

**Dobbs Ferry Union Free School District
REQUEST FOR PROPOSALS
FOR
PRE-KINDERGARTEN SERVICES**

**Proposals due APRIL 9, 2026
@ 3:00 p.m. Local Time**

Dobbs Ferry Union Free School District
505 Broadway
Dobbs Ferry, NY 10522

INTRODUCTION

General Information

The Dobbs Ferry Union Free School District is accepting proposals from qualified agencies to provide Pre-Kindergarten Services for eligible four (4) year old children from Dobbs Ferry for the 2026-2027 school year, with an option to renew for four additional one-year periods (2027-28, 2028-29, 2029-30 and 2030-31). These services shall be provided pursuant New York State Education Law Section 3602-ee, Grant Funded Pre-Kindergarten (Pre-K) Programs awarded to School Districts. The Pre-K curriculum proposed is expected to align with the district's standards and NYS PK-12 educational standards.

To be considered, the Business Office must receive the proposal in the Dobbs Ferry Union Free School District by April 9, 2026 at 3:00 p.m. The Board of Education of the Dobbs Ferry Union Free School District reserves the right to reject any or all proposals submitted.

During the selection process, the Dobbs Ferry Union Free School District reserves the right, where it may serve at their best interest, to request additional information or clarifications from those submitting a proposal, or to allow corrections, errors or omissions in this request. At the discretion of the Dobbs Ferry Union Free School District, agencies submitting proposals may be requested to make oral presentations as part of the evaluation process. Prior to entering into a contract with a collaborative Pre-Kindergarten provider, the district will conduct a minimum of one on site visit to evaluate the site and the facility of the proposer(s). A proposer who does not currently have an operating facility must provide a site that can be visited as part of a site visit as evidence of his/her potential to lead a high-quality UPK program. The proposer must be able to provide access to the proposed site for the District's representatives conducting the site visit.

It is anticipated the selection of any agency or agencies will be completed by May 22, 2026.

TIME REQUIREMENTS

The following is a list of key dates up to and including the date Pre-Kindergarten services are to commence:

Request for Proposals Issued 3/09/2026
Due Date for Proposals 4/9/2026
Selected Agency/Agencies Notified 5/22/2026
Date Services to Commence (estimated) 9/1/2026

PROPOSAL REQUIREMENTS

Inquiries concerning the request for proposals should be addressed to:

Lisa Raymond, Business Office
Dobbs Ferry Union Free School District
505 Broadway
Dobbs Ferry, NY 10522

**Dobbs Ferry Union Free School District
 Universal Pre-Kindergarten Program
 Community-Based Organization (CBO) Application
 Due: 04/9/2026**

Directions: Please complete the Organizational Information and submit it as the cover page to the application. Following this cover page, please provide detailed written responses for the remaining categories.

- Program Design and Quality of Programmatic Oversight and Fiscal management
- Learning Environment and Curriculum
- Facility Quality
- Teaching Staff Patterns, Qualifications, Performance and Professional Learning
- Child Eligibility, Screening, Progress Monitoring and Outcomes
- Nutrition, Health and Well-being
- Family Engagement and Support/ Partnerships with Non-Profit, Community and Educational Institutions
- Budget of Proposed Expenditures

Please submit your agency’s written proposal in a sealed envelope entitled “Proposal for Pre-Kindergarten Services” no later than April 9, 2026 at 3:00 p.m. to:

Lisa Raymond, Business Office
 Dobbs Ferry Union Free School District
 505 Broadway
 Dobbs Ferry, NY 10522

Organizational Information

Organization’s Name:

Address:

Telephone:

Email Address:

Contact Person & Title:

Type of Organization: **Public Institution** **Private Non-Profit** **Private For-Profit**
Please attach proof of organizational status (e.g. 501(c)(3) IRS letter)

Statement of the Organization’s Mission:

(I) Program Design and Quality of Programmatic Oversight and Fiscal Management

Include a detailed narrative which articulates the applicant agency's/CBO's philosophy and mission, describes how the eligible collaborating Pre-Kindergarten program proposes to provide services that meets the goals and objectives of the district's collaborative Pre-Kindergarten program for full-day four-year-old placements including:

