RFP GC2501 - Science and Technology Entry Program (STEP)
Questions & Answers Summary

Webinar

1. STEP RFP indicated there would be an informational webinar today 10/8/2024. Please direct me to the link

   The webinar can be found on NYSED's STEP website

Go Anywhere/Obtaining Access/Registering/Submitting RFP

2. I am trying to register for the Go Anywhere Website so that I am able to upload the 2025-2030 application that is due in November 2024. I am not finding any links to the registration, only a login page. Is it possible to receive the registration page so that I can register?

   Applicants without access to GoAnywhere should send an email to steprfp@nysed.gov to request access. New applicants for the STEP grant must create and test their GoAnywhere accounts, and current grantees must test their GoAnywhere account, by November 13, 2024, to be able to submit the grant application.

3. In the RFP it states that applications need to be submitted using the "Go Anywhere" portal. We do not believe we have an account, so when we click on the website in the RFP. (https://sedftm.nysed.gov/webclient/Login.xhtml) it asks for username and password, but nowhere to register. Do we use credentials from another portal (SFS)? If not, then we are requesting access to the portal.

   Applicants without access to GoAnywhere should send an email to steprfp@nysed.gov to request

4. I do not have a programs shortly, and I will need access. Please advise.

   Applicants without access to GoAnywhere should send an email to steprfp@nysed.gov to request access. New applicants for the STEP grant must create and test their GoAnywhere accounts, and current grantees must test their GoAnywhere account, by November 13, 2024, to be able to submit the grant application.

5. Who should be submitting the RFP in Go Anywhere?

   Anyone from the institution can submit the RFP in GoAnywhere. Current projects already have access to Go Anywhere, therefore, it would be quite easy for them to submit

ensure that NYSED can easily identify and differentiate the grant documents from programmatic documents submitted in previous years?

RFP #GC25

16. The RFP says to include the ICS in excel. What about the signature page? Or would to be in a PDF.

Per the RFP p(3):
The following forms of e-signatures are acceptable:
• handwritten signatures on faxed or scanned documents
• e-signatures that have been authenticated by a third-party digital software, such as DocuSign and Adobe Sign
• stored copies of the images of signatures that are placed on a document by copying and pasting or rt
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22. Regarding the statement that "State STEP funds cannot be used to pay the salary or stipend of the STEP project lead's Supervisor, or someone designated as a Principal Investigator for the grant contract (in their role as supervisor or PI)," is it permissible for institutions to allocate PI salary to the institutional budget instead?

Yes, it can be part of the institutional match or cost share

23. How should the 25% match of institutional or non-NY state funds be documented and maintained in financial records?

The 25% match (institutional or non-NY State funds) is reported on the Composite/Narrative Budget form
The applicant should keep records of the korhhem4.0.eBaorhhh3/ 7r6 (a)-3.2 lik44 he TA32 613.56 Tm ( )Tj E

All grantees must secure M/WBE approval whether that is through full compliance, partial compliance or a full waiver before the initial payment is released. M/WBE utilization does not factor into scoring an application.

Hispanic/Latino, or American Indian/Alaska Native, or located near school district that is easily accessible by public transportation."

How the student identifies determines their eligibility based on what's required in the RFP.

35. Can you clarify easily accessible by public transportation as noted in the "Eligible Applicants" section? Would pre-arranged busing be allowable?

Easily accessible, as referenced in the STEP RFP, for eligibility purposes, means students can access transportation to programming and services. Pre-arranged busing would be allowable.

Student Eligibility

36. Are NYS domiciled students who attend schools outside of NYS eligible to be served as STEP students? For example, a student with a permanent address in NYS who attends school outside of NYS

Per the RFP (p. 10): "For the purpose of STEP, a student is eligible to participate if the student is: a New York

There is no standard form. Students must individually provide documentation to support their economic eligibility for participation in a STEP program; therefore, district-wide participation in free/reduced lunch is not sufficient, and the program would need to obtain documentation from each student.

41. For single institutions that are currently serv 4 TcSng more tha 4 8cSn 301 students i 4 8cSn the current cyc to continue to serve that numberof students and increase the budget to rflect the coresponding student headcount?

NYSED does not suggest a recommended number to serve. It is up to the applicant to rquest funds to sere the numberof students they feel they can recrit and prvide rqird services thoughut the 5 -year cycle.

42. If a pgram hs routinely exceeded theirunt student rquirment, would thy be able to apply for highr student numbern the 2025-2030 RFP?

NYSED does not suggest a recommended number to serve. It is up to the applicant to rquest funds to sere the numberof students they feel they can recrit and prvide rqird services thoughut the 5 -year cycle.

43. If we receive more students than budgeted for how should we pceed? Also, how should we budget fo the addional students we plan to serve (more than the 301)? Will projects that serve more tha 301 students rceive additional funding in the futur?

NYSED does not suggest a recommended number to serve. It is up to the applicant to rqest funds to sere the numberof students they feel they can recrit and prvide rqird services thoughut the 5 -year cycle. Projects that servemore than 301 students wil not receive aditiona funds per student served over the 301.

