Lauren Leone, CPPB Purchasing Agent, 632 South Bedford Road, Bedford, NY 10506, 914-241-6194. lleone2551@bcsdny.org

Request for Proposals
Universal Pre-Kindergarten Services
RFP #2027-28-R01

The Bedford Central School District is soliciting Proposals for Pre-Kindergarten services from approved licensed and/or registered Pre-Kindergarten providers.

Request for Proposal documents will be available beginning on November 9, 2026 through https://www.bidnetdirect.com/new-york/bedfordcentralschooldistrict. Please see the link on the Business Office tab of the district website www.bcsdny.org or by contacting Lauren Leone, Purchasing Agent at:

BEDFORD CENTRAL SCHOOL
DISTRICT DISTRICT OFFICE
FOX LANE CAMPUS, 632 SOUTH BEDFORD RD.
BEDFORD, NEW YORK 10506
lleone2551@bcsdny.org

There will be an information session and walk through of a sample classroom on Friday. November 20 beginning at 11:00 AM at Mount Kisco Elementary School, 47 West Hyatt Ave, Mt. Kisco, NY 10549.

Provide four (4) hard copies, one original copy titled "ORIGINAL" and one (1) other titled "COPY" and 1 (one) electronic copy on a USB flash drive. **Proposals must be submitted to the Business Office, at the above address, no later than 11:00AM Monday, December 7, 2026.** Proposals will be opened at that time. Proposals received after that time will be returned to the Proposer unopened. Proposals must be submitted in a sealed opaque envelope which must be clearly marked on the outside **"Proposal for Pre-Kindergarten Services RFP #2027-28-R01"** and include the due date and time and the name and address of the Proposer. The Board will not be responsible for the premature opening of any proposal if not so marked.

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Proposals shall be irrevocable for a minimum period of forty-five (45) days from the date of the Proposal opening. The Bedford Central School District Board of Education ("Board") reserves the right to reject any and all Proposals or any parts of Proposals that it considers not to be in the best interest of the District. The Bedford Central School District is an Equal Opportunity Employer.

Lauren Leone, CPPB
Purchasing Agent

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Request for Proposals
Universal Pre-Kindergarten Services
RFP #2027-28-R01

GENERAL INSTRUCTIONS

1. The Bedford Central School District, hereinafter referred to as "the District", invites proposals from qualified individuals and firms, hereinafter referred to as "Agency", to perform Pre-Kindergarten Services.

2. Proposals must be presented in a sealed envelope addressed as follows:

   Lauren Leone, CPPB
   Purchasing Agent
   Bedford Central School District - Administration Building
   632 South Bedford Road
   Bedford, NY 10506
   Request for Proposal for Pre-Kindergarten Services # 2027-28-R01

3. **Proposals will be received until 11:00 AM on Monday, December 7, 2026** at the Bedford Central School District, Bedford, New York. All proposals will be publicly opened at the above stated date and time at the central office located at 632 South Bedford Road, Bedford, NY 10506.

4. There is no expressed or implied obligation for the District to reimburse responding persons for any expenses in preparing proposals in response to this request.

5. During the evaluation process, the District reserves the right, where it may serve the District, to request additional information or clarifications from proposers, or to allow corrections or omissions. At the discretion of the District, proposers may be requested to participate in interviews as part of the evaluation process. Proposal evaluation and interviews will be scheduled on or about Thursday, December 10, 2026.

6. The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal was selected. Submission of a proposal indicates acceptance by the person of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the selected Agency. All proposals must be submitted on and in accordance with forms included

in this document. The proposal sheets are not to be removed from the document.

7. Where so indicated by the makeup of the Proposal Form, sums shall be expressed in both words and figures, and in case of a discrepancy between the two, the written amount will govern.

8. A proposer shall not make any stipulations on the Proposal Form or qualify its proposal in any manner. No Proposal will be considered which purports to qualify, limit, amend or omit any requirement of the Request for Proposals.