- Demonstrated experience, capacity and effectiveness in immediately implementing an innovative, creative, developmentally appropriate, culturally responsive and sustaining Pre-Kindergarten program serving four year old students, including those who are ability and language diverse.
- Effective, efficient, and collaborative administrative structure, record management and documentation procedures.
- Fiscal solvency and anticipated fiscal share and other resources that will be contributed to the full day Pre-Kindergarten program for four year old students.
- The UPK program must provide at least one-hundred and eighty (180) days of instruction, including four (4) days scheduled for professional development. Providers will not be reimbursed for services provided on Saturday, Sunday, or legal holidays:

(II) Learning Environment and Curriculum

Provide a detailed description of how the applicant agency/CBO will ensure adherence to the following requirements related to learning environment and curriculum:

Schedule and Activities for Student-Centered Learning & Development

- Utilization of differentiated instruction with an emphasis on language, emergent literacy, early mathematical skills, social and emotional development, physical abilities, and structured and unstructured play
- Description of program space, scheduling, environment and learning activities to advance students centered learning and development

Learning Centers

- Description of classrooms with clearly-defined, well-equipped learning centers that promote a balance of individual and small group activities.
- **Learning centers include, but are not limited to:**
 - Creative and performing arts
 - Blocks and construction
 - Library, media and technology
 - Mathematics and math manipulatives
 - Science and Nature
 - Writing
 - Role playing
 - Indoor and outdoor activities
- **Each Learning Center:**
 - Has an assortment of theme-based materials for small group and independent inquiry and exploration
 - Is well-equipped with an appropriate number of a variety of accessible age-appropriate materials
 - Promotes literacy development with appropriate and accessible reading and writing materials

- Reflects diverse cultures, languages and abilities

Curriculum and Instruction

- Utilization of a developmentally appropriate curriculum that:
 - Is evidenced-based
 - Aligns to NYSED’s Pre-Kindergarten Early Learning Standards
 - Incorporates the key domains of child development as outlined in NYSED’s Resource Guide School Success in Pre-Kindergarten
 - Emphasizes language, emergent literacy, early mathematics skills, social and emotional development, physical abilities, and structures & unstructured play
 - Facilitates and supports individualized, differentiated, responsive and sustaining instruction for diverse abilities, cultures, and languages
 - Ensures continuity with instruction in the early elementary grades
 - Integrates with the school district’s Pre-Kindergarten-Grade 12 instructional program
 - Provides access to and utilizes internet connected and capable technology within classrooms as a component of instructional programming

Preschool Students with Disabilities – Adequate and appropriate accommodations, modifications, and supports to enable preschool students with disabilities effective and equitable access, inclusion and integration in the full range of the program’s curriculum, instruction, activities, goals and objectives.

Emergent Multilingual Learners – Implementation of adequate and appropriate accommodations, modifications, and supports to enable language-diverse Emergent Multilingual Learners with effective and equitable access, inclusion and integration in the full range of the program’s curriculum, instruction, activities, goals and objectives.

(III) Facility Quality

Provide a detailed description of how the applicant agency/CBO will ensure adherence to health and safety oversight of the design, sanitation, maintenance, and repair of Prekindergarten buildings, classrooms, premises, equipment and furnishings with the objective of maximizing child development and early learning while protecting the health and safety of students at all times. Plans should ensure compliance with the application requirements of the Americans with Disabilities Act (ADA).

(IV) Teaching Staff Patterns, Qualifications, Professional Learning and Performance

Provide a detailed description of how the applicant agency/CBO will ensure adherence to the following requirements related to staffing patterns, qualification, performance, and professional learning.

Teaching Staff Patterns

- **Staffing Patterns** – Staffing pattern policy to recruit, place and retain a program workforce that considers the needs of all of the school district’s Prekindergarten students and families.

Qualifications

Option 1: Proposers must be able to demonstrate a minimum of **12 months** experience in providing services to children at any point in their early development (ages birth-age 8) prior to submission of this proposal as one of these types of providers:

- Child Care Center (including Head Start/Early Head Start)
- Group Family Child Care

- Nursery School
- Preschool Special Education
- Article 43 School-Based Preschool Child Care Programs (includes private schools)
- Management Organization or Community-Based Organization affiliated with a charter school
- Provider of other educational services to children up to age 8 (e.g., after-school tutoring services)

Option 2: In lieu of the organization having at least 12 months experience, the educational director who will be on site must hold NYSED teacher certification in early childhood or childhood education, and have at least 24 months experience as a teacher, educational director or principal at a public or private school, within the past 36 months.

