

NEW PALTZ CENTRAL SCHOOL DISTRICT
196 MAIN STREET
NEW PALTZ, NY 12561

REQUEST FOR PROPOSALS

**UNIVERSAL PRE-KINDERGARTEN
SERVICES
For 2023-2024 SCHOOL YEAR**

Due: March 27, 2023 2:00 P.M.

Return Proposal to:

New Paltz Central School District
Ms. Deb Kosinski
School Business Administrator
196 Main Street
New Paltz, NY 12561
(845) 256-4010 FAX (845) 256-4009

1. INTRODUCTION

The New Paltz Central School District, hereinafter referred to as “the District,” invites proposals from qualified Community Based Organizations (CBOs) to collaborate with the District to administer the District’s Universal Pre-Kindergarten (Pre-K) Program (hereinafter sometimes “Program”) for the 2023-2024 school year. The District is seeking the CBO to provide programming for up to four classrooms, parallel to the District’s on-campus classroom. The classrooms would have a minimum of 18 students but no more than 20 students. The full day program will be in session a 6 hours per day, 5 days a week for a minimum of 180 days per school year following the New Paltz CSD calendar. The reimbursement rate per child is \$5,400. The District is flexible in the number of students in the class whose tuition will be funded by the Universal Pre-Kindergarten Grant. The Program must meet applicable New York State Education Department Pre-Kindergarten regulations. This is a renewable annual contract and is contingent upon satisfactory performance and availability of state funding.

Universal Pre-Kindergarten regulations specify that the nursery/daycare center cannot charge parents/guardians (“parents”) for the portion of its program that is paid for by Universal Pre-Kindergarten funds. As a result, all participating families may be asked to sign a form verifying that they are not being charged tuition at all. In addition, if a proposer is reimbursed by an outside funding source (e.g. State, Federal and or foundation funds) for a child, it cannot also accept Universal Pre-Kindergarten funding for the portion of the day already being subsidized.

Proposers should be familiar with the following resources:

Applicable laws and regulations for Universal Pre-Kindergarten Programs listed at

<http://www.nysed.gov/early-learning/laws-and-regulations>

Available New York State Education Department (“NYSED”) Field Memoranda and Guidance Documents concerning early learning available at:

<http://www.nysed.gov/early-learning/field-memos-and-guidance-pertaining-early-learning>

Staff qualifications for Universal Pre-Kindergarten Programs (see 8 N.Y.C.R.R. § 151-1.3) Additional information is available through the NYSED “Frequently Asked Questions” link below:

<http://www.p12.nysed.gov/upk/faq.html>

2. PROGRAM SUMMARY

Selected organizations will provide the following services.

- A Pre-Kindergarten instructional program for eligible 4-year-old (on or before December 1 of a school year) District children
- Qualified Pre-Kindergarten teacher(s) with background in early childhood education with a bachelor's degree and valid New York State Teacher Certificate in Early Childhood Education [Birth- Grade 2] or Students with Disabilities [Birth - Grade 2];
- A full-time teacher aide for each classroom based on ratios of 18 children to one teacher and one teacher aide, or 19-20 children with one teacher and two teacher aides;
- Substitutes, as needed, for both teacher(s) and teacher aides when personnel are absent;
- A site director or assistant director to manage staff and program needs is required to be on-site full-time;
- A program aligned to the New York State Early Learning Guidelines;
- Compliance with Pre-Kindergarten Regulations as set forth by the New York State Education Department (<http://www.nysed.gov/early-learning/laws-and-regulations>)
- An instructional day that operates for a minimum of (6) hours/per day for a full day Program, 5 days a week;
- An annual calendar that follows the New Paltz Central School District school year calendar and schedule, and provides at least 180 days of instruction for onsite programs;
- A plan to provide students with meals and snacks during the school day

3. CRITERIA FOR EVALUATION OF THE PROPOSALS

These proposals are being solicited through a fair and open process. Agencies that are willing to provide the described services as requested above, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

1. The proposer's capacity of effectively, efficiently and immediately providing needed services
2. The ease of utilization and accessibility of the Program to parents
3. Capacity to provide ongoing staff development
4. Staffing patterns and qualifications
5. Documentation that all applicable health and safety codes and licensure or registration requirements are met
6. Anticipated fiscal share and other resources will be contributed to the universal prekindergarten program

