MAMARONECK UNION FREE SCHOOL DISTRICT
1000 W Boston Post Road | Mamaroneck, NY 10543 | (914) 220-3042 | jbobet@mamkschools.org
Joel Bobet, Purchasing Agent

REQUEST FOR PROPOSALS

RFP #MUFSD-2027-03

UNIVERSAL PRE-KINDERGARTEN PROGRAM

2027-2028

Issued By	Mamaroneck Union Free School District
Issue Date	October 23, 2026
Questions Due	October 30, 2026
Proposal Due	Monday, November 16, 2026 at 12:00 PM Eastern Time
Return To	Joel Bobet, Purchasing Agent Mamaroneck Union Free School District 1000 W Boston Post Road Mamaroneck, NY 10543

SEALED PROPOSAL - DO NOT OPEN

TABLE OF CONTENTS

Public Notice
Section I: Introduction, Purpose and Program Context
Section II: Program Scope and Enrollment
Section III: Program Design and Instructional Requirements
Section IV: Location, Facilities and Site Requirements
Section V: Staffing and Professional Qualifications
Section VI: Student Support, Family Engagement and Inclusion
Section VII: Data, Records, Monitoring and District Oversight
Section VIII: Budget, Pricing and Payment Structure
Section IX: Insurance and Risk Requirements
Section X: Proposal Submission Requirements
Section XI: Procurement Schedule
Section XII: Evaluation and Award
Section XIII: Contract Term and General Conditions
Appendices and Required Forms

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PUBLIC NOTICE

REQUEST FOR PROPOSALS - UNIVERSAL PRE-KINDERGARTEN PROGRAM

The Board of Education of the Mamaroneck Union Free School District (the "District") invites sealed proposals from qualified eligible agencies and early childhood providers to collaborate with the District in the delivery of its Universal Pre-Kindergarten (UPK) Program during the 2027-2028 school year. The District is planning for a full-day program that may serve up to approximately 400 eligible four-year-old District-resident children across limited District-operated and/or provider-operated locations. The District may make one or more awards and does not guarantee any minimum enrollment, site assignment, or contract value.

The District is conducting this competitive process consistent with New York Education Law Section 3602-e, 8 NYCRR Subpart 151-1, and current New York State Education Department (NYSED) guidance. Current State guidance provides that four-year-old UPK funding is no longer limited by a pre-set maximum allocation or fixed number of students to serve; districts may enroll all eligible four-year-old students and receive UPK funding for each student served, provided applicable program requirements are met. The District intends to make this opportunity known to eligible agencies within the District community and may also solicit proposals from other eligible agencies whose locations and services satisfy applicable requirements.

The complete RFP may be obtained from the Purchasing Agent at jbobet@mamkschools.org. Proposers should identify "Universal Pre-Kindergarten Program RFP" in the subject line. To receive addenda and updates by email, interested organizations should submit the Notice of Interest (Appendix A) to jbobet@mamkschools.org by October 30, 2026. Submission of Appendix A is recommended but is not a prerequisite to submitting a proposal; all proposers remain responsible for obtaining any issued addenda.

Written questions must be submitted to jbobet@mamkschools.org by the date shown in Section XI. Responses and addenda will be issued in writing to registered proposers. Oral interpretations are not binding.

Sealed proposals must be received by the District no later than Monday, November 16, 2026 at 12:00 PM Eastern Time at the Business Office, Mamaroneck Union Free School District, 1000 W Boston Post Road, Mamaroneck, NY 10543. The sealed package must be clearly identified as "RFP #MUFSD-2027-03 - UNIVERSAL PRE-KINDERGARTEN PROGRAM - DO NOT OPEN." Late proposals will not be accepted.

The District reserves all rights stated in this RFP, including the right to reject any or all proposals, request clarifications, waive non-material irregularities, negotiate to the extent permitted by law, conduct site visits, make one or more awards, or cancel and resolicit if determined to be in the District's best interest.

District Contact: Joel Bobet, Purchasing Agent | (914) 220-3042 | jbobet@mamkschools.org

SECTION I: INTRODUCTION, PURPOSE AND PROGRAM CONTEXT

The District seeks one or more qualified providers capable of delivering a high-quality, developmentally appropriate full-day UPK program for eligible four-year-old District-resident children. The District may use limited District premises, provider premises, or a combination of both in order to expand access and respond to enrollment demand.

This RFP updates the District's prior UPK solicitation to reflect current New York State program requirements and the District's anticipated expansion needs. The District's current planning assumption is capacity for up to approximately 400 children. Actual enrollment may be lower or may be distributed among multiple providers and locations.

