ROCKLAND BOCES
ROOTED IN THE COMMUNITY

JACKIE CINQUEMANI
PURCHASING AGENT

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NOTICE TO PROPOSERS

The Board of Cooperative Educational Services, Rockland County, hereinafter known as Rockland BOCES (in accordance with Section 104b of Article 5-A of the General Municipal Law), hereby invites the submission of sealed Proposals for the following:

UNIVERSAL PRE-KINDERGARTEN PROGRAM - RFP #2026-27-21

Proposals will be received until Tuesday, December 15, 2026, at 11:00 AM by the PURCHASING OFFICE at:
PURCHASING DEPARTMENT - BUILDING #4
Rockland County Board of Cooperative Educational Services (BOCES)
65 Parrott Road
West Nyack, NY 10994-0607

at which time and place all proposals will be opened at 11:00 AM on the above date. In the event that Rockland BOCES Purchasing Office is closed the day of the scheduled RFP Opening, the RFP(s) will be opened at the same time, on the next day that Rockland BOCES Purchasing Office is open. Conditions, Specifications, Forms and instructions for submitting proposals may be downloaded from our website at http://www.rocklandboces.org. Proposers are requested to carefully review the instructions contained therein.

ROCKLAND BOCES IS NOT RESPONSIBLE FOR PROPOSALS OPENED PRIOR TO THE PROPOSAL OPENING IF PROPOSAL NUMBER AND OPENING DATE DO NOT APPEAR ON THE OUTSIDE OF THE ENVELOPE. PROPOSALS OPENED PRIOR TO THE DATE AND TIME INDICATED ARE INVALID.

THE PROPOSER ASSUMES THE RISK OF ANY DELAY IN THE MAIL OR IN THE HANDLING OF THE MAIL BY EMPLOYEES OF ROCKLAND BOCES, AS WELL AS IMPROPER HAND DELIVERY. Please refer to the General Information/Conditions for details.

The Rockland County Board of Cooperative Educational Services reserves the right to waive any informalities in the proposals, or to reject all proposals, or to accept any proposal which in the opinion of the Board will be to their best interest.

Board of Cooperative Educational Services
Sole Supervisory District
65 Parrott Road
West Nyack, NY 10994-0607

By: Jackie Cinquemani, Purchasing Agent

I. STATEMENT OF PURPOSE

Rockland BOCES, representing seven of eight component Rockland school districts, invites proposals ("RFP") from qualified community-based organizations (hereinafter "CBO") to provide services to Rockland BOCES's Universal Pre-Kindergarten (Pre-K) Program for the 2027-28 school year, with an option to renew for the 2028-2029, 2029-2030, 2030-2031 and 2031-2032 school years. Rockland BOCES is seeking the CBO to provide the site and run the entire program pursuant to the terms of a Universal Prekindergarten Agreement that the CBO will enter into with one or more of the seven component school districts.

II. SUBMISSION OF PROPOSAL

The following are general requirements to which applicants must adhere in response to the RFP:

1. Proposals are to be sent showing the following information on the outside and shall be mailed or hand delivered to the following address:

> Rockland BOCES – Purchasing Department
> Attn: Jackie Cinquemani
> 65 Parrott Road – Bldg #4
> West Nyack, NY 10994
>
> ***RFP #2026-27-21 – UNIVERSAL PRE-KINDERGARTEN PROGRAM***

Please be sure your return address is shown on the outside of the envelope.

2. RFP's must be received by BOCES on or before 11:00 A.M. on Tuesday, December 15, 2026. Proposals received after this time will NOT be accepted.

3. To facilitate the evaluation process, the applicant is required **to submit three (3) copies** of the proposal.

III. PRE-PROPOSAL QUESTIONS

All questions must be submitted in writing via e-mail to Jackie Cinquemani jcinquem@rboces.org no later than 3 pm, Friday, December 4, 2026. All questions and answers will be posted our website no later than 3 PM, Thursday, December 10, 2026.

Rockland BOCES reserves the right to amend the RFP based on questions and issues raised at any time prior to the RFP submission deadline. Proposers are reminded to periodically check the website for any updates.

