

**MOUNT VERNON CITY SCHOOL DISTRICT**

165 North Columbus Avenue  
Mount Vernon, New York 10553

---

**SECOND REQUEST FOR PROPOSALS**

**SECOND RFP #25/26-05  
UNIVERSAL PRE-KINDERGARTEN PROGRAM  
2025-2026**

**Proposals Due: Wednesday, July 16, 2025 at 10:00 a.m.**

The Mount Vernon City School District (hereinafter the “School District”) invites proposals from qualified community-based organizations, providers of childcare and early education (hereinafter referred to as the “Organization”) to provide pre-kindergarten services for four-year old students who reside in the School District through prekindergarten grants for four-year olds from New York State.

The objective of this Request for Proposals (“RFP”) is to solicit proposals from experienced early childhood education providers, qualified community-based organizations and childcare providers with demonstrated success in the area of operating pre-kindergarten programs that provide the nurturing educational experiences needed to prepare our youngest students for success in subsequent schooling. The School District is seeking providers who have a proven track record of providing high quality, robust early childhood education and/or prekindergarten programs.

Under this solicitation, the School District intends to select an agency or agencies to perform all of the services for the District. The School District shall conduct an on-site visit to the program of selected finalists where their current pre-kindergarten program/prekindergarten for four year old students program is conducted. Proposers must provide prekindergarten services to meet the specific requirements set forth by the School District and the varied needs of District students while complying with the New York State Regulations with respect to the operation of a universal pre-kindergarten program.

**Term of Engagement:** The term of this engagement shall be the 2025-2026 school year. The School District shall have the option to renew the resultant agreement(s) for two (2) additional one-year terms, upon approval by the Board of Education each year. The School District reserves the right to terminate the contract for any reason upon thirty (30) days’ written notice to the successful Proposer(s). No contract becomes binding until the necessary funds have been approved. The successful Proposer(s) will execute a contract with the School District in substantial conformance with this RFP and the successful proposal.

**Eligibility:** An organization responding to this RFP must be a provider of childcare and early childhood education, a day care provider, an early childhood program, a head start center or a community based organization which meets the standards and requirements of Part 151 of the

Regulations of the Commissioner of Education. The program must meet and remain in compliance with all applicable regulations governing the type of universal pre-kindergarten program provided. The School District reserves the right to contact any licensing authority to obtain information regarding compliance of any program proposed in response to this RFP.

**Scope of Services:**

The Mount Vernon City School District is seeking up to fifty-four (54) placements for four-year olds in a full day (six and a half (6.5) hour) universal pre-kindergarten program. Each program's calendar must align with the Mount Vernon City School District's calendar. No transportation will be provided by the School District.

New York State determines the "per pupil allocation" for Universal Pre-Kindergarten. The School District anticipates that the per pupil allocation for the 2025-2026 school year will be approximately \$14,000.00 for each full day seat for the academic year commencing September 1st and ending June 30th. The School District will share the final allocation amount as determined by New York State with the successful proposer as part of the collaboration. The successful proposer shall not charge the parents of participating children any fee for the six and a half (6.5) hour session, considered the full day UPK session.

***School District Pre-Kindergarten Program Plan***

All Proposers shall be required to provide universal pre-kindergarten services in accordance with the School District's pre-kindergarten program plan, New York Education Law and the Regulations of the Commissioner of Education. (A copy of the School District's Plan is attached hereto).

The universal pre-kindergarten services provided by the successful Proposer shall:

- Provide for an age and developmentally appropriate curriculum and activities which are learner centered;
- Provide for an assessment of the development of language, cognitive and social skills;
- Provide and promote early literacy and mathematics instruction;
- Ensures continuity in the program with instruction in the early elementary grades;
- Encourage children to be self-assured and independent;
- Encourage the co-location and integration of children with special needs;
- Support transition and continuity with the School District's K-3 program;
- Utilize staff who meet the qualifications set forth pursuant to the rules of the Board of Regents;
- Provides for strong parental partnership and involvement in the implementation of and participation in the plan;
- Ensures parents have ease of utilization and access to services;
- Provide support services to children and families such as social and health related services;
- Meet the needs of English language learners;

- Provides staff development and teacher training for staff in all settings in which prekindergarten services are provided;
- Method for selection of eligible children on a random selection basis.

In addition, the full day universal pre-kindergarten program provided by the successful Proposer(s) must address children’s nutritional needs. The successful Proposer(s) must provide meals and snacks to ensure the nutritional needs of children are met. Mealtime should be approached as a positive experience for each child and must include meaningful adult-child interactions and opportunities for learning. In order for mealtime to be counted as instruction time includes but is not limited to:

- Opportunities for qualified staff to participate, facilitate, and guide meaningful extended conversations; model appropriate mealtime behavior with supportive guidance; and facilitate problem solving and turn-taking.
- Opportunities for reciprocal conversations between adult and child as well as child and child in guided topics of interest and relevance to children; facilitate literacy development; and accommodations for learning opportunities for students who finish mealtime before their peers.
- Daily mealtime instructional planning should give thoughtful consideration to the five domains of the New York State Prekindergarten Learning Standards.