7. Current program design and experience in providing developmentally-appropriated programs
8. Fiscal solvency
9. Stability of staff, rate of turnover and ability to fill vacancies in a timely manner
10. Articulated mission/philosophy statements
11. Records management and documentation procedures followed by the proposer
12. Administrative structure
13. Capacity and experience in serving children with disabilities
14. Capacity and experience in serving children and their parents when they are limited English proficient
15. The manner in which children's progress is monitored; i.e., portfolios, narratives, etc.
16. Demonstrated effectiveness of the proposer's program, as aligned to District program design

The District's determination of the applicant who is most advantageous to the goals and objectives of the District shall be final and conclusive. The appointment shall be determined by majority vote of the Board of Education on a resolution at an open public meeting. No applicant shall cause or influence, or attempt to cause or influence, any District official, officer or employee to secure unwarranted privileges or advantages. If such misconduct occurs, the proposer will not be considered.

During the evaluation process, the Board of Education or its designee, may, at its discretion, request any one or all agencies to make oral presentations. Such presentations will provide agencies with an opportunity to answer any questions the Board of Education or its designee may have regarding the agency's proposal. Not all agencies may be asked to make such oral presentations. The District reserves the right without prejudice to reject any or all proposals or to waive any informality in the RFP process, as may be in the best interest of the District.

4. ORGANIZATIONAL INFORMATION

Agency's Name:
Address:
Telephone:
Fax:
E-mail Address: Web/blog site address:
Contact Person and Title:
Type of Organization: Public Institution Private Non Profit Private Profit <i>Please attach proof of organizational status (e.g. 501©(3) IRS letter)</i>
Statement of the Organization's Mission:
Chief Executive Officer:
Signature of Chief Executive Officer:

5. PROGRAM STAFFING

ALL UPK STAFF MUST MEET THE STAFF QUALIFICATIONS EXPLAINED IN NEW YORK STATE UPK PROGRAM REGULATIONS (see 8 N.Y.C.R.R. § 151-1.3).

All UPK teachers employed by collaborating agencies must have one of the following:

- a. A teaching license or certificate valid for service in the early childhood grades pursuant to Part 80 of the Regulations of the Commissioner of Education (8 NYCRR Part 80).
- b. A teaching license or certificate for students with disabilities valid for service in the early childhood grades pursuant to Part 80 of the Regulations of the Commissioner of Education (8 NYCRR Part 80).
- c. A bachelor's degree in early childhood or a related field and a written plan to obtain a certification valid for service in the early childhood grades within five years.
- d. A teaching license or certificate valid for services in the childhood grades pursuant to Part 80 of the Regulations of the Commissioner of Education (8 NYCRR Part 80), and a written plan to obtain a certification valid for service in the early childhood grades within five years.

A prekindergarten teaching assistant providing instructional support in a prekindergarten classroom shall meet qualifications pursuant to Part 80 of the Regulations of the Commissioner of Education (8 NYCRR Part 80).

Educational Directors: Until all universal prekindergarten teachers at an eligible agency site possess a teaching license or certificate valid for services in the early childhood or childhood grades, the agencies operating such programs shall employ an on-site education director during the hours that the prekindergarten program is in operation that will be responsible for program implementation. The on-site director shall possess a baccalaureate degree in early childhood education or related field of study and a teaching license or certificate valid for services in the early childhood or childhood grades pursuant to Part 80 of the Regulations of the Commissioner of Education (8 NYCRR Part 80).

In addition, when 15 or more children share the same first language other than English, a bilingual certification extension or license is required. In the absence of a certified bilingual early childhood teacher, a monolingual certified teacher should be paired with a bilingual teacher assistant/teacher aide who speaks the children's native language. If this cannot be achieved, a certified English as a Second Language (ESL) teacher must be assigned to the class.

Social workers who serve the needs of UPK children and their families must also be appropriately certified.

Space The early childhood classroom shall have at least a minimum of 30 square feet per child of usable activity space, excluding cloakrooms, bathrooms and storage facilities (540 square feet for 18 children; 570 for 19 and 600 for 20 children). Bathroom facilities are within the room or immediately accessible on the same floor as the classroom. In addition, the site should have an outdoor play area of at least 75 square feet per child or a play area within walking distance of the site. Space, equipment and furniture shall be provided and maintained in a state of good repair and sanitation. Sinks with warm running water conveniently located in early childhood classrooms support sanitary practices. No UPK classroom shall be above the third floor. Every early childhood provider must secure and identify a facility that complies with:

- the applicable requirements of Americans with Disabilities Act
- all applicable fire and safety building codes

Documentation of compliance with these regulations must be maintained on file at the site.