Failure of any Proposer to receive any Addendum or interpretation issued shall not relieve any Proposer from any obligations under his/her Proposal submitted. Only questions answered by formal written Addenda will be binding.

Information obtained from any source other than the aforementioned designated person is not official and may be inaccurate.

IV. CONTRACT TERM

The contract, once awarded, shall be in effect from July 1, 2027, through June 30, 2028, with an option to renew for four additional one-year periods, at the discretion of Rockland BOCES, under the terms and conditions mutually agreed upon by Rockland BOCES and the awarded proposer.

The CBO shall comply with all applicable federal and New York State laws, regulations, and guidance governing Universal Prekindergarten programs, including any amendments that become effective during the initial contract term or subsequent renewal periods.

At the end of any contract term, Rockland BOCES reserves the right to extend the contract under the same terms and conditions for a period of up to sixty (60) days for the purpose of establishing a new contract.

Proposals will remain firm for a period of 45 days following the date of opening and shall thereafter remain firm unless the proposer provides written notice of withdrawal to the Rockland BOCES Purchasing Agent.

V. CONTRACT TERM RENEWAL

The awarded CBOs will notify Rockland BOCES in writing no later than 90 days in advance of the end of term of this Agreement to discuss renewal. Automatic renewal will not be accepted.

VI. NATURE OF SERVICES REQUIRED

Rockland BOCES seeks proposals from qualified Community-Based Organizations (CBOs) to provide Universal Prekindergarten services in accordance with New York State Education Law §3602-e, 8 NYCRR Subpart 151-1, and all other applicable federal and state requirements. Selected providers shall collaborate with Rockland BOCES and the participating school districts to deliver high-quality, developmentally appropriate prekindergarten programming.

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

A. 5 hours per day, five days per week program for the four-year-olds (children born in 2023) for at least 180 days during the 2027-28 school year.

B. The program must be aligned with all school district policies and will meet the requirements of the policies and procedures set forth in Appendix A. The CBO proposer will follow all the regulations and policies regarding Universal Prekindergarten Program registration and enrollment.

C. All Universal Prekindergarten (UPK) teachers employed by Community-Based Organizations (CBOs) must meet the qualifications outlined in **8 NYCRR §151-1.3(e)**. Teachers must possess a valid New York State teaching certificate in Early Childhood Education (Birth–Grade 2), Students with Disabilities (Birth–Grade 2), or Childhood Education, or hold a bachelor's degree in Early Childhood Education.

Teachers who do not meet these qualifications may provide instruction only if they meet the requirements of the agency overseeing their program and the participating school district obtains the required annual NYSED Staffing Qualifications Waiver.

Unless all UPK teachers at a CBO site hold valid teaching certification in early childhood or childhood grades, the CBO must employ an on-site education director during all UPK operating hours. The director must hold a valid NYS teaching certificate in early childhood or childhood education or, if a certified director is unavailable, possess a bachelor's degree or higher in Early Childhood Education and a written five-year plan to obtain early childhood certification. Such plans are subject to NYSED submission and school district oversight requirements.

D. The Selected CBO(s) must be able to screen the new entrants in accordance with New York State Regulations. **Children may not be excluded from the program based on ability, disability or limited English proficiency.**

E. The CBO will work with Rockland BOCES and/or its designee to align curricula and instruction with NYS Prekindergarten Learning Standards during the contracted period.

F. The CBO will also adopt approved quality indicators of assessment using evidence based research that is developmentally appropriate.

G. The CBO will provide access to meals/snacks that will meet the Child and Adult Care Food Program, also known as CACFP, requirements. Meals/Snacks need to be provided in an environment conducive to staff/child interaction and appropriate to meet children's needs. There should be sufficient time for eating and interaction and social emotional growth.

H. The CBO will operate for 180 days, between September and June, and meet the requirement of a minimum of 5 hours per day, per week. Teachers, leaders and staff are expected to participate in school district, or its designee, professional development days especially Superintendent Conference days. It is not expected for the CBOs to run UPK on the day's their School District is closed.

