



DR. MATTHEW LANDAHL
Superintendent of Schools

BEACON CITY SCHOOL DISTRICT
ADMINISTRATIVE OFFICES
10 EDUCATION DRIVE
BEACON, NEW YORK 12508
PHONE 845-838-6900
FAX 845-838-6905

MS. ANN MARIE QUARTIRONI
Deputy Superintendent

DR. SAGRARIO RUDECINDO-O'NEILL
Assistant Superintendent of Curriculum
& Student Support

DR. HEATHER CHADWELL DENNIS
Assistant Superintendent for Pupil
Personnel Services

2026-2027 REQUEST FOR PROPOSAL:
UNIVERSAL PRE-KINDERGARTEN PROGRAM
YEARLY RENEWABLE CONTRACT
CONTRACT PERIOD: JULY 1, 2026 – JUNE 30, 2027
PROPOSALS RECEIVED UNTIL NO LATER THAN 1:00pm on January 16, 2026

1. INTRODUCTION

The Beacon City School District, hereinafter referred to as the “District,” invites proposals (“RFP” or “RFPs”) from qualified agencies (“Agency” or “Agencies”) located within the attendance boundaries of The Beacon City School District to administer the District’s Universal Pre-Kindergarten (Pre-K). The District is seeking the Agency to provide the site and run the entire program in accordance with the terms of the 2026-2027 Universal Prekindergarten Full-Day Placements for Four-Year-Old Students. The District may select proposals from multiple agencies.

2. PROPOSAL DUE DATE

One (1) original copy of your proposal must be received at the following address in a sealed envelope **until no later than 1:00 pm Eastern Time on January 16, 2026** and addressed as follows: Late proposals will not be accepted.

Beacon City School District
Attn: Ann Marie Quartironi Deputy Superintendent
10 Education Dr.
Beacon, NY 12508
Ref: RFP Universal Pre-K Program

3. PRE-PROPOSAL QUESTIONS

All questions must be submitted in writing via e-mail to **Ann Marie Quartironi at quartironi.a@beaconk12.org no later than 3:00 pm, on January 5, 2026** All questions and answers will be in the form of an addendum no later than **January 9, 2027 at 3:00 pm.**

The District reserves the right to amend the RFP based on questions and issues raised at any time prior to the RFP submission deadline.

Failure of any Proposer to receive any Addendum or interpretation issued shall not relieve any Proposer from any obligations under his/her Proposal submitted. Only questions answered by formal written Addenda will be binding.

Information obtained from any source other than the aforementioned designated person is not official and may be inaccurate.

4. LOCATION OF QUALIFIED AGENCIES

To be eligible for an award pursuant to this RFP, an agency must be located within the attendance boundaries of the Beacon

City School District. The District will not consider RFP responses for agencies outside of these attendance boundaries.

5. CONTRACT TERM

The contract, once awarded, shall be in effect from July 1, 2026 through June 30, 2027, with an option to renew for four additional one-year periods, at the discretion of the District, under the same terms and conditions as awarded through this RFP.

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

Proposals will remain firm for a period of 45 days following the date of the opening, and shall thereafter remain firm until and unless the Proposer provides written notice to the Beacon City School District, Deputy Superintendent that the proposal has been withdrawn.

6. NATURE OF SERVICES REQUIRED

The District is seeking proposals from qualified agencies to subcontract with the District to expand its Universal Pre-Kindergarten program pursuant to the terms of the 2026-2027 Universal Prekindergarten Full-Day Placements for Four-Year-Old Students. The Agency will work in collaboration and under the supervision of the District to provide additional prekindergarten 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) shall provide Universal Pre-Kindergarten program services consisting of but not limited to, the following:

- A.** Seven (7) hour instructional day that will mirror the school day of the District’s K-6 student population, five days per week for 180 days. Children must be four years old by December 1 to register and attend Pre-Kindergarten.
- B.** The program must be aligned with all Beacon City School District policies and will meet the requirements of the policies and procedures set forth in Appendix A. The proposer will also follow all the regulations and policies regarding Universal Pre-K and enrollment.
- C.** Agency must be able to screen the new entrants (Part 117 of the Regulations of the Commissioner of Education) as per Child Screening and Assessment, Section 151-1(c): Health and Nutrition for the following; possibly gifted, a child with a disability, and limited English proficient utilizing district approved assessments.
- D.** The Agency will work with the District to align curricula and instruction with NYS Prekindergarten Foundation for the Next Generation Learning Standards during the contracted period.
- E.** 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 of instruction, as determined by the Board of Education and the Superintendent of Schools.
- F.** Meals/Snacks need to be provided 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.
- G.** Support services must be provided to the maximum extent practicable in the language or mode of communication which the parents and/or guardians and the child best understand. Whenever possible, such support services shall be provided in collaboration with other community organizations in a non-duplicative manner.
- H.** Follow the District’s established calendar and hours of operation, including the requirement of a minimum of seven (7) instructional hours per day.