**Facilities/Classroom Requirements:** Proposers shall have classroom space and facilities as appropriate for children attending the program(s). All buildings, premises, equipment, and furnishing used for the full day universal pre-kindergarten program shall be safe and suitable for the comfort and care of the children, shall comply with all applicable requirements of the Americans with Disabilities Act and shall be provided and maintained in a state of good repair and sanitation. Buildings and classrooms operated by the Proposer shall meet the New York State Uniform Fire Prevention and Building Code. Section 151-1.7 of the Regulations of the Commissioner of Education sets forth the requirements which must be met by all facilities used for Universal Pre-Kindergarten classes.

**Staffing Requirements:** Proposers are required to be licensed and qualified to perform the services set forth herein. All individuals performing services for the School District shall be licensed under the laws of the State of New York, inclusive of the State Education Department licensing requirements. Proposers shall certify that all such individuals possess documentation evidencing such license qualifications as required by Federal, State or local statutes, rules, regulations and orders.

The successful Proposer understands and agrees that it shall comply and is responsible for complying with all applicable Federal, State and local statutes, rules and ordinances, including the New York State Safe Schools Against Violence in Education (SAVE) legislation. The successful Proposer shall adhere to all requirements and protocols as established by the School District and the State Education Department of New York: to wit, but not limited to, fingerprinting. The successful Proposer further agrees and understands that all individuals providing services to the School District must be cleared by the New York State Education Department in accordance with the provisions contained in the SAVE legislation prior to providing services to the School District.

In the event that the successful Proposer sends an individual to the School District who has not obtained the fingerprinting clearance with the State Education Department, the School District shall have the right to immediately terminate the contract.

**Proposer Qualifications:**

All Proposers must be licensed and qualified to provide the within services to the School District. Individuals providing services must be licensed by the State of New York. Proposers shall satisfy these criteria in order to qualify for award. All proposals must include the following documentation:

- A copy of the Proposer's current license and/or certification
- A copy of the Proposer's Liability Insurance Certificate
- A current Financial Statement

In addition to providing proof of the qualifications set forth below, in setting forth its qualifications, each individual or firm submitting a proposal shall:

- Provide a written, detailed program narrative that describes how the Proposer will align programming with the requirements of the State of New York and the School District's outlined instructional goals. In addition, Proposer should address how it will meet the nutritional needs of children during meal and snack times and how Proposer will use meal and snack time to further the instructional goals outlined for the program. Proposer should similarly address nap/quiet time in the context of the program narrative, if applicable.
- Provide a written, detailed assessment narrative that describes the screening and progress assessment tools the Proposer intends to utilize, the manner in which the tools will be used along with the researched based evidence supporting and demonstrating the validity and reliability of the assessments. As part of the narrative, Proposer should describe the Proposer's experience utilizing the assessments, how the data has been used in the program, and its impact, if any, on the implementation of instruction and student performance. Please provide a sample copy of the assessment tools used and any literature concerning the assessment which would be helpful to the District for purposes of determining how the assessment tools are valid, reliable and align with the requirements of the State of New York regarding the use of assessments and the School District's instructional goals.
- Provide a written detailed narrative that describes how the Proposer's program will design an environment and learning activities aimed at promoting and increasing inclusion and integration of preschool children with disabilities.
- Provide demographic information about the population served by the Proposer. The Proposer must designate a Teacher as the Universal Pre-Kindergarten Teacher and provide proof of his/her certification and a resume.
- Provide evidence of an individual's or Proposer's credentials and qualification to provide a full day Universal Pre-Kindergarten program.

- Provide evidence of the individual/Proposer's license to provide full Universal Pre-Kindergarten program services in the State of New York.
- Describe the individual's or Proposer's experience and expertise focusing on Pre-Kindergarten Programs provided for school districts or related entities.
- State the name(s) of the officer(s) of Proposer or the individual Proposer.
- State the names and credentials of all principals, employees or independent contractors that might be assigned to the full day Universal Pre-Kindergarten program provided to the School District and provide their resumes. Licensing information and/or course of study, as applicable should also be provided.
- Include a description of the Proposer's staff qualifications, staffing patterns, child-staff ratio and administrative structure.
  - The district will accept NYSED minimum requirements as follows, "(d) Class size. (1) The maximum class size for a prekindergarten class is 20 children. For classes of up to 18 students, there must be one teacher and one paraprofessional assigned to each class. For classes of 19 or 20 students, there must be one teacher and two paraprofessionals assigned to each class."
- Provide any other information that might be beneficial to the School District.