I. The CBO will help the transition of Pre-Kindergarten students to Kindergarten by providing the following services:

- Strengthening 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.

J. All personnel assigned to the Universal Prekindergarten Program shall comply with applicable New York State fingerprinting, criminal history background check, and clearance requirements, including those established by NYSED and OCFS, as applicable. The CBO shall maintain documentation of required clearances and provide verification to Rockland BOCES prior to personnel beginning services.

K. The CBO will keep daily attendance records of the UPK program and will provide them monthly to the school districts or their designee.

L. Universal Pre-Kindergarten regulations specify that the child center cannot charge parents for the portion of its program that is paid for by Universal Pre- Kindergarten funds. As a result, all agencies must send a parent letter, on letterhead, stating the family will not be charged for UPK.

VII. PROGRAM OVERSIGHT

Rockland BOCES will provide direct oversight of the program. Rockland BOCES will have the following responsibilities:

A. Provide oversight of the CBO's program and support services.

B. Will have complete access to the buildings and will make announced and unannounced visits to the sites at any times when the program is in operation. Also, during the course of the year, participating public school district staff members will be making periodic visits to the facilities to ensure that the program is conducted in a developmentally appropriate way.

C. Will oversee the CBO's program in the implementation of the requirements of the New York State Education Department ("NYSED") through a quarterly Quality Assurance review. A CBO director must attend at least four leadership meetings with oversight entity annually.

D. Provide support or provide guidance in hiring, staff observations and evaluations, if deemed necessary.

E. Participate in the development, structure and delivery of instructional services, including program assessment.

F. Provide direct link to the School District Administration for program services' coordination.

G. Rockland BOCES will provide support or guidance on teacher continuance based on the observation and evaluation processes, if deemed necessary.

H. Rockland BOCES, in collaboration with the participating school districts, shall coordinate student registration, eligibility verification, enrollment, and placement procedures in accordance with New York State Education Law §3602-e, applicable NYSED regulations, and district-approved selection procedures.

I. Will assist, if necessary, with the outreach to find children who are currently not being served in Rockland County.

J. May disqualify any CBO that fails to fully adhere to all federal and state requirements pertaining to the UPK program.

VIII. TRANSPORTATION

Transportation to and from the Universal Prekindergarten Program will not be provided under this agreement. This provision does not limit transportation services required pursuant to applicable special education laws or a student's Individualized Education Program (IEP).

NYSED
Please review the NYSED site for additional information:

- NYSED Universal Prekindergarten Program
- NYSED UPK Frequently Asked Questions
- NYSED Laws and Regulations
- October 2026 Proposed UPK Regulatory Amendments

IX. INVESTIGATION OF QUALIFICATIONS

The work and services described in this Request for Proposals include the performance of activities directly affecting the safety of students and the public generally. Rockland BOCES may make any investigation necessary to determine the ability of any Proposer to fulfill the Contract, and the Proposer shall furnish Rockland BOCES without delay with all such information for this purpose as Rockland BOCES may request.

Rockland BOCES reserves the right to investigate all references and information submitted by the CBO proposer pursuant to the requirements of these documents. The final selection shall be made at the discretion of Rockland BOCES based upon all relevant factors.

X. INSURANCE REQUIREMENT

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the universal Pre-K or Latch Key provider hereby agrees to effectuate the naming of the District/BOCES as an Additional Insured on the universal Pre-K or Latch Key provider's insurance policies, except for workers' compensation and N.Y. State Disability insurance.
2. The policy naming the Rockland BOCES and the seven public school districts 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/BOCES, its Board, employees and volunteers with a waiver of subrogation in favor of the District/BOCES 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/BOCES (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District/BOCES. 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/BOCES', request, the universal Pre-K or Latch Key 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 or Latch Key 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 or Latch Key provider agrees to indemnify the District/BOCES 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 **coverage for sexual** misconduct.
$100,000 Fire Damage
$10,000 Medical Expense

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

c. **Workers' Compensation and N.Y.S. 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**
$1,000,000 per occurrence/ $2,000,000 aggregate for the professional acts of the consultant performed under the contract for District/Rockland BOCES. If written on a "claims-made basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.

