majority of the membership must be classroom teachers chosen by the certified or recognized teachers' employee organization.

Name of Member	Position	Check Those Members Chosen by the Teachers' Employee Organization
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐

(Add page, if needed)

The percentage of district/BOCES classroom teachers on the Mentor Selection Committee chosen by the certified or recognized teacher employee organization is: ☐ %

2023-2028 New York State Mentor Teacher Internship Program
Request for Variance of Mentor Qualifications

In the event a school district or BOCES is unable to find an appropriately certified mentor for a particular intern or interns, the superintendent or district superintendent m2 (r)3 (i) m2tric

Submission Instructions and Method of Award

Page Limits and Formatting Specifications

The Proposal Narrative and Budget Narrative are to be submitted on single-spaced, 8.5" x 11" pages with one-inch margins. Charts/tables are not required to adhere to this standard. Use a Times Roman or Arial font in a 12-point size. If the Proposal Narrative and Budget Narratives exceed the page limit, the excess pages will not be read by the reviewers. Do not include any attachments or addenda.

Proposal Narrative – no more than 10 pages
Budget Narrative -- no more than 2 pages

Proposal Narrative (100)
Budget Narrative (25 points)

Provide a comprehensive description of the proposed project. Be clear, precise and adhere to the following required format. The narrative will be reviewed in accordance with the following points and according to the Proposal Narrative Rubric.

1. **Abstract (0 points, but required)**
2. **Joint Planning (5 points)**
3. **Release Time Requirements (5 points)**
4. **Setting Directions (5 points)**
5. **Training (20 points)**
6. **Selection of Mentors (20 points)**
7. **Role of Mentors (15 points)**
8. **Respective Roles of the Principal and the Superintendent (5 points)**
9. **Interns (5 points)**
10.

2023-2028 New York State Mentor Teacher Internship Program
Proposal Narrative Items

I.

teacher who holds a Professional or Permanent certificate in a different area or certificate title than that of the intern may serve as a mentor. [8 NYCRR 85.1(d)]

a. Describe procedures that will be used to select mentors and determine that mentor candidates meet the above criteria. It is highly recommended that consideration be given to teachers holding National Board Certification. Include evidence of all of the above criteria, the membership and proposed activities of the selection committee, and any additional criteria identified by your district or BOCES to be used in the selection process. [Ed. Law § 3033(3)].

b. Describe how assignments of mentors to interns will occur, including the role of the superintendent or designee in the assignment process.

c. Describe contingency plans to allow for adjustments in mentor/intern pairing.

d. Describe how selection criteria incorporate recommendations from the New York State Mentoring Standards (see Appendix 1) and/or other best practices in mentoring selection.

VI. Role of the Mentor (15 points). The mentor's role is to guide and support the intern(s) assigned to that mentor. Any evaluation of the intern's teaching by the mentor must be kept confidential between the parties, unless a variance is granted by the Commissioner pursuant to § 85.2 (d) of the Regulations of the Commissioner of Education [8 NYCRR 85.2 (d)].

a. Describe how the mentors will guide and support their interns, including the portion of time each intern will have direct contact with the mentor.

b. Describe how confidentiality of the mentor/intern relationship will be protected. Or, if a variance under §85.2(d) of Commissioner's Regulations is requested to allow for an evaluative role of the mentor as well as guidance and support, submit contractual language providing for this responsibility on the part of the mentor teacher with this application.

VII. Respective Roles of the Principal and the Superintendent (5 points). In their capacity of having overall responsibility for all instruction and other activities in the building, the

IX. Interns (5 points). In the event that there are more beginning teachers eligible to be interns in the district than can be accommodated through the MTIP, procedures or criteria should be in place which will be used to select interns to be served. Such criteria should give priority to statewide teaching shortage areas as submitted to the U.S. Department of Education or other subject area(s) in which the district has documented shortage(s).

a. Describe the proposed process for the selection of interns. [8 NYCRR 85.2(b)(4)]

b. Describe duties, responsibilities, and anticipated activities of interns both within and beyond the MTIP.

