



# MECHANICVILLE CITY SCHOOL DISTRICT

## ***UNIVERSAL PRE KINDERGARTEN***

### REQUEST FOR PROPOSAL (RFP)

An RFP defines the situation or object for which the goods and/or services are required, how they are expected to be used and/or problems that they are expected to address. Vendors are invited to propose solutions that will result in the satisfaction of the school district's objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may not be the primary consideration.

#### Introduction

The Mechanicville City School District intends to implement a Universal Pre-Kindergarten (UPK) program for district students who are four years of age by December 1 of the year they enroll. We estimate this will be for 32 students.

The intent of this RFP is to solicit proposals from community agencies that presently offer a pre-Kindergarten program. Agencies who desire to apply to this RFP must offer a pre-Kindergarten program that meets specific requirements of the Commissioner of Education's Regulations.

#### Instructional and Curricular Expectations

The school district seeks an educationally based UPK program that will meet the Uniform Quality Standards of Section 151-1.3 regulation as amended by the New York State Board of Regents. The Mechanicville City School District is responsible for fiscal and program oversight and student progress in all settings. The Mechanicville City School District will implement

curricula and practices that ensure strong instruction aligned with the five (5) Domains of the New York State Prekindergarten Learning Standards:

1. Approaches to Learning
2. Physical Development and Health
3. Social and Emotional Learning
4. Communication, Language, and Literacy Part A and Part B
5. Cognitive and Knowledge of the World (Mathematics, Science, Social Studies, Arts)

The goal of the district is to work in a collaborative manner with community agencies and to promote active parental involvement. The school district is required to provide staff development to the UPK provider(s) and the UPK provider(s) are required to attend professional development based on the instructional needs of students. Collaborative agencies will be required to work with the Mechanicville City School District to provide a positive transition for children participating in a pre-Kindergarten program.

#### Ownership of Proposals

All responses to this request for proposals become the property of the Mechanicville City School District.

#### Bidder's Expenses

If any, prospective bidders are solely responsible for their own expenses in preparing a proposal and subsequent negotiations with the Mechanicville City School District.

#### Contract Solution

The school district reserves the right to award a contract in part or in full, or not at all, on the basis of responses received.

#### Acceptance of Proposals

This RFP should not be construed as a contract to purchase services. The school district is not bound to accept the lowest price or any proposal of those submitted.

#### Liability for Errors

While the school district has used considerable efforts to ensure an accurate representation of information in this RFP, all prospective bidders are urged to conduct their own investigation into the material facts and the school district shall not be held liable or accountable for errors or omissions in any part of this RFP.

### Insurance

The successful bidder shall maintain property insurance and shall maintain general liability insurance for the duration of the agreement. The school district shall be named as an additional insured on a primary and non-contributory basis on the liability insurance policy. The successful bidder shall have insurance coverage of at least \$1,000,000 per occurrence and \$2,000,000 aggregate coverage, as well as abuse/molestation coverage of at least \$1,000,000.

The successful bidder shall agree to hold harmless and indemnify the school district from any and all claims including, but not limited to, student personal injury claims, fines, or penalties asserted against the school district which arise out of the successful bidder's operation of the Pre-Kindergarten program unless such claim arises out of an act or omission on the part of the Mechanicville City School District.

### Acceptance of Terms

All the terms and conditions of this RFP are deemed to be acceptable by the bidders and incorporated in its proposal except those conditions and provisions, which are expressly excluded, by the proposal.

### Governing Law

This RFP and any transaction entered into between the bidder and the school district shall be governed by and in accordance with the laws of the State of New York and the United States of America.

### Currency and Taxes

Prices are to be in U.S. dollars. The school district is exempt from all sales and use taxes.

### Application Process

Interested agencies are to complete the attached application and submit to the Director of Data & Accountability by 3:00 PM on July 12, 2024.

Please note the following:

1. Program Design Section 151-1.4 indicates the UPK program must meet a minimum of 2½ hours per day, 5 days a week, 180 days a year. Full-day programs must meet a minimum of 5 hours per day, 5 days per week, 180 days per year.
2. Prekindergarten teachers providing instruction through this Part shall possess:
  - (a) a teaching license or certificate valid for service in the early childhood grades pursuant to Part 80 of this Title;  
or
  - (b) a teaching license or certificate for students with disabilities valid for service in early childhood grades pursuant to Part 80 of this Title;  
or
  - (c) for eligible agencies collaborating with the district to provide prekindergarten services, a bachelor's degree in early childhood education or a related field, or a teaching license or certificate valid for services in the childhood grades pursuant to Part 80 of this Title, and a written plan to obtain a certification valid for service in the early childhood grades within five years.
3. 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 teaching license or certificate valid for services in the early childhood or childhood grades pursuant to Part 80 of this Title.
4. A prekindergarten teaching assistant providing instructional support in a prekindergarten classroom shall meet qualifications pursuant to Part 80 of this Title.
5. A prekindergarten teacher aide providing support in a prekindergarten classroom shall meet the requirements prescribed by the local Board of Education.
6. Class Size/Staff Ratios (151 – 1.3) are as follows:
  - A. Maximum class size is 20 children
  - B. For class size up to 18 children, one teacher + one paraprofessional is required
  - C. For classes of 19 and 20 children, one teacher + two paraprofessionals are required

The Selection Criteria (Part 151-1.6) will include:

- The eligible agency’s capacity to effectively, efficiently and immediately provide needed services;
- Capacity to provide ongoing staff development;
- Staffing patterns and qualifications;
- Documentation that all applicable health and safety codes and licensure or registration requirements are met;
- Anticipated fiscal share and other resources will be contributed to the Universal Pre-Kindergarten programs;
- Current program design and experience in providing developmentally-appropriate programs;
- Fiscal solvency;
- Stability of staff, rate of turnover and the ability to fill vacancies in a timely manner;
- Articulated mission/philosophy statements;
- Record management and documentation procedures followed by the agency;
- Administrative structure;
- Capacity and experience in serving children with disabilities;
- Capacity and experience in serving children and their parents and/or guardians when they are limited English proficient;
- Children’s progress as demonstrated by assessments; and
- Demonstrated effectiveness of the eligible agency’s program.

**Proposal Pricing**

When completing your budget please note that additional fees cannot be charged to families according to the following state regulations:

*Section 151-1.2(a) of the Regulations of the Commissioner of Education provides that “pursuant to section 3202 of Education Law, no parent and/or guardian of a child participating in the Universal Pre-Kindergarten program should be subjected to a fee/charge for the instructional program.” For this purpose, the term instructional program includes, but is not limited to, curricular materials and supplies, field trips, assemblies, visiting artists and authors, and other expenditures that are needed to support the day-to-day learning activities. No parent is to be charged an additional materials fee.*

All bidders must be aware that both this bid award and the amount of funds allocated for this UPK program are contingent upon approval by the New York State Legislature’s actions. Finalized allocation and pupil counts cannot be made until after the passage of the State budget.

**All proposals should be addressed to:**

**Meghan M. Warren, Director of Data & Accountability**

**25 Kinskern Ave, Mechanicville NY 12118.**

***Proposals must be received no later than 3:00 PM on July 12, 2024.***