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

XI. ANTICIPATED PROPOSAL TIMELINE

The following is a list of key dates up to and including the date proposals are to be submitted:

- Request for proposals issued — Thursday, November 19, 2026
- Questions submitted by — Friday, December 4, 2026
- Response to questions — Thursday, December 10, 2026
- Due date for proposals — Tuesday, December 15, 2026

XII. PROPOSAL REQUIREMENTS

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the CBO seeking to provide the service of universal Pre- Kindergarten (Pre-K) Program. The substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the CBO and of the particular staff to be assigned to this engagement. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposing CBO's capabilities to satisfy the requirements of the request for proposal.

Submission of Proposals: No late submissions will be accepted. The proposers are solely responsible for ensuring that the proposal is received by the Purchasing Agent prior to the time and date set forth herein. The entire responding proposal to the request shall be placed in a sealed envelope marked with the words: "PROPOSAL FOR UNIVERSAL PRE- KINDERGARTEN PROGRAM."

All proposals must be sent to the following address and received at that address in the Purchasing Department before 11:00 AM on **Tuesday, December 15, 2026**

Rockland BOCES – Purchasing Department
Attn: Jackie Cinquemani
65 Parrott Road – Bldg #4
West Nyack, NY 10994
RFP #2026-27-21 – UNIVERSAL PRE-KINDERGARTEN PROGRAM

Proposal Content: The proposal package shall include the following items:

1. One (1) original, three (3) copies

2. Title Page showing the RFP's subject; the CBO's name; the name, address and telephone number of a contact person; and the date of the proposal.

3. A signed letter of transmittal that briefly states the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the CBO believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm offer to provide the service of administering Universal Pre-Kindergarten (Pre-K) Program for the 2027-2028 school year with an option to annually renew 2028-2029, 2029-2030, 2030-2031 and 2031-2032 school years.

4. If applicable, a list of school district clients to whom services were provided in:

    a) 2022-2023 school year
    b) 2023-2024 school year
    c) 2024-2025 school year
    d) 2025-2026 school year

5. Disclosure and description of any disciplinary proceedings pending against the CBO in any jurisdiction or whether discipline has been previously imposed against the CBO in any jurisdiction. If discipline has previously been imposed, state the date, jurisdiction, nature of the ethics violation and the penalty imposed. If proceedings are pending, specify the jurisdiction, the charges and the likely time of their disposition.

6. Disclosure and description of any arrests or convictions against any members of the CBO.

7. Assurance of ability to provide executed copies of the Certificates of Insurances.

8. The seven public school districts of Rockland County are seeking to have each approved program run by the outsourced agencies, to take place at a site(s) provided by the CBO. Describe the proposed site(s) including

    - the street address
    - number of classrooms to be used for UPK
    - Total number of students CBO can accommodate for UPK
    - Overall square footage of site

The following documents must be included in the submittal.

- Certificate of Occupancy
- Fire inspection reports
- Floor plans of school
- Fire alarm reports
- Copy of purchase deed, if property is owned by the CBO.
- Memorandum of Agreement/Lease CBO with property owner, if the property is being leased
- Copy of most recent fire drills
- Classroom sketch to include exits, interest areas, windows, bathroom, furniture set up (pictures are acceptable)
- Outdoor playground sketch to include floor covering, height of fence is applicable, equipment being utilized, exit
- Copy of Child Care license if applicable

Most recent program compliance document if CBO is licensed

9. A completed CBO Information Form (See Appendix B).

10. A completed Non-Collusive Certification (See Appendix C).

11. A completed Non-Collusive Resolution (Required for Corporations) (See Appendix D).

12. A completed Proposer Warranties (See Appendix E).

13. A completed and notarized Hold Harmless Agreement (See Appendix F)

14. A completed Iran Divestment Act Certification (See Appendix G)

15. A completed W-9 form.

16. Name of any pending litigation against the CBO at the time of the submission of the RFP including the court in which the matter is pending. This requirement shall continue as well after the submission of the RFP with regard to any litigation commenced thereafter.

