



Public Schools of the Tarrytowns

Lauren Leone, CPPB, Purchasing Agent, 200 North Broadway, Sleepy Hollow, NY 10591

Ph: 914-332-4262 E-Mail: lleone@tufsd.org

REQUEST FOR PROPOSALS

RFP #2025-04

FULL DAY UNIVERSAL PRE-KINDERGARTEN PROGRAM

2025-2026

DUE: July 02, 2025 by 3:00 PM EST

Return to:

Lauren Leone

Purchasing Agent

Public Schools of the Tarrytowns

200 N Broadway

Sleepy Hollow, NY 10591



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DATE OF OPENING: July 02, 2025

TIME: 3:00 PM EST

To All Providers:

Please submit a sealed proposal for administration of the Universal Pre-Kindergarten Program for the Public School of the Tarrytowns ("District"). The District will receive sealed proposals on or prior to 3:00 PM EST on Wednesday, July 02, 2025. Proposals received after stated date may be returned to the sender, unopened. Proposals must be submitted in a sealed envelope plainly marked on the outside:

RFP #2025-04 Universal Pre-Kindergarten Program

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 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 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 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.

Thank you very much for your cooperation.

Lauren Leone, CPPB
Purchasing Agent



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Section I:

PURPOSE

Pursuant to the Regulations of the Commissioner, 8 CRR-NY 151-1.6 regarding competitive process, the Public Schools of the Tarrytowns ("District") is seeking proposals from qualified agencies to administer the District's Universal Pre-Kindergarten (UPK) Program. The District's UPK program will be a full day, on-site program and will be located at the Tappan Hill School, 50 Ichabod Lane, Tarrytown, NY 10591. The location may be subject to change but will be located in one of the District buildings. The children participating in the UPK program are District- resident, 4-year-old students.

On-site program - At this time, the facilities for an on-site program will accommodate a maximum of 18 full-time equivalent students. The maximum class size for an on-site program is 18 full-time equivalent students. Full time equivalent student is equal to one student attending a full 6.5 hours per school day. Parents may not be charged for the UPK Program.

More information may be found on the NYSED site:

<http://www.p12.nysed.gov/nurserieschool/regulations/NurserySchoolsRegulations.html>

The awarded UPK provider will have access to the nurse on the premises at the Tappan Hill School. District classrooms designated for the UPK program as well as existing furniture and supplies are available for use by the awarded UPK provider. Use of Physical Education and outdoor spaces will be scheduled with the building Principal. The program will follow the District calendar which is available on the District website: <https://www.tufsd.org/our-district/calendar>.

Additional information is available through the NYSED "Frequently Asked Questions" link below:

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



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Section II:

ORGANIZATIONAL INFORMATION

Lead Organization's Name:
Address:
Telephone:
Fax:
E-mail Address:
Contact Person and Title:
Type of Organization: ☐ Public Institution ☐ Private Non Profit ☐ Private for 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:



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Section II (cont.):

Partnering Organization's Name:
Address:
Telephone:
Fax:
E-mail Address:
Contact Person and Title:
Type of Organization: ☐ Public Institution ☐ Private Non Profit ☐ Private for 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:
Date of Application Submission:



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Section III: ORGANIZATIONAL BACKGROUND

1. Describe your organization's history of providing quality early childhood programs. Please include information regarding services provided to children with disabilities and children with limited English proficiency.
2. Indicate your organization's capacity to provide Universal Pre-Kindergarten services.

Section IV: UNIVERSAL PRE-KINDERGARTEN SERVICES

1. Detail how your organization will meet the following goals and objectives of the District's Universal Pre-Kindergarten Program Plan:

- a. Children will strengthen their cognitive skills.
- b. Children will increase their early literacy skills (reading, writing, speaking, listening and information processing).
- c. Children will increase their creative and artistic abilities.
- d. Children will improve their inter and intra-personal skills, increase their feelings of self-worth, and become independent at a developmentally appropriate level. Children will increase their appreciation of diversity and improve their understanding of their own heritage and its relationship to their self-image and interactions with others.
- f. Children will enhance their personal, physical and emotional wellness.
- g. Children will increase their physical skills (fine and gross motor movement, kinesthetic and spatial relationships).

2. Detail how a child's progress will be documented by assessments.

3. Demonstrate the effectiveness of the organization's program.

4. Describe the early childhood services your organization will provide through the Universal Pre-Kindergarten program and how they will meet the following required components of Part 151 of the regulations of the Commissioner of Education and the NYS Prekindergarten Foundation for the Common Core.

- a. Provide support services to children and families such as social and health related services.



