

Edgemont Union Free School District

Scarsdale, New York

REQUEST FOR PROPOSALS

K-6 LITERACY ASSESSMENT & PROFESSIONAL DEVELOPMENT

(RFP-2026-CIA-002-LITERACY)

July 18, 2025

(Publication Date)

Deadline for Proposals:

Thursday, August 1, 2025, at 11:00 AM EST

Return Proposals Electronically to:

Dr. Felipe Orozco
Office of Curriculum, Instruction, and Assessment
forozco@edgemont.org

Edgemont Union Free School District

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Request for Proposals

K-6 LITERACY ASSESSMENT PROFESSIONAL DEVELOPMENT 2025-2026

I. Introduction

The Edgemont Union Free School District (EUFSD) is seeking proposals from qualified organizations or consultants to deliver professional development in literacy for the 2025–2026 school year. This initiative is designed to support the district’s Literacy Committee in aligning curriculum and instruction with the New York State Next Generation Literacy Standards, best practices in the Science of Reading and Instruction, and the NYS Culturally Responsive-Sustaining Framework.

II. Background

EUFSD is committed to providing all students with rigorous, engaging, and developmentally appropriate literacy instruction. To ensure curriculum coherence and instructional excellence, the district is investing in a structured review of K–6 literacy practices and curriculum, supported by professional learning and actionable planning.

III. Scope of Services

The selected provider will offer a comprehensive series of services and deliverables to support the district’s Literacy Committee and district leadership as follows:

- Literacy Workshops (2 days, on-site): Training covering current findings in the Science of Reading and the Science of Instruction, aligned to NYS initiatives and frameworks.
- Development of Customized Tools and Frameworks, including:
 - Essential Questions to anchor the district’s curriculum and instructional review.
 - Rubrics for evaluating instructional materials, student work, and classroom observations.
 - On-site Support for Review Process (4 days): Support as the Literacy Committee engages with review materials and applies tools in real-time curriculum and instruction settings.
 - Findings Review (1 day on-site): Facilitated session to analyze findings and prepare next steps.
 - 3-Year Literacy Implementation Plan: A customized, actionable plan based on review findings and designed to guide district planning from SY 2025–2028.

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IV. Proposal Requirements

All proposals must include:

- Executive Summary – Overview of the consultant or firm, experience with literacy-based PD, and understanding of district goals.
- Work Plan – Detailed approach to services, timeline, and methods for customization to district context.
- Experience and Qualifications – Background of facilitators, examples of similar district partnerships, and client references.
- Sample Materials - Sample essential questions, rubrics, or agendas to illustrate approach and alignment with project goals.
- Evaluation Plan – Strategy for capturing feedback and ensuring measurable impact.
- References – Contact information for at least three recent clients (preferably school districts).
- Cost Proposal – Providers must submit a separate cost estimate upon request for Board of Education consideration. EUFSD is not responsible for any costs incurred prior to contract execution.
- Completion of all forms in Appendices A-D.

V. Proposal Submission

Deadline: Proposals must be received by Thursday, August 1, 2025 at 11:00 AM EST.

Submission Method: PDF via email to:

Dr. Felipe Orozco
Assistant Superintendent of Curriculum, Instruction, and Assessment
Edgemont Union Free School District
forozco@edgemont.org

Questions regarding this RFP may be directed to the same contact.

VI. Selection Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Weight
Quality and clarity of proposal	25%
Experience and qualifications	25%
Alignment with district needs	20%

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Evaluation and feedback strategy 15%

Cost effectiveness 15%

EUFSO reserves the right to request additional information, conduct interviews with finalists, or reject any or all proposals.

VII. Contract Term

The contract will run from September 2025 through June 2026, with potential for continued collaboration based on performance, need, and alignment with district goals.

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APPENDIX A

NON-COLLUSIVE BIDDING/PROPOSAL CERTIFICATION

(As required by Section 103d 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).

As of September 1, 1966, this Section will read as follows-

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, each bidder and each person signing on behalf of any bidder certifies, and in the case of any joint bid each party thereto certified as to its own organization, under penalty of perjury, that to the best of 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 an 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. Any 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 shall so state and furnish with the bid 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 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 is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the 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 certification referred to in subdivision one of the section, shall be deemed to include the signing and submission of the bid and the inclusion as the act and deed of the corporation.

Signed _____ Title _____

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APPENDIX B PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of New York laws and regulations.
- B. Proposer is authorized to submit this proposal on behalf of their organization.
- C. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.
- D. Proposer warrants that it has read the Request for Proposal (RFP) and fully understands its intent and certifies that it has adequate personnel, equipment, and facilities to fulfill the requirements thereto. It understands that their ability to meet the criteria and provide the required services shall be reviewed by the District, which will develop a recommendation for the Board of Education's consideration regarding the selection of the most advantageous proposal.
- E. Proposer warrants that they have not been debarred or suspended from government contracts.
- F. Proposer certifies that all statements in this Affidavit and in any explanatory enclosures are, to the best of its knowledge and belief, true and correct, and that any omission and/or misstatement of any material fact(s) may cause the District to: (A) reject the submission of this proposal, (B) revoke any award of contract from the Board of Education; and/or terminate the contract and any fees pending.
- G. It is understood that all information included in, attached to, or required by this RFP shall become public record upon delivery to the District. The undersigned certifies that the completion of the Proposal is a binding commitment to provide the services requested as proposed herein.

Firm's Name

Address

City, State, Zip

(Print Name)

(Signature)

(Phone)

(Fax)

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APPENDIX C

CERTIFICATION - IRAN DIVESTMENT ACT OF 2012 (THIS FORM MUST BE SIGNED AND NOTARIZED - SUBMIT WITH PROPOSAL)

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.

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 a 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.

Signature: _____ Date: _____

Affirmed to me this _____ day of _____, 2025

Notary Signature: _____ Date: _____

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APPENDIX D

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT (THIS FORM MUST BE SIGNED AND NOTARIZED - SUBMIT WITH PROPOSAL)

Consultant agrees to indemnify and hold the Edgemont Union Free School District entirely harmless from all liability arising out of:

1. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to the consultant or it's employees arising out of scope of work under this Agreement; and
2. If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the consultant, the consultant shall indemnify and hold the Edgemont Union Free School District harmless from any liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, other than as the result of the negligent professional act or omission in the performance of professional services pursuant to this Agreement, sustained by the consultant or the District, or any person, firm or corporation employed by the consultant or the District upon or in connection with the proposed scope of work, except for liability resulting from the sole or active negligence, or willful misconduct of the District, its officers, employees, agents or independent contractors who are directly employed by the District or of other third parties not under the control or the supervision of the consultant. The consultant, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof; and
3. If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the consultant, the consultant shall indemnify and hold the District harmless from any loss, injury, death to persons or damage to property caused by any negligent act, neglect, default or negligent omission of the consultant, or any person, firm or corporation employed by the consultant, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the District, arising out of, or in any way connected with the proposed scope of work, including injury or damage either on or off District property; but not for any loss, injury, death or damages caused by the negligence, or willful misconduct of the District or of other third parties not under the control or the supervision of the consultant. The consultant's obligation to indemnify does not include the obligation to defend actions or proceedings brought against the District, but rather to reimburse the District for attorney's fees and costs incurred by the District in defending such actions or proceedings brought against the District.

Signature: _____ Date: _____

Affirmed to me this _____ day of _____, 2025

Notary Signature: _____ Date: _____