XIII. TECHNICAL PROPOSAL REQUIREMENTS

Each proposer shall respond to each section to the descriptors located in the body of this document in order to detail how your organization will meet the goals and objectives of the Rockland BOCES Pre-Kindergarten Program Plan.

A. **CBO Background:**
Detail CBO's history in providing quality early childhood programs along with information regarding services provided to children with disabilities and children with limited English proficiency.

B. Pre-Kindergarten Services:

1. How the CBO will meet the goals and objectives of the Pre-Kindergarten Program and help children in their transition to Kindergarten.

2. Detail how a child's progress will be documented by assessments.

3. Describe the early childhood services the CBO would provide through the Pre- Kindergarten program and how they will meet the following required components of 8 NYCRR Subpart 151-1 of the regulations of the Commissioner of Education and the NYS Early Learning Standards.

    - Provide support services to children and families such as social and health related services.
    - The on-going staff development opportunities in which Pre-Kindergarten staff would be engaged.
    - How many students can the organization provide services for?
    - How many classrooms can the organization support?
    - How many hours per day can the Pre-Kindergarten Program operate?

4. How the proposed program will meet all applicable health and safety codes and licensure requirements.

5. Detail the CBO's standards and procedures for ensuring appropriate sanitation and custodial services.

6. Describe the collaborative relationship the CBO proposes to have with the oversight CBO and families. Provide copy of parent handbook.

7. Resume and detailed work experience of the Program Director/Administrator.

C. Program Staffing:

1. Explain the administrative structure of the CBO and how records are managed within the CBO. Describe documentation procedures followed by the CBO.

2. Describe the supervisory structure for the proposed Pre-Kindergarten services, include detailed resumes of all staff that will be assigned to this contract.

3. Describe the process for coverage or substitution of staff as well as the ability of the organization to fill vacancies in a timely manner.

4. Include copy of contract between CBO and families.

5. Provide the number of budgeted staffing positions that will be exclusively assigned to the UPK program including the position title for each such staff member.

D. Program Budget:

Note: Parents cannot be charged a fee for participation in the Universal Pre-Kindergarten Program.

1. Provide a spreadsheet detailing all the program costs including but not limited to professional salaries, support staff salaries, purchased services, supplies and materials, travel expenses, employee benefits, indirect costs, equipment and any applicable transportation cost.

2. Detail any local matching funds to be used to support the Universal Pre- kindergarten program.

XIV. EVALUATION PROCEDURES

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. Quality of proposed comprehensive UPK Program.

2. General experience in the field

3. Experience and qualifications of the professional staff assigned to the program, which most closely match the needs of Rockland BOCES.

4. Submission of cost effective budget.

Assessment of the CBO Proposers' past and present performance will be one of the means of evaluating the

credibility of the Proposal and the relative capability to meet the requirements of the Scope of Services.

Proposals will also be evaluated considering the Proposer's experience with similar projects, knowledge, and the qualifications as well as the full time availability of personnel assigned.

Client reference must be current, representative of similar New York State projects requested in this RFP, and these similar projects must have included the personnel proposed for this project.

The award will be made to that responsible Proposer, whose Proposal conforms to the requirements of this RFP, and is considered most advantageous to the School District, considering the Proposal Evaluation criteria in this section. In making the determination of the award, Rockland BOCES' decision will be final. 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.

Rockland BOCES reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/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 Rockland BOCES.

Rockland BOCES's determination 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, Rockland BOCES or its designee, 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 Board of Education or its designee may have regarding the CBO's proposal. Not all agencies may be asked to make such oral presentations.

Rockland BOCES reserves the right without prejudice to reject any or all proposals.

XV. TERMS OF ENGAGEMENT

A one (1) year engagement in the 2027-2028 school year with the option to renew annually for the 2028-2029, 2029-2030, 2030-2031 and 2031-2032 school years, at the Board's option, is contemplated by the Board of Education according to the terms listed above.

END OF SECTION

UPK POLICIES AND PROCEDURE

Appendix A

1. **Facility Quality:**
   The CBO shall provide and maintain a safe, clean, accessible, and developmentally appropriate facility that supports the health, safety, and learning needs of all children. Classrooms shall have adequate space for learning centers, movement, and activities appropriate to enrollment. Bathrooms must be readily accessible and barrier-free, and outdoor play areas must provide sufficient space and appropriately maintained equipment.