- The District may award by provider, site, number of seats, program model, or a combination of these factors.
- A proposer is not required to have capacity for all 400 children. Each proposer must state the number of children it can serve at each proposed location.
- The District may increase or decrease the number of assigned seats based on enrollment, funding, facility availability, program quality, and applicable law.
- No proposer is guaranteed exclusivity, a minimum number of children, or a minimum dollar amount unless expressly stated in the final contract.

Parents and guardians may not be charged tuition or a participation fee for the UPK instructional program. A provider may separately offer optional before- or after-school child care outside the UPK instructional day, subject to applicable licensing requirements, provided participation in such care is not a condition of UPK enrollment and the charges are clearly separate from the UPK program.

SECTION II: PROGRAM SCOPE AND ENROLLMENT

A. Eligible Children and Enrollment

The program is intended for eligible four-year-old children who reside within the Mamaroneck Union Free School District and satisfy the eligibility requirements of Education Law Section 3602-e, 8 NYCRR Subpart 151-1, and applicable NYSED guidance. Under current NYSED guidance, eligible District residents generally must be four years old on or before December 1, or otherwise be first eligible to attend kindergarten the following school year, subject to any lawful District-established cutoff date. The District will control student eligibility, registration, lottery/waitlist procedures when required, placement, and final enrollment assignments.

- Program size: up to approximately 400 eligible four-year-old District-resident children, subject to actual enrollment, funding, available facilities and applicable program requirements.
- Population: eligible four-year-old District-resident children. The District intends to expand access for all eligible four-year-old District residents who enroll, subject to lawful funding, facility capacity and all applicable State program requirements.
- The provider must accept students assigned by the District without discrimination and must cooperate with District enrollment and attendance procedures.
- The provider must maintain accurate daily attendance and promptly report withdrawals, extended absences, new enrollments, and other enrollment changes to the District.

B. Program Schedule

- The UPK program shall operate as a full-day program for the number of days and hours required by Education Law, Commissioner's Regulations, NYSED guidance, and the approved District UPK plan.
- Full-day programming shall provide at least five (5) hours of instruction per day and must include a scheduled daily lunch period that affords each child reasonable time to eat, consistent with New York State Education Law Section 813. Lunch may be included in the five-hour instructional minimum only when implemented as instructional mealtime in accordance with NYSED Office of Early Learning guidance, including meaningful adult-child interactions and developmentally appropriate learning experiences. If lunch does not meet the criteria for instructional mealtime, the daily schedule must provide at least five (5) hours of qualifying instruction in addition to the lunch period.
- The provider shall identify proposed operating hours, a daily schedule indicating the lunch period and whether it is counted as instructional time, calendar, closure days, and any differences from the District school calendar. Any differences require District approval.

SECTION III: PROGRAM DESIGN AND INSTRUCTIONAL REQUIREMENTS

Each proposal must include a detailed program narrative demonstrating how the proposed program will satisfy the District's goals, the New York State Prekindergarten Learning Standards, and all other applicable State requirements. At a minimum, the proposal must address the following:

- Curriculum aligned with the New York State Prekindergarten Learning Standards and designed to support continuity with the District's kindergarten and early elementary program.
- Developmentally appropriate, play-based and intentionally planned learning experiences that support approaches to learning; physical development and health; social-emotional development; communication, language and literacy; and cognition and knowledge of the world.
- Evidence-based early literacy and emergent reading instruction, including oral language, vocabulary, phonological/phonemic awareness, background knowledge and other developmentally appropriate foundational literacy skills.
- A daily schedule that balances active and quiet learning, indoor and outdoor gross-motor activity, whole-group, small-group and individualized experiences, meals/snacks, rest as appropriate, and child choice.
- Use of valid and reliable assessment and progress-monitoring practices appropriate for four-year-old children. Assessments may not be used in a manner inconsistent with applicable State requirements.
- Family communication and engagement, including accessible communication for families whose preferred language is not English.
- Kindergarten transition and continuity activities that occur while children remain eligible UPK participants and that are coordinated with the District.

- Health, nutrition and wellness practices, including a description of meals and snacks if provided, and how the provider will satisfy applicable requirements.
- Behavioral, social-emotional and positive classroom-management approaches appropriate for young children, including procedures for responding to challenging behavior and supporting inclusion.

SECTION IV: LOCATION, FACILITIES AND SITE REQUIREMENTS

The District may place a limited number of UPK classrooms on District premises, at collaborating eligible agency premises, or both. Each proposer must identify every proposed site separately and describe its licensed capacity, staffing, facilities, services and available resources.

A. District Premises

The District may make designated classroom space available at one or more District facilities. Final site assignment, number of classrooms, hours of access, and resources provided by the District will be established in writing. For District-operated premises, the provider will be paid the District-premises per-student rate stated in Section VIII and shall not assume an additional rent or facility-use payment unless expressly authorized in the final contract.