X. Program Evaluation (10 points). The intent of the MTIP is to provide experiences to beginning teachers that will enhance their skills and increase the likelihood of their remaining in the teaching profession. To this end, mentors provide guidance, direction, and support in areas including, but not limited to: instructional planning/management, implementing instruction, classroom management, multiple approaches to teaching the subject matter, curriculum and assessment, and development of reasonable expectations in their work.

a. Describe how the district or BOCES will assess the extent to which the program has benefited both mentors and interns.

b. Describe how your district's or BOCES' implementation of essential components of the MTIP will be assessed. Essential components include release-time configuration, mentor training, intern training, selection procedures, and program management, including alignment to shortage areas and the inclusion and support of teachers from diverse backgrounds.

c. Describe the plan and the criteria for assessing the impact of the program on such factors as teacher skill development, including skill development specifically related to student achievement; school climate; non-participating teacher interaction; and building administrators' role. Applicants must describe, specifically, how their program will formatively assess and support participating educators in increasing their knowledge of:

- NYS Learning Standards and aligned curricula;
- data-driven instruction and

XI. Program Management (10 points). The applicant must have a plan for overall management of the MTIP. In this plan:

a. Describe how activities in which the mentors and interns engage will be coordinated and assessed. Include the name and position of persons responsible for coordination and/or assessment and other tasks associated with the MTIP, such as scheduling of release time, arranging and scheduling of training, or providing BOCES/district/building awareness activities concerning the MTIP. If a committee is to be responsible for ongoing operation of the Program, specify the roles and plans of the committee and its members.

b. Describe proposed documentation of activities of the mentors and interns. Include a description of procedures and forms to be used, for example, logs kept by interns and the assessment of both interns and mentors throughout the program. Applicants must describe how their program will provide differentiated programmatic offerings based on initial and ongoing formative assessment results of each educator and their student learning data, and how the applicant will determine whether the effectiveness of each intern has improved as a result of the program. Applicants must explain the tools (e.g., mentor skill rubrics, performance assessments, surveys of mentored teachers) that will be used to continuously evaluate mentors and inform the individualized supports and ongoing professional learning, as well as describe their plans for removing and replacing ineffective mentors.

c. Include a timeline of major activities and accompanying dates.

XII. Project Budget (25 points). Grant funds may be used for such costs as reimbursement for replacement or substitute teacher costs, coordination, fringe benefits, training, supplies and materials, program evaluation, and travel. Reimbursement for release-time costs to the district is calculated at a rate of up to 10 percent of the mentor's salary for each intern with whom they are working. Reimbursement for part-time mentors is permitted up to 40 percent for part-time mentors who work in a mentor-internship relationship with up to four interns. Reimbursement for full-time mentors is permitted up to 100 percent. For 100 percent reimbursement, full-time mentors must work in a mentor-internship relationship with 10 or more interns.

The proposal should also describe a sustainability plan for how the district/BOCES mentoring effort will be conducted after the expiration of this grant, and demonstrate how the program will be maintained fiscally by identifying sources of potential funds.

Restrictions: Equipment of any unit cost and/or construction costs are **not** allowable expenditures under MTIP and will not be approved.

Complete the following forms:

a. Budget Category and Narrative Forms (See Fiscal Forms)
b. Proposed Budget Summary Form (FS 10) that are online at Grants Finance webpage (See Fiscal Forms) or available from the district's business office.

Method of Award

Each eligible proposal will be reviewed by at least two reviewers. Each reviewer will score the proposal according to the indicated point criteria in the Proposal Narrative and the Budget using the Proposal Evaluation Rubric. If individual scores are more than 15 points apart, another reviewer will score the application. The two scores closest in numeric value will be averaged to calculate the final average score of the application. If the third reviewer's score is equal to the average of the two original scores, the third reviewer's score will become the final score.

Proposals will be ranked in order of final average score from highest to lowest. In the event of tie scores, proposals with the highest score on the Proposal Narrative will be ranked higher.

Proposals that receive a final average score of 75 (60%) or more (not including bonus points) will be considered for funding. Applicants will be funded in rank order until the funds are exhausted. In the event there are insufficient funds to fund the next ranked applicant in full, the next ranked applicant will be given the opportunity to operate a smaller program using the remaining funds.

