

Request for Quote to serve as Project Manager for New York State Education Department Dyslexia

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, Stew 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 Dys14 ( s)(ys)- (a)