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| **Name of Bidder:** |  |
| **Region:** |  |
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| A workplan is completed each year of the project, including the first year in response to the Request for Proposals (RFP), and must accompany the annual budget. It describes the proposed activities the bidder will engage in to meet the deliverables, a schedule of implementation of those activities, as well as how the program will progress monitor their work.  Deliverables from the RFP have already been included. Bidders should include relevant information in the tables below. Please add/delete rows from the tables as necessary. | |

**Deliverables and/or Project Description for the FACE Center**

**Deliverable 1: Using a systematized process approved by the New York State Education Department (NYSED), provide a combination of discipline-specific regional trainings, made available to stakeholders, such as families, Educational Organization (EO) staff, community groups, etc.**

* 1. Regional Learning opportunities, made available by FACE Center specialists one time per month or as directed by NYSED to any interested parties, such as families, EO staff, community groups, etc.
  2. Technical assistance to individual families seeking support and guidance.

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable 2: Engage in a regional planning process outlined by NYSED. Specific determination on how much time each specialist will spend engaged in each of the tasks in deliverable 1 will be determined by NYSED and through regional planning.**

2.1. Regional work of the FACE Center will be logged into the data management system (DMS). Logged activities for the Support Plans, Targeted Skills Groups (TSGs) and RLs of the EOs are all to be logged onto the DMS. The DMS also holds tools and documents to support the work of the FACE Center.

2.2 Engage in a variety of workgroups as determined by NYSED to further support the needs of the work in the field, problem solve, and continue to grow as a Partnership.

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable 3:** **Accept guidance and support from the Technical Assistance Partnerships (TAPs) for Transition, Behavior, Data, Academics, and Equity:**

3.1. By participating in trainings and planning meetings with the TAPs, including

* + 1. Webinars/hangouts established by NYSED and the TAPs at least monthly.
    2. Twenty (20) hours of professional development for team members upon hire, as determined by a Needs Assessment.
    3. Twelve (12) days (8 in-person, 4 remote) annually in the region for the purposes of coaching, professional development, problem-solving, observations, feedback, and direct support from the TAPs.

3.2. By utilizing tools and training materials developed by NYSED and the TAPs.

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable 4: As determined by NYSED, provide information and resources to upload to the Partnership website.**

4.1. This could include, but not be limited to, upcoming training dates, contact information for local resources, special events or announcements.

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable 5: Submit data from FACE Center trainings to the TAP for Data and NYSED for the purpose of evaluating the effectiveness of the Partnership.**

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**Deliverables for the Family Engagement Facilitator (FEF)**

**Deliverable FEF 1: Using a systematized process approved by NYSED, provide:**

* Targeted professional development and technical assistance to identified groups around a common topic. Participants can include families, EO staff, or community groups, etc. (Birth through third grade [EC] and ages 5-21 [SA]).
* Technical assistance and support to identified EOs and individual families seeking support and guidance.
* Collaboration with the Regional Partnership Center (RPC) to provide capacity building focused on family and community engagement in EOs.

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable FEF 2: Responding to directives of NYSED and deploying resources of the FACE Center accordingly.**

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**Deliverable FEF 3: Ensuring all work of the FACE Center Specialists is in alignment with NYSED priorities and as written on the Support Plans.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable FEF 4: Actively participating in the development of high-quality support plans in collaboration with RPCs and TAPs established by Office of Special Education (OSE) priority areas.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable FEF 5: Participating in regional planning in collaboration with NYSED.**

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**Deliverable FEF 6: Participating in quarterly meetings in-person or virtually for a joint meeting with NYSED staff and other FEFs.**

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**Deliverable FEF 7: Participating twice annually in both days of a two-day meeting (Fall and Spring) for the purpose of professional development and resource planning.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable FEF 8: Serving as a member of the Regional Level Team (RLT), which includes attending (virtually or in-person) monthly meetings with the RPCs Systems Change Facilitator (SCF), TAPs, and OSE Liaisons. During Support Plan development, meetings will occur bi-monthly at a minimum and as requested by NYSED as needed.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable FEF 9: Providing staffing updates during the RLT monthly meetings as well as submitting staffing change documents to the OSE mailbox.**

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**Deliverable FEF 10: Working in concert with the TAPs and SCF to plan, facilitate and conduct regional team check-ins for 12 days annually (8 days in-person, 4 days remote) with one full day in-person coaching session occurring in each quarter.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable FEF 11: Serving as a member of the Partnership Implementation Team (PIT), a workgroup comprising different stakeholders whose purpose is to work with NYSED to share strengths and needs to improve the work of the Partnership. FEFs will as requested by NYSED:**

* attend 10 virtual half-day meetings (monthly);
* attend one, two-day in-person meeting in Albany; and
* assist in virtual workgroups, as needed.

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**Deliverable FEF 12: Collaborating with the RPC to conduct a needs assessment with identified EOs to determine specialist deployment, and to better understand the systems change required within that district.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable FEF 13: Upon hire, new FEFs partnering with a mentoring FEF to receive training and support in their role for the first year.**

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**Deliverable FEF 14: Experienced FEFs serving as mentors to new FEFs if selected to do so by NYSED.**

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**Deliverable FEF 15: Working in concert with the TAPs to determine the professional development needs of the FACE Center. New Specialists must receive 20 hours of professional development as determined by the onboarding needs assessment.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable FEF 16: Submitting quarterly logs and expenditure reports within 30 days of the end of the quarter (September, December, March, and June), as well as annual budgets and workplans due by July 1.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable FEF 17: Working closely with the other FEF to ensure alignment of work between the two FACE Center teams and to avoid duplication. All collected information will be provided to the RPC and NYSED.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverables for Work with Multi-Tiered System of Supports Integrated (MTSS-I) Center**

**Deliverable MTSS-I 1: FACE Center staff will utilize the MTSS-I Center to build capacity through virtual training and coaching to support parent engagement in MTSS-I Implementation with identified EOs.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable MTSS-I 2: The FEFs will learn through direct observation of the MTSS-I Center Parent Training and Information Center.**

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**Deliverable MTSS-I 3: The FACE Center will attend the MTSS-I Virtual Learning Summit.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverables for the Resource Referral Specialist (RRS)**

**Deliverable RRS 1: Using a systematized process approved by NYSED to provide regional training and support, made available to families and other stakeholders. The provision of such trainings and support by the RRS will be planned under the direction of the FEF.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable RRS 2: Providing technical assistance and support to individual families seeking support and guidance.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable RRS 3: Identifying and maintaining regional resource information for community partners that serve children/students with disabilities and their families, birth through age 21 (Birth through third grade [EC] and ages 5-21 [SA]).**

3.1. These resources will be posted on a community resource map.

3.2 The RRS will be expected to seek out and cultivate new relationships with community partners who support children/students with disabilities birth-21 (Birth through third grade [EC] and ages 5-21 [SA]), as well as strengthen and build upon already established relationships.

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**Deliverable RRS 4: Working closely with the other RRS to ensure alignment of work between the two FACE Center teams and to avoid duplication. All collected information will be provided to the RPC and NYSED.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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**Deliverable RRS 5: Participating twice annually in one day of a two-day meeting (Fall and Spring) for the purpose of professional development. Attendance will be determined by NYSED.**

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| **Specific Activities to Meet Each Deliverable** | **Schedule of Implementation**  **(start and end date)** | **Progress Monitoring Activities** | **Responsible Staff Member** |
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