

The University of the State of New York – Regents Research Fund (USNYRRF)

Request for Bid (RFB): New York State (NYS) Statewide Longitudinal Data System (SLDS) Data Governance Program Development Support Statement of Work (SOW)

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RFB Response Subject Line: SLDS Data Governance

The University of the State of New York (“USNY”) is a corporation organized under the laws and Constitution of the State of New York and is registered as a 501(c)(3) not-for-profit corporation. The goals and projects of USNY are accomplished through the State Education Department. USNY’s fiscal responsibilities are administered by an office of USNY called the Regents Research Fund (“the Fund”).

The University of the State of New York – Regents Research Fund (USNYRRF) is seeking proposals from educational consulting organizations to act as a fiscal agent for a grant fund and assist in organizing and coordinating a series of convenings among multiple key NYS state partners and non-profit educational consulting organizations. This is a first-of-its-kind opportunity for partnership as the New York State (NYS) Statewide Longitudinal Data System (SLDS) team develops the Data Governance Program to support this initiative.

Overview

The New York State Education Department (NYSED or “the Department”), in close collaboration with Governor Kathy Hochul’s Office, has proposed a vision of a statewide Data Governance Program to be implemented during the Department’s federally funded 2023 SLDS grant project. The proposed vision will act as one of the critical foundational elements for ongoing efforts to establish the SLDS. As part of the early implementation phase, the combined SLDS team is working with the USNYRRF to develop a series of state agency partner convenings. We plan to bring together multiple agency partners to have a voice in the creation of this statewide program to define mechanisms for data sharing and to discuss related data privacy and security, which must be carefully considered and documented ahead of any implementation decisions by the soon-to-be established NYS SLDS.

Background

In September 2023, the Department was awarded \$3.75M from the Institute of Education Sciences, U.S. Department of Education, for beginning work on an SLDS over a 48-month project period. The grant award focuses on the priority of “Infrastructure and Interoperability.”

The main goal of the proposed project is to achieve what we are calling a “Phase 1 SLDS” that can demonstrate a proof-of-concept (POC) for a robust P20W SLDS that will be developed following this initial grant period and will serve the interests of myriad stakeholders and state agencies. The POC is necessary to obtain buy-in not only from other state agencies but also from the parents, teachers, and other educational organizations that will be involved with an SLDS. Additionally, we must address any potential student data privacy issues—particularly in relation to NYS Education Law 2-D—head-on and early during the grant period, to be able to achieve the success of an SLDS that relies on building a longitudinal picture of students by connecting student data to other data sources.

The P20W SLDS system will ultimately integrate data from throughout the state, including P-12, higher education, health, and workforce datasets, and more, to assist NYS in answering critical questions about the quality and equity of education across all grade levels (including postsecondary), in order for the state to identify how our educational systems can better prepare our students for the workforce.

One of the key elements of an SLDS—and the mechanism for ensuring that any data sharing is meeting stringent data privacy and security protocols—is reliable, functioning data governance.

Development of a Data Governance Program as part of the SLDS grant opportunity is tracked against the SLDS project plan as part of Milestone 2 work, “Update policies and standard practices to support implementation of the SLDS plan,” which began in summer 2024 and will be operational in fall 2027.

#onewyork

In developing this vision for a statewide Data Governance Program, the SLDS team wants to emphasize partnership across state agencies and educational organizations as well as to work with other key stakeholders, such as the Rockefeller College of Public Affairs and Policy, in a spirit of collaboration and together as one state, one New York. We want to hear different voices and understand challenges to sharing data while coming to agreement on what we, as a state, can and cannot do through the creation of an SLDS. More than 40 other states already have an SLDS; NYS is seeking to join other states and learn from other state SLDSs that have already taken this leap into

realizing benefit from data. We are seeking the opportunity to gain valuable insights and inform policy, as have the other states with established SLDS systems and programs, through data linking and development of data sharing to improve interoperability. We are all in this together in NYS and are also being supported by other SLDS states. We will lead as one New York to succeed in the endeavor.

