

PURPOSE STATEMENT

The Roosevelt Union Free School District requires (a) collaborative Agency(ies) to provide three- and four-year-old children with universal opportunity to access pre-kindergarten programs. An eligible agency shall be a provider of childcare and early education, a daycare provider, an early childhood program or center or community-based organization including, but not limited to, approved preschool special education program, Head Start, nursery schools, libraries, and museums which meet the standards and requirements of this Subpart. The collaborating Agency must serve children who reside within the school district who are either three years of age or four years of age on or before December 1 of the year in which he or she is enrolled or who will otherwise be first eligible to enter public school kindergarten commencing with the following school year. However, upon enrollment, the school district's attendance policy must be applied.

GENERAL ELIGIBILITY

The following eligibility requirements must be met in order for proposals to be considered for funding:

ALL PROSPECTIVE COLLABORATING AGENCIES MUST DEMONSTRATE THE FOLLOWING IN WRITING IN ORDER TO OPERATE A UNIVERSAL PRE-KINDERGARTEN PROGRAM

- Operate five days a week Monday-Friday for a minimum of 180 days from Sept. 1- June 30.
- Currently serve a minimum of seventeen (17) children
- Operate a seven (7) hour program
- Employ Pre-Kindergarten teachers with a bachelor's degree in early childhood education or a related field, or a teaching license or certificate valid for service in the childhood grades, and a written plan to obtain a certification valid for service in the early childhood grades within five years. Copies of all relevant certificates must be provided in the application.
- Complete state-mandated health screenings.
- Provide appropriate meals and snacks (The cost of meals and snacks are allowable costs to the grant. Eligible agencies may access USDA reimbursement for eligible children through the Free and Reduced Lunch Program or the Child and Adult Care Food Program, respectively.)
- Documentation that all applicable health and safety codes and licensure or registration requirements are met. Copies of all relevant certificates must be provided in the application.
- Fiscal Solvency
- Meet New York State Uniform Fire Prevention and Building Code (NYCRR Parts 600 through 1250) and Part 418 of the Regulations of the Department of Social Services (18 NYCRR Part 418). Copies of all relevant certificates must be provided in the application.
- Be safe and suitable for the comfort and care of the children, comply with all applicable requirements of the Americans With Disabilities Act, and be maintained in a state of good repair and sanitation.

All families eligible for UPK services must register their child with the Roosevelt Union Free School District Central Registration Department. The Roosevelt UFSD will place students with Collaborating Agencies. If the number of registrants exceeds the number of available UPK seats, the Roosevelt UFSD will conduct an enrollment lottery. If awarded a contract, the Collaborating Agency must submit monthly attendance reports and provide the District with a student count on the first Tuesday of October, which is referred to as BEDS day. Agencies are reimbursed for services based on student enrollment. If a student is not in attendance for at least one day per month billed, the Agency will not be reimbursed for that child for that month. If students withdraw from an Agency program, the Collaborating Agency should contact the Roosevelt UFSD for a replacement student, who will be enrolled in the program if the RUFSD has eligible students on a waiting list.

PROPOSAL REQUIREMENTS:

The proposal must follow the format outline below. Incomplete submissions will not be considered for award. Each page of the proposal should state the Agency's name for submitting the proposal, the RFP number, and the page number. Proposals should be prepared in 12-point Times New Roman Font, with 1.5 line spacing and 1-inch margins.

Roosevelt Union Free School District reserves the right to request additional updates or material at any time. All material submitted in response to this RFP will become the property of the Roosevelt Union Free School District and is subject to public disclosure as required by law. The submission of a proposal shall constitute waiver of any claims against the District, its Board of Education, the Board's agents, officers, trustees, attorneys, and employees, all in their individual and corporate capacities, that the District has violated the vendor's right to privacy, disclosed trade secrets, or caused damage by disclosure of the proposal.

PROPOSAL OUTLINE:

A. Overview of the Agency's mission, philosophy, and qualifications (two pages maximum) (6 Points)

- a. The collaborating Agency must provide an overview of its mission and philosophy, and describe how its program will meet the goals and objectives of New York State Learning Standards for Pre-Kindergarten.
- b. Describe the length of time the Agency has been in business, and summarize its experience providing developmentally appropriate early childhood education programs

B. Description of services- (seven pages maximum) (70 points)

The Collaborating Agency must describe how it can effectively, efficiently, and immediately provide needed services. Included in this section should be:

- a. Title and summary of the curriculum;
- b. Daily schedule for staff and students;
- c. Demonstrated effectiveness of the eligible Agency's program;
- d. Capacity and experience in serving children with disabilities, and children and their parents/guardians with limited English proficiency;
- e. Plan to complete mandatory health screenings.
- f. Plan to assess and monitor children's progress (please identify assessments to be used);
- g. Plan for parent communication and engagement.

