



## SABES Policy for support to programs/applicants on writing open and competitive proposals:

In order to establish a fair, open, and competitive proposal application process, and to avoid the appearance of conflict of interest, the Massachusetts Department of Elementary and Secondary Education/Adult and Community Learning Services (ESE/ACLS) has advised SABES not to provide support to applicants in writing their proposals.

Specifically, SABES staff and consultants have been instructed not to respond to questions or provide any assistance related to the proposal to any applicant, regardless of whether they are currently funded by ESE or not.

Applicants will be directed to send questions to the ACLS Q&A website which will be established for this purpose. Instructions on how to submit questions will be included in the ACLS Request for Proposal documents. For all RFP information, please see the ACLS web page:

<http://www.doe.mass.edu/acls/rfp/>

During the time when applicants are preparing their proposals, SABES will be suspending program-based activities; SABES professional development offerings will be open to all registrants. Keep in mind that registrations will be honored on a first-come, first-served basis, with no preference given for whether or not a program is currently funded by ESE.

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