9. A proposal shall include the legal name of the proposer and a statement whether the proposer is a sole proprietor, a partnership, a corporation, or any other legal entity, and shall be signed by the person or persons legally authorized to bind the proposer to a contract. All required signatures shall be handwritten in ink with the full name of the person executing the same. Initials, stamps, photocopies or other copies, or company names may not be used in lieu of any required signature. A proposal by a corporation shall also give the State of Incorporation and have the corporate seal affixed on the signature pages of each Form of Proposal. A proposal submitted by an agent shall have a current Power of Attorney attached certifying the agent's authority to bind the proposer.

10. Proposers will provide, along with the completed proposal package, evidence demonstrating an ability to provide the requested services, including, a summary of their experience over at least three (3) years of successful completion of the type of services required herein in compliance with the applicable laws, rules and regulations of the State of New York.

11. All information required in the Notice to Proposers, Request for Proposals specifications and Proposal Offer, in connection with each item against which a proposal is submitted, must be provided to constitute an acceptable proposal.

12. No alteration, erasure, or addition is to be made to the typewritten or printed matter. Any deviations from the conditions and specifications will constitute sufficient grounds for rejection of proposal.

13. Prices and information required, except signature of proposer, should be typewritten for legibility. Illegible or vague proposals may be rejected. All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.

14. No charge will be allowed for federal, state, or municipal sales and excise taxes since the District is exempt from such tax. Exemption certificates, if required, will be furnished on forms provided by the proposer.

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15. All proposals received after the date and time stated in the Notice to Proposers will not be considered and will be returned to the proposer. The proposer assumes the risk of any delay in the mail or in the handling of the mail by employees of the District. Whether sent by mail or by means of personal delivery, the proposer assumes responsibility for having their proposal deposited on time at the place specified.

16. The contract, once awarded, shall be in effect from July 1, 2027 through June 30, 2028, with an option to renew for four (4) additional one-year periods, at the discretion of the District and contingent upon grant funding, under the same terms and conditions as mutually agreed by the District and the awarded Agency.

17. At the end of any contract term, the District reserves the right to extend this contract at the same terms and conditions for a period of up to sixty (60) days for the purpose of getting a new contract in place.
18. Any contract agreed to under the Request for Proposals is subject to termination by either party with thirty (30) days written notice. In the event of termination of the contract, the District's responsibility shall be to pay for unpaid services performed and authorized costs incurred by the Consultant until the date of termination.

19. The District reserves the right to reject without prejudice any and all proposals received under this Request for Proposals, to request additional information from all responders, and to negotiate with one or more of the finalists regarding the terms of the engagement. The District intends to select the individual(s) or Agency/Agencies that, in its opinion, best meets the District's needs, and not necessarily the Agency whose fees are the lowest.

20. The District will not provide transportation for UPK students. Should transportation be required, the Agency or parent shall be solely responsible for providing transportation.

21. The submission of a proposal will be construed to mean that the proposer is fully informed as to the extent and character of the services, supplies, materials, or equipment required and a representation that the proposer can furnish the services, supplies, materials or equipment satisfactorily in complete compliance with specifications.

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INSTRUCTIONS TO PROPOSERS

Proposals must include:

1. a description of the services to be provided by the eligible Agency;
2. a detailed narrative which describes how the eligible Agency proposes to meet the goals and objectives of the District's Universal Pre-Kindergarten (UPK) program plan; See Appendix A for the District Plan Information/Scope of Work.
3. a description of the eligible Agency's staff qualifications, staffing patterns, child-staff ratio and administrative structure, including:
    a. The credentials of the teachers who will be delivering UPK program instruction; **Note: If uncertified**, teachers must meet the minimum qualifications of their licensing Agency. Explain the procedure that will be in place for supervising uncertified teachers. **Additionally**, uncertified teachers must be supervised by an **On-Site** director **who is certified** in early childhood education. If the On-Site director is not properly certified, the Agency must be willing to submit a 5-year written plan to obtain certification. All certification requirements are contingent upon NYSED regulations and Pre-K grant guidelines.
4. a budget of proposed expenditures for services rendered, and maximum number of students to whom the Agency could potentially deliver Pre-K instruction.
5. The Agency shall provide information on the following:
    a. Include the maximum number of students to whom the Agency could potentially deliver Pre-Kindergarten instruction effectively and efficiently (if on CBO's premises).
    b. Ability to staff and deliver pre-kindergarten instruction effectively and efficiently in the 4 available classroom locations on District's premises.
    c. Current program design and experience in providing developmentally appropriate curriculum and instruction.
    d. Capacity and experience in serving children with disabilities.
    e. Capacity and experience in serving Emergent Multilingual Learners and their families.
    f. Demonstrated effectiveness of the eligible Agency's program
    g. Accessibility of the program to families.
    h. Stability of staff, turnover rate, and ability to fill vacancies promptly.
    i. The valid and reliable instruments used to measure and assess the student-teacher interactions, and the quality of the learning environment.
    j. The on-going professional learning opportunities for the Agency's UPK staff that are or will be provided based on the instructional needs of the students.
    k. How the Agency will meet the child-staff ratio as outlined below.