C. Administrative Structure- (three pages maximum) (9 points)

The Collaborating Agency must describe its current administrative structure and include the following:

- a. Staffing pattern and qualifications of staff;
- b. Stability of staff, rate of turnover, and evidence of ability to fill vacancies promptly;
- c. Record management and documentation procedures followed by the Agency.

D. Proposed Budget- (three pages maximum) (10 points)

This section should include the number of students the Agency is proposing to serve as well as the following:

- a. Line-item budget;
- b. Anticipated fiscal share and other resources that will be contributed to the universal pre-kindergarten program.

E. Attach required documentation (no page limit) (5 points):

- * Resume of Director or Principal, and Early Childhood License or Credentials
- * Credentials of Teacher(s) (evidence of BA in Early Childhood Education and Teacher Certification for early childhood education, or plan to obtain license)
- * SACC license
- * Copy of current Certificate of Occupancy for school
- * Copy of most recent Fire Inspection

METHOD OF DETERMINING AWARD AMOUNTS:

Contracts will be awarded based upon the rank order of proposals that meet all eligibility requirements, as rated against the specified criteria. Each applicant's proposed budget will be reviewed, and adjustments will be made according to the Roosevelt Union Free School District's New York State Universal Pre-Kindergarten 2022-23 allocation. New York State Department of Education allocation amounts may be less than Collaborating Agencies' requests. In these instances, the Collaborating Agency agrees to be reimbursed the New York State Department of Education allocation amount. There is no guarantee that a prospective Collaborating Agency will be funded the full amount requested in their application. A Collaborating Agency may decline a proposed award if the Agency feels the funds available are not sufficient to meet the program's requirements.

APPLICATION REVIEW AND RATING:

Applications will be reviewed and scored by the Roosevelt Union Free School District Director of Early Childhood Education, the Director of Grants, and at least one additional Administrator qualified to evaluate the merit of proposals. The criteria for review are listed below. The District reserves the right to consider the quality of the overall application in addition to the proposed cost of program in order to award contracts to applicants best qualified to meet the needs of Roosevelt students and families.

Rating Guidelines:

- Very Good - Specific and comprehensive. Complete, detailed, and articulated information as to how the criteria are met. Well-conceived and thoroughly developed ideas.
- Good - General but sufficient detail. Adequate information about how the criteria are met, but some areas are not fully explained, and questions remain—some minor inconsistencies and weaknesses.
- Fair - Sketchy and non-specific. Criteria appear to be minimally met, but limited information is provided about the approach and strategies. Lacks focus and detail.
- Poor - Does not meet the criteria, fails to provide information, provides inaccurate information, or provides information that requires substantial clarification on how the criteria are met.
- N/A - Does not address the criteria or re-states the criteria.

	Very Good	Good	Fair	Poor	N/A
A. Overview of the mission and philosophy (6 points)					
Mission and philosophy, ability to meet the goals and objectives of New York State Learning Standards for Pre-Kindergarten	3	2	1	.5	0
Length of time the Agency has been in business, and summarize its experience providing developmentally appropriate early childhood education programs	3	2	1	.5	0
Comments:	Score () out of 6				

	Very Good	Good	Fair	Poor	N/A
B. Description of services- (70 points) The collaborating Agency must describe how it can effectively, efficiently, and immediately provide needed services. Include in this section should be					
Title and summary of the proposed curriculum	10	8	6	3	0
Daily schedule for staff and students	10	8	6	3	0
Demonstrated effectiveness of the Agency's program	10	8	6	3	0
Capacity and experience in serving children with disabilities, and students/families with Limited English Proficiency	10	8	6	3	0
Plan to complete mandatory health screenings	10	8	6	3	0
Plan to assess and monitor student progress.	10	8	6	3	0
Plan for parent communication and engagement:	10	8	6	3	0
Comments:	Score () out of 70				