- The provider remains responsible for its employees, instructional program, supervision, consumable program materials, and all obligations assigned to the provider by contract.
- Use of shared spaces, outdoor areas, physical education areas, food service, nursing/health office resources, technology, security procedures, and custodial support will be subject to building rules and final written arrangements.
- Provider personnel working on District premises must comply with District visitor, security, emergency, confidentiality, safety, conduct and clearance procedures.

B. Provider Premises / Off-District-Premises Sites

For every provider-operated site, the proposer must provide the exact street address and demonstrate that the facility is legally permitted and suitable for the proposed program. All provider-operated/off-District sites proposed under this RFP must be located within the Mamaroneck Union Free School District or in a municipality immediately bordering the District. The provider is responsible for the facility, occupancy costs, utilities, security, cleaning, repairs, furnishings, equipment, health and safety compliance, and all required licenses or registrations unless the final contract expressly states otherwise. Providers must include:

- Current OCFS or other applicable license/registration information, facility identification number, approved ages, capacity and expiration date.
- Current certificate of occupancy and evidence of compliance with applicable fire, building, sanitation, accessibility and health/safety requirements.
- Number of classrooms, proposed UPK seats, indoor square footage, outdoor/gross-motor space, toileting/handwashing facilities, accessibility features, secure entry and dismissal arrangements.
- Description of health services, emergency response, medication procedures, food service, allergy management and communication with families.
- Description of transportation and family access considerations, including parking, drop-off/pick-up procedures and confirmation that the proposed site is within the District or a municipality immediately bordering the District.
- Agreement to permit District and State monitoring, inspection, record review and site access related to the UPK program.

Consistent with 8 NYCRR 151-1.6, the District will conduct at least one site visit to each setting under consideration before contracting for services. A proposal for multiple sites may require a separate site visit for each site.

SECTION V: STAFFING AND PROFESSIONAL QUALIFICATIONS

The proposer must describe the staffing structure for each proposed site and demonstrate compliance with 8 NYCRR 151-1.3 and any more stringent requirements imposed by the provider's licensing or oversight agency.

- Maximum UPK class size is twenty (20) children unless a State-approved exception applies.
- For classes of up to eighteen (18) children, the staffing model must include at least one teacher and one paraprofessional. For classes of nineteen (19) or twenty (20) children, the staffing model must include at least one teacher and two paraprofessionals, subject to any more stringent licensing ratio.

- Staff employed by an eligible agency must satisfy the qualifications of the agency that licenses or oversees the program and all applicable NYSED requirements.
- Where an on-site education director is required, the proposer must identify the director, qualifications, schedule and certification status. If the director is not certified and a five-year certification plan is required, the proposer must cooperate with the District in timely preparation and submission of all required plans.
- The proposal must address recruitment, background clearances, fingerprinting where applicable, onboarding, supervision, substitute coverage, staff turnover, vacancy-filling capacity and disciplinary procedures.
- The provider must describe ongoing professional learning, including training in early childhood development, curriculum, assessment, inclusive practices, multilingual learners, child safety, mandated reporting, emergency procedures and other District/State priorities.

Required Staffing Information per _____ Number of Students Based on Your Capacity

Position / Role	Minimum Qualification / Credential	FTE or Hours	Assigned Site(s)	Current / To Be Hired
Program/On-Site Education Director				
Lead Teacher(s)				
Paraprofessional(s) / Teacher Assistant(s)				
Family/Support Services Staff				
Health/Nursing Support, if applicable				
Substitute / Float Coverage				
Other				

SECTION VI: STUDENT SUPPORT, FAMILY ENGAGEMENT AND INCLUSION

1. Describe the organization's capacity and experience serving children with disabilities and partnering with the District to implement appropriate supports, services and inclusive practices.
2. Describe the organization's capacity and experience serving Emergent Multilingual Learners and their families, including multilingual communication and instructional supports.
3. Describe family engagement practices, opportunities for parent/guardian participation, methods for receiving family feedback, and strategies to reduce barriers to participation.
4. Describe social, emotional, health and other support services available to children and families, whether provided directly or through referral/partnership.
5. Describe procedures for coordinating with District administrators, teachers, CPSE/special education staff, related service providers and other District personnel as appropriate.
6. Describe how the provider will support equitable access, culturally responsive practices and the successful transition of children into kindergarten.

SECTION VII: DATA, RECORDS, MONITORING AND DISTRICT OVERSIGHT

UPK is a District program even when services are delivered by a collaborating eligible agency. The selected provider must cooperate fully with District oversight and with NYSED monitoring and reporting requirements.

