

**DUANESBURG CENTRAL SCHOOL DISTRICT**

**REQUEST FOR PROPOSAL**

**FOR**

**UNIVERSAL PRE-KINDERGARTEN PROGRAM SERVICES  
FOR 2024-2025 SCHOOL YEAR**

**AT THE**

**DUANESBURG CENTRAL SCHOOL DISTRICT  
133 SCHOOL DR.  
DELANSON, NY 12053**

DUANESBURG CENTRAL SCHOOL DISTRICT  
Request for Proposal  
UNIVERSAL PRE-KINDERGARTEN PROGRAM

TABLE OF CONTENTS

<u>PART</u>	<u>HEADING</u>	<u>PAGE</u>
I.	RFP INFORMATION	1
II.	PROPOSAL SUBMISSION	8
III.	COST PROPOSAL FORM	11
EXHIBIT "A"	NYS UNIVERSAL PRE-KINDERGARTEN PROGRAM REQUIRED COMPONENTS DOCUMENT	
EXHIBIT "B"	NYS UNIVERSAL PRE-KINDERGARTEN PROGRAM REQUIRED INSTRUCTIONAL COMPONENTS DOCUMENT	
EXHIBIT "C"	DISTRICT MISSION DOCUMENT	

# Part I

## RFP Information

**DUANESBURG CENTRAL SCHOOL DISTRICT**  
**Request for Proposal**  
**UNIVERSAL PRE-KINDERGARTEN PROGRAM**

**Section 1 - Introduction and Purpose**

- 1.1 The Duanesburg Central School District (“District”) is located in Schenectady County, New York. The District anticipates being granted funds pursuant to 3602-e of the Education Law to implement a pre-kindergarten program through collaborative efforts with eligible agencies.
- 1.2 The District seeks proposals by eligible agencies (“Proposer”) as defined in Section 3602-e of the Education Law and in the Regulations of the Commissioner of Education (8 NYCRR 151-1) to serve as an independent contractor to collaborate with the District in providing a pre-kindergarten instructional program for up to eight (8) age four (4) students in the District during the 2024-2025 school year.

**Section 2 - Time Line and Receipt of Proposals**

- |      |   |                                 |
|------|---|---------------------------------|
| I.   | Release of RFPs to Potential Vendors                  | May 01, 2024                    |
| II.  | Return of Proposals                                   | May 31, 2024                    |
| III. | Review of Proposals and Selected Vendor Presentations | June 07, 2024                   |
| IV.  | Implementation  | September 1, 2024-June 30, 2024 |
- 2.1 One copy of the proposal and other required documents must be sealed in an envelope marked with the name and address of the proposer and must be received **no later than** May 31, 2024, at the offices of:
- DUANESBURG CENTRAL SCHOOL DISTRICT**  
**133 SCHOOL DRIVE**  
**DUANESBURG, NEW YORK 12053**  
**ATTN: JEFFREY RIVENBURG**
- 2.2 The proposal submitted by the individual proposer(s) is the document upon which the District will make its initial judgment regarding the proposer's qualifications, understanding of the District’s scope and objectives, methodology, and ability to complete services under the contract contained at Exhibit “A” (the “Contract Documents”).
- 2.3 Those submitting proposals do so entirely at their expense. There is no express or implied obligation by the District to reimburse any firm or individual for any costs

incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the District, or for participating in any selection interviews.

- 2.4 Submission of any Proposal indicates acceptance of all of the terms and conditions contained in the Request for Proposal (“RFP”). Any exceptions must be highlighted and noted in an addendum to the proper submittal.
- 2.5 The District reserves the right to reject any and all proposals, in whole or in part, submitted in response to its RFP.
- 2.6 The District reserves the right to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional proposals.
- 2.7 The District may, at any time by written notification to all proposers, change any portions of the RFP.
- 2.8 During the evaluation of proposals, the District may require clarification of information and may invite proposers to an oral presentation to amplify and/or validate proposal contents.

**Section 3 - Proposal Submission**

- 3.1 The proposal shall include all of the information requested in Part II of this RFP.