All UPK staff must meet the staff qualifications explained in New York State UPK program regulations (see 8 N.Y.C.R.R. § 151-1.3).

- Teacher Certification Requirements – Mechanism, process and adequate staffing to collect, record, maintain, verify, update, and report teacher certification compliance and data for:
 - NYS Certified Pre-Kindergarten Teachers
 - Uncertified Pre-Kindergarten Teachers
 - Pre-Kindergarten Teaching Assistants and Teacher Aides

All employees who serve the students in the UPK Program must receive NYSED Fingerprint clearance.

Professional Learning –

- A plan for professional learning opportunities which take into account how the collaborating agency will provide substantial professional development opportunities for the instructional staff as it is directly related to student achievement. The plan should be based upon the comprehensive instructional and non-instructional needs of its Pre-Kindergarten four-year-old students, their families and communities. Consideration for inclusion:
 - Aggregated information on Pre-Kindergarten student progress
 - Alignment to [NYSED’s Learning Standards](#) and [NYSED’s Resource Guides for Success in Early Learning](#)
 - Dobbs Ferry Union Free School District’s UPK-grade 5 curriculum
 - Input from Dobbs Ferry Union Free School District and other collaborating teachers
 - Feedback from families
 - Feedback provided from NYSED (Quality Assurance Protocol)

Performance

Articulate the applicant agency’s/CBO’s plan to measure the environmental quality and Teacher-Student interactions of the Pre-Kindergarten program with a valid and reliable tool.

- For the purpose of consistent Pre-Kindergarten program evaluation, Dobbs Ferry Union Free School District requests that collaborating Pre-Kindergarten providers/CBOs agree to use the same tool to measure the quality of the learning environment across Pre-Kindergarten classrooms in all settings.
- The formal observation tool used by collaborating prekindergarten providers to measure the quality of teacher-student interactions at minimum, is an approved teacher practice rubric for New York State.
- Dobbs Ferry Union Free School District currently utilizes The Danielson Framework for Teaching.

(V) Child Eligibility, Screening, Progress Monitoring, and Outcomes – Provide a detailed description of demonstrated success in assessing and meeting the needs of diverse learners, including

children with disabilities in an integrated setting and Emergent Multilingual Learners in English and home language development. Detail adherence to the following protocols:

- **Student Eligibility & Attendance**

- Dobbs Ferry Union Free School District will coordinate and conduct all outreach, recruitment, eligibility, registration, lottery (if necessary), waitlist, enrollment, intake and placement of students in collaborating Pre-Kindergarten programs.
- Eligible students are children who reside within the Dobbs Ferry Union Free School District, are four years of age on or before December 1st, or who will otherwise be eligible to enter public school kindergarten commencing with the current year. Eligible students will adhere to the Dobbs Ferry Union Free School District instructional day calendar and attendance policy.

- **New Entrant and Prekindergarten Initial Screening**

- A process for communicating with Dobbs Ferry Union Free School District in regards to students enrolled in the collaborating Pre-Kindergarten program requiring an initial screening assessment.

- **Progress Monitoring Assessments** – Administration of valid and reliable progress monitoring assessments minimally twice per year to measure the progress of each Pre-Kindergarten student’s language, cognitive and social-emotional development.

- For the purpose of consistent Pre-Kindergarten progress monitoring, Dobbs Ferry Union Free School District requests that collaborating Pre-Kindergarten providers/CBOs agree to use the same tools to measure student growth.
- Dobbs Ferry Union Free School District currently utilizes DIAL-4 to measure growth in language and cognition.
- Standardized tests will not be administered in Pre-Kindergarten.
**In accordance with NYS Education Law Section 3602-ee, if a school district/collaborating agency chooses to use a locally developed assessment, it must partner with an organization, typically a university, to go through the psychometric process to deem the assessment valid and reliable. Until a locally developed assessment is deemed valid and reliable, a school district/collaborating agency is required to use commercially developed assessments that have been deemed valid and reliable.*

(VI) Nutrition, Health and Well-being – Provide a detailed plan for ensuring adherence to the following requirements related to child nutrition, health, and well-being in all Pre-Kindergarten program settings:

