

# EAST ISLIP UNION FREE SCHOOL DISTRICT

1 Craig B. Gariepy Avenue  
Islip Terrace, New York 11752

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## REQUEST FOR PROPOSALS UNIVERSAL PREKINDERGARTEN SERVICES 2026-2027

The East Islip Union Free School District (hereinafter the "School District") invites proposals from not-for-profit qualified and reputable eligible agencies, community-based organizations, and providers of childcare and early childhood education (hereinafter referred to as the "Organization") to provide universal prekindergarten educational services for four-year old students who reside in the School District in a full day universal prekindergarten program, as requested by the School District.

The objective of this Request for Proposals ("RFP") is to solicit proposals from experienced early childhood education providers, qualified not-for-profit community-based organizations, eligible agencies, and childcare providers with demonstrated success in the area of operating universal prekindergarten programs that will provide the nurturing educational experiences needed to prepare our youngest students for success in subsequent schooling.

Under this solicitation, the Board of Education intends to select qualified agencies to provide a universal prekindergarten program for the District. The universal prekindergarten program that results from this solicitation will operate in conjunction with any other full day universal prekindergarten programs implemented in the School District provided that funding levels remain substantially the same, as determined by the District. If the School District receives a substantial increase in funding, the District will consider proposals meeting the requirements of this RFP for all eligible students as more fully detailed below. The District will conduct in-person visits to the respective programs of the selected finalists on-site at the locations where their current prekindergarten programs are conducted. Proposers must provide a universal prekindergarten program to meet the specific requirements of the District, the varied needs of the District's students and in compliance with the Commissioner's Rules and Regulations regarding the operation of a universal prekindergarten program.

***Term of Engagement:*** The term of this engagement shall be one (1) year commencing with the 2026-2027 school year. The School District shall have the option to renew the agreement for three (3) additional one-year terms, upon approval by the Board of Education each year. The District reserves the right to terminate the contract for any reason upon thirty (30) days written notice to the agency. No contract becomes binding until the necessary funds have been approved. The successful Proposer will execute a contract with the District in substantial conformance with this RFP.

***Eligibility:*** A not-for-profit organization responding to this RFP must be a provider of childcare and early childhood education, a day care provider, an early childhood program, a head start center or a community-based organization which meets the standards and requirements of Part 151 of the Regulations of the Commissioner of Education. The program must meet and remain in

compliance with all applicable regulations governing the type of universal prekindergarten program provided. The School District reserves the right to contact any licensing authority to obtain information regarding compliance of any program proposed in response to this RFP.

*Scope of Services:* For purposes of this RFP, universal prekindergarten ("UPK") services are early childhood education programs on a full day basis. The School District is seeking proposals for a UPK program. Full day UPK programs must operate for five (5) instructional hours, five (5) days a week during the period commencing September 1<sup>st</sup> through June 30<sup>th</sup>. The program must be conducted at least 180 days per year in accordance with the School District's school calendar. The School District anticipates that a full day UPK program, operated in conjunction with the existing full day universal prekindergarten, will service 56 children as well as additional students not enrolled in the UPK programs at the current funding level.

**In the event that New York State increases the funding level for the School District beyond the current funding level, the School District anticipates that approximately 235 children will be eligible for universal prekindergarten and the full day universal prekindergarten will service all eligible children including those who are not enrolled in the UPK program.**

New York State determines the "per pupil allocation" for universal prekindergarten. The School District anticipates that the per pupil allocation will be approximately \$5,400 per pupil for those children attending a full day UPK program in the 2026-2027 school year. Notwithstanding, Governor Hochul has proposed additional funding in the New York State budget for universal prekindergarten. Although the budget has not yet been approved, the School District's "per pupil allocation" may be increased up to \$10,000 per student. The School District will share the final allocation amount as determined by New York State with the successful proposer as part of the collaboration.

Full day UPK sessions should be held between the hours of 8:30 a.m. to 3:00 p.m. A meal must be provided during the full day UPK session.

The School District anticipates that the UPK programs will be held in-District to foster student integration into the school community and promote a smooth transition from prekindergarten to kindergarten. Preference will be given to proposers willing to utilize the District's facilities for the UPK program. To the extent that programs are held outside of the District's facilities, such programs must be located within the geographical boundaries of the School District. Preference will be given to those providers who have the ability to offer extended-day childcare services beyond the scope of the UPK Program sessions at the parent's expense. This extended day care option will be offered within the confines of the East Islip School District. No parent and/or guardian of a child participating in a full day UPK program should be subjected to a fee/charge for the instructional program which includes, but is not limited to, curricular materials and supplies, field trips, assemblies, visiting artists and authors, and other expenditures that are needed to support the day-to-day learning activities of the UPK program.