- I.** The Agency will help the transition of Pre-Kindergarten students to Kindergarten by providing the following services:
- Strengthen 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/ssss/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.
- J.** The Agency will also meet the needs of English Language Learners in the following categories:
- Language Instruction Educational Programming – Included in the U.S. DOE's Every Student Succeeds Act's (ESSA) Early Learning Non-Regulatory Guidance which contains explicit language related to the instruction to ELLs and providing professional development to teachers: "State must assist teachers (including preschool teachers), principals, and other school leaders, state educational agencies, and schools in establishing, in implementing and sustaining effective language instruction educational programs designed to assist in teaching English Learners including immigrant children and youth." [SEC. 3102 Purposes]. In light of this guidance, the Agency must:
 - i. Understand language development.
 - ii. Recognize the connection between the home language and English.
 - iii. Connect oral language to emergent literacy.
 - Multilingual Learner Identification – Establish the use of NYSED's *Emergent Multilingual Learners Language Profile for Prekindergarten Students* to identify students who speak a language other than English. Provide a developmentally, culturally and linguistically responsive Pre-K academic and instruction.
- K.** Nursing services should be provided on site. If not available, please provide details on how the agency will handle health emergencies and meet the needs of the students who require health services.
- L.** It is recommended that security services will include an entrance greeter/security person. If not available, please describe the safety protocols that are in place.
- M.** All individuals providing services to students in the Universal Pre-Kindergarten Program must comply with the New York State Safe Schools Against Violence in Education (SAVE) law fingerprinting and background check requirements. All such individuals must be cleared by the New York State Education Department in accordance with the provisions in the SAVE law prior to providing service under the Universal Pre-Kindergarten Program. Proof must be presented to the District of such clearances.
- N.** The Agency will keep daily attendance records and will provide the monthly to the District's Administrators of the Pre-Kindergarten Program.
- O.** The District will register all students who have been accepted into the UPK program and will provide necessary documentation of registered students to the Agency.
- P.** Universal Pre-Kindergarten regulations specify that the nursery/daycare center cannot charge parents for the portion of its program that is paid for by the 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 Universal Pre-Kindergarten funding for the portion of the day already being subsidized.

Q. The District is soliciting organizations that currently provide services to 4-year-old children within the Beacon City School District attendance catchment area that are interested in collaborating to provide a Full-Day Prekindergarten program per NY State Education Department Universal Pre-Kindergarten regulations, the terms of the 2026-2027 Universal Prekindergarten Full-Day Placements for Four-Year-Old Students, and

Beacon City School District protocols and policies. The renewal of this contract is contingent upon adequate performance and availability of state funds. Here is a brief summary of the scope of services selected organizations will provide:

DETAILS OF SERVICE DISTRICT IS SEEKING:

- Prekindergarten Instructional Program for eligible Beacon City School District children (4-year olds) at no cost to families (Grant Funded through collaboration with the district)
 - Collaborate with the district in providing the off-site program
 - Prekindergarten teacher with teacher qualifications consisting of preferably a Bachelor’s degree and valid New York State Teacher Certification in Early Childhood Education (Birth – Grade 2) or Students with Disabilities (Birth – Grade 2). The Agency must indicate the number of uncertified and certified teachers in order for the District to apply for a Certification Waiver, if required.
 - Full-time teacher assistant for each classroom.
 - Up to 18 students per classroom
 - Minimum of seven (7) hours instructional day for 180 days.

