Williamsville
Central School District

Request for Proposal (RFP)

Universal Prekindergarten (UPK) Assessment Consultant

Term: 1 Year
September 2026 – August 2027

The term is dependent on receipt of annual UPK funds from NYS

Proposal Deadline: July 10, 2026

RFP for UPK Assessment Consultant for the Williamsville Central School District

The information contained in this RFP is provided in eleven sections.

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Section 1: Guidelines to Complete RFP

All completed proposals **MUST** be returned to the Williamsville Central School District, Office of Exceptional Education and Student Services, **NO LATER than 4:00 P.M., Friday, July 10, 2026.**

The District requests that each proposal include a summary page that lists all rates, fees and charges per account or service. Please reference section #9, Proposal of Costs/Fees by Category for guidance on how to structure your fee submission presentation.

The District is requesting RFP submissions to be provided for all UPK services listed in this RFP.

The District reserves the right to award services based on the proposal or proposals that best meet District needs.

All RFPs submitted **up to the deadline date** will be reviewed by the Williamsville Central School District. Each RFP will be evaluated based on the dimensions provided in the Evaluation Criteria section of the RFP. Items that will be considered are **Credentials, Experience, Methodologies, References and Fee Schedules.**

Appointment of a UPK Assessment Consultant is tentatively scheduled for the September Board of Education meeting. This appointment will be effective on September 1, 2026.

Contract termination by either party is to be provided with a 90-day notice.

If you have any questions regarding this RFP, please contact Christi Carroll, 716-626-8086.

Section 2: District Overview

The Williamsville Central School District is located in Erie County in the State of New York. The school district is governed by the education law of the State of New York and all rules and regulations put forth by the New York State Board of Regents. The New York State Board of Regents provides for a local School Board of Education to govern the actions and programs of each school district in New York State. It is through this delegation of governance that the Williamsville Central School District Board of Education has authorized that a Request for Proposal (RFP) for a Consultant for UPK services be developed and distributed to all interested and qualified candidates.

The Williamsville Central School District (WCSD) is the largest suburban school district in Erie County. For the 25-26 school year the total student enrollment in District schools was 9,563. The District contains thirteen school buildings and encompasses forty square miles, which provides education to portions of the towns of Clarence, Cheektowaga and Amherst.
The UPK budget for the 2026-2027 school year is projected to be nearly $3.6 million.

Section 3: Scope of Services

The Williamsville Central School District is seeking highly effective UPK assessment oversight and coordination from a qualified consultant who will take all necessary steps to fulfill the expectations listed while remaining sensitive to the issue of cost.

Services requested include, but are not limited to the:

- Development and coordination of the assessment and screening schedules for fall and spring assessment periods for all UPK sites.
- Supervision, oversight, assistance, and support of graduate students in conjunction with our partner university.
- Oversight of assessment and screening process, including reviewing and evaluating data to ensure accuracy in administration and scoring.
- Scheduled visitations to all UPK sites for the purposes of overseeing, facilitating, and assisting with all assessment activities as needed throughout the school year.
- Completion of all reports, documents and procedures as required by NYSED as part of the assessment process.

The qualified candidate will demonstrate skills and knowledge including, but not limited to:

- Federal and New York State laws governing UPK programming
- Legislation pertaining to Early Childhood Education, Universal Pre-Kindergarten, Health Screenings, etc.
- Working knowledge of all appropriate assessments and strategic interventions, including progress monitoring, to address learning delays and/or behavioral challenges.

Section 4: Specialized Services and Responsibilities of UPK Assessment Consultant

- Support the UPK Sites with assessments, screening, progress-monitoring, and related questions.
- Visit each site-ascertain that screenings and assessments have been conducted.
- Share information regarding child find obligations and available resources.
- Assist UPK sites in administration of developmentally appropriate assessments and the progress monitoring of student performance results.
- Regular communication with the Director of the UPK program regarding all of the following: the schedule for the partner university students and student assessment; the progress of such assessments; progress-monitoring; any issues or questions as they arise from UPK sites.

Section 5: Proposal Structure

The Williamsville Central School District will entertain proposals that service the above stated needs. Proposal structure should include a detailed Contractual Agreement for the completion of all District CBO UPK assessment needs. The District requests that the contractual agreement clearly identify the items included under the contract for service.