The School District is requesting that proposers offer meaningful educational opportunities for East Islip Middle School and/or High School students interested in early childhood education or careers in early childhood education to participate in the UPK program through observation and engagement.

### *School District Universal Prekindergarten Program*

All proposers shall be required to provide the full day UPK services in accordance with the District's prekindergarten program plan, Education Law and the regulations of the Commissioner of Education. The UPK services shall implement prekindergarten curricula aligned with New York State learning standards and ensures continuity with instruction in early elementary grades and is integrated with the instructional program in grades one through twelve. At a minimum, the UPK services provided by the successful proposer shall:

- Provide for an age and developmentally appropriate curriculum and activities which are learner centered and aligned to New York State Prekindergarten Standards;
- Provide for an assessment of the development of language, cognitive and social skills;
  - Program Entrant screening must be undertaken by the successful proposer to identify those students who may need further assessment to determine which students are possibly gifted, are suspected of having a disability, and/or to determine the level of English proficiency, verify developmental, intellectual and/or health risks upon entry into the UPK program using a valid and reliable screening tool;
  - The successful proposers must administer progress monitoring assessments on a periodic basis for purposes of first determining the student's development baseline and thereafter, to assess student academic performance and instructional efficacy also using a valid and reliable screening tool
  - The assessments utilized must be an early childhood assessment which is proven valid and reliable as demonstrated by research-based evidence. The District seeks to have consistency in the assessments used across all programs in furtherance of student preparation for and transition to grades K-2.
  - Traditional standardized tests as defined by the Commissioner's Regulations are prohibited
- Ensures continuity in the program with instruction in the early elementary grades;
- Encourages children to be self-assured and independent;
  - Use of intentional planning to provide focused instruction to address differentiated learning styles
  - Activities should be learner-centered and designed so as to promote the children's total growth and development;
  - Offer a balanced schedule of teacher initiated and child initiated learning activities
- Encourages the co-location and integration of children with special needs;
- Supports transition and continuity with the District's K-2 program;
- Utilizes staff who meet the qualifications set forth pursuant to the rules of the board of regents;
- Provides for strong parental partnership and involvement in the implementation of and participation in the plan;
- Ensures parents have ease of utilization and access to services;
- Provide support services to children and families such as social and health related services;
- Meet the needs of English language learners;
- Provides staff development and teacher training for staff in all settings in which prekindergarten services are provided;

- Provide timely and ongoing communication with district office personnel regarding the filling of vacant seats in the program as they arise; and
- Provide the necessary staffing to cover entrances and exits during arrival and dismissal as well as overall program safety during hours of operation.

In addition to the foregoing program requirements, the full day UPK program provided by the successful proposer must address children’s nutritional needs. The successful proposer must provide meals and snacks to ensure the nutritional needs of children are met. Mealtime should be approached as a positive experience for each child and must include meaningful adult-child interactions and opportunities for learning. In the full day UPK program, mealtime that can be counted as instruction time should include, but not be limited to:

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

Ongoing communication with building principals regarding student issues such as social, emotional, medical and educational needs is required.

The successful proposer shall provide the following services, consisting of, but not limited to the following:

- A UPK program capable of meeting the needs of the School District students.
- The implementation of goals and objectives for the educational services provided through the UPK program.
- Professional development and formal ongoing written evaluations of teachers and teachers’ assistants or aides.
- Preparation of a written annual assessment regarding the implementation of the goals and objectives for the UPK program.
- Ongoing administration of the assessments for developmental baseline and progress of all children in the program, including but not limited to diagnostic screening as required by the Regulations of the Commissioner of Education.
- Consultation with School District teachers, building administrators and personnel as needed.
- Classes shall contain a maximum of twenty (20) children. Where the class size is more than eighteen (18) children, there must be one teacher and one paraprofessional assigned to that class.