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- b. Meet the needs of English language learners.
 - c. Encourage parental involvement in their child's education.
 - d. Ensure parents have ease of utilization and access to program and program services.
 - e. Support transition/continuity with the District's K-3 program curriculum and the New York State Learning Standards.
 - f. Integrate preschool children with disabilities.
 - g. Indicate the on-going staff development opportunities in which Universal Pre-Kindergarten staff would be engaged.
 - h. How many students will the organization provide services for?
 - i. How many classrooms will the organization support?
 - j. How many hours per day will the Universal Pre-Kindergarten Program operate?
6. Explain how the proposed program will meet all applicable health and safety codes and licensure requirements (including the New York State Uniform Fire Prevention and Building Code).
7. Describe the procedure for verifying each student's age and school District residency.
8. Describe the current practices for screening all new students.
9. Describe the collaborative relationship your organization proposes to have with the District.
10. Describe policies for the provision of appropriate and sufficient meals and snacks; and information regarding how physical activity will be promoted.



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Section V: PROGRAM STAFFING

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. Please refer to the Universal Pre-Kindergarten Regulations for minimal requirements.
2.
 - a) Explain the administrative structure of the organization and how records are managed within the organization. Describe documentation procedures followed by the organization.
 - b) Describe the supervisory structure for the proposed Universal Pre-Kindergarten services, including the qualifications of the supervisor(s).
 - c) Describe the process for coverage or substitution of staff as well as the ability of the organization to fill vacancies in a timely manner.
 - d) Describe how the NYSED required staffing ratios for the following will be met:

Prekindergarten Provider Type	Maximum Class Size (Four-year-old Students)	Minimum Staffing Levels
Family Day Care	6	Refer to OCFS Child Care Regulations and Policies for minimum staffing levels*
Group Family Day Care	12	Refer to OCFS Child Care Regulations and Policies for minimum staffing levels*
Community Based Organization	18	1 Teacher and 1 Paraprofessional
	19-20	1 Teacher and 2 Paraprofessionals



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Section VI: INSURANCE REQUIREMENTS

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the universal Pre-K or Latch Key provider hereby agrees to effectuate the naming of the District as an Additional Insured on the universal Pre-K or Latch Key provider's insurance policies, except for workers' compensation and N.Y. State Disability insurance.

2. The policy naming the District as an Additional Insured shall:

- a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred.
- b. State that the organization's coverage shall be primary and noncontributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in favor of the District/BOCES for all coverages including Workers Compensation.
- c. Additional insured status for General Liability coverage 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 to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.

3. At the District's request, the universal Pre-K or Latch Key provider 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 universal Pre-K or Latch Key provider will provide a copy of the policy endorsements and forms.

Coverage for sexual misconduct must be affirmed. There will be no restrictions and/or exclusions involving Sexual Assault and Molestation related claims.

4. The universal Pre-K or Latch Key provider agrees to indemnify the District for applicable deductibles and self-insured retentions.



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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 Expense

b. Automobile Liability: \$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.

c. Workers' Compensation and NYS Disability Insurance

Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees [per NYS WC and Disability laws]. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

d. Professional Errors and Omissions Insurance

\$1,000,000 per occurrence/\$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the District. If written on a "claims-made" basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.

e. Umbrella/Excess Insurance

\$1,000,000 each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability and Auto Liability coverages (where applicable).

6. The Universal Pre-K or Latch Key provider acknowledges that failure to obtain such insurance on behalf of the District/BOCES constitutes a material breach of contract and subjects it to liability for damages, indemnification and all legal remedies available to the District. The Universal Pre-K or Latch Key provider is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the provision of services. The failure of the District to object to the contents of the certificate or the absence of the same shall not be deemed a waiver of any rights held by the District. At the District's request, the contractor shall provide a copy of the declaration page of the liability policy with a list of endorsements. If so requested, the contractor will provide a copy of the policy endorsements.



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Section VII:

PROPOSED BUDGET

1. Detail proposed expenditures. Please note: Pursuant to Section 151-1.2(a) of the Regulations of the Commissioner of Education provides that "Pursuant to section 3202 of the Education Law, no parent and/or guardian of a child participating in a universal prekindergarten program shall be subjected to a fee/charge for the instructional program. Costs may be detailed on a separate sheet if necessary.

Item Description	50-100 Students	101-150 Students	151-200 Students	201-244 Students
Professional Salaries				
Support Staff Salaries				
Purchased Services				
Supplies and Materials				
Travel Expenses				
Employee Benefits				
Indirect Costs				
Equipment				
TOTAL COSTS				



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2. Describe proposed Universal Pre-Kindergarten Program expenditures.
3. Provide fiscal solvency and ability continue future operation
4. Describe record management and documentation procedures.
5. Provide the administrative structure.