Total # of PreK students per proposed classroom _____

Total # of PreK students agency can serve _____

Proposed Budget:

Teacher Salary	\$ _____
Teaching Assistant Salary	\$ _____
Pricing for material or equipment	\$ _____
Pricing for Facility (if applicable)	\$ _____
Other _____	\$ _____
Total Pricing for Proposed PreK Classroom	\$ _____

7. DISTRICT OVERSIGHT

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

- A.** Will monitor the resulting contract and provide oversight of the Agency’s program and support services.
- B.** Will have complete access to the buildings and will make announced and unannounced visits to the sites at any times when the program is in operation. Also, during the course of the year, District staff members will be making periodic visits to facilities to ensure the program is conducted in a developmentally appropriate way, provides rich academic experiences for the student and complies with the standard for preschool program established by the state.

- C. Will oversee the Agency's program in the implementation of the requirements of the New York State Education Department ("NYSED") through a quarterly Quality Assurance review.
- D. The District will provide support or provide guidance in hiring, staff observations and evaluations, if deemed necessary.
- E. Collaborate with the on-site Education Director on all program management, educational issues, designed and implementation of Kindergarten transition and vertical articulation, child find responsibilities, talented and gifted, curriculum, and bilingual education.
- F. Participate in the development, structure and delivery of instructional services, including program assessment.
- G. The District will provide support or guidance in consultation with the Education Director or teacher continuance based on the observation and evaluation processes, if deemed necessary.
- H. Will have sole discretion in determining the student selection process for participation in the program.
- I. Will assist, if necessary, with the outreach to find children who currently not being served in the District's boundaries.

8. TRANSPORTATION

The District will not provide transportation for UPK students.

9. NYSED

Please review the NYSED site for additional information:

1. <http://www.p12.nysed.gov/upk/faq.html>
2. <http://www.p12.nysed.gov/nurseryschool/regulations/NurserySchoolsRegulations.html>
3. <https://www.p12.nysed.gov/funding/2022-23-universal-prekindergarten-expansion-grant/2022-23-universal-prekindergarten-expansion-grant-qa.pdf>

10. PROPOSAL SUBMISSION, SCORING AND EVALUATION

Please provide one (1) original of your proposal response. Submittals that are faxed, or emailed, will NOT be accepted. Proposals received will be evaluated by a committee to be determine at a later date.

These proposals are being solicited through a fair and open process. Agencies that are willing to provide the described services as requested above, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

1. Quality of proposed comprehensive UPK Program
2. General experience in the field
3. Experience and qualifications of the professional staff assigned to the program, which most closely match the needs of the District
4. Submission of cost-effective budget

Those criteria and the other requirements herein are intended to be non-restrictive for the purpose of obtaining participation of qualified professionals and uniformity in the manner of submission of proposals.

Proposals will be evaluated considering the methods to be used to meet the requirements of the Scope of Services and the availability of qualified personnel who are proposed to work on this project.

Assessment of the Proposers past and present performance will be one of the means of evaluating the credibility of the Proposal and the relative capability to meet the requirements of the Scope of Services.

Proposals will also be evaluated considering the Proposer's experience with similar projects, knowledge, and the qualifications as well as the full-time availability of personnel assigned.

Client reference must be current, representative of similar New York State projects requested in this RFP, and these similar projects must have included the personnel proposed for this project.

The awards will be made to the responsible Proposers, whose Proposal conforms to the requirements of this RFP, and is considered most advantageous to the District, considering the Proposal Evaluation criteria in this section. In making the determination of the awards, the District's decision will be final.

The District reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the services from other sources if deemed most advantageous to the objectives of the District.

During the evaluation process, the District's Board of Education or its designee, may, at its discretion, request any one or all agencies to make oral presentations. Such presentations will provide agencies with an opportunity to answer any questions the District's Board of Education or its designee may have regarding the agency's proposal. Not all agencies may be asked to make such oral presentations.

The District reserves the right without prejudice to reject any or all proposals.

11. INVESTIGATION OF QUALIFICATIONS

The work and services described in this Request for Proposals include the performance of activities directly affecting the safety of the students of the District and the public generally. The District may make any investigation necessary to determine the ability of any Proposer to fulfill the Contract, and the Proposer shall furnish the District with all such information for this purpose as the District may request.

The District reserves the right to investigate all references and information submitted by the Proposer pursuant to the requirements of these documents. The final selection of the Consultant shall be made in the discretion of the District's Board of Education based upon all relevant factors, including but not limited to price.