44. If we are a continuing program and we agree to support more than the 301, ae we responsibe for the 95% of

years.

2. Non-compliance with RFP requirements (e.g

83. What procedures must be followed if a program needs to change its leadership or organizational structure after receiving the grant?

Per RFP (p. 20, X. BUDGET, A. Use of Funds)
Program changes (especially leadership, organizational structure, and space) must have prior written approval from NYSED.

84. Can STEP and CSTEP be located on a campus?

Yes

85. What criteria will NYSED use to evaluate the institution's past performance, and how can applicants maximize points in these areas?

As a new applicant, priority points are not applicable. Per the RFP (p. 33), applicants should describe the institution's expertise and commitment in providing services to similar populations regarding science, technology, engineering, mathematics, and health-related careers, and the licensed professions. Also describe your institution's experience conducting educational programs with students at neighboring secondary school(s)

86. How can applicants ensure their applications avoid common issues that might lead to disqualification or a lower score?

Some issues include not thoroughly reviewing the RFP and the scoring rubric as well as not submitting all required materials noted on the application checklist. Some major disqualification issues are not submitting by the due date and not ensuring enough time to get through the prequalification process if needed.

Work Plan / Program Requirements

87. Can you clarify if the timeline, staff responsible, and evaluation tool are needed on the Work Plan?

Per STEP RFP (p. 34): Program Work Plan should identify the activities, timeline, staff responsible, and

88. On slide 33 states "Work Plan should identify the activities, timeline, staff responsible, and evaluation tool associated with each of the program requirements." The actual form does not include timeline, staff, [illegible]

No. Instructions on Attachment G Work Plan state the following: For multi-year contracts, each period will have a separate work plan – a contract that has five periods established would have five separate work plans outlined here. Each work plan conceivably could be the same or very similar.

96. How specific do the tasks need to be in the work plan? For example, can I say career planning workshops instead of naming each workshop we are conducting?

Applicants may add Tasks or Performance Measures to the Work Plan tables if needed and also do not have to use all of the provided spaces for Tasks and Performance Measures. The level of specificity is up to the applicant.

97. What detail is required in the Work Plan to ensure it aligns with the expectations for all five years of the program?

Applicants may add Tasks or Performance Measures to the Work Plan tables if needed and also do not have to use all of the provided spaces for Tasks and Performance Measures. The level of specificity is up to the applicant.

98. Are we required to input projected numbers/percentages for the performance measures?

Applicants may add Tasks or Performance Measures to the Work Plan tables if needed and also do not have to use all of the provided spaces for Tasks and Performance Measures. While projected numbers/percentages are not required, per page 34 of the RFP a method for assessing and/or measuring the performance of the task is required in the Work Plan

99. The reviewers' forms ask the reviewers to rate requirements we're not writing objectives. What are we writing and where are the directives?

Objectives are provided, which align to the program requirements. Per the Attachment G Work Plan instructions: Applicants may add Tasks or Performance Measures to the Work Plan tables if needed and also do not have to use all of the provided spaces for Tasks and Performance Measures.

100. Can you provide a completed sample of the work plan?

No, as Work Plans are based on each institution's respective capacity to meet program requirements.

101. Enrichment Curricula were devised around regents' standards that are now optional. What new standards are available for programs to standardize their enrichment learning objectives?

Per the STEP RFP (p. 12):

106. If our original contract specified serving a certain number of students during a funding cycle, and we received additional funding to serve a larger number that same funding cycle but did not meet this increased target, will we still be eligible for the priority point for that year?

It is based on your initial contracted headcount for each grant year.

107. Can projects be penalized for institutional delays in producing fiscal reports?

Priority points will not be awarded if fiscal documents were not submitted to NYSED by due dates.

108. Will the pandemic be considered when given priority points over the last 5 years? Will staffing be considered?For example, there was no Director for our program for over a year which led this position to be unfilled.

Priority points will be awarded based on initial contracted headcount, submission of interim/final reports by the due date, submission of required fiscal documents, and spending of awarded funds for each of the indicated years.

- On time 3 years – 0.75 pt
- On time 2 years – 0.5 pt
- On time 1 year – 0.25 pt

3. Spending of awarded funds (2 points maximum)

A. Expended 90% or more of initially awarded funds in a given year

- 4 years (20, 21, 22 and 23) – 2 pts
- 3 years – 1.5 pts
- 2 years – 1 pt
- 1 year – 0.5 pt

111. In light of COVID19, I'm wondering how we would be able to compete for Enrollment points if our numbers were not met?

Priority points will be awarded based on initial contracted headcount, submission of interim/final reports by the due date, submission of required fiscal documents and spending of awarded funds for each of the indicated years

Awarding of Priority points is as follows:

1. Enrollment (2 points maximum)

A. If your 2023 STEP program met the required 95% enrollment for:

3. Spending of awarded funds (2 points maximum)