Required Terms and Certifications

Appendix A:	Standard Clauses for NYS Contracts
Appendix A-1 G	Agency Specific Clauses
Appendix R:	Data Security and Privacy Plan
Appendix Z:	Required Certifications and Assurances
Appendix 1:	Education Law 3033
	Part 85 of the Regulations of the Commissioner of Education
	New York State Mentoring Standards
	District Enrollment – Economically Disadvantaged
Attachment 1:	M/WBE Goal Calculation Worksheet
	M/WBE Cover Letter
	M/WBE Utilization Plan (M/WBE 100)
	M/WBE Subcontractor/Suppliers Notice of Intent to Participate (M/WBE 102)
	M/WBE Contractor Good Faith Efforts Certification (M/WBE 105)
	M/WBE Contractor Unavailable Certification (M/WBE 105A)
	Request for Waiver Form (M/WBE 101)
	Equal Employment Opportunity Staffing Plan (EEO 100) Instructions
Attachment 2:	Rubric for Proposal Narrative
Attachment 3:	Memorandum of Agreement

Appendix A

STANDARD CLAUSES FOR NYS CONTRACTS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licenser, licensee, lessor, lessee or any other party):

1. EXECUTORY CLAUSE. In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

2. NON-ASSIGNMENT CLAUSE. In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller's approval, where

7. NON-COLLUSIVE BIDDING CERTIFICATION. In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

8. INTERNATIONAL BOYCOTT PROHIBITION. In accordance with Section 220-f of the Labor Law and Section 139-h of the

improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor’s equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "a," "b," and "c" above, in every subcontract over $25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the 2u

APPENDIX A-1 G

General

A. In the event that the Contractor shall receive, from any source whatsoever, sums the payment of which is in consideration for the same costs and services provided to the State, the monetary obligation of the State hereunder shall be reduced by an equivalent amount provided, however, that nothing contained herein shall require such reimbursement where additional similar services are provided and no duplicative payments are received.

B. This agreement is subject to applicable Federal and State Laws and regulations and the policies and procedures stipulated in the NYS Education Department Fiscal Guidelines found at http:/www.nysed.gov/cafe/.

C. For each individual for whom costs are claimed under this agreement, the contractor warrants that the individual has been classified as an employee or as an independent contractor in accordance with 2 NYCRR 315 and all applicable laws including, but not limited to, the Internal Revenue Code, the New York Retirement and Social Security Law, the New York Education Law, the New York Labor Law, and the New York Tax Law. Furthermore, the contractor warrants that all project funds allocated to the proposed budget for Employee Benefits, represent costs for employees of the contractor only and that such funds will not be expended on any individual classified as an independent contractor.

D. Any modification to this Agreement that will result in a transfer of funds among program activities or budget cost categories, but does not affect the amount, consideration, scope or other terms of this Agreement must be approved by the Commissioner of Education and the Office of the State Comptroller when:

    a. The amount of the modification is equal to or greater than ten percent of the total value of the contract for contracts of less than five million dollars; or

    b. The amount of the modification is equal to or greater than five percent of the total value of the contract for contracts of more than five million dollars.

E. Funds provided by this contract may not be used to pay any expenses of the State Education Department or any of its employees.

Terminations

A. The State may terminate this Agreement without cause by thirty (30) days prior written notice. In the event of such termination, the parties will adjust the accounts due and the Contractor will undertake no additional expenditures not already required. Upon any such termination, the parties shall endeavor in an orderly manner to wind down activities hereunder.

Responsibility Provisions

A. General Responsibility Language
   The Contractor shall at all times during the Contract term remain responsible. The Contractor agrees, if requested by the Commissioner of Education or his or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

B. Suspension of Work (for Non-Responsibility)
   The Commissioner of Education or his or her designee, in his or her sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, when he or she discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time

NYSED is expressly prohibited by the statute, court order or subpoena. Notification shall be made in accordance with the Notice provisions of this r Contract and shall also be provided to the Office of the Chief Privacy Officer, NYS Education Department, 89 Washington Avenue, Albany, New York 12234.

(f) Contractor shall ensure that its Subcontractors know that they cannot provide Access to or Disclose Personal Information to any other party unless such Disclosure is required by statute, court order or subpoena. If a Subcontractor is required to provide Access to or Disclose Personal Information pursuant to a court order or subpoena, the Subcontractor shall, unless prohibited by statute, court order or subpoena, notify Contractor no later than two (2) days before any Personal Information is Disclosed. Upon receipt of notice from a Subcontractor, Contractor shall provide notice to NYSED no later than the time that the Subcontractor is scheduled to provide Access to or Disclose the Personal Information.

(g) Contactor shall ensure that all its employees and Subcontractors who will receive Personal Information will be trained on the federal and state laws governing confidentiality of such data prior to receipt.

4. **Data Return and Destruction of Data**.