## PROPOSAL SUBMISSION REQUIREMENTS

Three (3) copies of the proposal and other required documents must be submitted in a sealed envelope clearly labeled with the name and address of the Proposer and submitted to:

**Ms. Hilary Thompson  
Purchasing Agent  
Mount Vernon City School District  
165 North Columbus Avenue  
Mount Vernon, New York 10553**

One copy of the proposal must be titled "ORIGINAL" and each of the other two copies titled "COPY". Each page of the proposal must bear the following information: Name of Proposer, Mount Vernon City School District - Universal Pre-Kindergarten RFP #25/26-05, and the page number. All materials submitted in response to this request for proposal shall become the property of this School District. Proposers should indicate to which program(s) its proposal responds.

All proposals must be received on or before **Wednesday, July 16, 2025 at 10:00 a.m.**

There is no express or implied obligation for the School District to reimburse responding organizations for any expenses incurred in preparing proposal or attending any interview in connection with responding to this RFP. Proposals submitted after the stated time and date will not be considered and will be returned to the organization unopened. Any questions or requests for clarification concerning this RFP must be addressed to Gayle White Wallace, Ed.D., Director of Prekindergarten, Gifted and Talented, and Special Projects in writing via fax at 914-665-6502 or by email at [gwhite@mtvernoncsd.org](mailto:gwhite@mtvernoncsd.org) with a copy to [hthompson@mtvernoncsd.org](mailto:hthompson@mtvernoncsd.org) prior to **Thursday, July 10, 2025 at 3:00 p.m.** Responses to any questions will be sent to all prospective Proposers in writing as an addendum to this RFP.

### **Proposals:**

All proposals must be submitted in two parts and will be evaluated as such. **Part I** must consist of responses to organization and qualification items. **Part II** must include the cost proposal to provide the services for the 2025-2026 school year. All aspects of this RFP shall be addressed in the proposal. Incomplete submissions will not be considered for award. Proposals should not be excessively long and should be submitted in a format that permits copying for review.

### **Part I: Organizational and Qualifications**

- Describe the organization's history of providing the services requested in connection with early childhood programs.
- Indicate the organization's capacity to provide the provision of these services.
- Provide proof of his/her certification and a résumé for each individual so designated to provide services hereunder.

- Provide evidence of Proposer’s credentials and qualifications to provide the services in connection with the early childhood education program.
- Provide a list and description of similar contracts and/or projects awarded by other school districts.
- Describe the Proposer’s experience and expertise focusing on pre-kindergarten programs provided for school districts or related entities.
- State the name(s) of the officer(s) of Proposer.
- Provide a list of all executive/administrative staff members and their résumés together with a list and résumés of all staff members who will be specifically involved in the School District.
- Provide proof that all teachers assigned are qualified as per New York State requirements and regulations.
- Description of organization’s use of research to adopt best practices and improve instruction.
- Evidence of the organization’s ability to form and implement a comprehensive professional growth plan.
- Describe the collaborative relationship your organization proposes to have with the Mount Vernon City School District.
- Provide any other information that might be beneficial to the School District.

**Part II: Cost**

**Budget:**

State the cost at which the services would be provided to the School District. In addition, please:

- Provide a detailed budget for the proposed program during the 2025-2026 school year. A detailed budget must be provided for the full day UPK program. Include any cost or price information that would be included in a potential agreement with the School District, including but not limited to compensation to the School District for the use of space.

The total cost for the engagement for the 2025-2026 school year.

Include any cost or price information that would be included in a potential agreement with the District.

**Financial Statement of the Organization:** Proposers will submit the most recent financial statement for the company. The District reserves the right to use third party companies to verify financial information provided.

In addition, the School District may investigate, as it deems necessary, to determine the ability of the Proposer to provide the services requested herein. The Proposer shall furnish to the School District within five (5) days of a request, all such information and data for this purpose as may be requested. The School District reserves the right to reject any Proposal if the information

submitted by, or investigation of, such Proposer fails to satisfy the School District that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

**Site Visit:** The School District will conduct site visits to existing pre-k programs operated by each qualified Proposer. The School District believes that an effective pre-kindergarten program focuses on students' language, cognitive/intellectual, social, emotional, and physical development by a highly energetic, enthusiastic, warm, and nurturing staff of professionals.

**References:** In addition to any other requirements for references, Proposers shall provide a client list for the past five (5) years with a similar scope of services. The client list must include agency name, contact person, addresses, and telephone number. The School District reserves the right to contact the clients to determine the quality of service performed and personnel assigned to those projects.

**Right to Reject Proposals:** The School District reserves the right to reject without prejudice any and all quotations received under the RFP, to request additional information from all Proposers, to negotiate with one or more of the finalists regarding the terms of the engagement and to make award offers that differ from the organizations proposed level of services and/or budget. The School District intends to select the organization that, in its opinion, best meets the School District's needs.