- Maintain accurate enrollment, attendance, staffing, schedule, assessment, health/safety, professional learning, family engagement and fiscal records required by the District or State.

- Provide requested data and documentation on timelines established by the District, including information needed for NYSED reporting, State student information systems, fiscal reporting and grant reconciliation.
- Permit reasonable District access to classrooms, staff, program records and facilities for observation, quality review, compliance monitoring and technical assistance.
- Cooperate with the New York State Education Department Office of Early Learning Quality Assurance Protocol and statewide UPK monitoring process, including documentation requests and site visits.
- Promptly report serious incidents, injuries, licensing actions, health/safety violations, investigations, substantiated complaints, staff disqualifications, facility closures or other events that may affect program safety, legality or quality.
- Comply with applicable confidentiality and student data privacy requirements, including FERPA, New York Education Law Section 2-d, 8 NYCRR Part 121, District policies and any Data Privacy Agreement or security requirements applicable to the services.

SECTION VIII: DISTRICT RATES AND PAYMENT STRUCTURE

The District has established the following full-day Universal Pre-Kindergarten rates based on the location where services are delivered. Proposers are not being asked to submit alternative per-student rate bids or a detailed line-item budget. They must confirm their ability to operate at the applicable stated rate and provide the site, program, staffing, and fiscal information requested elsewhere in this RFP.

A. Established Per-Student Rates

- The following rates apply per eligible enrolled student for the applicable program year. The daily amounts shown are for prorating authorized partial-year or partial-enrollment periods, subject to the final contract and verification of actual eligible enrollment and service dates. The stated daily rates reflect a 180-day reference year and are not additional payments.

Location	Annual Rate per Student	Daily Rate for Proration
On District Premises	$8,000	$44.44
On Collaborating Agency's Premises	$9,900	$55.00

B. Fiscal Information and Payment

- Provide sufficient information to demonstrate fiscal solvency and the ability to operate the program throughout the contract term. The District may request audited/reviewed financial statements, tax filings, bank references or other evidence.
- Payment terms will be established in the final contract and will reflect eligible enrollment, verified service days or other contractually authorized counts, attendance/reporting requirements and the established location-based rates. Payment for unfilled seats is not guaranteed unless expressly authorized in the final contract. No extra facility, administrative, start-up or similar charge is payable unless expressly approved in writing by the District.
- Invoices must be itemized and supported by documentation requested by the District. The District will not make deposits or prepayments unless expressly authorized by law and District policy.
- All funding and payments are subject to lawful appropriation, availability of State and/or District funds, continued eligibility of the program and children served, and required approvals.

SECTION IX: INSURANCE AND RISK REQUIREMENTS

The selected provider must satisfy the District's insurance clearance process, including BCS or any successor compliance system, before services begin and throughout the contract term. The provider shall name the Mamaroneck Union Free School District, its Board of Education, officers, employees and volunteers as Additional Insureds on applicable insurance policies, except Workers' Compensation and New York State Disability Insurance. Insurance shall be issued by an A.M. Best A- rated or better insurer licensed to conduct business in New York State; a New York licensed and admitted insurer is strongly preferred. Acceptance of a non-licensed or non-admitted carrier is solely within the District's discretion.

Coverage	Minimum Requirement
Commercial General Liability	$1,000,000 per occurrence / $2,000,000 aggregate
Products and Completed Operations	$2,000,000
Personal and Advertising Injury	$1,000,000
Sexual Misconduct and Assault	$1,000,000; coverage must be affirmatively evidenced. Any sublimit below the policy limit is acceptable only at the District's discretion.
Fire Damage	$100,000
Medical Expense	$10,000
Automobile Liability	$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles
Workers' Compensation and NYS Disability Insurance	Statutory Workers' Compensation (C-105.2 or U-26.3) and NYS Disability Insurance (DB-120.1). ACORD certificates are not acceptable as proof of statutory coverage. An eligible exemption must be evidenced by Form CE-200.
Professional Errors and Omissions Insurance	$1,000,000 per occurrence / $2,000,000 aggregate. If written on a claims-made basis, the effective date must pre-date the contract inception and coverage must remain in effect for three years following completion of services.
Umbrella / Excess Liability	$1,000,000 each occurrence and aggregate; follow-form or broader coverage over the required General Liability and Automobile Liability coverages, where applicable.

