



WASHINGTONVILLE CENTRAL SCHOOL DISTRICT
52 West Main Street
Washingtonville, NY 10992

REQUEST FOR PROPOSALS

UNIVERSAL PRE-KINDERGARTEN PROGRAM

2025-2026

NOTICE TO BIDDERS

The Board of Education of Washingtonville Central School District in accordance with Section 103 of General Municipal Law, hereby invites the submission of sealed RFPs from reputable and qualified Universal Pre-Kindergarten for

RFP #2025-01 - RFP for Universal Pre-Kindergarten (UPK) Program

Agency Provider: _____

Address: _____

Telephone #: _____

Email Address: _____

Contact Person: _____

Price per month per child: _____

Your proposal should include the following:

(Please attach RFP to cover sheet)

1. Background, philosophy and overview of how the agency proposes to meet the goals and objectives of the Universal Pre-Kindergarten Program (“Program”).
2. A detailed narrative which describes the Program components, activities, play areas, supplies/materials and snacks.
3. A description of the agency’s staff positions and qualifications, staffing patterns, child/staff ratio, and a copy of the teacher’s certification who will be working with the students.
4. A description of your parent involvement program.
5. Budget of proposed expenditures for services rendered, **with a final calculation of a cost per child per month.**
6. Completion of Appendices A – G

Specifications

The contract, once awarded, will be in effect from September 1, 2025 through June 30, 2026, with an option to renew for four additional one-year periods, at the discretion of the District, under the same terms and conditions as mutually agreed by the District and the awarded agency. Renewals will be subject to a CPI increase tied to the allowable CPI limitation set forth in the NYS Tax Cap calculation with a maximum of 2 percent (2%).

The District was awarded a grant for sixty-six (66) full-day students, \$6,430 per student school year and ninety-four (94) half-day students for the 2025-2026 school year, \$2715 per student. Any proposals above these awarded amounts will be subsidized by the General Fund and/or Federal Grants up to **\$1,800 per student on a full-time basis and, in addition, the subsidy will be based on demonstrated costs.**

At the end of any contract term, the District reserves the right to extend this contract upon the same terms and conditions for a period of up to 60 days for the purpose of getting a new contract in place.

Proposals will remain firm for a period of 60 days following the date of the proposal opening, and shall thereafter remain firm until and unless the Proposer provides written notice to the District that the proposal has been withdrawn.

Renewal

The awarded agency will notify the District in writing no later than 90 days in advance of the end of the term of this Agreement to discuss renewal.

Scope of Services Required

The District is seeking proposals from qualified agencies to contract with the District under Section 3602-e(12) Education Law, Universal Prekindergarten Program, in partnership with New York State Education Department. The Agency will work in collaboration and under the supervision of the District to provide pre-kindergarten placements. The Agency is expected to enhance program quality by adopting “best practices” program standards including valid and reliable measures of environmental quality, the quality of teacher-student interactions, and student outcomes.

Successful proposer(s) will provide Universal Pre-kindergarten program services consisting of, but not limited to, the following:

Half-Day: 2.5 instructional hours per day, five days per week for four year olds as of December 1, 2025 (and December 1 of subsequent school years) for at least 180 days.

Full-Day: 5 instructional hours per day, five days per week for four year olds as of December 1, 2025 (and December 1 of subsequent school year) for at least 180 days.

1. The Program must be aligned with all Washingtonville Central School District policies. The Proposer will also follow all laws and regulations, and District policies regarding Universal Pre-kindergarten (UPK) and Statewide Universal Full-Day Pre-Kindergarten (SUFDPK) as applicable.
2. The Agency must be able to screen the new entrants (Part 117 of the Regulations of the Commissioner of Education) to determine which students are possibly gifted, have or are suspected of having a disability and/or possibly are limited English proficient, utilizing district approved screening tools.
3. The Agency will work with the District to align curricula and instruction with NYS Prekindergarten Learning Standards during the contracted period.