PROGRAM STAFFING DESCRIPTION:

1. Describe how Universal Pre-Kindergarten services will be staffed. Include information regarding staff qualifications, staff patterns, proposed staff length of employment, and child-staff ratio. A teacher with a New York State Teaching Certificate in early childhood education (N-6 or N-3), or a plan to attain New York State certification, is required for this program. Please refer to the Universal Pre-Kindergarten Regulations for minimal requirements.
2. Explain the administrative structure of the organization and how records are managed within the organization.
3. Describe documentation procedures followed by the organization.
4. Describe the supervisory structure for the proposed Universal Pre-Kindergarten services, including the qualifications of the supervisor(s).
5. Describe the process for coverage or substitution of staff as well as the ability of the organization to fill vacancies in a timely manner.

6. UNIVERSAL PRE-KINDERGAREN SEVICES

1. Describe how proposer will meet the following goals/standards:
 - Strengthen student cognitive skills
 - Increase early literacy skills (reading, writing, speaking, listening and information processing)
 - Increase student's creative and artistic abilities
 - Improve inter- and intra-personal skills, feelings of self-worth, and become independent at a developmentally appropriate level

- Increase appreciation of diversity and improve understanding of their own heritage and its relationship to self-image and interactions with others
 - Enhance personal, physical and emotional wellness following the components of NYSED Social Emotional Learning Benchmarks <http://www.p12.nysed.gov/sss/sel.html>
 - Increase physical skills including fine and gross motor movement, kinesthetic and spatial relationships
 - Encourage parent involvement in their child's education
 - Ensure parents have ease of utilization and access to program and program services
 - Integrate preschool children with disabilities
 - Meet the needs of English Language Learners
2. Describe how children's progress will be monitored; i.e., portfolios, narratives, etc.
 3. Describe how you will provide social and emotional services to students and families.
 4. How will you encourage parent involvement in their child's education?
 5. Describe how you will support transition/continuity with the District's K-2 curriculum.
 6. How will you integrate students with disabilities?
 7. Indicate the on-going staff development opportunities for Pre-Kindergarten staff.
 8. Describe how meals and snacks would be provided.
 9. Explain how the program will meet all applicable health and safety codes and licensure/registration requirements.

7. INSURANCE REQUIREMENTS

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the proposer hereby agrees to effectuate the naming of the District as an unrestricted additional insured on the proposer's insurance policies, with the exception of workers' compensation and professional liability (if applicable).
2. The policy naming the District as an additional insured shall:
 - a) Be from an A.M. Best rated at least "secured" insurer, authorized to conduct business in New York State.
 - b) Contain a 30-day notice of cancellation.
 - c) State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, officers, employees and volunteers with a waiver of subrogation in favor of the District.
 - d) Additional insured status shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26) or equivalent.

The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance.

3. At the District's request, the proposer shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the proposer will provide a copy of the policy endorsements and forms.
4. The proposer agrees to indemnify the district for any applicable deductibles and self-insured retentions.
5. Minimum Required Insurance:
 - a. **Commercial General Liability Insurance**
 - 1,000,000 per Occurrence/ \$2,000,000 Aggregate
 - \$2,000,000 Products and Completed Operations
 - \$1,000,000 Personal and Advertising Injury
 - \$1,000,000 Sexual Misconduct and Assault
 - \$100,000 Fire Damage
 - \$10,000 Medical ExpenseCoverage for sexual misconduct must be affirmed. Sub-limits below the policy limits for sexual misconduct coverage are acceptable solely at the discretion of the District.
 - b. **Automobile Liability**
 - \$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.
 - c. **Workers' Compensation and N.Y.S. Disability**
 - Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees.
 - d. **Umbrella/Excess Insurance**
 - \$1 million each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required Auto Liability and General Liability coverages.
 - e. **Daycare Providers E & O Insurance** \$2,000,000 each occurrence and aggregate. Coverage for the errors and omissions of the board, administrators and employees.
6. The proposer acknowledges that failure to obtain and maintain such insurance on behalf of the District constitutes a material breach of contract. The proposer provider is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the award of the contract.