12. INSURANCE REQUIREMENT

A. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the proposer hereby agrees to effectuate the naming of the District as an unrestricted additional insured on the proposer's insurance policies, with the exception of workers' compensation and professional liability. 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 district as an additional insured shall:

1) From an A.M. Best rated "secured" insurer, authorized to conduct business in New York State.

2) Contain a 30-day notice of cancellation.

3) State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers.

4) The district shall be listed as an additional insured by using endorsement CG 2026 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.

C. The proposer agrees to indemnify the district for any applicable deductibles.

D. Required Insurance:

1) Commercial General Liability Insurance

\$1,000,000 per occurrence/ \$2,000,000 aggregate.

2) Automobile Liability

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

3) Workers' Compensation and N.Y.S. Disability

Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees.

4) 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 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.

5) Excess Insurance

On a "Follow-Form" basis, with limits of \$3,000,000 each occurrence and aggregate.

6) Daycare Providers E & O Insurance

\$1,000,000 each occurrence and aggregate. Coverage for the errors and omissions of the board, administrators and employees.

- E. Proposer acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract. The contracted vendor 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. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The proposer further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also the NYSIR, as the District's insurer.

13. ANTICIPATED PROPOSAL TIMELINE

The following is a list of key dates up to and including the date proposals are to be submitted:

- **Request for proposals issued:**
- **Deadline for Pre-Proposal Questions January 5, 2026**
- **Due date for proposals: No later than 1:00pm on January 16, 2026**

14. PROPOSAL REQUIREMENTS

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the agency seeking to provide the service of administering the District's universal Pre-Kindergarten (Pre-K) Program. The substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the agency and of the particular staff to be assigned to this engagement. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposing agency's capabilities to satisfy the requirements of the request for proposal.

- A. **Submission of Proposals:** No late submissions will be accepted. The proposers are solely responsible for ensuring that the proposal is received by the Purchasing Agent prior to the time and date set forth herein. The entire responding proposal to the request shall be placed in a sealed envelope marked with the words: **"PROPOSAL FOR UNIVERSAL PRE-KINDERGARTEN"**

All proposals must be sent to the following address and received at that address in the Purchasing Department **no later than 1:00pm on January 16, 2026**

Beacon City School District

Attn: Ann Marie Quartironi Deputy Superintendent

10 Education Dr.

Beacon, NY 12508

B. Proposal Content: The proposal package shall include the following items:

- 1) One (1) original and two (2) copies.
- 2) Title Page showing the RFP's subject; the agency's name; the name, address and telephone number of a contact person; and the date of the proposal.
- 3) A signed letter of transmittal that briefly states the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the agency believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm offer to provide the service of administering the District's Universal Pre-Kindergarten (Pre-K) Program for the 2026-2027 school year with an option to annually renew for 2027-2028, 2029-2030, 2031-2032, and 2033-2034 school years at the District's sole discretion.
- 4) Three (3) references with name and contact information.
- 5) List of school district clients to whom services were provided in:
 - a) 2024-2025 school year.
 - b) 2025-2026 school year.
- 6) The name(s) of principals, partners, or employees in the agency who have done business with the District in the last 5 years and the nature of that business with the District. For purposes of this subparagraph, "doing business with the District" includes vending or other contractual obligations to the District or being an applicant for employment in the District.
- 7) Disclosure and description of any disciplinary proceedings pending against the Agency in any jurisdiction or whether discipline has been previously imposed against the Agency in any jurisdiction. If discipline has previously been imposed, state the date, jurisdiction, nature of the ethics violation and the penalty imposed. If proceedings are pending, specify the jurisdiction, the charges and the likely time of their disposition.
- 8) Disclosure and description of any arrests or convictions against any members of the agency.
- 9) Assurance of ability to provide executed copies of the Certificates of Insurances.
- 10) The District is seeking to have the entire program run by the outsourced agencies and take place at the sites provided by the agencies. Describe the proposed site(s) including the street address, number of classrooms, square footage. **The following documents must be included in the submittal.**
 - Certificate of Occupancy.
 - Asbestos Environmental Building Management Plan (AHER or ASHARA).
 - Fire inspection reports.
 - Architectural quality floor plans.
 - Fire alarm reports.
 - Copy of purchase deed, if property is owned by the Agency.
 - Memorandum of Agreement/Lease CBO with property owner, if the property is being leased.
 - Proof of building ADA accessibility.
- 11) A completed Agency Information Form (**See Appendix B**).