Section VIII: CONTACT INFORMATION

Lauren Leone
Purchasing Agent
200 N Broadway
Sleepy Hollow, NY 10591
Phone: 914-332-4262
E-mail: lleone@tufsd.org

Section IX: TIMELINE

June 18, 2025	RFP Issued
June 23, 2025	RFP Questions and Confirmation of Participation Due
June 24, 2025	RFP Answers Distributed via Addendum
July 02, 2025	RFP Due Date
July 07, 2025	Contract Award (estimated)
July 08, 2025	Contract Start Date

Section X: QUESTION AND ANSWER PERIOD

Questions regarding this RFP will be accepted by the District Purchasing Agent until 4:00 PM on Monday, June 23, 2025. Answers will be distributed via email, in the form of an Addendum to all specification holders that have returned a confirmation of participation in this RFP process by 4:00 PM on Tuesday, June 24, 2025.



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Section XI: EVALUATION CRITERIA

Previous Experience of Proposer with UPK programs	25%
Experience and qualifications of the professional staff assigned to the program	25%
Quality of proposed comprehensive UPK program	25%
Submission of cost-effective budget	25%

Section XII: RFP SUBMISSION INSTRUCTIONS

All proposals are due Wednesday, July 02, 2025 By 3:00 PM. Two (2) copies of each proposal, one original and one marked "COPY" with a copy on a flash drive should be submitted in a sealed envelope clearly marked with "RFP-2025-04, Universal Pre-Kindergarten Program".

Proposals must be delivered to:

Public Schools of the Tarrytowns
Lauren Leone -Purchasing Agent
200 N. Broadway
Sleepy Hollow, NY 10591

Please also complete and return Appendix A - W9 and Appendix B- ACH information form with RFP submission.

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 firm unopened.



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Universal Pre-K RFP #2025-04

Confirmation of Participation

Bidder Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____ Tax ID#: _____

Signature of Company Representative

Date

The company/organization intends to submit a proposal for RFP #2025-04 _____

The company/organization will **NOT** be submitting a proposal for RFP #2025-04 but would like to remain on the vendor list for these services for the future. _____

Please complete and return this form to Lauren Leone no later than Monday, June 23, 2025.

Via E-mail: lleone@tufsd.org



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NON-COLLUSIVE BIDDING CERTIFICATION

The following statement is made pursuant to Section 103-D of the General Municipal Law, as amended by Chapter 675 of the Laws of 1966, and Section 139-D of the State Finance Law, as amended by Chapter 675 of the Laws of 1966, and Section 2604 of the Public Authorities Law, as amended by Chapter 675 of the Laws of 1966.

By submission of this bid proposal, the bidder certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

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 bidder and affirmed by such bidder as true under the penalties of perjury:

Non-collusive bidding certification.

- (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:
 1. The prices in this bid 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 any other bidder or with any competitor.
 2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and,
 3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- (b) A bid 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 cannot make the foregoing certification, the bidder shall so state and shall furnish with the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid 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



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official thereof to which the bid is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (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 hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder 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 contains the certifications referred to in subdivision II of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing, and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of corporation.

The bidder affirms the above statement as true under the penalties of perjury.

CORPORATE SEAL [if bidder is a corporation]	BIDDER COMPANY NAME:
	ADDRESS:
	PHONE #:
	FAX #:

Authorized Signature

(Sign)

(Name & Title of Signer)

SWORN to before me this _____ day of _____, 2025

(Notary public)



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CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), 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 bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time 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 School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List. I, _____, being duly sworn, deposes and says that he/she is the _____ of the _____ Corporation and that neither the Bidder/ Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED

SWORN to before me this _____ day of _____, 2025

(Notary public)



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FORM OF DISCLOSURE

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS OF THE FIRM:

Name

Title

1. Does any District Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the firm? _____ If yes, set forth the basis upon which a financial interest exists in the firm:

2. Has the firm or any of its officers, directors, partners, or controlling principals possessed any interest in transactions heretofore entered into with the District? _____ If yes, please describe transaction(s):

3. Does any direct relative of a member of the Board, administrators, or staff possess any financial interest, directly or indirectly, in the firm (For purpose of this inquiry a direct relative is to be defined as a parent, spouse, child or sibling). _____ If yes, set forth below the District Board Member, administrator, or staff member whose relation possess an interest and the relationship:

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE.

Firm: _____

Signature: _____

Print Name _____

Title: _____ Date: _____