The successful proposer understands and agrees that it shall comply and is responsible for complying with all applicable Federal, State and local statutes, rules and ordinances,

including the New York State Safe Schools Against Violence in Education (SAVE) legislation. The successful proposer shall adhere to all requirements and protocols as established by the School District and the State Education Department of New York: to wit, but not limited to, fingerprinting. The successful proposer further agrees and understands that all individuals providing services to the School District must be cleared by the New York State Education Department in accordance with the provisions contained in the SAVE legislation prior to providing services to the School District. In the event that the successful proposer sends an individual to the School District who has not obtained the fingerprinting clearance with the State Education Department, the School District shall have the right to immediately terminate the contract.

### ***Facilities Requirements***

All buildings, premises, equipment and furnishing used for the full day Universal Prekindergarten 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 151.1.7 of the Regulations of the Commissioner of Education sets forth the requirements which must be met by all facilities used for Universal Prekindergarten classes.

The School District will identify space in the District's facilities for the license and use by the successful proposer for the UPK program. At present, the District anticipates allocating up to fifteen (15) classrooms of approximately 840 square feet per room. In the event that all seats for the UPK program are subject to this RFP, in consideration of the license, the successful proposer will be responsible for all fees associated with the use and maintenance of the facilities licensed by the successful proposers including but not limited to full-time custodial and maintenance services, security, and consumable supplies (e.g. paper products, soap, bath tissue, etc.). Proposers should consider and account for in their proposals an approximate license fee amount of \$15.68 per square foot for a twelve-month period (i.e. July 1<sup>st</sup> through June 30<sup>th</sup>) and \$154,700 per year for custodial, maintenance and security services and \$15,500 in consumable supplies. In the event that the RFP is limited to servicing 56 children as well as additional students not enrolled in the UPK programs at the current funding level, the School District will provide the facilities in-District at no cost for the UPK program.

### ***Proposer Qualifications:***

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

All proposed Prekindergarten teachers providing instruction must either meet or exceed the NYSED Regulations for certifications. All proposed Prekindergarten teachers providing

instruction shall possess a New York State teaching license or certificate valid for service in the early childhood grades. Teacher aides providing instructional support in a prekindergarten classroom shall meet the qualifications prescribed by the District (i.e., high school or general equivalency diploma and fingerprint clearance).

All teachers employed by the successful proposer and assigned to provide UPK services to the School District shall be New York State certified teachers or otherwise meet the staff qualifications as required by Federal, State, or local statutes, rules, regulations, or orders applicable to the delivery of universal prekindergarten services by an eligible agency collaborating with a school district.

Pursuant to New York State Regulations regarding staff qualifications (8 N.Y.C.R.R. § 151-1.3(e)), a prekindergarten teaching assistant providing support in a prekindergarten classroom shall have a high school diploma and six (6) hours of college credit in a related field pursuant to 8 N.Y.C.R.R. Part 80, and those assistants in programs for limited English proficient (“LEP”) children, shall have bilingual proficiency in the children’s native language.

The successful proposer must provide ongoing professional development to teachers. Topics may include child development, research-based curriculum, developmentally appropriate practices and teaching strategies, safety, partnering with parents, and community building. Information concerning the professional development programs must be made accessible to the District. Program staff must be capable of addressing the needs of all students including those with medical needs and/or disabilities.

All proposers must be licensed and qualified to provide the within services to the School District as required by law. Individuals providing services must be licensed by the State of New York and have New York State teaching certification, as applicable. Proposers shall satisfy these criteria in order to qualify for award. All proposals must include a completed application and the following documentation:

- A copy of the proposer's current Day Care/Nursery School/Family Day Care License
- A copy of the proposer's Liability Insurance Certificate
- A current Financial Statement

**Proposal Calendar:**

Request for Proposals Issued	March 26, 2026
Last Date of Questions for Clarification	April 6, 2026
Due Date for Proposals	April 13, 2026

## PROPOSAL SUBMISSION REQUIREMENTS

Five (5) copies of the proposal and other required documents must be submitted in a sealed envelope clearly labeled with the name and address of the proposer and submitted to:

**Jenny Bejarano, Purchasing Agent  
East Islip Union Free School District  
1 Craig B. Gariepy Avenue  
Islip Terrace, New York 11752**

One copy of the proposal must be titled "ORIGINAL" and each of the other four copies titled "COPY". Each page of the proposal must bear the following information: Name of Proposer, East Islip Union Free School District-Universal Prekindergarten RFP 2026-2027, and the page number. All materials submitted in response to this request for proposal shall become the property of this School District.