- 12) A completed Non-Collusive Certification (**See Appendix C**).
- 13) A completed Background / Criminal Check Certification (**See Appendix D**).
- 14) A completed Proposer Warranties (**See Appendix E**).
- 15) A completed and notarized Iran Divestment Act Certification (**See Appendix F**).
- 16) A completed and notarized Hold Harmless Agreement (**See Appendix G**).
- 17) A completed W-9 form.

15. TECHNICAL PROPOSAL REQUIREMENTS

Each proposer shall respond to each section to the descriptors located in the body of this document in order to detail how your organization will meet the goals and objectives of the District's Pre-Kindergarten Program Plan.

A. Agency Background:

Detail Agency's history in providing quality early childhood programs along with information regarding services provided to children with disabilities and children with limited English proficiency.

B. Pre-Kindergarten Services:

1. How the agency will meet the goals and objectives of the District's Pre-Kindergarten Program and help kids in their transition to Kindergarten.
2. Detail how a child's progress will be documented by assessments.
3. Detail the agency's meal plan.
4. Describe the early childhood services the agency would provide through the 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.
 - Provide support services to children and families such as social and health related services.
 - The on-going staff development opportunities in which Pre-Kindergarten staff would be engaged.
 - How many students can the organization provide services for?
 - How many classrooms can the organization support?
 - How many hours per day can the Pre-Kindergarten Program operate?
5. 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).
6. Detail the Agency's standards and procedures for ensuring appropriate sanitation and custodial services.
7. Describe the collaborative relationship the agency proposes to have with the District.

C. Resume and detailed work experience of the Education Program Director.

D. Program Staffing:

1. Explain the administrative structure of the agency and how records are managed within the agency. Describe documentation procedures followed by the agency.
2. Describe the supervisory structure for the proposed Pre-Kindergarten services, include detailed resumes of all staff that will be assigned to this contract.
3. Describe the process for coverage or substitution of staff as well as the ability of the organization to fill vacancies in a timely manner.

E. Program Budget:

Parents cannot be charged a fee for participation in the Universal Pre-Kindergarten Program.

1. Provide a spreadsheet detailing all the program costs including but not limited to professional salaries, support staff salaries, purchased services, supplies and materials, travel expenses, employee benefits, indirect costs, equipment and any applicable transportation cost.
2. Detail any local matching funds to be used to support the Universal Pre-kindergarten program.

16. Selection Process

The District’s determination of the applicant who is most advantageous to the goals and objectives of the District shall be final and conclusive. The appointment shall be determined by majority vote of the Board of Education on a resolution at an open public meeting. No applicant shall cause or influence, or attempt to cause or influence, any District official, officer or employee to secure unwarranted privileges or advantages.

17. TERMS OF ENGAGEMENT

A one (1) year engagement in the 2026-2027 school year with the option to renew annually for the 2027-2028, 2029-2030, 2031-2032, and 2033-2034 school years, at the District’s sole discretion, is contemplated by the District’s Board of Education according to the terms listed above.