**Section 4 – Contract Term:**

- 4.1 The initial contract period shall be for one year. The District may at the end of this period extend the agreement for one additional year. The parties will mutually agree to the fee for services and the actual service deliverables for the additional period.
- 4.2 The Proposer acknowledges and agrees to be bound by all the terms and conditions as set forth in the contract documents contained in Exhibit “A”.
- 4.3 The Successful Proposer shall execute a contract with the District in substantial conformance with this RFP.
- 4.4 The Duanesburg Central School District is responsible for transporting district residents that elect to attend collaborating agencies school if transportation is available for UPK students attending Duanesburg Elementary School.

**Section 5 - Restriction on Disclosure and Use of Data:**

- 5.1 Upon submission, proposals and other materials submitted by proposers become records subject to the Freedom of Information Law (FOIL) of New York State. The District may deny public access to such records or applicable portions which are trade secrets and are maintained for the regulation of commercial enterprise which, if disclosed, would cause

substantial injury to the competitive position of the subject enterprise, are specifically exempted from disclosure by state or federal statute, or are otherwise exempted from disclosure under FOIL. proposers should mark confidential only those portions of their proposals which they believe are not required to be disclosed under FOIL. The District, however, may be obligated to disclose information consistent with the requirements of FOIL notwithstanding any such markings made by proposers.

## **Section 6 - Proposal Evaluation:**

- 6.1 Upon review of the proposals submitted, the proposer shall be selected based on the following criteria:
- (a) Cost will be a paramount factor in fulfilling enrollment. The District's goal is to extend service to as many students as financially possible, and the Board of Education will therefore be taking a hardline approach to analyzing cost. Not less than ten percent of the total grant award to the school district shall be set aside for collaborative efforts with eligible agencies, provided commissioner may waive such set aside requirement based upon documented evidence that the school district was unable to use the amount set aside to make a collaborative arrangement that would meet all requirements of this subdivision because of unavailability of eligible agencies willing to collaborate or other factors beyond the control of the school district, or if the ten percent exceeds the total of the districts aid per pupil multiplied by the number of pre-kindergarten pupils in collaborative programs. For collaborative programs exceeding the set aside ten percent due to enrollment, the total of the district's aid per pre-kindergarten pupil multiplied by the number of pupils in collaborative programs will calculate the funding amount. Consideration will also be given to enrollment in the District's school-based program;
  - (b) demonstrates the ability to provide necessary services and has submitted the required information;
  - (c) experience of the proposer, proven track record, references, experiences of persons selected to handle work;
  - (d) the proposer's capacity to effectively, efficiently and immediately provide needed services;
  - (e) the ease of utilization and accessibility of the program to parents and/or guardians;
  - (f) capacity to provide ongoing staff development;
  - (g) staffing patterns and qualifications;

- (h) documentation that all applicable health and safety codes and licensure or registration requirements are met;
- (i) anticipated fiscal share and other resources will be contributed to the universal pre-kindergarten program;
- (j) current program design and experience in providing developmentally-appropriate programs;
- (k) fiscal solvency;
- (l) stability of staff, rate of turnover and ability to fill vacancies in a timely manner; articulated mission/philosophy statements;
- (m) record management and documentation procedures followed by the agency;
- (n) administrative structure;
- (o) capacity and experience in serving children with disabilities;
- (p) capacity and experience in serving children and their parents and/or guardians when they are limited English proficient;
- (q) children's progress as demonstrated by assessments;
- (r) demonstrated effectiveness of the eligible agency's program; and student enrollment.

6.2 Proposals will remain valid until the execution of a contract by the District, unless otherwise rejected consistent with this RFP per Section 9.2.

6.3 The district will award a contract(s) resulting from this solicitation to the most responsible proposer or proposers whose proposal, in the sole judgment of the District, will be most advantageous to the District, after cost and other factors, specified elsewhere in this request are considered. The results of the competitive process for prekindergarten program services shall be made public at a regular meeting of the board of education.

6.4 The proposer shall allow the District to conduct at a minimum one site visit prior to contracting for services.

## **Section 7 - Alternatives and Deviations:**

7.1 Proposer may include in its proposal items not specified in this RFP, which it would consider pertinent. All such alternatives must be listed separately from the Proposal and the cost thereof must be separate and itemized. Any and all deviations from the terms

and conditions of this RFP must be listed in the attached Statement of Compliance.

