Williamsville
Central School District

Request for Proposal (RFP)

.5 Universal Prekindergarten (UPK) Program Consultant

Term: 1 Year
November 2026 – August 2027

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

Proposal Deadline: November 25, 2026

RFP for .5 UPK Program Consultant for the Williamsville Central School District

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

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2. District Overview
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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, November 25, 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 #8, 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 Program Consultant is tentatively scheduled for the December Board of Education meeting. This appointment will be effective on December 9, 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 program facilitation 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 following:

ESSENTIAL CORE RESPONSIBILITIES:

Under the direction of the Director of ELA, Reading, and UPK, the successful candidate can expect the following responsibilities:

1. **Family Engagement and Community Connections**

Focus: Welcoming families and removing barriers to entry.

- **Manage family communications:** Oversee prospective and enrolled family outreach, including pre-registration, registration, and parent/guardian FAQs.
- **Lead parent/guardian support:** Serve as the primary contact for family inquiries, resolving concerns with a responsive, professional, and service-oriented approach.
- **Monitor Attendance and Outreach:** Manage UPK digital attendance processes, including reviewing student records, resolving discrepancies, and maintaining documentation. Work collaboratively with families and CBOs to identify attendance barriers and encourage consistent participation.
- **Update, distribute, and publish resources:** Ensure annual revision and distribution of the UPK Parent/Guardian Handbook, oversee the end-of-year parent/guardian survey, and manage ongoing updates to the UPK website.

2. CBO Partnerships and Program Development

Focus: Supporting community providers through coaching and collaboration.

- **Primary CBO liaison:** Provide ongoing guidance, policy updates, and operational support to partner sites.
- **Collaborative site visits:** Conduct regular visits to CBO locations to support high-quality program implementation, continuous improvement, and alignment.
- **Consultation and problem solving:** Offer responsive, hands-on support to CBO administrators and educators to address program needs.
- **Provider onboarding (RFP):** Coordinate the annual Request for Proposal (RFP) process, including informational sessions, site visits, and provider selection in collaboration with District leaders.

3. Instructional Leadership and Professional Growth

Focus: Facilitating adult learning and curriculum support.

- **Professional learning design:** Plan and facilitate engaging professional learning opportunities for both District and CBO early childhood educators aligned with NYS Pre-kindergarten Learning Standards (NYSPLS) and NYS Early Learning Guidelines; participate in personal professional learning aligned to District program goals.
- **Continuous improvement:** Drive evidence-based practices that foster positive early learning environments across participating sites.

4. Early Childhood Screenings and Health Services

Focus: Facilitating screening, health, and developmental support services.

- **Screening coordination:** Collaborate with the program's speech provider to manage speech and developmental screening schedules, training, site communications, and required documentation.
- **Health liaison:** Serve as the liaison to the WCSD Medical Director and UPK Nurse to monitor student health requirements, including immunization compliance, records, and other health-related concerns.

5. Operational Systems and Grant Coordination

Focus: Essential District processes and reporting.

- **System management:** Collaborate with the IT Department to maintain registration systems, including lottery and waitlist, troubleshooting, and annual updates, and WITS enrollment records.
- **Compliance and reporting:** Collect, review, and maintain required documentation for NYSED UPK grant reporting and compliance, including CBO staff credentials, certification information, five-year plans, enrollment data, student information, and site information.

6. Perform other duties, including attending meetings, as assigned.

REPORTS TO: Assistant Superintendent for Instruction and the Director of ELA, Reading, and UPK

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

ESSENTIAL CORE CHARACTERISTICS:

1. Demonstrate evidence of a deep level of understanding of and experience with the following:
    a. NYS Pre-kindergarten Learning Standards (NYSPLS)
    b. NYS Early Learning Guidelines
    c. NYSED Commissioner's Regulations 151-1
2. Demonstrate continuous professional growth and evidence of being a life-long learner.
3. Demonstrate experience facilitating adult learning to support the achievement of District and program goals.
4. Demonstrate the ability to
    a. provide leadership and work effectively with staff members, colleagues, parents/guardians, and other stakeholders in the educational community;
    b. embed the skills and strategies necessary to facilitate adult learning, use creative problem solving, decision-making, and interpersonal skills to provide a positive learning environment that results in continuous improvement for students and staff;
    c. use written and oral communication appropriately and effectively;
    d. evaluate each unique engagement and interaction with stakeholders and determine appropriate responses and solutions.
5. Demonstrate evidence of exceptionally effective management and engagement skills.
6. Demonstrate the ability to work collaboratively with peers and supervisors.
7. Demonstrate evidence of a proven ability to effectively manage time, plan, and organize.
8. Demonstrate evidence of self-motivation, initiative, and leadership skills.

Section 4: 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 5: 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 specific to the responsibilities of this role.
- 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 6: 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 reports and documentation?
3. What provisions do you have to make regular visitations, evaluate and provide appropriate feedback to oversee/facilitate student assessments?

Section 7: 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 8: 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. This is a .5 annual position, and the maximum annual rate for this position is $64,230, paid at an hourly rate.

Section 9: Evaluation Criteria

Mandatory Evaluation Criteria

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

Qualifications include, but are not limited to, successful teaching experience, specialized early childhood training, strong organizational, interpersonal and collaborative skills, as well as demonstrated capacity to lead and support educational outcomes relative to the position. Additional qualifications are as follows:

REQUIREMENTS and QUALIFICATIONS

1. **Teaching Certification:** Valid New York State teaching certification with a minimum of five years of successful teaching experience (tenure in NYS preferred).
2. **Administrative Certification (Preferred):** Valid New York State Certificate as a School Administrator and Supervisor (SAS), School District Administrator (SDA), School District Leader (SDL), or Professional Administrator Certificate preferred.
3. **Early Childhood and Coaching Expertise:** Demonstrated experience in early childhood education, instructional coaching, and program coordination.

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 10: 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, elementary teaching or administrator 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.			

CC 10-2026