

GC25-007 ALE

State Adult Literacy Education (ALE) RFP # GC25-007

Please note the following changes have been made to the RFP:

- Pg. 50, Application Checklist –9.) Revised to include Five Budget Narratives on the Template. The [Budget Narrative Template](#) is now linked in the RFP. (The template is recommended, but not required.)
- Pg. 50, Application Checklist –10.) [Full Time Equivalency \(FTE\) Worksheet](#) has been added as a required document.
- Pg. 53, Page Limits, updated Budget Narrative to “no more than 3 pages per year”
- Pg. 65, in the Proposal Evaluation Rubric for Component A, #6. Proposed Outcomes and Accountability, Item 6a., has been revised to say Performance Targets.
- Pg. 88, the tables on pgs. 88-96 have been removed. The link to the FTE Worksheet is available on page 88. Pages 88-96 have remained blank intentionally to preserve page numbers.

Please note the following changes have been made to Component A Work Plan:

- Pg. 3, Question 1, revised to read Fiscal Year 2025-26
- Pg. 9, Question 1, revised to read Fiscal Year 2026-27
- Pg. 15, Question 1, revised to read Fiscal Year 2027-28
- Pg. 21, Question 1, revised to read Fiscal Year 2028-29
- Pg. 27, Question 1, revised to read Fiscal Year 2029-30

Submission Guidance

The HighQ [Application Form](#) is an online submission form. There is no specific user or log-in information required. It is set-up for a single submission – information entered will not be saved if the browser is closed before hitting “Submit.” Please be prepared with all application materials before beginning. You will not be able to edit an application after submitting.

Once you hit “Submit” you should see a landing page that confirms submission and the Contact Email should receive a confirmation email.

For technical assistance on the submission please contact cauhighqsupport@nysed.gov.

Please enter the following in each field on the form:

Procurement No

GC25-007

Procurement Title/Name

Adult Literacy Education (ALE)

Vendor Name

Your organization’s legal name as registered in SFS.

Campus

Only for SUNY/CUNY applications; otherwise leave blank.

SFS Vendor ID

Enter your organization's 10 digit SFS ID as a number only.

Contact Name, Contact Title, Contact Email, Contact Phone

Please provide your organization's primary contact information for this application in these fields.

For Contact Email, only one email may be entered.

Additional Vendor Contacts

Optionally, please provide any additional contacts to be copied on correspondence for this application. Add emails separated by a semicolon.

Total Cost

Enter the total five-year cost.

No Bid and No Bid Reason

Please leave these fields blank.

Upload Boxes:

The following recommendations were made in the Q&A summary, but the order of submission or submission method will not count against any applicant, as long as all required documents are received on time.

Documents should be submitted in Microsoft Office. PDF files that are editable and Optical Character Recognition (OCR) searchable are acceptable. Please do not submit the application as a scanned PDF.

There is no limit to how many documents can be uploaded but there is a size limit of 25 MB.

Submission Documents / Certifications Upload Box

No required upload.

Technical Proposal / Narrative and Workplan Upload Box

Preferred box to upload the application checklist, cover page, payee information form, proposal narrative, abstract, workplans, all other required worksheets, charts and tables, and Worker's Compensation and Disability Insurance documentation. Please combine files as much as possible.

Cost Proposal / Budget Upload Box

Please submit all budget documents – five FS-10s, five Budget Narrative Templates, and one FTE form. Please submit each budget year as a separate file, with the FTE form for year 1 only.

M/WBE Package Upload Box

Please upload the MWBE package. Organizations should submit one M/WBE package including a Utilization Plan for the full five years.

Data Security and Privacy Plan Upload Box

No signed Data Security and Privacy Plan is required. No upload is required.

Additional details about preferred submission are posted in the Q&A summary.

If you experience any technical difficulties, please reach out to cauhighqsupport@nysed.gov. This email box can be used for technical support leading up to the submission of your application. This email box will be monitored during normal business hours to support applicants in the submission of their application. It cannot be used for any specific program questions or assistance with the content of the application.