All proposals must be received on or before 10:00 a.m., prevailing time, on April 13, 2026

There is no express or implied obligation for the School District to reimburse responding organizations for any expenses incurred in preparing proposal or attending any interview in connection with responding to this RFP. Proposals submitted after the stated time and date will not be considered and will be returned to the organization unopened. Any questions or requests for clarification concerning this RFP must be addressed to Jenny Bejarano in writing via email at [jenny.bejarano@eischools.org](mailto:jenny.bejarano@eischools.org) prior to April 6, 2026. Responses to any questions will be sent to all prospective proposers in writing as an addendum to this RFP.

### **Proposals:**

All proposals must be submitted in four parts and will be evaluated as such. **Part I** must consist of responses to organizational capacity and qualifications items. **Part II** must consist of responses to items concerning full day universal prekindergarten services as the programs are described herein; **Part III** must include a description of staff qualifications, staffing patterns, child-staff ratio and the administrative structure of the organization; **Part IV** must include a proposed budget for school year 2026-2027. **Part II, III and Part IV** should address any changes or enhancements to the program description, staffing and a second proposed budget should funding be increased by New York State as described above. Incomplete submissions will not be considered for award. Proposals should not be excessively long, and should be submitted in a format that permits copying for review.

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

- Describe the organization's history of providing quality early childhood education programs. Please include information regarding educational services provided to children with disabilities and children with limited English proficiency. Describe how the organization provides parental supports and outreach to these students and how communication and engagement is fostered. Provide information about key staff members or qualifications that the proposer has to provide instruction to these students.

- State the organization's space/seat capacity for universal prekindergarten services. Provide information on the proposed facilities, classroom space and other resources that will support the provision of these services including the use of the East Islip Union Free School District's facilities.
- Provide a written, detailed program narrative that describes how the proposer's program is aligned with the requirements of the New York State, Kindergarten Learning Standards, the District's K-2 curriculum and its outlined instructional goals.
- Detail how a child's progress will be documented by assessments. Provide a written, detailed assessment narrative that describes the screening and progress assessment tools the proposer intends to utilize, the manner in which the tools will be used along with the researched based evidence supporting and demonstrating the validity and reliability of the assessments. As part of the narrative, proposer should describe the proposer's experience utilizing the assessments, how the data has been used in the program, and its impact, if any, on the implementation of instruction and student performance. Please provide a sample copy of the assessment tools used and any literature concerning the assessment which would be helpful to the District for purposes of determining how the assessment tools are valid, reliable and align with the requirements of the State of New York regarding the use of assessments and the School District's instructional goals.
- Provide the organization's progress document and communication tool used to demonstrate how you will document and monitor a child's progress and communicate such progress to the School District and parents.
- Describe the current UPK program design and experience in providing developmentally appropriate instruction.
- Demonstrate the effectiveness of the organization's program include a description of the organization's use of research-based knowledge of learning, teaching and data management to optimize student performance and a description of the organization's use of research to adopt best practices and improve instruction.
- Provide demographic information about the population served by the proposer including but not limited to information regarding students with disabilities.
- The proposer must designate an individual(s) as the UPK teacher and paraprofessional aide and provide proof of his/her certification and a résumé for each individual so designated.
- Provide evidence of proposer's credentials and qualifications to provide a UPK program.
- Provide a list and description of similar UPK contracts and/ or projects awarded by other school districts.
- Provide evidence of the individual/ proposer's license to provide Universal Prekindergarten program services in the State of New York.
- Describe the proposer's experience and expertise focusing on prekindergarten programs provided for school districts or related entities.
- State the name(s) of the officer(s) of proposer.
- Provide a list of all executive/ administrative staff members and their resumes together with a list and résumés of all staff members who will be specifically involved in the implementation of the UPK program in East Islip.
- State the names and credentials of all principals, employees or independent contractors that might be assigned to the UPK program provided to the School

District and provide their resumes.

- Provide evidence that all teachers are highly qualified and meet the licensing and qualification requirements for UPK as set forth in New York State Education Law and the implementing regulations.
- Provide any other information that might be beneficial to the School District.