- Each student’s needs are met through the provision of appropriate meals and snacks ○ Nutritious meals and snacks are provided at appropriate times and for sufficient durations conducive to meaningful students-student and students-staff interactions
- Provide students with a variety of daily opportunities to engage in developmentally appropriate activities that are indoor and outdoor, structured and unstructured and moderately to vigorously physical

(VII) Family Engagement & Support and Partnership with Non-profit, Community & Educational Institutions – Provide a detailed plan for documenting protocols for ensuring adherence to the following requirements related to family engagement & support, and partnerships with non-profit, community and educational institutions in collaborating Pre-Kindergarten program settings:

- **Family Engagement Policy and Practice** – Active engagement of families, parents and/or guardians in the education of their children. The plan should reflect outreach strategies and how families are engaged free of charge in the languages they understand.
- **Annual Program Evaluation Completed by Families** – Collaborating agencies will distribute and encourage families, parents and/or guardians to complete the Dobbs Ferry Union Free School District program evaluation and/ or survey.
- **Community Partnerships/Comprehensive Support Services** – Collaborating agencies will minimally describe the applicant relationship with Dobbs Ferry Union Free School District in transitioning their four-year-old students and families to kindergarten. (e.g., Attending relevant events, Meet and Greet with Kindergarten and Special Area Teachers, etc.)

(VIII) Budget Proposal Summary
Number of classrooms allocated for UPK students for the 2026-2027 school year: _____ Number of UPK students proposed to be serviced for the 2026-2027 school year: _____ Number of full day students: _____
Chief Executive Officer:
Signature of Chief Executive Officer:

Date of Application Submission:

Sample Budget Summary

Item Description	UPK Funds
Professional Salaries	
Support Staff Salaries	
Purchased Services	
Supplies & Materials	
Travel Expenses	
Employee Benefits	
Indirect Costs Equipment (i.e., furniture, technology, etc.)	
TOTAL	

NON-COLLUSIVE PROPOSER CERTIFICATION

Section 103-d, General Municipal Law. Statement of non-collusion in bids and proposals to political subdivisions 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 or proposers and affirmed by such bidder or proposer as true under the penalties of perjury.

a. By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of any joint proposal 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 proposal 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 another proposer or with any competitor,

2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and

3. No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

b. Any proposal 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 proposer shall so state and furnish with the proposal a signed statement which sets forth in detail the reason therefor. Where (a) (1) (2) and (3) above have not been complied with, the proposal 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 proposal is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the proposer (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 proposed, 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 proposer 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 _____

PROPOSER WARRANTIES

A. Proposer warrants that it is willing and able to comply with State of New York laws and regulations.

B. Proposer warrants that it is 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. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Dobbs Ferry Union Free School District.

D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Firm's Name

Address

City, State, Zip

(Print Name)

(Signature)

(Phone)

(Fax)

IRAN DIVESTMENT ACT COMPLIANCE RIDER

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. Pursuant to the terms set forth in SFL §165-a and GML §103-g, a person engages in investment activities in the energy sector of Iran if:

- a. The person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
- b. The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the SFL and maintained by the Commissioner of the Office of General Services.

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 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.

CERTIFICATION - IRAN DIVESTMENT ACT OF 2012

(This form must be signed and notarized, and submitted with the RFP response)

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, added new provisions to the State Finance Law (SFL), §165-a and General Municipal Law (GML) §103-g effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b) and GML §103-g, the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list. Additionally, Proposer is advised that once the list is posted on the OGS website, any Proposer seeking to enter into, renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is bid upon or a proposal submitted, or the contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should District receive information that a person is in violation of the above-referenced certification, District will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

District reserves the right to reject any bid, proposal or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: _____ Date: _____

Affirmed to me this _____ day of _____, 2026

Sexual Harassment Certification

In accordance with State Finance Law §138-l, which generally prohibits the Dobbs Ferry Union Free School District from entering into contracts pursuant to the bid/RFP process with persons who fail to submit a certification affirming compliance with New York State Labor Law §201-g, the proposer submits the following certification under the penalty of perjury:

By submission of this proposal, each proposer and each person signing on behalf of any proposer, certifies, and in the case of a joint bid/proposal each party thereto certifies as to its own organization, under penalty of perjury, that the proposer has implemented written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the NYS Labor Law.

Dated: _____, New York
_____, 2026

Firm's Name

(Print Name)

(Signature)

Sworn to before me this _____
day of _____, 2026

Notary Public