- The provider's coverage shall be primary and non-contributory for the District, its Board of Education, officers, employees and volunteers, with a waiver of subrogation in favor of the District for all applicable coverages, including Workers' Compensation.
- Additional Insured status for Commercial General Liability shall be provided by ISO endorsement CG 20 26 or equivalent. Completed copies of applicable Additional Insured endorsements shall be attached to the Certificate of Insurance for General Liability, Automobile Liability (where applicable), and Umbrella/Excess Liability.
- At the District's request, the provider shall furnish the declaration pages of its liability and umbrella/excess policies, including lists of endorsements and forms, and shall provide copies of policy endorsements and forms when requested. The provider agrees to indemnify the District for applicable deductibles and self-insured retentions.
- Any approved subcontractor must maintain insurance and satisfy applicable District insurance clearance requirements unless the District approves a different arrangement in writing. The selected provider remains fully responsible for the acts, omissions and insurance compliance of approved subcontractors.
- Failure to obtain or maintain the required insurance constitutes a material breach of contract and may subject the provider to damages, indemnification, suspension, termination and other legal remedies available to the District. The provider shall furnish a Certificate of Insurance and required supporting endorsements evidencing compliance before the provision of services. The District's failure to object to the contents of a certificate, or the absence of a certificate, shall not be deemed a waiver of any District rights or provider obligations.

SECTION X: PROPOSAL SUBMISSION REQUIREMENTS

Submit one (1) signed original proposal in a sealed package. The Notice of Interest (Appendix A) may be submitted by email, but this does not replace delivery of the sealed proposal. Email submissions of the proposal itself will not be accepted unless expressly authorized by a written RFP addendum. Organize the proposal in the order below:

1. Signed cover/transmittal letter identifying the proposer, primary contact, and authorized signatory.

2. Appendix A - Notice of Interest, if previously submitted (copy optional).

3. Appendix B - Proposal Submission Checklist.

4. Appendix C - Organizational Information and References.

5. Appendix D - Program Design Response.

6. Appendix E - Staffing and Professional Learning Response, including supporting qualifications.

7. One completed Appendix F - Site / Location Proposal for each proposed location.

8. Current licenses, registrations, facility approvals and health/safety documentation as required by Section IV.

9. Evidence of fiscal solvency and acceptance of the applicable District rate established in Section VIII.

10. Evidence of insurance compliance capability, including the District BCS clearance process.

11. Completed certifications and acknowledgments in Appendices G through M, as applicable.

12. Any proposed exceptions, assumptions or requested modifications, stated in a signed attachment (if any).

13. Acknowledgment of all issued addenda in Appendix M.

Delivery Address: Joel Bobet, Purchasing Agent, Mamaroneck Union Free School District, Business Office, 1000 W Boston Post Road, Mamaroneck, NY 10543.

Package Identification: RFP #MUFSD-2027-03 - UNIVERSAL PRE-KINDERGARTEN PROGRAM - DO NOT OPEN.

Proposal Validity: Proposals must remain firm and irrevocable for at least ninety (90) days after the submission deadline unless the District agrees otherwise in writing.

SECTION XI: PROCUREMENT SCHEDULE

The District anticipates the following procurement schedule. The District may modify the schedule by written addendum. Board of Education consideration remains subject to completion of the evaluation process, required site visits, responsibility review, contract documentation and placement on the Board agenda.

Milestone	Date / Time
RFP issued	October 23, 2026
Optional Notice of Interest due	October 30, 2026
Deadline for written questions	October 30, 2026
District responses / addendum anticipated	November 4, 2026
Proposal submission deadline	Monday, November 16, 2026 at 12:00 PM Eastern Time
Evaluation, reference checks and required provider-site visits	November 17 - November 24, 2026
Interviews / clarifications, if requested	As needed
Board of Education consideration and potential award	December 8, 2026 at 7:00 PM (anticipated)
Anticipated commencement of services	September 1, 2027

SECTION XII: EVALUATION AND AWARD

The District will first determine whether a proposal is responsive and whether the proposer satisfies mandatory legal, program, facility, insurance and responsibility requirements. Responsive proposals may then be evaluated using the criteria below. The District may verify information, contact references, review licensing history, inspect facilities, request clarifications and conduct interviews. Site visits required by 8 NYCRR 151-1.6 will occur before contracting.