## **Part II-Universal Prekindergarten Services**

*Proposers must provide a response for the Full Day UPK at current funding levels and at increased funding levels as proposed by Governor Hochul. Proposals should be labeled appropriately.*

*Preference will be given to those proposers who have the ability to provide full day programs as well as extended care options.*

- Describe in detail the UPK program and services to be provided by the proposer.
- Provide a written, detailed program narrative that describes how the proposer will align programming with the requirements of the State of New York and the School District's outlined instructional goals. In addition, proposer should address how it will meet the nutritional needs of children during meal and snack times and how proposer will use meal and snack time to further the instructional goals outlined for the program. Proposer should similarly address nap/quiet time in the context of the program narrative, if applicable.
- Describe the early childhood services your organization will provide through the Universal Prekindergarten program and how they will meet the following required components of Part 151 of the Regulations of the Commissioner of Education and the NYS Learning Standards:
  - Provide support services to children and families, such as social and health related services.
  - Meet the needs of English language learners. Address how correspondence with parent/guardian, whether verbal or written, will be provided in the student's home language.
  - Encourage parental involvement in their child's education.
  - Ensure parents have ease of utilization and access to program and program services.
  - Support transition/continuity with the School District's K-2 program curriculum and the New York State Learning Standards.
  - Integrate preschool children with disabilities.
  - Indicate the on-going staff development opportunities in which Universal Prekindergarten staff would be engaged.
  - Indicate how many students the organization can provide instruction to in its Universal Prekindergarten program.
  - Indicate how the proposer would accommodate the number of students to be served, the number of classrooms to be created and the number of hours per day that the proposed program will operate.
  - Describe how your organization will ensure the social and emotional needs of all students are met and the programs to be implemented to ensure social and

emotional wellness.

- Indicate how the proposer will accommodate students who are not selected through the lottery system for the UPK Program.
- Indicate how the proposer will accommodate students who remain on the waiting list for UPK and how many additional seats the proposer can provide to the School District, if any, at no additional cost to the School District.
- Indicate how the proposer will ensure that the three-year old children who attend programs in East Islip Union Free School District are not displaced by the UPK Program or any other program offered to prekindergarten students.
- Explain how the proposed program will meet all applicable health and safety codes and licensure requirements (including the New York Uniform Fire Prevention and Building Code).
- Describe the program design.
- Describe the collaborative relationship your organization proposes to have with the School District.
- Describe how the proposer will incorporate East Islip Middle and/or High School students interested in careers in early childhood education into the UPK program; provide a full description of the opportunities to be provided and the number of students for whom opportunities will exist.
- Provide copies of any mission/philosophy statements.
- Describe the organization's current use of research-based knowledge of learning, teaching and data management to optimize student performance and how this knowledge would be implemented in the UPK program design.
- Describe how the organization will conduct kindergarten screenings for students departing from the UPK program and entering kindergarten in the District and how the proposer will communicate and collaborate with the Assistant Superintendent for Curriculum and Instruction concerning the results of such screenings.
- Describe the organization's use of research to adopt best practices and improve instruction.
- Evidence of the organization's ability to form and implement a comprehensive professional growth plan.

### **Part III-Program Staffing**

*Proposers must provide a response for the Full Day UPK at current funding levels and at increased funding levels as proposed by Governor Hochul. Proposals should be labeled appropriately.*

- Describe how the proposed program will be staffed. Include information about staff qualifications (including fingerprint clearance), staffing pattern, child-staff ratio, and the administrative structure of the organization. Proposers must have a teacher with a New York State Certificate in Early Childhood Education (N-6, N-3) and an aide for each UPK classroom. Please refer to NYS Prekindergarten regulations for minimum requirements. East Islip students participating in educational opportunities in the UPK program do not count toward staffing requirements or student supervision ratios.
- Describe stability of staff, rate of turnover and ability to fill vacancies in a timely manner.

- Provide details of the experience your agency and its staff have in working with school districts with highlights of any specific experience in school districts.

#### **Part IV-Proposed Budget**

*Proposers must provide a response for the Full Day UPK at current funding levels and at increased funding levels as proposed by Governor Hochul. Proposals should be labeled appropriately.*

- Provide a detailed budget for the proposed program during 2026-2027 school year. A detailed budget must be provided for each iteration of the full day UPK for which a proposal is submitted. Include in the budget, all program costs including those outlined herein. Any costs that would be included in a potential agreement with the District, including but not limited to compensation to the District for the use of space, or fees associated with extended childcare and non-UPK programs described below.