Section 6: Professional Credentials & Experience

All proposals must include the following information in the order requested:

- Please submit a current resume and brief description of your experience in early childhood education, Universal Pre-K programming, and the specialty services listed in this RFP.
- Please list your professional credentials and submit copies of pertinent certifications.
- Please list any professional memberships in New York State and national associations.
- Please list workshops and seminars that you have attended and/or at which you have presented in the past three years.
- Please describe your experience in the following areas:

    - ➢ New York State Education Department Regulations, New York State Prekindergarten Learning Standards (NYSPLS), Curriculum and Instruction
    - ➢ Rehabilitation Act (504), Americans with Disabilities Act, and the IDEA
    - ➢ Federal regulations pertinent to public schools
    - ➢ New York State Education Law – Commissioner's Regulations and Decisions
    - ➢ Early Childhood Education
    - ➢ Confidentiality and Release of Records
    - ➢ Program Evaluation
    - ➢ Student Assessment
    - ➢ Data Reporting and Analysis
    - ➢ Response to Intervention (RtI)
    - ➢ Familiarity with Williamsville Central School District elementary and early literacy curriculum.

Section 7: Methodology to Provide Services

1. What provisions do you have to provide telephone and individual contact with District Administration, support or clerical staff, and UPK providers?
2. What provisions do you have for preparation of required assessment reports, data reporting and documentation?
3. What provisions do you have to make regular visitations, evaluate and provide appropriate feedback to oversee/facilitate student assessments?

Section 8: Request for References

Please provide a listing of school districts and/or other professional references, along with business addresses and telephone numbers of those persons familiar with your work.

Section 9: Proposal of Costs/Fees by Category

Please provide the following information as applicable to the RFP services:

1. Proposal: Please state the hourly rate and yearly cost for all services noted and requested by the District. Clearly specify in your proposal if a service presented by the District is not contained in your proposal.

   The yearly fee shall include all reimbursable such as, but not limited to, telephone charges, mileage fees, copies, faxes, etc. of documents prepared by the consultant.

2. Any additional fees/costs proposed.

Section 10: Evaluation Criteria

Mandatory Evaluation Criteria

The candidate/contractor must be able to meet the following requirements:

1. New York State Teacher, School Psychologist, School Counselor, Speech Language Pathologist, or Administrator certification.
2. Experience in early childhood or elementary setting and/or educational program administration.
3. Reasonable and fair fee/contractual costs for services.
4. Excellent school district references.

Weighted Criteria Evaluation

Weighted Criteria Evaluation will be used to rate service requests listed on the next page. The point system to be used is listed below. Points will be assigned and tabulated for each proposal. Every proposal will then be reviewed for the services that they will provide to the District. Each proposal will be reviewed to determine if it meets the mandatory criteria; if so it will proceed to the second review level. The second review level will rank the proposals by their total point amounts and these proposals will be reevaluated against the needs that the District requires for UPK Programming. The District will select the top proposals for final comparison review and will contact each applicant to ask follow-up questions concerning the RFP. At this time the District may request individual interviews with the top finalists to allow them to clarify areas of their RFP. Based on the review and evaluation process discussed in this RFP, a decision will be made concerning awards of services.

(0-8) Points	Limited or does not meet District requests Rates Range – bottom third of al submissions
(9-11) Points	Extensive experience in one area but may not or has not demonstrated experience in all areas of request. Service proposal meets District request. Rates Range – middle third of all submissions.
(12-15) Points	Exceptional experience and support for requested services. Service proposal exceeds District request. Rates Range – top third of all submissions.

Section 11: Services Subject to Weighted Evaluation Criteria

(This section is provided for informational purposes only)

Service Description	Points (0-8)	Points (9-11)	Points (12-15)
Hourly/yearly Contractual fee			
Early Childhood, UPK and/or elementary experience			
NYS Certification			
High Quality References			
Comprehensive Understanding of Laws and Regulations			
Experience Completing NYSED Reports			
Professional Appraisal, Program Evaluation Processes			
Student Assessment, Data Analysis and Reporting, RtI and progress monitoring			
Strong written communication skills.			