8. DISTRICT OVERSIGHT

The District will provide direct oversight of the program via a District-employed New York State Certified School Administrator. The Administrator will:

1. Monitor the resulting contract and provide oversight of the Proposer's program and support services.

2. Have complete access to the buildings and will make visits to the sites at any times when the program is in operation. Also, during the course of the year, District staff members will be making periodic visits to the facilities to ensure that the program is conducted in a developmentally appropriate way, provides rich academic experiences for the student and complies with the standards for preschool program established by the state.
3. Oversee the Agency's program in the implementation of the requirements of the New York State Education Department ("NYSED") through a quarterly Quality Assurance review. The Agency must attend at least four leadership meetings with the District annually.
4. Collaborate with the on-site Education Director on all program management, educational issues, design and implementation of Kindergarten transition and vertical articulation, child find responsibilities, talented and gifted, curriculum, and bilingual education.
5. Participate in the development, structure and delivery of instructional services, including program assessment.
6. Provide direct link to the School District Administration for program services' coordination.
7. Provide support or guidance in consultation with the Education Director on teacher continuance based on the observation and evaluation processes, if deemed necessary.
8. Unilaterally determine the student selection process for participation in the program.
9. Assist, if necessary, with the outreach to find children who are currently not being served in the District.

9. TRANSPORTATION

The District will provide transportation for UPK students.

10. NYSED

Please review the NYSED site for additional information:

1. <http://www.p12.nysed.gov/upk/faq.html>
2. <http://www.p12.nysed.gov/nurseryschool/regulations/NurserySchoolsRegulations.html>

11. PROGRAM BUDGET

Parents cannot be charged a fee for participation in the Universal Pre-Kindergarten Program.

1. Provide a spreadsheet detailing all the program costs including but not limited to professional salaries, support staff salaries, purchased services, supplies and

materials, travel expenses, employee benefits, indirect costs, equipment and any applicable transportation cost.

2. Detail any local matching funds to be used to support the Universal Prekindergarten program.

12. ATTACHMENTS

All Attachments must be completed, signed, dated and, if required, notarized.

13. RFP SUBMISSION INSTRUCTIONS

Please submit one original and three copies of a sealed proposal for administration of the Universal Pre-Kindergarten Program clearly marked on the outside of the envelope **RFP - Universal Pre-Kindergarten Program**. Proposals will be accepted up until 2 PM, March 27, 2023 at the New Paltz District Office.

Via U.S. mail to:

New Paltz Central School District
Attn: Deb Kosinski
196 Main Street
New Paltz, NY 12561

Via hand delivery to:

New Paltz Central School District
Attn: Deb Kosinski
1 Eugene L. Brown Drive
New Paltz, NY 12561

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the agency seeking to provide the service of administering a portion of the District's Universal Pre-Kindergarten Program. The substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the agency and of the particular staff to be assigned to this engagement. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposing agency's capabilities to satisfy the requirements of the request for proposal.

There is no express or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals, attending pre-proposal conferences, or interview(s) in responding to this request. Proposals submitted after

the stated time and date will not be considered and will be returned to the proposer unopened.

Proposals will be opened on the stated date, but will not be read aloud. Any interested party may attend. There will be no discussion at the time of the opening of the proposals. The names of the proposing firms shall be available following the proposal opening.

Proposals shall be irrevocable for a minimum period of sixty (60) days from the date of proposal opening. Alterations to said proposals must be submitted in writing. Consideration shall be given only to those alterations, which may be caused by unforeseen circumstances beyond the control of the firm submitting said proposal. The Purchasing Agent or his/her designee shall make such determination.

The New Paltz Central School District Board of Education intends to award a contract or contracts in its best interest and reserves the right to reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the New Paltz Central School District to do so. No proposer shall have any legal, equitable or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the New Paltz Central School District, in its sole discretion, shall enter into a contract with the proposer(s) that it selects as the successful proposer(s). Please read the attached material carefully before submitting your proposal. Incomplete proposals may not be considered.

14. TIMELINE

February 6, 2023	Advertisement and release Date for RFP
March 27, 2023	RFP Due Date
March 28-31, 2023	Review and Interview Providers
April 18, 2023	Contract Award
September 1, 2023	Contract Start Date