



Public Schools of the Tarrytowns

200 N Broadway, Sleepy Hollow, NY 10591 Ph: 914-332-4262

TO: All Proposers

FROM: Board of Education, Public Schools of the Tarrytowns

DATE: April 1, 2026

RE: Public Schools of the Tarrytowns RFP 2026-03 for Full Day
Universal Pre- Kindergarten 2026-2027
Proposals must be submitted by: Thursday, April 23, 2026, at 2:00
PM

ADDENDUM # 2

Attached please find Addendum No. 2 for your review and use.

PLEASE REPLY TO THIS EMAIL AS CONFIRMATION OF RECEIPT.



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BOARD OF EDUCATION

PUBLIC SCHOOLS OF THE TARRYTOWNS

**Public Schools of the Tarrytowns RFP 2026-03 for
Full Day Universal Pre- Kindergarten 2026-2027
ADDENDUM NO. 2**

This Addendum contains clarifications and/or changes to the requirements of the contract and/or proposal specifications. Such clarifications/changes shall be incorporated into the contract/proposal documents and shall apply with the same meaning and force as if they had been included in the original documents. Wherever this Addendum modifies a portion of a paragraph of the contract or any portion of the proposal documents, the remainder of the paragraph affected shall remain in force.

The Public Schools of the Tarrytowns received the following questions for clarification from prospective proposers.

Q1. The original RFP for UPK in Tarrytown was in 2012; the only subsequent RFPs have been for offsite expansion. I am just curious as to the reasoning for an RFP now after a 14 year partnership with the current provider?

A1. The District has let an RFP solicitation for these services at least every five (5) years in accordance with the grant requirements. The District was due to go out for proposals for the 2026-2027 school year. Additionally, changes in grant funding provided an opportunity to potentially modify/expand the program in the District should the District decide to pursue that option.

Q2. Under the evaluation criteria, 25% is assigned to qualifications of the professional staff assigned to the program. Since these are staff that would be hired if we were awarded the program (or retained from the existing program), how is that being evaluated? Do we submit examples from other UPK programs we operate. Or will it be based on job descriptions we have for the positions?

A2. If UPK program personnel will be provided using existing proposer program staff, their resume and experience will be considered. If positions will be staffed specifically for the Tarrytown UPK program, job description requirements will be considered.



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Q3. The RFP states that "students shall be provided with nutritious meals for breakfast and lunch." Will the district food service be able to provide those meals?

A3. Breakfast and Lunch are provided by the District's food service management company. Meals are served in family style in the UPK classrooms.

Additional information discussed in the walkthrough:

- Program hours are 8:20 AM – 2:50 PM
- While housed in the John Paulding Building, bussing for the program is available, at least for the 2026-2027 school year. Eventually the program will be moved to the Tappan Hill Building and bussing will not be available for that location. There is a "meet the bus" opportunity prior to the start of school for children who may not have ever ridden a school bus before.
- The children are provided with mats for nap time but may bring their own.
- The furniture for the program is District owned.
- Providers will be responsible for the purchase of program supplies.
- There are two (2) parent teacher conferences per year.
- Report cards are issued two (2) times per year.
- UPK staff will have access to the classrooms for set up as soon as they are ready in August.
- UPK students do not get regular "specials" (art, music, physical education) but those activities should be built into the UPK curriculum, There are times where the UPK may be included in some special activities going on in the building.



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Please sign below to confirm receipt and include a copy of this in your bid proposal:

Signature

Print Name