   All buildings, premises, equipment, and furnishings shall comply with applicable fire, building, health, and safety codes; Americans with Disabilities Act (ADA) requirements; and any applicable state or local licensing requirements, including those of the New York State Office of Children and Family Services (OCFS).

   In accordance with **8 NYCRR §151-1.7 (Facilities Requirements)**, Rockland BOCES or its designee shall conduct regular announced and unannounced inspections to monitor compliance. The CBO shall promptly address identified deficiencies within established timelines, maintain required inspection and licensing documentation, and notify Rockland BOCES of any significant health or safety concerns, licensing violations, or changes in licensing status.

2. **Curriculum and Instruction:**
   The CBO will provide for an age and developmentally appropriate curriculum and activities that are learner-centered and play-based. Curriculum materials will be selected and/or approved by the component school districts of Rockland BOCES.

3. **Screening and Assessment:**
   The CBO will administer the approved screening assessment to each student at the beginning of each school year. The results of this screening assessment will be used to determine if a referral to the appropriate school district's Committee for Pre School Special Education ("CPSE") is appropriate and to identify if additional supports are necessary. In addition, the CBO will administer the approved curriculum-based assessment two times per school year-specifically in the Fall/Winter and Spring.

4. **Ensuring Continuity of Instruction and Transition to School-Age Programs:**
   With guidance from the oversight entity, the CBO will provide workshops and parent meetings regarding the Pre-Kindergarten to Kindergarten transition process.

5. **Identification, Inclusion, and Support of Students with Special Needs:**
   The CBO will assure that students with disabilities participate in regular education activities unless otherwise indicated in the students' Individualized Education Program ("IEP") and that accommodations are made, as needed. The CBO will use the results of the screening assessment, classroom observations, and teacher or parental concerns to identify children who may require a referral to the CPSE. The CBO will work with parents and the corresponding district to make referrals for testing and services.

6. **Inclusion, instruction, and Support of Multilingual Learners:**
   The CBO will support diversity, parent involvement and the retention/promotion of a student's home language as he/she progresses toward English learning. As much as is practicable, the CBO will provide oral and written communication to parents/families in their preferred language. The CBO will provide opportunities for students' literacy development in the home language, while also promoting acquisition of English in an inclusive classroom setting. The CBO will ensure that the developmental and social emotional screening processes, and the provision of special services for students, are inclusive and respectful of their language and culture.

7. **Staffing:**
   All CBO Universal Prekindergarten (UPK) teachers must meet the qualifications outlined in **8 NYCRR §151-1.3(e)**, including appropriate New York State teaching certification, a bachelor's degree in Early Childhood Education, or an approved NYSED staffing qualifications waiver.

   The CBO must employ an on-site Education Director during program hours whenever required by NYSED regulations. The Education Director shall be responsible for program implementation and must meet the applicable certification requirements or qualify under the alternative education director provisions, including a bachelor's degree in Early Childhood Education and a five-year certification plan.

   In accordance with **8 NYCRR §151-1.3(d)**, each UPK classroom with up to 18 children must have at least one teacher and one teaching assistant or teacher aide. Classrooms with 19 or 20 children must have one teacher and two teaching assistants or teacher aides. **No UPK classroom shall exceed 20 children.**

8. **Professional Development:**
   To ensure continuity from Pre-K to grades K-3, all CBO UPK teachers and Education Directors will be required to attend relevant preschool professional development activities. Rockland BOCES will provide pre-K specific professional development each year. The CBO is responsible for tracking the professional development hours attended by each teacher and the Education Director. The Education Director will be required to pursue professional development dedicated to implementing and sustaining effective language instruction educational programs designed to assist in teaching English Language Learners including immigrant children and youth.

9. **Family Engagement and Support:**
   The CBO will provide parents with opportunities to gain an understanding of the UPK program and curriculum, participate in parent education programs, understand the process of applying for kindergarten and provide written feedback about the program in the form of an end-of-year questionnaire/survey. Written communication to parents will be provided in the parents' native language when possible.