**Section 8 - Specification Clarification:**

- 8.1 Students attending the participating partner's school will total 8 or less students based on district enrollment. The participant is aware that 8 students will likely not fund an entire teaching staff for the 8 shared students. At any time, a student could depart the district and filling vacancy will be completed with new program enrollments.
- 8.2 Partnering CBO will preferably be within the district's boundaries.
- 8.3 All questions about the meaning or intent of the specifications must be submitted in writing to:

Jeffrey Rivenburg  
133 School Dr.  
Delanson, New York 12053

Replies will be issued by the addenda mailed or delivered to all parties recorded as having received the proposal documents. Questions received less than four (4) days prior to the date of submission of proposals will not be answered. Only questions answered by formal written addenda will be binding.

**Section 9 - Withdrawal of Proposals:**

- 9.1 Proposals may be withdrawn by written notice received at any time before award. Proposals may be withdrawn in person by a proposer or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.
- 9.2 Each proposal shall constitute a firm offer for a period of ninety (90) days from the proposal opening date. After expiration of the firm offer period, if no contract award has been made, a proposal may be withdrawn if the proposer does so in writing directed to Jeffrey Rivenburg Assistant Superintendent of Management Services; otherwise, proposals remain in effect consistent with the terms of Section 6.2 of this RFP.

**Section 10 - Insurance and Security Requirements:**

- 10.1 The successful proposer shall be required to produce and maintain, at its own expense, the following insurance coverage:
  - (a) Workers' Compensation and Employer's Liability Insurance: As statutorily required by New York State Workers' Compensation Law.
  - (b) Public Liability and Property Damage Insurance: A policy or policies with limits of not



less than:

Limit of Liability: \$1,000,000 for injury or death,

\$1,000,000 per person or Incident;

for property damage

10.2 Each policy of insurance required shall be of form and content satisfactory to the District and shall be noncancelable without ten (10) days prior written notice to the District.

10.3 A duplicate original of such insurance policy or a certificate of insurance shall be given to the District as part of this proposal.

**Statement of Compliance**

Please Submit as part of your proposal the following information:

**RE: The Duanesburg Universal Pre-Kindergarten Program**

We hereby acknowledge receipt of the Duanesburg CSD-Universal Pre-K RFP and verify that our proposal conforms to the RFP except as detailed below:

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Part II

## Proposal Submission

# Duanesburg Central School District

---

The Proposal for the **Universal Pre-Kindergarten Program** should include under separate cover the following:

## **Section 1 - General Information**

1. Legal Name of Organization  
DBA Name (If different than above)  
Principal location: City, State, Zip Code  
Tel. number and Fax number  
Any additional office locations.  
  
Contact information for the Administrator/Site Coordinator and other key personnel.
2. Please indicate how your company is organized (corporation, partnership, LLC, etc.)  
What is your state of organization?  
How long has your organization been in business?
3. Federal Tax ID Number.
4. Provide copies of all current licenses your organization holds regarding the operation of your business. Provide certifications your organization holds, and employees hold regarding the operation of your business.

## **Section 2 - Implementation**

5. A complete outline including a detailed time schedule of the implementation process (e.g., parent communications, parent/student orientations/Open House, special events, parent/teacher conferences, progress reports) specifically for the District assuming a September 1, 2024 start-up date.

## **Section 3 - Services, Objectives and Experience**

6. A description of the services to be provided by the Proposer;
7. A detailed narrative which describes how the Proposer will meet the following, as set forth and described in the contract documents contained in this RFP document, as well as the New York State Universal Pre-Kindergarten Program Required Components and Required Instructional Components documents (Exhibits “A” and “B”)
  - a. Service Requirements;
  - b. Curriculum and Assessment;

- c. Supervision and Professional Development; and
  - d. Mutual Communication requirements.
  - e. Safety and Access to the School Building, including the safety protocols the Provider will establish for security, access, and entry into buildings.
8. A detailed narrative and description of the proposer's staff qualifications/ experience, the proposer's qualifications and experience to carry out the requested services, including, but not limited to, staffing patterns, child-staff ratio and administrative structure, number of years in business, length of experience, and experience with administering pre-kindergarten programs;
  9. List and qualifications of professional staff members who may be involved with the District;
  10. The cost to the District, in terms of cost per child, as calculated on the cost proposal form at Part III of this RFP;
  11. The name and title of the person(s) authorized to bind the proposer, together with the main office address, and the telephone number (including area code);
  12. The attached Statement of Compliance;
  13. Provide any additional information that would distinguish your services to the District;
  14. In addition, the District may perform such investigations it deems necessary to determine the ability of the proposer to perform the work. The proposer shall furnish to the District, within five (5) days of a request, all such information and data for this purpose as may be requested. The District reserves the right to reject any proposal if the information submitted by, or investigation of, such proposer fails to satisfy the District that such proposer is properly qualified to carry out the obligations contained in the contract documents and to complete the work contemplated therein. Conditional proposals will not be accepted.

