

HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT
27 FARRAGUT AVENUE, HASTINGS ON HUDSON, NY 10706
RFP #2024-RPPL – RESTORATIVE PRACTICES PROFESSIONAL LEARNING SERVICES

REQUEST FOR PROPOSALS

RFP #2024-RPPL

RESTORATIVE PRACTICES PROFESSIONAL LEARNING SERVICES

ADVERTISED: August 29, 2024
DUE: September 20, 2024 - 10:00 AM EST

Return to:
Maureen Caraballo
Business Official/District Treasurer
Hastings on Hudson UFSD
27 Farragut Avenue
Hastings on Hudson, NY 10706

COMMENCING WITH THE 2024-2025 SCHOOL YEAR

A. Introduction

1. Purpose

This request for proposal is for the purpose of selecting a qualified and experienced individual/ firm to provide Professional Learning in the area of Restorative Practices to the School District for 2024-2025 and continuing thereafter as may be mutually agreeable.

2. Brief Description of the School District.

- a. Number of Schools - 3 (three), Grades K-12, Student enrollment -1620
- b. Number of employees - 320, Full and Part-Time.
- c. BOCES- Hastings-on-Hudson UFSD is a member district of the Southern Westchester Board of Cooperative Educational Services.
- d. Type of Superintendency- Independent
- e. Board of Education, Seven (7) members, Elected at large, Three (3) year terms
- f. Management and School Leadership
 - Superintendent of Schools, Dr. William McKersie
 - Assistant Superintendent of Curriculum & Instruction, Dr. Melissa Szymanski
 - Hillside Elementary School (Grades K-4), Principal- Amy Cazes
 - Middle School (Grades 5-8), Principal- Scott Wynne
 - High School (Grades 9-12), Principal- Andy Clayman
- g. Budget
 - The 2024-2025 General Fund Budget is \$57,609,700 as approved by District voters in May 2024.

B. Scope

The individual / firm will be expected to provide Professional Development in Restorative Practices over 11.5 days. Services to include the following:

Leadership Team (.5 days):

- Provide training in restorative practices, including proactive and reactive approaches

High School Alternative School Program Students (11 days - 2 hours daily):

- Support the use of proactive community circles and/or facilitate the use of restorative practices to promote emotional recovery from interpersonal harms that have occurred

Workshops with staff (11 days - 4 hours daily):

- Provide training in restorative practices, including proactive and reactive approaches
- Support application of restorative practices
- Collaborate with members of the faculty to identify future needs

C. Qualifications of Firms Staff

The District is keenly interested in the level and type of Restorative Practices professional development service experience of the individual / firm and those persons who will be assigned to work with staff. Brief resumes and listing of school district or educational contacts to attest to their experience is expected. The Board of Education reserves the right to reject staff that they feel do not have appropriate experience or qualifications to provide the desired science professional development services.

D. Qualifications and Experience of the Firm

Individuals / Firms submitting proposals should be of a sufficient size to ensure timeliness, stability and responsiveness during the year. Firms submitting proposals shall provide information about their size as well as their school district or educational institution experience.

A listing of school district and educational institution references is required.

E. Preparation of Documents

The individual / firm will be expected to prepare and make copies of documents as may be required on its premises and provide for delivery to the District.

F. Requirements for Proposals and Description of the Process

1. Response Submission

All proposals must be received by the District Treasurer no later than Friday, September 20, 2024, at 3:00 PM.

2. Mailing and Delivery Instructions

- Proposals will be accepted via fax, e-mail and mail
- Fax submitted to (914) 478-6219
- E-mail to CARABALLOM@HOHSCHOOLS.ORG
- Mail addressed to:

Maureen Caraballo, District Treasurer/Business Official
Hastings-on-Hudson UFSD

27 Farragut Avenue
Hastings-on-Hudson, NY 10706

The envelope shall be labeled "Proposal for Restorative Practices Professional Development Services."

3. Ownership of Proposals

All proposals and accompanying documentation become the property of the Hastings-on-Hudson UFSD. The District shall not divulge any information presented to anyone outside the District without the written approval of the individual / firm unless legally required.

4. Proposal Required Information

- a. Provide and clearly state the annual fees to be charged to the District and identify applicable hourly/daily rates.
- b. Provide a detailed Restorative Practices Professional Development Services Learning Plan.
- c. Provide the names of staff members to be assigned to the District, and their roles.

PLEASE NOTE: If any type or segments of services is not included in the above quotation, firms must specify what services they are and what the additional fees the District would be charged for such services.

G. Inquiries and Questions

1. All inquiries concerning this request for proposal should be directed to:

Maureen Caraballo, Business Official District Treasurer
Hastings-on-Hudson UFSD
27 Farragut Avenue
Hastings-on-Hudson, NY 10706
TEL (914) 478-6205
FAX (914) 478-6219
CARABALLOM@HOHSCHOOLS.ORG

To the extent possible, each question should be submitted in writing, citing a particular Request for Proposal section, prior to the submission of the proposal.

J. Criteria for Evaluation of Proposals

The Board of Education is responsible for establishing the criteria of the evaluation.

Elements include, but are not limited to:

- School district / educational institution experience and staff to be assigned
- Reference checks
- Clarity of the individual's / firm's proposal
- Oral interview

Thank you for your interest in the Hastings-on-Hudson UFSD.