10. **Physical Well-being and Health:**
    The CBO will provide a daily healthy snack and lunch for each student. Teaching staff will sit with and actively engage with children during meal time. The CBO will provide adequate time for daily outdoor play as weather permits. The CBO will provide children with adequate time and appropriate location for a daily rest period.

11. **Partnerships with Community, Non-profit, and Educational Institutions:**
    Efforts will be made with various community/non-profit organizations and educational institutions to form partnerships that will result in field trips and guest speakers/events to benefit the academic, social and emotional needs of Pre-K students.

12. **Program Oversight and Fiscal Management:**

    The CBO shall cooperate with all programmatic and fiscal monitoring activities conducted by Rockland BOCES, participating school districts, NYSED, or other authorized oversight agencies. When deficiencies are identified, the CBO shall submit and implement a corrective action plan within the timeline established by the oversight entity. Failure to correct deficiencies may result in additional monitoring, suspension of placements, or other contractual remedies, as permitted by applicable law and the agreement.

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Appendix B

CBO INFORMATION

CBO's Name:
Address:
Telephone:
Fax:
E-mail Address: **Web/blog site address:**
Contact Person and Title:
Type of Organization: ◯ **Public Institution** ◯ **Private Non Profit** ◯ **Private Profit** ***Please attach proof of organizational status (e.g. 501©(3) IRS letter)***
Statement of the Organization's Mission:
Chief Executive Officer:
Signature of Chief Executive Officer:

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FIRM REFERENCE FORM

FIRM NAME: _____

Please list (5) five references that your firm has serviced in a manner similar in scope to the specifications contained in this Proposal. References are part of the Proposal Documents and failure to supply these references may result in the rejection of your proposal.

1. School District/Public Sector: _____

   Contact Name/Title: _____

   Address: _____

   Telephone: _____ Email: _____

   Date(s) of Service: _____

2. School District/Public Sector: _____

   Contact Name/Title: _____

   Address: _____

   Telephone: _____ Email _____

   Date(s) of Service: _____

3. School District/Public Sector: _____

   Contact Name/Title: _____

   Address: _____

   Telephone: _____ Email: _____

   Date(s) of Service: _____

4. School District/Public Sector: _____

Contact Name/Title: _____

Address: _____

Telephone: _____ Email: _____

Date(s) of Service: _____

5. School District/Public Sector: _____

Contact Name/Title: _____

Address: _____

Telephone: _____ Email: _____

Date(s) of Service: _____

Have you ever failed to complete any contract awarded to you? _____

If so, when where and why?

_____

_____

_____

Have liens or lawsuits of any kind ever been filed against you or any officer, director or partner of your organization, arising out of any of your contracts: _____

If so, give details: _____

_____

_____

_____

Appendix C

Rockland BOCES
RFP #2026-27-21 UNIVERSAL PRE-KINDERGARTEN
A NON-COLLUSIVE BIDDING 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 bid proposal, the bidder 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 subdivisions of the state: Every bid or proposal hereafter made to a political subdivision of the state of any public department, agency or official thereof where competitive bidding 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 bidder and affirmed by such bidder as true under the penalties of perjury:

Non-Collusive Bidding Certification:
a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

1) The prices in this bid 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.
2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3) No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

b) A bid 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 Bidder cannot make the forgoing certification, the Bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reason therefore. Where (a) (1) (2) and (3) 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/her designee, determines that such disclosure was not made for the purpose of restricting competition. The fact that a Bidder has (a) published price lists, rates or tariffs covering items being procured, (b) informed prospective customers of proposed or pending publications of revised price lists for such items or (c) sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a). Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation or local law, and where such bid contains the certification referred to in subdivision II of this section, shall be deemed to have authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

The undersigned hereby acknowledges receipt of the following Addenda and other authorized modifications to the contract documents, but agrees to be bound by all such modifications whether listed herein or not.