Evaluation Category	Illustrative Factors	Weight
1. Program Quality and Alignment	Quality of program design; curriculum; schedule; assessment; early literacy; developmental appropriateness; alignment with District/State standards.	25%
2. Organizational Capacity, Experience and Effectiveness	Relevant early childhood/UPK experience; demonstrated effectiveness; immediate capacity; references; administrative structure; record management; fiscal/operational stability.	20%
3. Staffing, Qualifications and Professional Learning	Staffing pattern; credentials; ratios; supervision; staff stability; vacancy coverage; professional development.	20%
4. Site Accessibility, Facilities, Health and Safety	Ease of family utilization; location; licensed capacity; facility quality; health/safety compliance; accessibility; security; site readiness.	15%
5. Fiscal Viability and Operational Sustainability	Financial capacity; ability to deliver at established District rates; resources, staffing and site readiness; ability to sustain services without additional charges.	15%
6. Collaboration, Inclusion, Family Support and Compliance	Collaboration with District; children with disabilities; Emergent Multilingual Learners; family engagement; data/reporting; monitoring readiness.	5%
TOTAL		100%

The rates in Section VIII are established by the District, and the District will evaluate the proposer's fiscal capacity and ability to provide the required services at those rates rather than selecting among competing price quotations. Awards will be made in the District's best interest based on the overall evaluation, applicable legal requirements, site capacity and suitability, available funding and program needs. The District may make one or more awards and may allocate seats among providers and sites.

SECTION XIII: CONTRACT TERM AND GENERAL CONDITIONS

A. Term and Approval

Any award is subject to Board of Education approval and completion of all required contracts, insurance, licensing, data privacy and other documentation. Services may not begin until the District issues written authorization or a notice to proceed. The initial term is anticipated to begin September 1, 2027 and continue through June 30, 2028 unless a different term is approved in writing. The District may consider renewal terms, subject to applicable law, annual program requirements, funding, performance, District-approved rates and Board approval.

B. General Conditions

- Compliance with Law. The provider shall comply with all applicable federal, State and local laws, regulations, licensing rules, health/safety requirements and District policies.
- Independent Contractor. The provider is an independent contractor and is responsible for its personnel, payroll, taxes, benefits, supervision, insurance and employment obligations.
- Subcontracting. Subcontracting is prohibited without prior written District approval. Approved subcontractors remain subject to all applicable requirements and the provider remains fully responsible for performance.
- Assignment. The contract may not be assigned without prior written District approval.
- Background and Safety Clearances. Provider personnel must satisfy all required background, fingerprinting, registry, licensing and District clearance requirements before assignment.

- Confidentiality and Data Privacy. Provider shall protect student, family and District information and execute any required Data Privacy Agreement.
- Records and Audit. Provider shall maintain records supporting program operation and invoices and permit District review consistent with law and contract.
- Incidents and Regulatory Actions. Provider shall immediately notify the District of serious incidents, safety issues, governmental investigations, license/registration changes, facility closures, or circumstances affecting performance.
- No Parent Tuition for UPK. The provider may not charge families for the UPK instructional program or condition UPK participation on the purchase of other services.
- No Minimum Volume. Unless expressly stated in the final contract, the District does not guarantee a minimum number of children, classrooms, locations, days or dollars.
- Funding Contingency. District obligations are contingent upon lawful appropriation and continued availability of State and/or District funding.
- Termination. The District reserves the right to suspend or terminate services for material breach, health/safety concerns, loss of license, failure to maintain insurance, failure to satisfy program requirements, or as otherwise provided in the final contract. Any termination for convenience provision will be stated in the final contract.
- Freedom of Information Law. Proposal materials may be subject to disclosure under New York FOIL. Proposers claiming an exemption must clearly identify specific material and the legal basis; the District determines disclosure obligations.
- Governing Law. The resulting contract will be governed by New York law, with venue in a court of competent jurisdiction in Westchester County, New York.
- Reservation of Rights. The District may reject any or all proposals, waive non-material informalities, request clarifications, negotiate where lawful, investigate responsibility, make multiple awards, reduce or expand scope, cancel or resolicit, and take any other action permitted by law and in the District's best interest.

APPENDICES AND REQUIRED FORMS

All forms must be completed and returned with the proposal unless expressly identified as optional or post-award.

APPENDIX A: NOTICE OF INTEREST FORM

(Optional. Recommended to receive procurement notices and addenda by email.)

Complete and submit by October 30, 2026 via email to jbobet@mamkschools.org. The subject line should state: "MUFSD-2027-03 - Notice of Interest."

Organization Name: _____

Address: _____

City, State, ZIP: _____

Contact Person / Title: _____

Phone: _____

Email: _____

[ ] We intend to submit a proposal. [ ] We do not intend to submit a proposal.