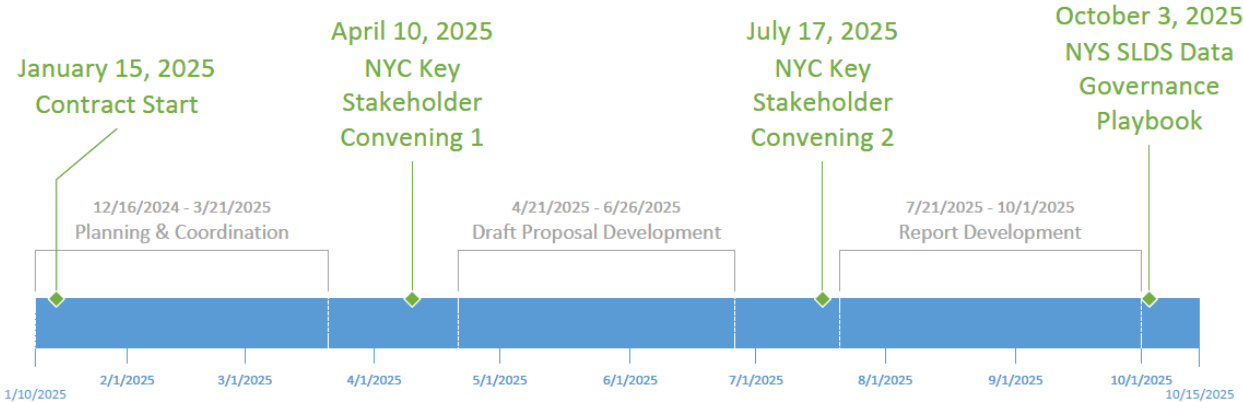
Data Governance Development Support

The SLDS team is seeking support from January through October 2025 to assist the team with planning for two Data Governance Program partner convenings in New York City. We are seeking a partner to act as a fiscal agent for streamlining the travel and reimbursement element involved in bringing together key stakeholders for the early stages of the NYS Data Governance Program. The goal is to engage an educational-oriented consulting group who has experience with SLDS development and management in other states and with development of large-statewide data governance programs, to assist the SLDS team with meeting, convening, and partnership communication coordination.

The consulting partner must be able to demonstrate full understanding of the NYSED SLDS 2023 grant opportunity and what we are trying to achieve through the convenings.

The intention of this RFB is to acquire the necessary support to draft recommendations that can be shared with the public and serve as a precursor to potential legislation to create long-term sustainability for the newly developed program. We are adamant that all voices be heard and that we create a dynamic development environment for inclusion of other key stakeholder partners. We have an ambitious timeline but believe that the deliverables and work within the contract period are achievable.

Timeline for Development of NYS SLDS Data Governance Playbook



We seek to develop recommendations that have actionable outcomes and clear next steps for bringing the SLDS Data Governance Program to fruition. We have an ambitious timeline for the initial development of this program, which will be implemented during the SLDS grant project period ending September 2027. The final deliverable is a workable SLDS Data Governance Playbook.

Milestones and Deliverables

A consulting partner must be able to deliver against the following milestones and work in close collaboration with the SLDS team. We ask that responding vendors provide brief details in the format below regarding meeting a deliverable, such as a list of types of documented outputs the vendor will provide as a winning bidder. More details about how each milestone deliverable, such as providing details about creative approaches, will be part of the Programmatic Proposal narrative in the bid response.

Figure 1: Data Governance Program Development Milestones

Milestone	Deliverable Number	Deliverable	Will Meet
January 2025: Fiscal Agent Coordination	001	Act as Fiscal Agent: Establish mechanism for accepting RRF funds that will be distributed for Data Governance Program Convenings	
January 2025: Fiscal Agent Coordination	002	Develop budget for Data Governance Convenings in NYC, including hosting event, travel, lodging, and food	
January 2025: Fiscal Agent Coordination	003	Develop Schedule for convenings, including polling agency partners for open days/ times	
January 2025: Fiscal Agent Coordination	004	Facilitate brainstorming sessions among SLDS team members to develop order of operations for Data Governance Program Convening	

NYS SLDS DATA GOVERNANCE SUPPORT

Milestone	Deliverable Number	Deliverable	Will Meet
February-March 2025: Data Governance Support I	005	Assist with development of marketing materials to promote #onewyork and the Data Governance Program	
February-March 2025: Data Governance Support I	006	Facilitate review of Data Governance Program development draft among SLDS team and small group of key stakeholders	
February-March 2025: Data Governance Support I	007	Develop agenda along with series of questions and decisions for first Data Governance Program development convening in NYC	
February-March 2025: Data Governance Support I	008	Coordinate first Data Governance Program development convening to occur in April 2025	
April-May-June 2025: Data Governance Support II	009	Facilitate first Data Governance Convening, including development of agenda, order of operations, taking meeting notes, identifying action items, and more	
April-May-June 2025: Data Governance Support II	010	Assist group with planning second Data Governance Convening to occur in July 2025	

