

Request for Quote to serve as Project Manager for New York State Education Department Dyslexia and Dysgraphia Task Force

MWBE Discretionary Purchase #24-027

August 1, 2024

The New York State Education Department (NYSED), Office of P12 Instructional Support within the Office of Education Policy intends to procure under State Finance Law §163(6) a Discretionary Purchase for a qualified MWBE (Minority and Women-Owned Business Enterprise) vendor to serve as Project Manager for the New York State Education Department's Dyslexia and Dysgraphia Task Force. This procurement opportunity is limited to New York State businesses certified pursuant to Article 15-A of the New York State Executive Law.

NYSED is seeking a vendor with experience running and designing large meetings, conducting large education research-based projects, conducting qualitative data analyses, and writing education reports.

Senate Bill S2599, signed into law by the governor and effective January 1, 2024, amended state education law by establishing a dyslexia and dysgraphia task force and implementing the findings of such task force. “The commissioner of education shall establish a task force to examine appropriate and effective evidence-based dyslexia and dysgraphia screening methods, reading interventions, and other educational supports for students in kindergarten through grade five. ... The task force shall conduct ... public hearings for the purpose of obtaining information from stakeholders and other interested parties including but not limited to speech pathologists, reading specialists, teachers, school administrators, and parents.”

The goal of this Task Force is to prepare a comprehensive report, due December 22, 2024, of findings and recommendations related to:

Screening Methods:

- Assess existing dyslexia and dysgraphia screening tools.
- Identify peer-reviewed evidence-based and inclusive methods for identifying students with dyslexia or dysgraphia.

Review Reading Interventions:

- Evaluate various reading interventions and other educational supports for effectiveness.
- Recommend peer-reviewed evidence-based strategies for students in kindergarten through grade five.

Recommend Educational Supports:

- Identify and recommend educational support for students with dyslexia or dysgraphia.
- Emphasize evidence-based literacy instruction and interventions.

Engage Stakeholders:

- Conduct public hearings to gather input from stakeholders.
- Collaborate with professionals in relevant fields to ensure comprehensive feedback.

Public Dissemination of Findings:

- Present the report to relevant authorities within the specified timeline and be placed on NYSED’s website.

The Project Manager will oversee the coordination and execution of all activities related to the Task Force, ensuring efficient and timely delivery of outcomes. Responsibilities are as follows:

Organization and Design of Task Force Meetings: The successful MWBE Vendor will design the agenda, slide show presentation, and run of show for five full group Task Force meetings and five subcommittee meetings.

Research: The successful MWBE Vendor will support the Task Force with researching best practices regarding screening methods, reading interventions, and educational supports for dyslexia and dysgraphia.

Data Collection and Analysis: The successful MBWE Vendor will conduct a qualitative analysis on the public testimony submitted at three public hearings. The Vendor will also be responsible for disseminating the findings to the Task Force members as well as incorporating the findings into the final report. The hearing schedule is as follows:

- September 16, 2024, 06:00pm-09:00pm at Chancellor’s Hall, 89 Washington Avenue Albany, NY 12234
- September 23, 2024, 06:00pm-09:00pm (Virtual / Zoom)
- October 01, 2024, 06:00pm-09:00pm at Winward School, 212 E 93rd St., New York, NY 10128

Writing: The successful MWBE Vendor will provide writing and editing support to Task Force members as they develop the final report, which is to be submitted to the Governor by December 22, 2024. Additionally, they will also manage the graphic design process for the final report to ensure it is visually engaging.

Regular Meetings with NYSED Team: The successful MWBE Vendor will collaborate with the internal NYSED team via email and monthly planning meetings.

Prospective MWBE Vendors will submit proposals to serve as the Project Manager for the Dyslexia and Dysgraphia Task Force. Vendors must include in their proposal:

- Description of proposed deliverables
- Description of experience managing similar projects
- Total cost of services
- Payment schedule. (Please note advanced payments are not permitted. Payments cannot be made until services are rendered.)

Applicants Limited to: M/WBE providers only.

Questions regarding the RFQ must be emailed to dyslexiataskforce@nysed.gov by 5:00 p.m. on August 12, 2024. A complete listing of all Questions and Answers will be posted to [P-12 Competitive Procurement Contracts](#) website no later than August 15, 2024.

Submissions should be emailed to dyslexiataskforce@nysed.gov by 11:59 p.m. Eastern Time on August 23, 2024. Please include “MW 24-027 Project Manager Quote” in the subject line. The project is expected to be completed by December 22, 2024.