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

In addition, the District may investigate, as it deems necessary, to determine the ability of the Proposer to provide the services requested herein. The Proposer shall furnish to the District within five (5) days of a request, all such information and data for this purpose as may be requested. The District reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the District that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

**Cost Proposal:** Costs listed must be sufficient to serve the approximate number of students in the full day UPK program outlined above in both scenarios, i.e. approximately 56 students or approximately 235 students. The cost proposal must be submitted for each full day program and labeled as appropriate. The cost proposal must be submitted separately in a sealed envelope and must be an all-inclusive amount for the full range of UPK services required for one year under the contract and the additional compensation, license, custodial, maintenance, supplies and security fees outlined herein. Costs must also be summarized on a cost per student basis. The successful proposer shall compensate the School District a fee per child per month for each child not enrolled in the UPK program to whom the successful proposer provides prekindergarten services within the District's facilities.

No additional billing will be allowed for travel expenses, parking, participant materials or other incidentals. In consideration of the license granted to the awarded proposer by the School District, the School District shall provide classroom space for the operation of the UPK Program, as applicable. Proposers shall account for in its cost proposal the cost for the custodial, maintenance, supplies, security and space in the District's facilities as detailed above.

Submit an itemization of the cost proposal designating all costs including:

- both direct and indirect cost for personnel
- student meals and or snacks
- supplies and materials
- fee for children not enrolled in UPK but receiving prekindergarten in the District
- additional compensation shall be required for each student that participates in the extended-day childcare services beyond the scope of the UPK Program
- fees for custodial, maintenance, security, space and supplies associated with the facilities

Note: The East Islip Union Free School District will provide the facility and existing classroom furniture. However, license fees shall be borne by the successful proposer as outlined above. Compensation for the use of this space to the District will be determined on a per square footage basis pursuant to a license agreement between the District and the successful proposer.

**Site Visit:** The School District may conduct site visits to existing Prekindergarten Programs operated by each qualified proposer. The School District believes that an effective prekindergarten program focuses on students' language, cognitive/intellectual, social, emotional, and physical development by a highly energetic, enthusiastic, warm, and nurturing staff of professionals.

**References:** In addition to any other requirements for references, if the organization has not provided UPK services to the East Islip Union Free School District, it shall provide a client list for the past five (5) years with a similar scope of services. The client list must include agency name, contact person addresses, and telephone number. The District reserves the right to contact the clients to determine the quality of service performed and personnel assigned to those projects.

**Proposal Evaluation and Award:** Proposals received will be reviewed and evaluated by a committee including the Assistant Superintendent of Business, Purchasing Agent, and/or other representatives of the School District as selected by the Superintendent of Schools or his designee. The Committee will select the proposal which best addresses the criteria set by the School District and whose proposal offers a UPK Program in the best interest of the School District.

Proposals shall be evaluated based upon the following:

1. Compliance with Qualification Requirements;
2. Proposer's comprehension of the Scope of Services and proposal to provide such services;
3. Experience of individual or business providing a Universal Prekindergarten Program;
4. Knowledge and experience of New York State School regulations;
5. Knowledge of the East Islip Union Free School District and its community;
6. Program Costs;
7. Proposer's demonstrated capabilities (equipment, financial solvency, insurance, location);
8. Length of time in business;
9. Client references; and

## 10. Staffing - (Evaluation of Employees' Résumés).

The School District reserves the right to make any investigation into a proposer as it deems necessary for purposes of evaluating and awarding this RFP. The evaluation process is designed to award the proposal not necessarily to the proposer of least cost, but rather to the proposer with the best combination of attributes based on the evaluation and RFP criteria.

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

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

**Insurance:** The awarded proposer agrees to maintain the following insurance coverages during the term of this agreement. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the Proposer agrees to effectuate the naming of the School District as an additional insured on the following described insurance policies, with the exception of worker's compensation. The policies naming the School District as an additional insured shall be an insurance policy for an A.M. Best A- rated New York State admitted insurer; and state that the coverage for the School District shall be primary coverage for the District and its board member, Superintendent of Schools, officers, employees and agents. The required coverages are:

- i. Commercial General Liability Insurance:  
\$1,000,000 per Occurrence/\$2,000,000 Aggregate  
\$2,000,000 Products and Completed Operations  
\$1,000,000 Personal and Advertising Injury  
\$1,000,000 Sexual Misconduct and Assault  
\$100,000 Fire Damage  
\$10,000 Medical Expense  
Coverage for sexual misconduct must be affirmed. There will be no restrictions and/or exclusions involving Sexual Assault and Molestation related claims.
- ii. Automobile Liability (if applicable):  
\$1,000,000 combined single limit for owned, hired, borrowed, and non-owned motor vehicles.
- iii. Workers' Compensation, Employers' Liability/N.Y.S. Disability/N.Y.S. Paid Family Leave:

Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits/N.Y.S. Paid Family Leave Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable.