## Part III

# Cost Proposal Form

# Duanesburg Central School District

## COST PROPOSAL FORM

### Universal Pre-kindergarten Program

#### Submit to:

**DUANESBURG CENTRAL SCHOOL DISTRICT  
133 SCHOOL DRIVE  
DELANSON, NEW YORK 12053**

1. The undersigned proposer proposes and agrees, if this proposal is accepted, to enter into a contract with the owner in the form included at Exhibit "A" (the "Contract Documents") to complete all work as specified or indicated in the contract documents for the contract price and within the contract term indicated in this proposal and in accordance with the contract documents.
2. Proposer accepts all of the terms and conditions of the RFP and the contract documents. This proposal may remain open for ninety (90) days after the day of proposal opening. Proposer will sign the contract and submit other documents required by the contract documents within fifteen (15) days after execution.
3. In submitting this proposal, proposer represents, as more fully set forth in this contract, that:
  - (a) Proposer has examined copies of all the contract documents and of the following addenda: (If none, so state)

Date:

Number:

(receipt of all of which is hereby acknowledged)

- (b) Proposer has examined the legal requirements (federal, state, and local laws, ordinances, rules, and regulations) and the conditions affecting cost, progress, or performance of the contract and has made such independent investigation as proposer deems necessary;

4. Proposer will complete the work for the following price(s):

2024-2025 Pre-Kindergarten Program

A. Number of Children \_\_\_\_\_

B. Cost Per Child \_\_\_\_\_

C. Total Cost (“Contract Price”) \_\_\_\_\_

D. Note: If there is a minimum number of children required for you to host a UPK program, please check the appropriate box and identify the student minimum, otherwise check “Not Applicable”.

Yes: \_\_\_\_\_  
Minimum

Not Applicable

Note: The District’s costs for UPK transportation are deemed additional services. Transportation is anticipated, but not required and will only be available if there are enough drivers for transporting students who elect school bus pickup and drop-off.

5. Communication concerning this Proposal shall be addressed to: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Proposer

\_\_\_\_\_  
District



EXHIBIT “A” NYS UNIVERSAL PRE-KINDERGARTEN PROGRAM REQUIRED COMPONENTS DOCUMENT

**2024-2025 NYS Universal Pre-Kindergarten Program Required Components**

*Use the following format to describe the required components of the Universal Prekindergarten Program. Copy and use additional sheets as necessary.*

<b><i>Required Program Component</i></b>	<b><i>Services Provided</i></b>	<b><i>Provider Agency(ies) if applicable</i></b>	<b><i>Means of Assessment</i></b>
Support services to children and families such as social and health related services			
Meeting the needs of English Language Learners			
Parent Involvement			

<b><i>Required Program Component</i></b>	<b><i>Services Provided</i></b>	<b><i>Provider Agency(ies) if applicable</i></b>	<b><i>Means of Assessment</i></b>
Transitions/continuity with K-2 program – curriculum and NYS Learning Standards			
Integrating preschool children with disabilities  (describe accommodations)			
Staff development			

EXHIBIT “B” NYS UNIVERSAL PRE-KINDERGARTEN PROGRAM REQUIRED INSTRUCTIONAL COMPONENTS DOCUMENT

**2024-2025 NYS Universal Pre-Kindergarten Program Instructional Components**

*Use the following format to describe how the program will address the identified instructional components. Copy and use as many sheets as necessary.*

<b>Cognitive Skills, including promoting English Literacy</b>		
Goals/Objectives	Methodology	Means of Assessment

<b>Social-Emotional Development, including fostering a positive sense of self within a cultural context</b>		
Goals/Objectives	Methodology	Means of Assessment

**Physical Skills, including gross and fine motor development**

Goals/Objectives

Methodology

Means of Assessment