(a) Contractor is prohibited from retaining Disclosed Personal Information or continuing to Access Personal Information, including any copy, summary or extract of Personal Information, on any storage medium (including, without limitation, hard copies, and storage in secure data centers and/or cloud-based facilities) beyond the term of the this Contract unless such retention is expressly authorized by the this Contract, necessary for purpose of facilitating the transfer of Personal Information to NYSED, or expressly required by law. As applicable, upon expiration or termination of this Contract, Contractor shall transfer Personal Information to NYSED in a format agreed to by the Parties.

(b) When the purpose that necessitated Contractor's Access to and/or Disclosure of Personal Information has been completed or Contractor's authority to have Access to Personal Information and/or retain Disclosed Personal Information has expired, Contractor shall ensure that, as applicable, (1) all privileges providing Access to Personal Information are revoked, and (2) all Personal Information (including without limitation, all hard copies, archived copies, electronic versions, electronic imaging of hard copies) retained by Contractor and/or its Subcontractors, including all Personal Information maintained on behalf of Contractor or its Subcontractors in

(c)

Appendix Z

Required Assurances and Certifications

The following assurances and certifications are a component of your application. By signing the certification on the application cover page, you are ensuring accountability and compliance with applicable State and federal laws, regulations, and grants management requirements.

Sexual Harassment Prevention Certification

By submission of this application, each applicant and each person signing on behalf of any applicant certifies, and in the case of a joint application each party thereto certifies its own organization, under penalty of perjury, that the applicant has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

Education Law Section 3033

Education Law Section 3033, as amended by Section 117-b of Chapter 436 of the Laws of 1997 is available at:
Education Law Section 3033

Part 85 of the Regulations of the Commissioner of Education

Part 85 of the Commissioner's Regulations is available at:
Part 85 of the Commissioner's Regulations

New York State Mentoring Standards

The New York State Mentoring Standards are available at:

New York State Mentoring Standards

District Enrollment – Economically Disadvantaged

Information and Reporting Services

Attachment 1

M/WBE Goal Calculation Worksheet

Project Name: **New York State Mentor Teacher Internship Program**

Applicant Name: _____

The M/WBE participation goal is 30% of each grantee's total discretionary non-personal service budget. Discretionary non-personal service budget is defined as the total budget, excluding the sum of funds budgeted for direct personal services (i.e., professional and support staff salaries); fringe benefits; the portion of the budget in purchased services representing Services identified as Mentor Salaries and Benefits, reimbursement for replacement or substitute-

Attachment 1

M/WBE COVER LETTER **Minority & Women-Owned Business Enterprise Requirements**

NAME OF GRANT PROGRAM_____

NAME OF APPLICANT_____

In accordance with the provisions of Article 15-A of the NYS Executive Law, 5 NYCRR Parts 140-145, Section 163 (6) of the NYS Finance Law and Executive Order #8 and in fulfillment of the New York State Education Department (NYSED) policies governing Equal Employment Opportunity and Minority and Women-Owned Business Enterprise (M/WBE) participation, it is the intention of the New York State Education Department to provide real and substantial opportunities for certified Minority and Women-Owned Business Enterprises on all State contracts. It is with this intention that NYSED has assigned M/WBE participation goals to this contract.

In an effort to promote and assist in the participation of certified M/WBEs as subcontractors and suppliers on this project for the provision of services and materials, the bidder is required to comply with NYSED's participation goals through one of the three methods below. Please indicate which one of the following is included with the M/WBE Documents Submission:

- … Full Participation – No Request for Waiver (PREFERRED)
- … Partial Participation – Partial Request for Waiver
- … No Participation – Request for Complete Waiver

M/WBE UTILIZATION PLAN

INSTRUCTIONS: All bidders/applicants submitting responses to this procurement/project must complete this M/WBE Utilization Plan unless requesting a total waiver and submit it as part of their proposal/application. The plan must contain detailed description of the services to be provided by each Minority and/or Women Business Enterprise (M/WBE) identified by the bidder/applicant.

Bidder/Applicant's Name _____ Telephone/Email

M/WBE SUBCONTRACTORS AND SUPPLIERS
NOTICE OF INTENT TO PARTICIPATE

INSTRUCTIONS: Part A of this form must be completed and signed by the Bidder/Applicant requesting a total waiver. Parts B & C of this form must be completed for each MBE and/or WBE subcontractors/suppliers. The Bidder/Applicant must submit a separate M/WBE Notice of Intent to Participate for each MBE or WBE as part of the proposal/application.

