



Croton-Harmon Union Free School District

ADDENDUM #1

Request for Proposal # 2025-26 R02

For Universal Prekindergarten (UPK) Services

2026-2027

REVISED PROPOSAL DUE DATE: THURSDAY, FEBRUARY 5, 2026, at 2 p.m.

DATE: January 23, 2026

TO: All Interested Proposers

FROM: Denise Harrington-Cohen, Assistant Superintendent for Business

SUBJECT: Modifications to RFP # 2025-26 R02

The following changes, modifications, and clarifications are hereby made to the Contract Documents for the above-referenced Request for Proposal. This Addendum shall become part of the Contract Documents and applies to all proposers. Please direct any questions to UPK@chufsd.org.

1. MODIFICATION TO REIMBURSEMENT RATE (SECTION I)

Reference: Section I: TO ALL PROVIDERS, Paragraph 5

DELETE:

"The reimbursement from the State is currently at \$5,400 per student and is the maximum amount provided by the District to the provider."

REPLACE WITH:

"The Governor's Executive Budget currently proposes a reimbursement rate of \$10,000 per student. However, this amount is subject to legislative approval and may change. The reimbursement from the State will be paid at the final **state-approved rate**, which shall serve as the maximum amount provided by the District to the provider."

2. ELIMINATION OF DISTRICT ONSITE OPTION (SECTION I)

Reference: Section I: TO ALL PROVIDERS, Paragraph 4

DELETE:

"The District will consider agencies who can provide these services either at their existing facility and/or within a classroom space provided within the Carrie E. Tompkins Elementary School (CET)."

REPLACE WITH:

"The District is seeking agencies to provide these services at their existing facility. (Due to spacing constraints and concerns, the option to provide classroom space within the Carrie E. Tompkins Elementary School (CET) is no longer available.)"

3. DELETION OF CET SPECIFICATIONS (SECTION I)

Reference: Section I: TO ALL PROVIDERS, Paragraph 4

DELETE IN ITS ENTIRETY:

"Please note: If proposing to operate out of CET, please note the following:

- Contractor will be required to accommodate 20-seats
- The assigned teacher must be NYSED certified.
- The hours of operation will be determined by the District
- Families are responsible for providing transportation, as it is not provided by the District."

4. MODIFICATION TO PROPOSAL FORM (SECTION II)

Reference: Section II: ORGANIZATIONAL INFORMATION, "Proposed Seats"

DELETE OPTION:

" CET Elementary School (20-seats and certified teacher required) Number of Seats: _____"

NOTE: Proposers shall only submit proposals for "Offsite at CBO Establishment."

ACKNOWLEDGMENT OF RECEIPT

ADDENDUM #1

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Please sign and include this Addendum and Section II: REVISED ORGANIZATIONAL INFORMATION (below) with your proposal to confirm receipt and acknowledgement of these changes.

Signature of Authorized Representative

Date

Company Name

Croton-Harmon Union Free School District

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For Universal Prekindergarten (UPK) Services

2026-2027

PROPOSAL DUE DATE: THURSDAY, FEBRUARY 5, 2026, at 2 p.m.

Section II: REVISED ORGANIZATIONAL INFORMATION

Organization Name
Address
Telephone
Fax
Email Address
Contact Person and Title
Type of Organization <input type="checkbox"/> Public Institution <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Private Profit Please attach proof of organizational status (e.g. 501C (3) IRS letter)
Proposed Seats: <input type="checkbox"/> Offsite at CBO Establishment Number of Seats: _____
Statement of the Organization's Mission:
Chief Executive Officer
Signature of Chief Executive Officer

TO: All Prospective Proposers / Interested Parties

FROM: Denise Harrington-Cohen, Assistant Superintendent for Business

DATE: January 22, 2026

RE: **Important Update & Addendum No. 1 – RFP # 2025-26 R02 (UPK Services)**

Please accept this memorandum as formal notice of modifications to the Croton-Harmon Union Free School District's Request for Proposal # 2025-26 R02 for Universal Prekindergarten Services.

Attached you will find **Addendum No. 1**, which outlines specific changes to RFP # 2025-26 R02 (UPK Services). These adjustments are necessary due to two key developments regarding fiscal projections and facility availability:

1. Adjustment to Reimbursement Rate Language: Following the Governor's recent Executive Budget announcement, which proposes a reimbursement rate of **\$10,000 per student**, the District is amending the RFP to reflect this potential increase.

While the original RFP stated a static rate of \$5,400, we want to ensure providers are eligible for the higher funding level should the state budget pass as proposed. Therefore, the addendum modifies the language to align with the **final state-approved rate**. This ensures that the contract remains compliant and maximizes funding for the provider, while protecting the District should the final legislative budget differ from the executive proposal.

2. Elimination of Onsite Option at Carrie E. Tompkins Elementary: The District's consideration of allocating space at CET was based on an effort to try to make the State's UPK funding allocation viable and sustainable for potential providers. With the projected increase in funding associated with the Governor's Budget Proposal, the District will retain the space at CET to be used for instruction and related services for students at CET.

The option to host the program at CET is, therefore, officially removed from this RFP. All proposals must now focus exclusively on offsite operation at the CBO's established location.

3. Revision of the RFP Due Date: The RFP will now be due on Thursday, February 5, 2026, at 2 pm.

Action Required: Please review the attached Addendum No. 1 carefully. You must sign the acknowledgment section of the Addendum and the REVISED ORGANIZATIONAL INFORMATION (attached) and include it with your final proposal submission on **Thursday, February 5, 2026, at 2 pm**.

Thank you for your continued interest in partnering with the Croton-Harmon Union Free School District.