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Prekindergarten Provider Type	Maximum Class Size (Four-year-old Students)	Minimum Staffing Levels
Family Day Care	6	Refer to OCFS Child Care Regulations and Policies for minimum staffing levels*
Group Family Day Care	12	Refer to OCFS Child Care Regulations and Policies for minimum staffing levels*
Community Based Organization	18	1 Teacher and 1 Paraprofessional
	19-20	1 Teacher and 2 Paraprofessionals

l. A spreadsheet detailing all program costs including professional salaries, support staff salaries, purchased services, supplies and materials, travel expenses, employee benefits, indirect costs, and equipment.
m. Fiscal solvency of the Agency and ability to continue future operation. Record management and documentation procedures followed by the CBO. Administrative structure of the Agency.
n. Documentation that all applicable health and safety codes and licensure or registration requirements are met.
o. Procedures for verifying each student's age and school district residency.
p. Current practices for screening all new students.
q. Assessment process for monitoring student progress and sharing with families.
r. How assessment information is used to inform classroom instruction, address the needs of individual children, and inform program practice.
s. Policy on the provision of appropriate and sufficient meals and snacks.
t. Information regarding how the Agency promotes physical activity.
u. How the daily schedule allows for a balance of intentionally planned active and quiet play; indoor and outdoor gross motor activities; and individual and small group activities. Approximately one-third of the daily schedule should be designated for children to engage in self-initiated activities.
v. How instructional materials and equipment are or will be arranged in learning centers that promote a balance of individual and small group activities,
w. How the curriculum will ensure transition/continuity with the District's Kindergarten to Grade 3 curriculum.
x. Attestation that the Agency meets the requirements of New York State Education Law §818 ensuring that Pre-K curriculum and instruction are aligned with the NYSED literacy

instructional best practices provided by the Commissioner.

y. How support services to children and families, such as social, nutritional, and health related services, necessary to support the child's participation in the Pre-Kindergarten program, are provided and coordinated.
z. How family involvement in the Pre-Kindergarten program is encouraged.
aa. At least three (3) references that your firm has serviced in a manner similar in scope to the specifications contained in this Proposal. Please include contact information with phone and email. References are part of the Proposal Documents and failure to supply these references may result in the rejection of your proposal.

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FORM OF PROPOSAL

All proposals submitted must be clearly marked "**REQUEST FOR PROPOSAL #2027-28-R01 FOR PRE-KINDERGARTEN SERVICES FOR THE BEDFORD CENTRAL SCHOOL DISTRICT"** and sent to:

Lauren Leone, CPPB
Purchasing Agent
Bedford Central School District - Administration
Building 632 South Bedford Road
Bedford, NY 10506

Date and time proposal must be received:Monday, December 7, 2026 at 11:00 AM

NAME OF AGENCY:_____

ADDRESS: _____

_____

_____

CONTACT PERSON:_____

TELEPHONE #: _____

EMAIL ADDRESS: _____

PROPOSAL AMOUNT

Per Pupil: _____ _____

# of Pupils: _____ _____

Total Proposal Amount: _____ _____

Note: Proposal Amount must be legible and all-inclusive (no additional charges for out-of-pocket expenses). Sums shall be expressed in both words and figures, and in case of discrepancy between the two, the written amount will govern.