**Termination of Contract:** Any contract agreed to under this RFP is subject to termination by either party upon thirty (30) days written notice. In the event of termination of the contract by the District, the District's responsibility shall be limited payment for services performed and costs incurred by the organization with the District's consent, prior to termination. In the event of termination of the contract by the organization, the organization's responsibility shall be to pay for any and all costs incurred by the District.

**Evaluation Procedures:**

A. Review of Proposals

The School District will review qualifications of the Proposers.

The School District reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria:

The School District shall consider the Proposer's ability to effectively and efficiently provide the UPK services as described herein, provide ongoing staff development, staffing patterns and qualifications, compliance with health and safety requirements and licensing requirements, program design and experience in providing developmentally-appropriate programs including ability and capacity to serve children with disabilities, ability and experience in serving children

and parents/guardians with limited English proficiency. In addition to the foregoing, the School District will assess proposals for:

- Compliance with Qualifications requirements
- Experience of individual or agency providing Universal Pre-Kindergarten programs
- Knowledge of and experience with New York State School District Regulations and guidance applicable to universal prekindergarten programs including full day programs
- Appropriateness of instructional philosophy and program design
- Staff ratios and supervision
- Financial Solvency
- Adequate Insurance

C. Final Selection

The Board of Education will select one or more individuals/entities based upon the proposals and the recommendations of the School District's administration. The School District will notify the successful individual/entities by mail. Following notification of the individual/entities selected, a contract will be executed by the successful Proposers, subject to the approval of the Board of Education. The selected firm must be prepared to begin work immediately. No contract becomes executory until funds have been approved.

D. Right to Reject Proposals

Submission of a Proposal indicates acceptance by the individual or entity of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Board of Education and the individual or firm selected. The School District reserves the right, without prejudice, to reject any or all proposals.

E. Termination of Contract

Any contract agreed to under this Request for Proposals is subject to termination by either party with thirty (30) days' written notice. In the event of termination of the contract, the School District's responsibility shall be to pay for unpaid services performed and authorized costs incurred by the Proposer selected.

**Insurance:**

- a. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, consultant hereby agrees to effectuate the naming of the District as an additional insured on the consultant's commercial general liability and excess liability insurance policies. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract.

- b. The policy naming the School District as an additional insured shall:
  - i. Be an insurance policy from an A.M. Best rated A- insurer, licensed in New York State.
  - ii. State that the consultant's coverage shall be primary and non-contributory coverage for the School District, its Board, employees and volunteers.
- c. The School District shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with the School District. A completed copy of the endorsement must be attached to the certificate of insurance.
- d. The certificate of insurance must describe the specific services provided by consultant that are covered by the liability policies.
- e. At the School District's request, consultant shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, consultant will provide a copy of the policy endorsements and forms.
- f. Consultant agrees to indemnify the School District for any applicable deductibles and self-insured retentions.
- g. Required Insurance:
  - i. **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
  - ii. **Automobile Liability**  
 \$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles
  - iii. **Workers' Compensation and N.Y.S. Disability:**  
 Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees. 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 self-employed person and certain partners and corporate officers are excluded from the definition of "employee" pursuant to Workers' Compensation Law Section 2 (4). As such, individuals in such capacity are

excluded from Workers' Compensation Law coverage requirements. A person seeking an exemption must file a CE-200 form with the state. The form can be completed and submitted directly online to the Workers Compensation Board:

[http://www.wcb.state.ny.us/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.state.ny.us/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp)

iv. **Professional Errors and Omissions Insurance:**

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

v. **Umbrella/Excess Insurance**

\$1,000,000 each occurrence and aggregate. Excess coverage shall be on a follow-form basis.

- h. Consultant acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract. Consultant is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.
- i. Consultant further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also, the District's insurer.

**Indemnification:** The successful Proposer will defend, indemnify and save harmless the District, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequences of, any negligent or intentional act or omission of the performance of successful Proposer, its employees or agents' obligations under this Agreement, to the extent of its or their responsibility for such claims, damages, losses and expenses.

**Independent Contractor:** The successful Proposer will be retained by the District only for the purposes and to the extent set forth in this RFP, and its relation to the District shall be solely that of an independent contractor. As such, the compensation being paid pursuant to this RFP shall not be subject to withholding taxes or other employment taxes required with respect to compensation paid by the District to an employee.

The successful Proposer will pay all expenses incurred in connection with the performance of duties hereunder, including but not limited to automobile and/or travel expenses. With regard to employees of the successful Proposer, the successful Proposer alone shall be responsible for their work, personal conduct, direction, compensation, and for payment of all employment and other taxes in relation thereto.

**Contract:** The successful organization will be required to execute a written contract with the Mount Vernon City School District which shall incorporate the terms and conditions of this RFP.