Appendix A
BEACON CITY SCHOOL DISTRICT UPK
POLICIES AND PROCEDURES

- 1. Facility Quality:** The Agency will provide a facility that is well maintained, clean and safe. There will be adequate space for outdoor play with appropriately maintained equipment. The bathrooms will be immediately accessible and barrier free. The classrooms will be arranged into learning areas/centers and allow for the safe movement and activity for the number of children enrolled. Inspections will be made regularly by the District and areas in need of correction will be addressed in a timely manner. All buildings, premises, equipment and furnishing used for the 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 eligible agencies shall meet all applicable fire, safety and building codes. Section 151.1.10 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.
- 2. Curriculum and Instruction:** The Agency will provide for an age and developmentally appropriate curriculum and activities that are learner-centered and play-based. Curriculum materials may be selected and/or approved by the District.
- 3. Screening and Assessment:** The Agency will administer a District approved screening assessment to each student at the beginning of each school year as well as at the end of the school year. The results of this screening assessment will be used to determine if a referral to the District's Committee for PreSchool Special Education ("CPSE") is appropriate and to identify if additional supports are necessary. In addition, the Agency will administer a District approved and curriculum-based assessment a minimum of two times per school year-specifically in the Fall and Spring.
- 4. Ensuring Continuity of Instruction and Transition to School-Age Programs:** With guidance from the District, the Agency will provide workshops and parent meetings regarding the Pre-Kindergarten to Kindergarten transition process.
- 5. Identification, Inclusion, and Support of Students with Special Needs:** The Agency will assure that students with disabilities participate in regular education activities unless otherwise indicated in the students' Individualized Education Program ("IEP") and that accommodations are made, as needed. The Agency will use the results of the screening assessment, classroom observations, and teacher or parental concerns to identify children who may require a referral to the CPSE. The Agency will work with parents and the District to make referrals for testing and services.
- 6. Inclusion, instruction, and Support of English Language Learners:** The Agency will support diversity, parent involvement and the retention/promotion of a student's home language as he/she progresses toward English learning. As much as is practicable, the Agency will provide oral and written communication to parents/families in their preferred language. The Agency will provide opportunities for students' literacy development in the home language, while also promoting acquisition of English in an inclusive classroom setting. The Agency will ensure that the developmental and social emotional screening processes, and the provision of special services for students, are inclusive and respectful of their language and culture.
- 7. Staffing:** All Agency UPK teachers must possess a teaching license or certificate valid for services in the early childhood grades or be in compliance with the NYSED section 151-1.3 regulation. The Agency must employ an on-site Education Director during the hours that the program is in operation. The Education Director will be responsible for program implementation and must also possess a teaching license or certificate valid for services in the early childhood grades. Furthermore, the Agency must have at least one teacher and one teaching assistant or teacher aide working in each UPK classroom. If there are more than 18 children in a UPK classroom, there must be one additional teacher assistant or teacher aide working in that classroom. No UPK classroom will have more than 20 children.
- 8. Professional Development:** To ensure continuity from Pre-K to grades K-3, all Agency UPK teachers and Education Directors may be required to attend relevant grades K-3 professional development activities. The District may provide pre-K specific professional development each year. The agency is responsible for tracking the professional development hours attended by each teacher and the Education Director. The Agency should apprise the District of professional development opportunities their staff participates in. The Education Director will be required to pursue professional development dedicated to implementing and sustaining effective language instruction educational programs designed to assist in teaching English

Language Learners including immigrant children and youth.

9. Family Engagement and Support: The Agency will provide parents with opportunities to gain an understanding of the Statewide Universal Full-Day Prekindergarten Program (SUFDPK) program and curriculum, participate in parent education programs, understand the process of applying for kindergarten in the District and provide written feedback about the program in the form of an end-of-year questionnaire/survey. Written communication to parents will be provided in the parents’ native language when possible.

10. Physical Well-being and Health: The Agency will provide a daily healthy snack and lunch for each student. Teaching staff will sit with and actively engage with children during meal time. The Agency will provide adequate time for daily outdoor play as weather permits. The Agency will provide children with adequate time and appropriate location for a daily rest period.

11. Partnerships with Community, Non-profit, and Educational Institutions: Efforts will be made with various community/non-profit organizations and educational institutions to form partnerships that will result in field trips and guest speakers/events to benefit the academic, social and emotional needs of Pre-K students.

12. Program Oversight and Fiscal Management: The Agency must comply with all fiscal requirements including: creating an annual budget that will be submitted and approved by the District, maintaining income and expense reports supported by detailed invoices, and any other financial and programmatic records that detail allocation of UPK/SUFDPK funds. The Agency will maintain a UPK budget that is separate from all other funding sources. The Agency will have processes and systems in place to safeguard against supplanting funds. The District will maintain separate budget codes for UPK and/or SUFDPK funds.

2026-2027 REQUEST FOR PROPOSAL: UNIVERSAL PRE-KINDERGARTEN PROGRAM
Part 3 ADDITIONAL PROVIDERS
YEARLY RENEWABLE CONTRACT

Appendix B – Agency Information

Agency’s Name
Address:
Telephone:
Fax:
E-mail Address:
Website address:
Contact Person and Title:

Type of Organization: () Public Institution () Private Non-Profit () Private Profit Please attach proof of organizational status (i.e. 501 © (3) IRS Letter)
Statement of the Organization's Mission
Chief Executive Officer: Name: _____ Signature: _____

2026-27 REQUEST FOR PROPOSAL: UNIVERSAL PRE-KINDERGARTEN PROGRAM
YEARLY RENEWABLE CONTRACT

FIRM REFERENCE FORM

FIRM NAME: _____

Please list (5) five references that your firm has serviced in a manner similar in scope to the specifications contained in this Proposal. References are part of the Proposal Documents and failure to supply these references may result in the rejection of your proposal.