A self-employed person and certain partners and corporate officers are excluded from the definition of "employee" pursuant to Workers' Compensation Law § 2(4). As such, individuals in such capacity are excluded from Workers' Compensation Law coverage requirements. A person seeking an exemption must file a CE-200 form with the state. The form can be completed and submitted directly to the WC Board online.

- iv. Professional Errors and Omissions Insurance:  
\$1,000,000 per occurrence/\$2,000,000 aggregate for the professional acts of proposer performed under the contract for School 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 three years following the completion of work.
- v. Umbrella/Excess Insurance:  
\$1,000,000 each occurrence and aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required General Liability and Professional Liability coverage. Such other insurance as the School District may, from time to time, require in amounts designated by the School District; and

All such policies shall insure the Proposer and the School District against any liability that may accrue by reason of this Agreement, the Proposer's business or operations or by the acts of an employee or agent of the Proposer. The Proposer's obligation to obtain and maintain the foregoing policy or policies of insurance shall not be limited in any way by reason of any insurance which may be maintained by the School District, nor shall the Proposer's performance of this obligation relieve it of liability under the indemnity provision set forth in this Agreement. The Proposer shall deliver to the School District certificates of insurance evidencing its compliance with this paragraph and instruct the carrier(s) to provide thirty (30) days' notice of cancellation to the School District.

Each policy of insurance required will be of form and content satisfactory to the School District.

The School District will be named as an additional insured on the General Liability policy.

1. The policy will not be changed or cancelled until the expiration of thirty (30) days after written notice to the School District. It will be automatically renewed upon expiration and continued force unless the School District is given at least thirty (30) days written notice to the contrary. Insurance shall be maintained at all times during the term of the agreement.

2. No work will be commenced under the contract until the Successful Proposer has delivered to the District Purchasing Agent, or his/ her designee, proof of issuance of all policies of insurance required by the contract to be procured by the Successful Proposer. If at any time, any of these policies expire or become unsatisfactory to the

District, the Successful Proposer will promptly obtain a new policy and submit proof of insurance of the same to the District for approval. Upon failure of the Successful Proposer to furnish, deliver and maintain such insurance as above provided, the contract may, at the election of the District, be declared suspended, discontinued or terminated. Failure of the Successful Proposer to procure and maintain any required insurance will not relieve the Successful Proposer from any liability under the contract nor will the insurance requirements be construed to conflict with the obligations of the Successful Proposer concerning indemnification.

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

**Funding:** Proposers should note that funding for the East Islip Union Free School District Universal Prekindergarten Program is contingent upon available State Aid, which may determine level of service requested and subsequent contract extensions.

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

The Provider shall observe all requirements imposed by any laws upon corporations. The District shall submit a Form 1099 and IT 2102.1 at year end to the Federal government, which the Provider will report for income tax purposes. Neither the Provider nor any of its employees, agents or assigns will be eligible for any employee benefits whatsoever relative to this RFP including, but not limited to, Social Security, New York State Worker's Compensation, unemployment insurance, New York State Retirement System benefits, health or dental insurance, or malpractice insurance.

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

Compensation for the use of this space to the District will be deemed on a registered, per student basis.

**Contract:** The successful Proposer will be required to execute a contract with the East Islip Union Free School District. The terms and conditions of the agreement will comport to this RFP.

## UNIVERSAL PREKINDERGARTEN PROPOSAL FORMS

*Proposers must provide a response for:*

- I) *Full Day UPK at approximately 56 students*
- II) *Full Day UPK at approximately 235 students*

*Proposals should be labeled appropriately. Preference will be given to those proposers who have the ability to provide full day program as well as extended care options.*

**UNIVERSAL PREKINDERGARTEN PROPOSAL**  
**FOR**  
**FULL DAY**  
**UNIVERSAL PREKINDERGARTEN PROGRAM**

**[Proposal to Follow this Cover Sheet]**