Addendum No.1 dated_____through Addendum No._____dated_____

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

_____

Name (please print) *Signature*

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Appendix D

RESOLUTION - FOR CORPORATE BIDDERS ONLY

RESOLVED THAT _____ be authorized to sign and submit the bid or proposal of this corporation for the following project:

_____

Describe the project

And to include in such bid or proposal the certificate as to non-collusion required by SECTION ONE HUNDRED THREE – D of the General Municipal Law as the act and deed of such corporation and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by;

_____

Corporation at a meeting of its Board of Directors held on the_____day of and is still in full force and effect this day of .

_____

(SEAL OF CORPORATION)

_____

_ (SECRETARY)

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Appendix E

PROPOSER WARRANTIES AND CERTIFICATION

A. We warrant that we are willing and able to comply with State of New York laws and regulations.

B. We are willing and able to obtain an error and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

C. We will not delegate or subcontract our responsibilities under an agreement without the express prior written permission of Rockland BOCES or its designee.

D. We warrant that all information provided by us in connection with this proposal are true and accurate.

E. We warrant that we have read the Request for Proposal (RFP) to provide the service of administering Rockland BOCES's Pre-Kindergarten (Pre-K) Program and fully understand its intent. We certify that we have adequate personnel, equipment, and facilities to fulfill the requirements thereto. We understand that our ability to meet the criteria and provide the required services shall be reviewed by Rockland BOCES, which will develop a recommendation for the Board of Education's consideration regarding the selection of the most advantageous agency proposal.

F. We understand that all information included in, attached to, or required by this RFP shall become public record upon delivery to Rockland BOCES. We certify that the completion of the Proposal is a binding commitment to provide the service of administering Rockland BOCES's Pre- Kindergarten (Pre-K) Program requested as proposed herein.

G. We certify, under penalty of perjury, that our agency has implemented written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment training to all of our employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the NYS Labor Law.

Firm's Name

Address

City, State, Zip

(Print Name) **(Signature)**

(Phone) **(Fax)**

Appendix F

Rockland BOCES
RFP #2026-27-21 UNIVERSAL PRE-KINDERGARTEN PROGRAM
HOLD HARMLESS AGREEMENT

(This form must be signed and notarized)

It is hereby agreed and understood that the contractor agrees to hold harmless and indemnify Rockland BOCES, or any officer, agent, servant, or employee of Rockland BOCES 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 contractor, its agents, servants or employees or by any person, firm, or corporation employed directly or indirectly by them upon or in connection with their performance under the contract, however caused;

B. Any injury to person or property sustained by any person, firm, or corporation, caused by any act, default, error or omission of the contractor, 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 of indemnity, liability and loss hereunder shall survive contractor's completion of service or other performance hereunder and any termination of this contract.

The contractor at its own expense and risk shall defend any legal proceedings that may be brought against the Rockland BOCES, or any officer, agent, servant, or employee of Rockland BOCES on any claim or demand, and shall satisfy any judgment that may be rendered against Rockland BOCES, or any officer, agent, servant, or employee of Rockland BOCES.

This Indemnification, Defense and Hold Harmless Agreement shall apply to any lawsuit, action, proceeding, liability, judgment, claim or demand, of whatever name or nature, notwithstanding that Dealer 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 form any liability, cost or judgment, monetary or otherwise, as the same may relate to the personnel and services provided by the Dealer.

Signature:_____Date:_____

Affirmed to me this_____day of_____, 2025

Notary Signature:_____Date: _____

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

ROCKLAND BOCES
65 PARROTT ROAD
WEST NYACK, NY 10994

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer Identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	**Signature of U.S. person**	**Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Rockland BOCES

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IRAN DIVESTMENT ACT CERTIFICATION

Appendix G

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date, at which time it will be posted on the OGS website.

By submitting a Request for Proposal (RFP) in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer/Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Proposer/Contractor is advised that once the list is posted on the OGS website, any Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the Rockland BOCES receive information that a person is in violation of the above-referenced certification, Rockland BOCES will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then Rockland BOCES shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

Rockland BOCES reserves the right to reject any proposal or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature:_____

Print Name:_____

Title:_____

Company Name:_____

Date:_____

This form must be returned with your bid.