1. School District/Public Sector: _____

Contact Name/Title: _____

Address: _____

Telephone: _____ Email: _____

Date(s) of Service: _____

2. School District/Public Sector: _____

Contact Name/Title: _____

Address: _____

Telephone: _____ Email: _____

Date(s) of Service: _____

3. School District/Public Sector: _____

Contact Name/Title: _____

Address: _____

Telephone: _____ Email: _____

Date(s) of Service: _____

4. School District/Public Sector: _____

Contact Name/Title: _____

Address: _____

Telephone: _____ Email: _____

Date(s) of Service: _____

5. School District/Public Sector: _____

Contact Name/Title: _____

Address: _____

Telephone: _____ Email: _____

Date(s) of Service: _____

Have you ever failed to complete any contract awarded to you? _____

If so, when where and why?

Have liens or lawsuits of any kind ever been filed against you or any officer, director or partner of your organization, arising out of any of your contracts: _____

If so, give details: _____

2026-27 REQUEST FOR PROPOSAL: UNIVERSAL PRE-KINDERGARTEN PROGRAM
PART 3 ADDITIONAL PROVIDERS #R241000
YEARLY RENEWABLE CONTRACT

Appendix D

BACKGROUND / CRIMINAL CERTIFICATION

(This form must be signed and notarized)

As part of this submission, I certify that I have performed background / criminal checks on all staff / employees under our employ, who will be assigned to the District as per as the contract from this RFP. I understand that all staff / employees might come in direct contact with students and they have not been convicted of a felony or any offense in sexual nature involving a child.

Furthermore, I understand that the duty to certify is continuous in nature and extends to future staff / employees and staff / employees of subcontractors for the duration of the contract.

Signature: _____ Date: _____

Affirmed to me this _____ day of _____, 202__

Notary Signature: _____ Date: _____

Firm's Name

Address

City, State, Zip

(Print Name)

(Signature)

(Phone)

(Fax)

2023-24 REQUEST FOR PROPOSAL: UNIVERSAL PRE-KINDERGARTEN PROGRAM

PART 3 ADDITIONAL PROVIDERS
YEARLY RENEWABLE CONTRACT

Appendix E

PROPOSER WARRANTIES AND CERTIFICATION

- A. We warrant that we are willing and able to comply with State of New York laws and regulations.
- B. We are 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. We will not delegate or subcontract our responsibilities under an agreement without the express prior written permission of the Beacon City School District.
- D. We warrant that all information provided by us in connection with this proposal are true and accurate.
- E. We warrant that we have read the Request for Proposal (RFP) to provide the service of administering the District's Pre-Kindergarten (Pre-K) Program and fully understand its intent. We certify that we have adequate personnel, equipment, and facilities to fulfill the requirements thereto. We understand that our 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 agency proposal.
- F. F. We understand that all information included in, attached to, or required by this RFP shall become public record upon delivery to the District. We certify that the completion of the Proposal is a binding commitment to provide the service of administering the District's Pre-Kindergarten (Pre-K) Program requested as proposed herein.
- G. We certify, under penalty of perjury, that our agency has implemented written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment training to all of our employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the NYS Labor Law.

Firm's Name

Address

City, State, Zip

(Print Name)

(Signature)

(Phone)

(Fax)

2026-27 REQUEST FOR PROPOSAL: UNIVERSAL PRE-KINDERGARTEN PROGRAM

PART 3 ADDITIONAL PROVIDERS

YEARLY RENEWABLE CONTRACT

HOLD HARMLESS AGREEMENT

(This form must be signed and notarized)

Appendix G

It is hereby agreed and understood that the contractor agrees to hold harmless and indemnify Beacon City School District Board of Education, Beacon City School District, or any officer, agent, servant, or employee of the Beacon City 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 Beacon City School District, Beacon City School District Board of Education, or any officer, agent, servant, or employee of the Beacon City School District on any claim or demand, and shall satisfy any judgment that may be rendered against the Beacon City School District, Beacon City School District of Education, or any officer, agent, servant, or employee of the Beacon City 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 _____, 202__

Notary Signature: _____ Date: _____