If not submitting, please briefly explain:

_____

_____

Authorized Signature: _____

Date: _____

APPENDIX B: PROPOSAL SUBMISSION CHECKLIST

[ ] Signed cover/transmittal letter

[ ] Appendix A - Notice of Interest (if submitted)

[ ] Appendix B - Proposal Submission Checklist

[ ] Appendix C - Organizational Information and References

[ ] Appendix D - Program Design Response

[ ] Appendix E - Staffing and Professional Learning Response

[ ] Appendix F - Site / Location Proposal for each location

[ ] Licenses / registrations / facility and health-safety documents

[ ] Evidence of fiscal solvency and confirmation of acceptance of the applicable District rate

[ ] Insurance evidence / BCS compliance capability

[ ] Appendix G - Non-Collusive Proposal Certification

[ ] Appendix H - Corporate Resolution (if applicable)

[ ] Appendix I - Hold Harmless Agreement

[ ] Appendix J - Iran Divestment Act Certification

[ ] Appendix K - Sexual Harassment Prevention Certification

[ ] Appendix L - SAM Exclusion Certification

[ ] Appendix M - Proposer Acknowledgment (including addenda acknowledgment)

[ ] List of exceptions, assumptions or requested modifications (if any)

[ ] Acknowledgment of all addenda in the Proposer Acknowledgment

Organization Name: _____

Authorized Signature: _____

Date: _____

APPENDIX C: ORGANIZATIONAL INFORMATION AND REFERENCES

Legal Organization Name: _____

DBA (if any): _____

Business Address: _____

Mailing Address (if different): _____

Telephone: _____

Website: _____

Primary Contact / Title: _____

Email: _____

Federal Employer ID: _____

Type of Organization: _____

Organization type: [ ] Public Institution [ ] Private Nonprofit [ ] Private For-Profit [ ] Other: _____

Attach documentation of organizational status and any applicable authority to operate early childhood programs in New York State.

Mission / Philosophy:

_____
_____
_____

Early Childhood / UPK Experience:

_____
_____
_____

Experience serving children with disabilities and Emergent Multilingual Learners:

_____
_____
_____

References - Provide at least three

Organization / District	Contact Name / Title	Phone / Email	Services / Dates

APPENDIX D: PROGRAM DESIGN RESPONSE

Respond in narrative form and clearly label each item below. Attach additional pages as needed.

1. Describe the proposed UPK instructional model, curriculum and daily schedule.

_____
_____
_____

2. Describe how the program aligns with NYS Prekindergarten Learning Standards and supports continuity with kindergarten.

_____
_____
_____

3. Describe early literacy, language, mathematics, science, social-emotional, creative arts and physical development experiences.

_____
_____
_____

4. Describe child assessment/progress-monitoring tools and how results inform instruction.

_____
_____
_____

5. Describe supports for children with disabilities and collaboration with District CPSE/special education staff.

_____
_____
_____

6. Describe supports for Emergent Multilingual Learners and multilingual families.

_____
_____
_____

7. Describe family engagement, communication and access to support services.

_____
_____
_____

8. Describe meals/snacks, health, wellness, safety, emergency and allergy/medication procedures.

_____
_____
_____

9. Describe kindergarten transition activities and District collaboration.

_____
_____
_____

10. Describe program quality assurance, self-evaluation and readiness for District/NYSED monitoring.

_____
_____
_____

APPENDIX E: STAFFING AND PROFESSIONAL LEARNING RESPONSE

Provide the proposed staffing pattern for each site and attach resumes or qualification summaries for key personnel. Identify which staff are currently employed and which positions remain to be filled.

Site	Role	Name (if known)	Credential / Qualification	FTE / Schedule	Years Early Childhood Experience

Describe supervision and administrative structure.

_____

_____

Describe substitute/coverage procedures and vacancy-filling capacity.

_____

_____

Describe staff screening, required clearances and onboarding.

_____

_____

Describe professional learning to be provided during the contract term.

_____

_____

Describe staff retention history and current turnover rate, if available.

_____

_____

MAMARONECK UNION FREE SCHOOL DISTRICT
1000 W Boston Post Road | Mamaroneck, NY 10543 | (914) 220-3042 | jbobet@mamkschools.org
Joel Bobet, Purchasing Agent

APPENDIX F: SITE / LOCATION PROPOSAL

Complete a separate copy of this appendix for each proposed program location or to list additional classrooms.

Site Name: _____

Street Address: _____

Municipality / School District: _____

Location Type (District premises or Provider premises): _____

OCFS / Other License or Registration Number: _____

License / Registration Expiration: _____

Approved Age Range: _____

Licensed / Approved Capacity: _____

Proposed UPK Seats at this Site: _____

Number of UPK Classrooms: _____

Proposed Program Hours: _____

Proposed Program Days / Calendar: _____

Classroom	Proposed Seats	Teacher(s)	Paraprofessional(s)	Other Staff / Notes

Describe indoor instructional space and furnishings/equipment.

_____

_____

Describe outdoor/gross-motor space.

_____

_____

Describe accessibility, secure entry, parking and drop-off/pick-up arrangements.

_____

_____

Describe health/nursing supports and emergency response.

_____

_____

Describe food service and meals/snacks.