4. The Agency will also adopt approved quality indicators of assessment using evidence-based research that is developmentally appropriate and aligned with the district's curriculum, as determined by the Board of Education and Superintendent of Schools.

5. Meals/Snacks take place in an environment conducive to staff/child interaction and appropriate to meet children's needs. There should be sufficient time for eating and interaction and social emotional growth.

6. Provide support services to children and families such as social and health related services by partnering with the District and other established agencies.

7. Follow the District established school calendar. Teachers, leaders and staff are expected to participate in District provided professional development days.

8. The Agency will help the transition of Pre-kindergarten students to Kindergarten by providing the following services:

Strengthening their cognitive skills.

- Increase early literacy skills (reading, writing, speaking, listening and information processing).
- Increase their 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 parental involvement in their child's education.
- Ensure parents have ease of utilization and access to program and program services.
- Integrate preschool children with disabilities.

9. The Agency will also meet the needs of English Language Learners in the following categories:

- Understand language development.
- Recognize the connection between the home language and English.
- Connect oral language to emergent literacy.
- Multilingual Learner Identification — Work with the District to identify students who speak a language other than English.

10. All individuals providing services to students in the Universal Prekindergarten Program must comply with the New York State Safe Schools Against Violence in Education (SAVE) law fingerprinting requirements. All such individuals must be fully cleared by the New York State Education Department in accordance with the provisions in the SAVE law prior to providing service under the Program.

11. The Agency will generate a monthly invoice for services and will provide it to the District's Administrator of the Pre-kindergarten Program.

12. The Agency will keep daily attendance records and will provide them monthly to the District's Administrator of the Prekindergarten Program.

13. UPK regulations specify that the Agency cannot charge parents/guardians 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 UPK funding for the portion of the day already being subsidized.

District Oversight

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

1. Will monitor the resulting contract and provide oversight of the Agency's program and support services.
2. Will have complete access to the buildings and will make announced and unannounced visits to the sites at any time 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 students and complies with the standards for preschool programs established by the state.
3. Will oversee the Agency's program in the implementation of the requirements of the NYSED Quality Assurance review. The Agency must attend quarterly UPK Committee meetings with the District annually.
4. Will collaborate with the on-site Education Director on program management.
5. Will participate in the development, structure and delivery of instructional services, including program assessment.
6. Will provide a direct link to the School District Administration for program services' coordination.
7. Will unilaterally determine the student selection process for participation in the program.
8. Will assist with the outreach to find children who are currently not being served in the Washingtonville Central School District.

Transportation

The District will not provide transportation for UPK students.

New York State Education Department

Please review NYSED's site for additional information:
<https://www.nysed.gov/early-learning/frequently-asked-questions-faq>

Deadline for Submission
April 22, 2025 by 2:00 PM

EMAIL OR MAIL SUBMISSION TO – Sandra Clohessy-Assistant Superintendent for Business
sclohessy@wcsdk12.org
52 West Main Street, Washingtonville, NY 10992
Subject line – “UPK RFP 2025-2026 FORM”



WASHINGTONVILLE CENTRAL SCHOOL DISTRICT
Washingtonville, NY 10992

Request for Proposal – Universal Pre-Kindergarten Program

Appendix A

NON-COLLUSIVE BIDDING/PROPOSAL CERTIFICATION

(As required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate, this corporation bidder shall be liable under the penalties of perjury).

103-d Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency, or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidders and affirmed by such bidder as true under the penalties of perjury,

a. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of any joint bid/proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid/proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with another bidder/proposer or with any competitor,
2. Unless otherwise required by law, the prices which have been quoted in this bid/proposal have not been knowingly disclosed by the bidder/proposer and will not knowingly be disclosed by the bidder/proposer prior to opening, directly or indirectly, to any other bidder/proposer or to any competitor; and
3. No attempt has been made or will be made by the bidder/proposer to induce any other person, partnership or corporation to submit or not to submit a bid/proposal for the purpose of restricting competition.

b. Any bid/proposal shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided however, that if in any case the bidder/proposer shall so state and furnish with the bid/proposal a signed statement which sets forth in detail the reason therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid/proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the bidder/proposer (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid/proposal hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder/proposer for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation or local law, and where such bid/proposal contains the certification referred to in subdivision one of the section, shall be deemed to include the signing and submission of the bid/proposal and the inclusion as the act and deed of the corporation.