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____

Lauren Leone, CPPB Purchasing Agent, 632 South Bedford Road, Bedford, NY 10506, 914-241-6194. lleone2551@bcsdny.org

INSURANCE REQUIREMENTS

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the universal Pre-K provider hereby agrees to effectuate the naming of the District as an Additional Insured on the universal Pre-K provider's insurance policies, except for workers' compensation and N.Y. State Disability Insurance.

2. The policy naming the District as an Additional Insured shall:

a. Be an insurance policy from 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.

b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in favor of the District for all coverages including Workers Compensation.

c. Additional insured status for General Liability coverage shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.

3. At the District's request, the universal Pre-K provider shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the universal Pre-K provider will provide a copy of the policy endorsements and forms.

Coverage for sexual misconduct must be affirmed. There will be no restrictions and/or exclusions involving Sexual Assault and Molestation related claims.

4. The universal Pre-K provider agrees to indemnify the District for applicable deductibles and self-insured retentions.

5. Minimum Required Insurance:

a. 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

b. Automobile Liability $1,000,000 combined single limit for owned, hired, borrowed and non-owned

motor vehicles.

c. Workers' Compensation and NYS Disability Insurance Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees [per NYS WC and Disability laws]. 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 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.

d. Professional Errors and Omissions Insurance *1,000,000peroccurrence*/2,000,000 aggregate for the professional acts of the consultant performed under the contract for the District.

If written on a "claims-made" basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work. 11

e. Umbrella/Excess Insurance $1,000,000 each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required General Liability and Auto Liability coverages (where applicable).

6. The Universal Pre-K or Latch Key provider acknowledges that failure to obtain and maintain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all legal remedies available to the District. The Universal Pre-K or Latch Key provider is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the provision of services. The failure of the District to object to the contents of the certificate or the absence of the same shall not be deemed a waiver of any rights held by the District.

Initial: _____

Lauren Leone, CPPB Purchasing Agent, 632 South Bedford Road, Bedford, NY 10506, 914-241-6194. lleone2551@bcsdny.org

NON-COLLUSIVE FORM PROPOSAL CERTIFICATIONS

THIS FORM MUST BE SIGNED AND NOTARIZED - SUBMIT WITH PROPOSAL

Agency Name_____

Agency Address_____

Telephone Number_____ Date of Proposal_____

I. General Certification

The propose certifies that he will furnish, at the prices quoted, the materials, equipment and/or services as proposed in this Request for Proposal.

II. Non-Collusive Certification

The following statement is made pursuant to Section 103-D of the General Municipal Law, as amended by Chapter 675 of the Laws of 1966, and Section 139-D of the State Finance Law, as amended by Chapter 675 of the Laws of 1966, and Section 2604 of the Public Authorities Law, as amended by Chapter 675 of the Laws of 1966.

By submission of this proposal, the proposer certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state: Every bid or proposal hereafter made to a political subdivision of the state or any public department, Agency or official thereof where competitive bidding or request for proposal is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the proposer and affirmed by such proposer as true under the penalties of perjury:

III. Non-collusive Certification

a. 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 thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:
   i. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
   ii. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and,

iii. 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 proposal for the purpose of restricting competition.

b. A proposal shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the proposer cannot make the foregoing certification, the proposer shall so state and shall furnish with the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department Agency or official thereof to which the bid is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a proposer (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposed, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any proposal hereafter made to any political subdivision of the state or any public department, Agency or official thereof by a corporate proposer for work or services performed or to be performed or goods sold or to be sold, where competitive requests for proposals is required by statute, rule, regulation, or local law, and where such proposal contains the certifications referred to in subdivision II of this section, shall be deemed to have been authorized by the board of directors of the proposer, and such authorization shall be deemed to include the signing, and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of corporation.

The proposer affirms the above statement as true under the penalties of perjury.

