

## **RFP 101 - Stenographic/Hearing Reporter Services for Tenured Teacher Hearings Questions & Answers Summary**

**Q: How many transcripts are expedited for appeal purposes? Is a hard copy needed if expedited Appeal copy ordered? Would that be ordered after the decision?**

A: Both a standard (full size) and condensed (four pages to one page standard) transcript are uploaded after each appearance. All parties access the transcripts through the Department's TEACH system after they are uploaded by the vendor. Because the transcripts are uploaded to the TEACH system in .pdf format, a hard copy is not necessary. No transcripts have been expedited for appeal purposes during the previous contract period that we are aware of.

**Q: If only two pre-hearings are allowed for payment by SED, what would be expected of the vendor should the hearing officer setup a third or fourth pre-hearing?**

A: 8 NYCRR §82-3.7 governs pre-hearing conferences. The regulations provide that the pre-hearing conference shall be private and shall be limited to one day except the hearing officer, in his or her discretion, may allow one additional day for good cause shown. If a hearing officer schedules an additional pre-hearing conference for good cause shown beyond the two allowable pre-hearing conference days, the Department will pay the vendor the full hearing rate for any pre-hearing conferences scheduled beyond the allowable first two pre-hearing conferences.

**Q: Is there any intention in the near future to allow vouchers to be submitted only via TEACH rather than to have to submit paper copies of them?**

A: No, it is not the intention of NYSED to allow vouchers to be submitted only via TEACH. It will remain a requirement to submit paper vouchers to NYSED for payment.

**Q: How do you obtain the M/WBE 101 Request for Waiver for submission with bid and show good faith?**

A: The Request for Waiver form (101) is included with the Submission Documents package (page 31) posted with the RFP on the [Funding Opportunities webpage](#). Instructions for demonstrating Good Faith Efforts are found on page 28 of the Submission Documents. Bidders requesting a Partial Waiver or Total Waiver must complete and submit the MWBE Contractor Good Faith Efforts Certification (Form 105, page 29) and show evidence of having made a good faith effort. The MWBE Contractor Unavailable Certification (page 30) is available to provide a template for putting together your good faith efforts material.