Signed _____ Title _____



WASHINGTONVILLE CENTRAL SCHOOL DISTRICT
Washingtonville, NY 10992

Request for Proposal – Universal Pre-Kindergarten Program

Appendix B

RESOLUTION - FOR CORPORATE BIDDERS/PROPOSERS ONLY

RESOLVED THAT _____ be authorized to sign and submit the bid or proposal of this corporation for the following project:

Universal Pre-Kindergarten Program

And to include in such bid or proposal the certificate as to non-collusion required by SECTION ONE HUNDRED THREE-D of the General Municipal Law as the act and deed of such corporation and for any inaccuracies or misstatements in such certificate this corporate bidder/proposer shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by

Corporation at a meeting of its Board of Directors held on the ____ day of _____, and is still in full force and effect this _____ day of _____.

(SEAL OF CORPORATION)

(SECRETARY)



WASHINGTONVILLE CENTRAL SCHOOL DISTRICT
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Request for Proposal – Universal Pre-Kindergarten Program

Appendix C

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of New York laws and regulations.
- B. Proposer warrants that it is willing and able to obtain an error and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Washingtonville Central School District.
- D. Proposer warrants that they have read the Request for Proposal (RFP) for Professional Auditing Services and fully understand its intent. It certifies that they have adequate personnel, equipment, and facilities to fulfill the requirements thereto.
- E. Proposer understands that all information included in, attached to, or required by this RFP shall become public record upon delivery to the District.
- F. Proposer warrants that all information provided by it in connection with this proposal is true and accurate. The undersigned certifies that the completion of the Proposal is a binding commitment to provide the Auditing Services requested as proposed herein.

Firm's Name

Address

City, State, Zip

(Print Name)

(Signature)

(Phone)

(Fax)



**WASHINGTONVILLE CENTRAL SCHOOL DISTRICT
Washingtonville, NY 10992**

Request for Proposal – Universal Pre-Kindergarten Program

Appendix D

HOLD HARMLESS AGREEMENT

(THIS FORM MUST BE SIGNED AND NOTARIZED - SUBMIT WITH PROPOSAL)

It is hereby agreed and understood that the contractor agrees to hold harmless and indemnify the Washingtonville Central School District, its Board of Education, or any officer, agent, servant, or employee of the Washingtonville Central School District from any lawsuit, action, proceeding liability, judgment, claim or demand which may arise out of:

- A) Any injury to person or property sustained by the contractor, its agents, servants or employees or by any person, firm, or corporation employed directly or indirectly by them upon or in connection with their performance under the contract, however caused;
- B) Any injury to person or property sustained by any person, firm, or corporation, caused by any act, default, error or omission of the contractor, its agents, servants, or employees or any person, firm or corporation, directly or indirectly employed by them upon or in connection with performance under the contract.

The assumption of indemnity, liability and loss hereunder shall survive contractor’s completion of service or other performance hereunder and any termination of this contract.

The contractor at its own expense and risk shall defend any legal proceedings that may be brought against the Washingtonville Central School District, its Board of Education, or any officer, agent, servant, or employee of the Washingtonville Central School District on any claim or demand, and shall satisfy any judgment that may be rendered against the Washingtonville Central School District, its Board of Education, or any officer, agent, servant, or employee of the Washingtonville Central School District.

This Indemnification, Defense and Hold Harmless Agreement shall apply to any lawsuit, action, proceeding, liability, judgment, claim or demand, of whatever name or nature, notwithstanding that Dealer may deem the same to be frivolous or without merit. It is intended that this Agreement be interpreted in the broadest manner possible so as to insulate all of the entities, parties and individuals named above from any liability, cost or judgment, monetary or otherwise, as the same may relate to the personnel and services provided by the Dealer.