Signature of Proposer:_____

(Signature of proposer or authorized representative of a corporation)

Title: _____

Sworn to before me this_____day of_____, 2026

_____Notary Public or
Commissioner of Deeds(Authorized Signature)
Commission Expires _____

Lauren Leone, CPPB Purchasing Agent, 632 South Bedford Road, Bedford, NY 10506, 914-241-6194. lleone2551@bcsdny.org

THIS FORM MUST BE SIGNED AND NOTARIZED
*****SUBMIT WITH PROPOSAL*****

HOLD HARMLESS AGREEMENT

IT IS HEREBY AGREED AND UNDERSTOOD THAT THE PROPOSER AGREES TO HOLD HARMLESS AND INDEMNIFY THE BEDFORD CENTRAL SCHOOL DISTRICT, INCLUDING ITS BOARD OF EDUCATION, ANY OFFICER, AGENT, SERVANT OR EMPLOYEE OF THE BEDFORD CENTRAL SCHOOL DISTRICT, FROM ANY LAWSUIT, ACTION, PROCEEDING, LIABILITY, JUDGMENT, CLAIM, OR DEMAND WHICH MAY ARISE OUT OF:

A. ANY INJURY TO PERSON OR PROPERTY SUSTAINED BY THE BIDDER, ITS AGENTS, SERVANTS OR EMPLOYEES OR ANY PERSON, FIRM, OR CORPORATION EMPLOYED DIRECTLY OR INDIRECTLY BY THEM UPON OR IN CONNECTION WITH THEIR PERFORMANCE UNDER THE CONTRACT HOWEVER CAUSED;

A. ANY INJURY TO PERSON OR PROPERTY SUSTAINED BY ANY PERSON, FIRM, OR CORPORATION, CAUSED BY ANY ACT, DEFAULT, ERROR, OR OMISSION OF THE Agency, ITS AGENTS, SERVANTS, OR EMPLOYEES OR ANY PERSON, FIRM OR CORPORATION, DIRECTLY OR INDIRECTLY EMPLOYED BY THEM UPON OR IN CONNECTION WITH PERFORMANCE UNDER THE CONTRACT.

THE ASSUMPTION OR INDEMNITY, LIABILITY AND LOSS HEREUNDER SHALL SURVIVE Agency'S COMPLETION OF SERVICE OR OTHER PERFORMANCE HEREUNDER AND ANY TERMINATION OF THIS CONTRACT.

THE Agency AT ITS OWN EXPENSE AND RISK SHALL DEFEND ANY SUCH LEGAL PROCEEDINGS THAT MAY BE BROUGHT AGAINST THE BEDFORD CENTRAL SCHOOL DISTRICT, ITS BOARD OF EDUCATION, OR ANY OFFICER, AGENT, SERVANT, OR EMPLOYEE OF THE BEDFORD CENTRAL SCHOOL DISTRICT ON ANY CLAIM OR DEMAND, AND SHALL SATISFY ANY JUDGMENT THAT MAY BE RENDERED AGAINST THE BEDFORD CENTRAL SCHOOL DISTRICT, ITS BOARD OF EDUCATION, OR ANY OFFICER, AGENT, SERVANT, OR EMPLOYEE OF THE BEDFORD CENTRAL SCHOOL DISTRICT.

THIS INDEMNIFICATION, DEFENSE AND HOLD HARMLESS AGREEMENT SHALL APPLY TO ANY LAWSUIT, ACTION, PROCEEDING, LIABILITY, JUDGMENT, CLAIM OR DEMAND, OR WHATEVER NAME OR NATURE, NOTWITHSTANDING THAT CONTRACTOR MAY DEEM

THE SAME TO BE FRIVOLOUS OR WITHOUT MERIT. IT IS INTENDED THAT THIS AGREEMENT BE INTERPRETED IN THE BROADEST MANNER POSSIBLE SO AS TO INSULATE ALL OF THE ENTITIES, PARTIES AND INDIVIDUALS NAMED ABOVE FROM ANY LIABILITY, COST OR JUDGMENT, MONETARY OR OTHERWISE, AS THE SAME MAY RELATE TO THE PERSONNEL AND SERVICES PROVIDED BY THE Agency.

Signature of Proposer:_____

(Signature of proposer or authorized representative of a corporation)

Title: _____

Sworn to before me this_____day of_____, 2026

-

_____Notary Public or Commissioner of Deeds(Authorized Signature)

Commission Expires _____

Evaluation Procedures:

Review of Proposals

The District will review qualifications of the proposals received. The District reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

Evaluation Criteria

These proposals are being solicited through a fair and open process. Agencies that are willing to provide the described services as requested above, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

1. Previous Experience of Proposer with UPK programs 25%
2. Required experience and qualifications of the professional staff assigned to the program 25%
3. Quality of proposed comprehensive UPK program 25%
4. Submission of cost-effective budget 25%

Those criteria and the other requirements herein are intended to be non-restrictive for the purpose of obtaining participation of qualified professionals and uniformity in the manner of submission of proposals.