Bidder/Applicant Name: _____ Federal ID No.: _____

Address: _____ Phone No.: _____

City _____ State _____ Code ZIP _____ E-mail: _____

_____ _____

Signature of Authorized Representative of Bidder/Applicant's Firm Print or Type Name and Title of Authorized Representative of Bidder/Applicant's Firm

Date: _____

PART B - THE UNDERSIGNED INTENDS TO PROVIDE SERVICES OR SUPPLIES IN CONNECTION WITH THE ABOVE PROCUREMENT/A

Name of M/WBE: _____ Federal ID No.: _____

Address: _____ Phone No.: _____

City, State, ZIP Code _____

M/WBE CONTRACTOR GOOD FAITH EFFORTS CERTIFICATION (FORM 105)

PROJECT/CONTRACT #_____

I, _____

M/WBE CONTR ACTOR UNAVAILABLE CERTIFICATION

RFP#/PROJECT NAME _____

I, _____ _____ _____
(Authorized Representative) (Title) (Bidder/Applicant's Company)

_____ (____)_____
(Address) (Phone)

certify that the following New York State Certified Minority/Women Business Enterprises were contacted to obtain a quote for work to be performed on the abovementioned project/contract.

List of date, name of M/WBE firm, telephone/e- mail address of M/WBEs contacted, type of work requested, estimated budgeted amount for each quote requested.

DATE	M/WBE NAME	PHONE/EMAIL	TYPE OF WORK	ESTIMATED BUDGET	REASON
1.					
2.					
3.					
4.					
5.					

To the best of my knowledge and belief, said New York State Certified Minority/Women Business Enterprise contractor(s) was/were not selected, unavailable for work on this project, or unable to provide a quote for the following reasons: Please check appropriate reasons given by each MBE/WBE firm contacted above.)

_____A. Did not have the capability to perform the work
_____B. Contract too small
_____C. Remote location
_____D. Received solicitation notices too late
_____E. Did not want to wor k with9.181 0 Td (t)-318 (9.181 0 Td (t)-i.A2(o)0lic)3..8 ( )0.8 tto s)t _____D._65.904k

REQUIREMENTS AND DOCUMENT SUBMISSION INSTRUCTIONS

When completing the Request for Waiver Form, please check all boxes that apply. To be considered, the Request for Waiver Form must be accompanied by documentation for items 1-10,

EQUAL EMPLOYMENT OPPORTUNITY STAFFING PLAN (Instructions on Page 2)

Applicant Name: _____ Telephone: _____

Address: _____ Federal ID No.: _____

City, State, ZIP: Project No:

Attachment 2

1. Joint Planning (5 points)

4. Training (20 points)

Describe the training needs of mentors and interns. The training of mentors must be a priority in developing the local mentor teacher internship program. Such mentor training needs to focus on the Department's priority areas as outlined in the State's ESSA plan, including: NYS Learning Standards and aligned curricula; data-driven instruction and the use of meaningful assessment; evidence-based observation aligned to the New York State Teaching Standards and the district's evaluation models, including the district's use of evidence to provide feedback and professional learning recommendations that support continuous improvement; student growth goal-setting processes, as required by the district's evaluation model; current best practices and specific strategies for

Training/ Comments: **Score:** ____ **Out of 20**

5. Selection of Mentors (20 Points) The mentor holds a Professional or Permanent certificate in the same area of certificate title as the intern. In the event that the school district or BOCES demonstrates to the satisfaction of the Commissioner that an appropriately certified mentor is not available, a teacher who holds a Professional or Permanent certificate in a different area of certificate title than that of the intern may serve as a mentor. [8 NYCRR 85.1(d)] Describe procedures that will be used to select mentors and determine that mentor candidates meet the above criteria. It is highly recommended that consideration be given to teachers holding National Board Certification. Include evidence of all of the above criteria, the membership and proposed activities of the selection committee, and any additional criteria identified by your district or BOCES to be used in the selection process. [Ed. Law § 3033(3)].	**Very Good**	**Good**	**Fair**	**Poor**	**Not Found**
Procedures to be used for selection of mentors are described and include an overall APPR rating of Effective or Highly Effective.	8	6	4	2	0
There is description provided for how the district/BOCES will determine and obtain demonstrable evidence for each of the following mentor characteristics: - mastery of pedagogical skills - mastery of subject matter skills - superior teacher skills - strong interpersonal relationship qualities - willingness to be a mentor	8	6	4	2	0