_____

_____

Describe fire/building/occupancy approvals and attach current documentation.

_____

_____

Identify any facility limitations, planned renovations, shared-use conditions or other site assumptions.

_____

_____

[ ] Proposer confirms acceptance of the applicable District location-based rate in Section VIII for this site.

Authorized Site Representative: _____

Date: _____

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APPENDIX G: NON-COLLUSIVE PROPOSAL CERTIFICATION

Pursuant to Section 103-d of the New York General Municipal Law, the proposer subscribes and affirms the following statement as true under the penalties of perjury:

1. 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 bid or proposal for the purpose of restricting competition.

If the proposer cannot make this certification, the proposer must attach a signed statement explaining the reasons in detail.

Company/Organization Name: _____

Authorized Signature: _____

Printed Name / Title: _____

Date: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public: _____

Commission Expires: _____

APPENDIX H: CORPORATE RESOLUTION

(Complete if the proposer is a corporation.)

RESOLVED, that _____ is authorized to sign and submit the proposal of this corporation for RFP #MUFSD-2027-03 - Universal Pre-Kindergarten Program, including the Non-Collusive Proposal Certification, as the act and deed of the corporation.

The foregoing is a true and correct copy of the resolution adopted by _____ at a meeting of its Board of Directors held on the ____ day of _____, 20____, and remains in full force and effect on the ____ day of _____, 20____.

AFFIX CORPORATE SEAL, IF APPLICABLE

Secretary Signature: _____

Printed Name / Title: _____

Date: _____

APPENDIX I: HOLD HARMLESS AGREEMENT

The proposer agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the Mamaroneck Union Free School District, its Board of Education, officers, agents, servants, employees and volunteers from and against lawsuits, actions, proceedings, liabilities, judgments, claims, demands, losses, damages, fines, penalties, costs and expenses, including reasonable attorneys' fees, arising out of or resulting from the acts, errors, omissions, negligence, misconduct, breach or performance of the proposer, its owners, officers, directors, agents, employees, approved subcontractors or any person or entity directly or indirectly employed by them in connection with the resulting contract. This provision does not require indemnification for the District's sole negligence to the extent prohibited by law. The obligations survive completion of services and termination of the contract.

Company/Organization Name: _____

Authorized Signature: _____

Printed Name / Title: _____

Date: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public: _____

Commission Expires: _____

APPENDIX J: IRAN DIVESTMENT ACT CERTIFICATION

In accordance with New York State Finance Law Section 165-a and General Municipal Law Section 103-g, by submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief each proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.

If the proposer cannot make the foregoing certification, it must attach a signed statement setting forth the reasons in detail. The District may consider an award only to the extent expressly permitted by law. The proposer must promptly notify the District if this certification becomes inaccurate during the procurement or contract term.

Company/Organization Name: _____

Authorized Signature: _____

Printed Name / Title: _____

Date: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public: _____

Commission Expires: _____

APPENDIX K: SEXUAL HARASSMENT PREVENTION CERTIFICATION

By submission of this proposal, each proposer and each person signing on behalf of the proposer certifies, and in the case of a joint proposal each party certifies as to its own organization, under penalty of perjury, that the proposer has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all employees. The policy and training must, at a minimum, satisfy New York Labor Law Section 201-g and other applicable requirements.

Company/Organization Name: _____

Authorized Signature: _____

Printed Name / Title: _____

Date: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public: _____

Commission Expires: _____

APPENDIX L: SAM EXCLUSION CERTIFICATION

The proposer certifies under penalty of perjury that the proposer is not excluded, suspended, debarred or otherwise ineligible to participate in federal awards or contracts and is not listed as excluded in the United States Government System for Award Management (SAM). The proposer will promptly notify the District of any change in status.

Company/Organization Name: _____

Authorized Signature: _____

Printed Name / Title: _____

Date: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public: _____

Commission Expires: _____

District Verification - Office Use Only

District Employee Name / Title: _____

Date SAM Exclusions Reviewed: _____

Proposer Name: _____

District Employee Signature: _____

[ ] Proposer was not listed. [ ] Proposer was listed or requires further review.

APPENDIX M: PROPOSER ACKNOWLEDGMENT

The undersigned certifies that the proposer has reviewed the entire RFP, including all appendices and addenda; understands the requirements; has disclosed all exceptions; and agrees that, if selected, the proposer will perform in accordance with the accepted proposal and final contract documents.

Organization Name: _____

Addenda acknowledged: [ ] None issued [ ] Addendum No(s). _____

Exceptions / requested modifications: [ ] None [ ] Described in an attachment

Authorized Signature: _____

Date: _____

Printed Name: _____

Title: _____

Email: _____

Phone: _____