	Very Good	Good	Fair	Poor	N/A
C. Administrative Structure- (9 points) The collaborating Agency must describe its current administrative structure as well as include the following					
Staffing patterns and qualifications of staff	3	2	1	.5	0
Stability of staff, rate of turnover, and ability to fill vacancies promptly	3	2	1	.5	0
Record management and documentation procedures followed by the agency	3	2	1	.5	0
Comments:	Score () out of 9				

	Very Good	Good	Fair	Poor	N/A
D. Proposed Budget- (10 points)					
Line-item budget	7	6	4	2	0
Anticipated fiscal share and other resources that will be contributed to the universal pre-kindergarten program	3	2	1	.5	0
Comments:	Score () out of 10				

	Included	Not Included
E. Supporting documents (5 points)		
The collaborating Agency must attach required supporting documents		
Resume/Credentials of Director or Principal	1	0
Credentials for Teacher(s)	1	0
SACC license	1	0
Certificate of Occupancy	1	0
Fire/Safety Inspection	1	0
Comments:	Score () out of 5	

REQUEST FOR PROPOSAL

UNIVERSAL PRE KINDERGARTEN 2022-23 SCHOOL YEAR ROOSEVELT UNION FREE SCHOOL DISTRICT

Applicants must include the following pages at the front of their application:
Cover Page, Cost Information, Non-Collusive Bidding Certification, Statement of Assurances

COVER PAGE

Agency Name:		
Address:		
City, State, Zip		
Phone / email		
Chief Executive	Signature	Name and Title
Name of School Principal or Director (if different from CEO)		
Total Number of Students to be Served	Age 3 by December 1 _____ Age 4 by December 1 _____	

The District will *receive* sealed proposals up to but no later than 3:00 PM on Wednesday, May 4, 2022. Proposals received after the stated date and time will be returned to the sender, unopened. Proposals must be submitted to Dr. Elizabeth Ten Dyke, Director of Grants and Funded Programs, Roosevelt Union Free School District, 240 Denton Place, Roosevelt, NY 11575; 516-345-7074; etendyke@rufsd.org.

COST INFORMATION

All bidders **must** include the financial/student information, sign and date the page and include it with your proposal.

Total Number of Three Year-Olds to be Served	
Cost per Three-Year-Old	
Total Number of Four-Year-Olds to be Served	
Cost per Four-Year-Old	
Total Cost for the Proposed Program	

Name of Bidder/Company

Name of Chief Executive Officer

Signature of Chief Executive

Date

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each Bidder and each person signing on behalf of any bidder certifies, in the case of a joint bid each party to that certified as to its organization, under penalty of perjury, that to the best of his knowledge and belief:

1. The prices in this bid have been arrived at independently with collusion, consultation, communication, or agreement, to restrict 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 before opening, directly or indirectly, to any other bidder or any competitor
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 to bid to restrict competition

Name of Bidder Company/Agency/School

Name of Chief Executive - * See Below

Signature of Chief Executive

Date

*Article IX, Section 139-d of NYS Finance Law provides that any bid made to the State or any public department, Agency, or official thereof by a corporate bidder, where competitive bidding is required by statute, rule or regulation, and where such bid contains a signed certification of non-collusive bidding is deemed to have been authorized by the Board of directors of the Bidder, and is deemed to include the signing and submission of the bid and the certificate as to non-collusion as the act and deed of the corporation.

STATEMENT OF ASSURANCES

As an authorized agent of the Bidder, I have signed the cover page assuring that the agency classroom will operate according to Section 3602-c of the New York State Education Law and Part 151-1 of the Commissioner's Regulations. Specifically, I assure you the Agency will

- Adhere to the Universal Pre-Kindergarten Plan approved by the Board of Education.
- Ensure that the Director/Principal and Teachers have qualifications/certification as required by the New York State Education Department.
- Adopt an age-appropriate and developmentally appropriate curriculum and learner-centered activities.
- Provide for an assessment of the development of language, cognitive and social skills of all enrolled Pre-Kindergarten children.
- Encourage children to be self-assured and independent.
- Encourage the co-location and integration of children with special needs.
- Utilize staff who meet the qualifications set forth according to the rules of the Board of Regents.
- Provide for strong parent partnerships and parent involvement in the education of their children.
- Provide supervision of all agency classrooms

Signature of Chief Executive Officer

Print Name

Title

Date