5. Selection of Mentors (**20 Points)** The mentor holds a Professional or Permanent certificate in the same area of certificate title as the intern. In the event that the school district or BOCES demonstrates to the satisfaction of the Commissioner that an appropriately certified mentor is not available, a teacher who holds a Professional or Permanent certificate in a different area of certificate title than that of the intern may serve as a mentor. [8 NYCRR 85.1(d)] Describe procedures that will be used to select mentors and determine that mentor candidates meet the above criteria. It is highly recommended that consideration be given to teachers holding National Board Certification. Include evidence of all of the above criteria, the membership and proposed activities of the selection committee, and any additional criteria identified by your district or BOCES to be used in the selection process. [Ed. Law § 3033(3)].	**Very Good**	**Good**	**Fair**	**Poor**	**Not Found**
The assignment of the mentor to work with the intern is described. Criteria and processes for recommending and establishing specific mentor-intern pairs is discussed Contingency plans to allow for adjustments in mentor/intern pairings are described; including detailed discussion of considerations and decision-	2	1.5	1	.5	0

Attachment 2

9. Program Evaluation (1**0 Points)** The intent of the MTIP is to provide experiences to beginning teachers that will enhance their skills and increase the likelihood of their remaining in the teaching profession. Mentors provide guidance, direction, and support in areas including, but not limited to, instructional planning/management, implementing instruction, classroom management multiple approaches to teaching the subject matter, curriculum and assessment, and development of reasonable expectations in their work.	**Very Good**	**Good**	**Fair**	**Poor**	**Not Found**
The plan to collect information about whether and the extent to which MTIP will benefit mentors and interns is specific, clear, and workable.	5	3.75	2.5	1.25	0
The plan for assessment of the district's implementation of essential components of the MTIP is specific, clear, and workable. Areas to be assessed include, but are not limited to, release time configuration, mentor training and selection procedures, mentor-intern assignments, the enhancement of classroom management skills and student learning, and program management.	2	1.5	1	.5	0
The plan for assessing MTIP impact on such factors as teacher skill development, school climate, non-participating teacher interaction, and the respective roles of the MTIP coordinator, building principal(s) and superintendent is substantively discussed.	2	1.5	1		

Specific descriptions of how the project plans to support and assess the enhancement of intern knowledge and understanding of NYS Learning Standards and aligned curricula; data-driven instruction and the use of meaningful assessment; evidence-based observation aligned to the New York State Teaching Standards and the district's evaluation models, including the district's use of evidence to provide feedback and professional learning re TT3.27 0 ( )-10 (o pr5l)-6 (e

10. Program Management (10 points) Describe how activities in which the mentors and interns engage will be coordinated and assessed. Include name and position of persons responsible for coordination and/or assessment and other tasks associated with the MTIP, such as scheduling of release time, arranging and scheduling of training, or providing district/building awareness activities concerning the MTIP. If a committee is to be responsible for ongoing operation of the Program, specify the roles and plans of the committee and its members.	**Very Good**	**Good**	**Fair**	**Poor**	**Not Found**
The plan for management of the MTIP is clearly and sufficiently described. It includes a timeline of proposal implementation, noting major activities and accompanying dates as well as name(s) and position(s) of persons responsible for various tasks in program implementation.	5	3.75	2.5	1.25	ia 0

Budgetary Narrative [Project Budget (25 Points)	Very Good	Good	Fair	Poor	Not Found
1. STAFFING - Description of the costs in Professional and Support Service staffing (all items are appropriately budgeted and clearly supported as essential to the operation of MTIP).	5	3.75	2.5	1.25	0
2. PURCHASED SERVICES EXPENSES - Description and justification of the expenses in the Purchased Services category (all items are appropriately budgeted and clearly supported and are allowable costs for the operation of MTIP).	5	3.75	2.5	1.25	0
3. SUPPLIES AND MATERIALS - Description and justification of the expenses in the Supplies and Materials category (all items are appropriately budgeted and clearly supported and are allowable costs for the operation of MTIP).	5	3.75	2.5	1.25	0
4. TRAVEL - Description and justification of the expenses in the Travel category (all items are appropriately budgeted and clearly supported and are allowable costs for the operation of MTIP).	5	3.75	2.5	1.25	0
5. FS-10 – Completed budget included.	5	3.75	2.5	1.25	0

Budget Narrative/ Comments: **Score:** ____ **Out of 25**

Note: For districts or BOCES serving cities with populations of 100,000 or more, costs in excess of $8,540 per intern should be sufficiently justified.