Signature: _____ Date: _____

Affirmed to me this _____ day of _____, 2025

Notary Signature: _____ Date: _____



WASHINGTONVILLE CENTRAL SCHOOL DISTRICT
Washingtonville, NY 10992

Request for Proposal – Universal Pre-Kindergarten Program

Appendix E

IRAN DIVESTMENT ACT COMPLIANCE RIDER

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law (“SFL”) §165-a and General Municipal Law (“GML”) §103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the District, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL §165-a and GML §103-g, a person engages in investment activities in the energy sector of Iran if:

- a. The person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
- b. The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the SFL and maintained by the Commissioner of the Office of General Services.

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the SFL. In any case where the bidder or proposer cannot certify that it is not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The District may award a bid to a bidder who cannot make the certificate on a case by case basis if:

1. The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The District makes a determination that the goods or services are necessary for the District to perform its functions and that, absent an exemption, the District would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder’s certification.



WASHINGTONVILLE CENTRAL SCHOOL DISTRICT
Washingtonville, NY 10992

Request for Proposal – Universal Pre-Kindergarten Program

Appendix F

CERTIFICATION - IRAN DIVESTMENT ACT OF 2012

(THIS FORM MUST BE SIGNED AND NOTARIZEDSUBMIT WITH PROPOSAL)**

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, added new provisions to the State Finance Law (SFL), §165-a and General Municipal Law (GML) §103-g effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b) and GML §103-g, the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list. Additionally, Proposer is advised that once the list is posted on the OGS website, any Proposer seeking to enter into, renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is bid upon or a proposal submitted, or the contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the District receive information that a person is in violation of the above-referenced certification, the District will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

District reserves the right to reject any bid, proposal or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: _____ Date: _____

Affirmed to me this _____ day of _____, 2025

Notary Signature: _____ Date: _____



WASHINGTONVILLE CENTRAL SCHOOL DISTRICT
Washingtonville, NY 10992

Request for Proposal – Universal Pre-Kindergarten Program

Appendix G

OWNER AND EMPLOYEE CERTIFICATION

(THIS FORM MUST BE SIGNED AND NOTARIZEDSUBMIT WITH PROPOSAL)**

I, _____, as an owner/officer of the firm, represent (check any that applies):

_____ (A) that the owners/officers of this firm have no prior criminal history.

_____ (B) that the owners/officers have not been convicted of a crime.

_____ (C) that the owners/officers do not have any pending criminal charge.

_____ (D) that the firm and/or the officers/owners do not have/had any lawsuits filed against them.

If any of the above (A-C) were not checked, please provide the following details. Include at the minimum, the date(s) of conviction(s) and /or charge(s); for what crime(s) you were convicted or charged with; the jurisdiction(s) by which you were convicted or charged.

If (D) was not checked, please provide the following details. Include at the minimum, the date(s) the lawsuit(s) was filed; the reason for the lawsuit(s); the jurisdiction(s) where the lawsuit(s) was filed and the outcome(s) of the lawsuit(s).

Signature: _____ Date: _____

Affirmed to me this _____ day of _____, 2025

Notary Signature: _____ Date: _____



WASHINGTONVILLE CENTRAL SCHOOL DISTRICT
Washingtonville, NY 10992

Request for Proposal – Universal Pre-Kindergarten Program

Appendix H

Sexual Harassment Certification

In accordance with State Finance Law §138-l, which generally prohibits the School District from entering into contracts pursuant to the bid/RFP process with persons who fail to submit a certification affirming compliance with New York State Labor Law §201-g, the proposer submits the following certification under the penalty of perjury:

By submission of this proposal, each proposer and each person signing on behalf of any proposer, certifies, and in the case of a joint bid/proposal each party thereto certifies as to its own organization, under penalty of perjury, that the proposer has implemented written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the NYS Labor Law.

Dated: _____, New York
_____, 2025

Firm's Name

(Print Name)

(Signature)

Sworn to before me this _____
day of _____, 2025

Notary Public