NYS SLDS DATA GOVERNANCE SUPPORT

Milestone	Deliverable Number	Deliverable	Will Meet
April-May-June 2025: Data Governance Support II	011	Work closely with SLDS team to outline and address feedback for Data Governance Program structure from Convening 1, including recommendations for overcoming obstacles	
April-May-June 2025: Data Governance Support II	012	Develop materials for facilitation of Data Governance Program convening 2, including identification of major decisions	
July-August-September: Data Governance Support III	013	Coordinate second Data Governance Program development convening to occur in July 2025	
July-August-September: Data Governance Support III	014	Facilitate second Data Governance Convening, including development of agenda, order of operations, taking meeting notes, identifying action items, and more	
July-August-September-October: Data Governance Support III	015	Assist SLDS team with presenting feedback and recommendations and coordinate decision making	
July-August-September-October: Data Governance Support III	016	Deliver report on the development of NYS's Data Governance Program, identifying next steps, gaps, and assist with creation of Data Governance Playbook for repeatable operations	

Data Governance Program Convenings

This RFB seeks to identify a consulting partner with the experience and expertise to help NYS overcome historic challenges that have hindered the state's ability to build a system that can inform users about patterns of success from cradle through workforce. The concept of convenings among key stakeholder partners is driven by lessons learned in other states that have been successful in establishing a statewide Data Governance Program. The in-person, day-long convenings are a best practice for large states to develop stakeholder buy-in for a Data Governance Program.

The Data Governance Program must be multi-tiered and comprised of different working groups, with statewide coverage, in an attempt to address and define myriad data issues and operations necessary for success. The potential consulting partner must have experience working within federal or state education contexts to launch large initiatives that involve multiple agencies and multiple opinions.

Bid Requirements & Scoring

USNYRRF is requesting bid proposals that demonstrate how a partner can help USNYRRF and the SLDS team to address its fiscal agent and coordination challenges to meet its goals both strategically and tactically. Proposals may include illustrative case studies of similar approaches and successful tactics. The application includes two proposals: (1) the Cost Proposal, and (2) the Program Proposal with specific details on how the consultant will meet each deliverable, has the organizational capacity and experience, and can work within our ambitious timeline.

The Program Proposal and its supporting details should be no more than fifteen (15) pages in length (total).

The scoring breakdown is as follows:

- Cost Proposal: 30
- Programmatic Proposal (Total 70 points)
 - Program Deliverables Overview: 40 points
 - Organizational Capacity: 20 Points
 - Timeline/Work Plan: 10 points

There are a total of 100 points that can be achieved through scoring of a bid response.

RFB Proposal Components

Cost Proposal (30 Points): Responses to this RFB should provide costs broken down by milestones that will meet the deliverables. The cost proposal template is attached and is pre-populated with milestones and the deliverables in each milestone. Please see cost proposal spreadsheet accompanying this RFB.

Programmatic Proposal (70 Points): The program proposal includes the narrative details provided by the consultant to help the NYSED understand how goals of this RFB will be achieved and how exactly the consultant will work with the SLDS team.

- **Deliverables Overview (40 out of 70 Points):** The deliverables overview will include the bulk of the bid, where the consultant is elaborating on how they will meet each of the sixteen deliverables to help develop the NYS Data Governance Program. The deliverables overview will be scored on a 40-point scale, with the deliverables weighted in the following way:
 - a. Deliverable 001 is weighted higher than all other deliverables, for a maximum score of 8 points. Deliverable 001 involves establishing a fiscal agent mechanism to support the NYS SLDS operations and the development of Data Governance. The ability for a consultant to meet this deliverable as well as indicating experience in serving as a fiscal agent for an organization is a critical component to winning the RFB.
 - b. The remaining 15 deliverables (002 through 016) will be scored together and are worth the remaining 32 points of the deliverables overview. Special attention should be given to describing work outputs, deliverable document format, and other details that will highlight the consultant’s exceptional value and ability to meet the goals of the program and RFB.
 - i. An example of what is expected as part of the final deliverable (016) can be found in [Appendix A](#).
- **Organizational Capacity (20 out of 70 Points):** We are seeking partnership with a consulting organization that has experience with other state SLDS work, Data Governance development, and has the capacity to meet our ambitious timeline.
 - a. Explain why the consulting organization is interested in pursuing this opportunity and briefly summarize why it is an appropriate choice for this project.
 - b. Provide experience details related to similar engagements and work with development of large statewide data governance programs. Special attention should be given to such programs in relation to SLDS initiatives. Include the names and vitae of participating key staff submitted with the bid (the vitae are not counted as part of the 15-page maximum). Indicate if there are additional educational organizations or experts who will be subcontractors of the bidding consultant organization.
 - c. Provide any additional details related to Deliverable 001: The ability to serve as a fiscal agent providing a financial pass-through for travel amongst key