The District reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and conduct at least one site visit prior to selection process or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the services from other sources if deemed most advantageous to the objectives of the District.

The District's determination of the applicant who is most advantageous to the goals and objectives of the District shall be final and conclusive. The appointment shall be determined by majority vote of the Board of Education on a resolution at an open public meeting. No applicant shall cause or influence, or attempt to cause or influence, any District official, officer or employee to secure unwarranted privileges or advantages.

During the evaluation process, the District may, at its discretion, request any one or all agencies to make oral presentations. Such presentations will provide agencies with an opportunity to answer any questions the District may have regarding the Agency's proposal. Not all agencies may be asked to make such oral presentations.

The District reserves the right without prejudice to reject any or all proposals.

Timeline

RFP Release	11/9/2026
Walk Through of District Spaces	11/20/2026 11:00 AM Mt. Kisco Elementary
Questions Due	11/23/2026
Answers Provided via Addenda	11/24/2026
Proposals Due	12/7/2026
Evaluation and Interviews	12/7-11/2026
Award Decision(s)	12/14/2026
BOE Award Date	01/06/2027

Final Selection

The Board of Education will approve the individual or Agency/agencies based upon proposals and the recommendation of the District's Administration. It is anticipated that the individual or Agency will be selected on or about December 14, 2026 pending Board of Education approval at the January 6, 2027 Board of Education meeting. The selected firm must be prepared to begin work as per the District determined start date of the contract.

Right to Reject Proposals

Submission of a proposal indicates acceptance by the individual or firm of the conditions in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Board of Education and the individual or firm selected. The District reserves the right, without prejudice, to reject any or all proposals.

Termination of Contract

Any contract agreed to under this Request for Proposals is subject to termination by either party with thirty (30) days written notice. In the event of termination of the contract, the District's responsibility shall be to pay for unpaid services performed and authorized costs incurred by the proposer selected, subject to the approval of the board of Education.

Contract Terms and Conditions

The terms and conditions set forth in the written Request for Proposals shall form a part of the Agreement to be executed by the Board of Education and the successful proposer.

RFP Inquiries

Lauren Leone, CPPB Purchasing Agent, 632 South Bedford Road, Bedford, NY 10506, 914-241-6194. lleone2551@bcsdny.org

Any question submitted by an individual or firm regarding this Request for Proposal must be directed to and included in the subject **RFP #2027-28-R01,** in writing, no later than Monday, November 23, 2026 to lleone2551@bcsdny.org and answers will be provided in the form of an addendum on or before Tuesday, November 24, 2026 to all specification holders, as well as posted on the District Website www.bcsdny.org and BidNet https://www.bidnetdirect.com/new-york/bedfordcentralschooldistrict.

APPENDIX A - BCSD Program Description/Scope of Work

Introduction

The District aims to establish a pre-kindergarten program, in partnership with one or more community based organizations (CBOs). The program the District intends to create is a developmentally appropriate, play-based, language rich, inclusive program that addresses the academic, social, emotional, and behavioral needs of the children it serves using a child-centered, holistic approach. The District is seeking partnership with one or more community based organizations in this endeavor. The District is open to proposals in house or at the CBO location to house from 10-84 students for the 2027-2028 school year. The District per pupil contribution will be determined by the location of the program.

Nature of Services Required

The District is seeking proposals from qualified agencies to Subcontract with the District under a Universal Pre-Kindergarten Program [Section 3602-e(12), Ed Law], under the United States Department of Education and United States Department of Health and Human Services in Partnership with New York State Education Department. The Agency will work in collaboration and under the supervision of the District to provide full-day Pre-Kindergarten placements for a minimum of ten (10) and up to eighty-two (82) four-year-old students. The District is open to proposals from Agencies that will operate either in the District facilities (18 Students per class) or at their own Facilities (minimum 10 students per class) The Agency is expected to enhance program quality by adopting "best practices" program standards including valid and reliable measures of environmental quality, the quality of teacher-student interactions, and student outcomes.