stakeholder partners who will be part of the Data Governance Program development and present at the two convenings as well as require reimbursement when necessary.

- d. Share examples of expertise in Data Governance development in other states and U.S. territories, including various models and ideas of what kinds of structures might work best for a large state like New York.
 - e. Share experience in drafting legislation to assist with development of long-term sustainability for a Data Governance Program.
 - f. Highlight an interest and capability in collaborating with and bringing together other non-profit educational organizations and experts who can assist in the statewide development of this program.
- **Timeline (10 out of 70 Points):** The timeline will provide confirmation that the consultant understands the ambitious timeline the SLDS team is requesting be met as part of this RFB.
 - a. Include an anticipated timeline for the development and date of delivery for each milestone deliverable.
 - b. Outline any additional special steps in completing the deliverables.
 - c. Provide specific timeline details related to Deliverable 001: Identify the method/plan for enacting the fiscal agent element and how travel planning and the economic element can be made simple for state agency and other key partners.
 - d. Identify the method/plan of communicating with USNYRRF and the SLDS team throughout the engagement.
 - e. Provide an example of project-management lessons learned through similar engagements with other SLDS states or data governance development that your organization has adjusted to and adopted as a best practice after an experience from which the organization learned. Show how those lessons assist the organization with understanding realistic timelines for developing data governance.

Term of Contract

USNYRRF will award one (1) contract pursuant to this bid. The contract resulting from this RFB will be for a term beginning on or about January 15, 2025 and ending on or about October 3, 2025.

The winning consulting partner will work directly with the SLDS team, specifically with the Principal Investigators of the 2023 SLDS grant.

Payments

The consulting partner will be paid by milestones at the end of the month of completion. The Principal Investigators working with the consulting partner will review milestone deliverable work and approve invoices and payments.

For payments to be made, deliverables must be deemed acceptable by USNYRRF and the SLDS team (Principal Investigators). Deliverable-based payments will not exceed quoted unit cost per deliverable.

RFB Key Events Timeline

RFB Event	Responsible	Date/Time
RFB posted to nysed.gov	NYSED	November 27, 2024 5:00 PM EST
Vendor Questions Submitted	Vendor	December 3, 2024 11:59 PM EST
Vendor Answers Posted	NYSED	December 6, 2024 5:00 PM EST
Vendor Bids Submitted	Vendor	December 20, 2024 11:59 PM EST
Winning Bidder Selected	NYSED	January 8, 2025 5:00 PM EST
All Bidders Notified of Winning/Non-Winning	NYSED	January 10, 2025 11:59 PM EST

Question & Answers Timeline

Questions related to this Request for Bid should be submitted to nysedtechresponse@nysed.gov by close of business (COB) Tuesday, December 3, 2024 and include “Request for Bid SLDS Data Governance Program Development Support” in the subject line. Responses to all questions will be posted online at nysed.gov by Friday, December 6, 2024.

BID DEADLINE

All final bids should be submitted by e-mail to nysedtechresponse@nysed.gov no later than 11:59 PM, Friday, December 20, 2024 and include “Request for Bid SLDS Data Governance Program Development Support” in the subject line. The cost proposal and technical proposal shall be sent in a single email. Please identify your vendor name in any file name for document submissions as part of this proposal.

SELECTION TIMELINE

Selection will be made early in January 2025, with an approximate contract start date around mid-late January.

Appendix A

The attached report, “Statewide Data Conversations: Stakeholder Report” represents an example of a report prepared for public consumption regarding data and group convenings. As part of Deliverable 016, the SLDS team is expecting a report that provides an overview of how the NYS SLDS Data Governance Program is being developed and shares next steps. This is an important deliverable that will illustrate collaboration among myriad state government stakeholders and provide transparency to the public.

- [Appendix A – Statewide Data Conversations: Stakeholder Report](#)