Successful proposer(s) shall provide Universal Pre-Kindergarten program services consisting of but not limited to, the following:

- Five hours per day, five days per week program for four year olds (children who will be 4-years- old on or before December 1, 2027) for at least 180 days during the 2027-2028 school year.
- The program must be aligned with all Bedford Central School District policies.

- The Agency will deliver developmentally appropriate curriculum and instruction aligned to the NYS Pre-Kindergarten learning standards.
- Provide support services to children and families such as social and health related services by partnering with the District, including the Committee on Preschool Special Education (CPSE), and other established partners such as Open Door Medical Centers Family Services of Westchester.
- The Agency will help the transition of Pre-Kindergarten students to Kindergarten by providing the following services:
    - Strengthen their cognitive skills
    - Increase early literacy skills (reading, writing, speaking, listening and information processing)
    - Increase their creative and artistic abilities
    - Improve inter and intra personal skills, feelings of self-worth, and become independent at a developmentally appropriate level
    - Increase appreciation of diversity and improve understanding of their own heritage and its relationship to self-image and interactions with others
    - Enhance personal, physical and emotional wellness following the components of NYSED Social Emotional Learning Benchmarks http://www.p12.nysed.gov/sss/sel.html
    - Increase physical skills including fine and gross motor movement, kinesthetic and spatial relationships
    - Encourage parental involvement in their child's education
    - Ensure parents have ease of utilization and access to program and program services
    - Integrate preschool children with disabilities.
- The Agency will meet the needs of English Language Learners by ensuring that its teachers:
    - Implement instructional strategies to support the advancement of Emergent Multilingual Learners
    - Understand oral language development
    - Recognize the connection between the home language and English
    - Connect oral language to emergent literacy
    - Provide bilingual supports
- All individuals providing services to students in the Universal Pre-Kindergarten Program must comply with the New York State Safe Schools Against Violence in Education (SAVE) law fingerprinting requirements. All such individuals must be cleared by the New York State Education Department in accordance with the provisions in the SAVE law prior to providing service under the Universal Pre-Kindergarten Program. Proof must be presented to the

District of such clearances.

- The Agency will keep daily attendance records and will provide them monthly to the District's Coordinator of the Pre-Kindergarten Program.
- Universal Pre-Kindergarten regulations specify that the Agency cannot charge parents for the portion of its program that is paid for by Universal Pre-Kindergarten funds. In addition, if a proposer is reimbursed by an outside funding source (e.g. State, Federal and or foundation funds) for a child, it cannot also accept Universal Pre-Kindergarten funding for the portion of the day already being subsidized.

Transportation

The District will not provide transportation for UPK students. Providing transportation is not a requirement of the Agency.

District Oversight

The District will provide direct oversight of the program by:

- monitoring the resulting contract and providing oversight of the Agency's program and support services
- making periodic visits to the facilities to ensure that the program is conducted in a developmentally appropriate way, providing rich academic experiences for the students and complying with the standards for preschool programs established by the state
- holding up to four meetings annually with partner school to ensure program meets all components of the agreed upon contract
- providing support or guidance in hiring, staff observations and evaluations, if deemed necessary
- collaborating with the On-site Education Director on all program management, educational issues
- participating in the development, structure and delivery of instructional services, including program assessment
- providing direct link to the School District Administration for program services' coordination
- providing support or guidance in consultation with the Education Director on teacher continuance based on the observation and evaluation processes, if deemed necessary
- unilaterally determining the student selection process for participation in the program.

NYSED

Please review the NYSED site for additional information:

1. http://www.p12.nysed.gov/upk/faq.html

2. http://www.p12.nysed.gov/nurseryschool/regulations/NurserySchoolsRegulation s.html

DISTRICT CALENDAR

The District Calendar may be found on the District Website:
https://resources.finalsite.net/images/v1784048251/bcsdnyorg/xctvsfhc2omovl35kxkh/BCSD2026-2027AdoptedCalendar.pdf