

Request for Proposal

Pre-Kindergarten Collaboration

For 2.5 Hours of
Pre-Kindergarten (UPK) or Integrated Pre-Kindergarten (IPK) Services
2025-2030



Central Square Central School District
44 School Drive
Central Square, NY 13036

Issue Date: **January 13, 2025**
Due Date: **February 28, 2025**

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PURPOSE

The Central Square Central School District (CSCSD) is seeking Proposals from eligible preschool or special education preschool service providers within the Central Square community to provide 2.5 hours of Pre-Kindergarten (UPK) or Integrated Pre-Kindergarten (IPK) programs to its eligible pre-kindergarten students for 180 school days. The purpose of the UPK/IPK Program in Central Square is to plan and implement prekindergarten experiences that meet the developmental needs of all eligible 4-year old children, including those with disabilities, and their families. Priority will be given to agencies that meet the State Education Department's requirements as they are described in Part 151 of the Regulations of the Commissioner of Education (see attached). Priority will be given to agencies that employ New York State early childhood certified classroom teachers.

The program is a New York State funded initiative to provide UPK/IPK opportunities for all eligible 4-year olds (as of December 1 of each school year) through collaboration between the school district and preschool service providers from the community. Eligible agencies shall mean an existing provider of early education, early-childhood programs, or community-based organization including, but not limited to, Head Start and nursery schools that currently serve 4-year old children. Eligible agencies will be required to implement the curriculum required by the District. Currently, the District has implemented the Core Knowledge Language Arts Curriculum (CKLA) which is aligned to the New York State Pre-Kindergarten Foundation for the Common Core Standards. Religious organizations are permitted to apply. However, per New York State Education, religious symbols cannot be displayed, nor can religious instruction be provided, during the UPK/IPK time of the day. The curriculum and training is provided by the Central Square Central School District.

These programs are tentatively scheduled to begin September 3, 2025 and end June 26, 2026. The selection may result in multiple awards of a one-year contract with an option to renew for up to four additional one-year periods.

PROPOSAL INFORMATION

Proposal Due Date: Proposals must be received in the Curriculum Office no later than 3:00 P.M. (Eastern Standard Time), **February 28, 2025**.

Vendors must submit **one signed original** Proposal response set, the Non-Collusive Bidding Certification, and M/WBE information. Original must be clearly marked.

Curriculum Office
ATTN: Mrs. Erin A. Phillips, Assistant Superintendent for Curriculum and Instruction
Central Square Central School District
44 School Drive
Central Square, New York 13036

Vendors not able to submit a Proposal are asked to inform the District of their regrets and interest in future work in writing in order to be considered for future solicitations. This letter should be directed to the above address.

Proposals must be received by the Curriculum Office by the time and date shown above.

COMMUNICATIONS/CORRESPONDENCE

All communications and correspondence relative to this Proposal should be sent by email to:

Ephillips@cssdapps.org

Mrs. Erin A. Phillips, Assistant Superintendent for Curriculum & Instruction

VENDOR QUESTIONS

To assist any and all vendors in obtaining clarity of scope and a clear understanding of the requirements of this RFP, vendors may present clarifying questions. All questions should be submitted via email to Erin Phillips (Ephillips@cssdapps.org) **by noon (EST) on Monday, January 27, 2025.**

All written questions will be answered **by 3:00 P.M., Monday, February 3, 2025.**

TIME FRAME

The following timeline is subject to change by the District.

Event	Date	Time
Issue RFP	Monday, January 13, 2025	
Submit Written Questions	Monday, January 27, 2025	noon (EST)
Written Questions Answered	Monday, February 3, 2025	3:00 p.m.
Proposal Deadline	Friday, March 7, 2025	Prior to 3:00 P.M. (EST)
CSSD Board Approval	April 7, 2025	
Project Begin Date	September 3, 2025	

ORGANIZATION PROFILE

The Central Square Central School District (CSSD) is located in Oswego County. The district is more than 200 square miles in size, making it the largest school district by land size in the state of New York. It spreads across the three counties of Oswego, Onondaga and Oneida.

The CSSD serves approximately 3,500 students in Pre-Kindergarten through grade 12. It operates 4 elementary schools and 2 secondary schools. CSSD currently employs approximately 700 full-time employees.

The District budget for 2025-2026 is approximately \$98,000,000.

The District website is: www.cssd.org

CURRENT STATUS

During the 2024 – 2025 school year, the Central Square Central School District enrolled 139 4-year old UPK students.

DESIRED OUTCOMES

The Central Square Central School District will be able to continue to provide high quality UPK programs to eligible 4-year old city residents. According to the New York State Education Guidelines for UPK, the following special requirements must be addressed in the application:

- Applicants are required to show how children with disabilities will be included in and integrated into the program.
- Applicants are required to show how services will be provided for children and their parents with limited English proficiency.
- Applicants are required to show how ethnic and cultural diversity are recognized and respected, and how the school climate promotes cohesiveness based on shared multicultural values.
- Applicants must show how the UPK Program they design will provide academic continuity with the early elementary grades.

- Applicants are required to list parent participation activities available to UPK families.
- Class Size and Adult-Child Ratio:

The nature and needs of young children require consistent care and attention. The younger the child is, the smaller the group is and the lower the adult-child ratio should be. To stay in compliance with IPK programming a certified general education teacher, certified special education teacher and a certified teaching assistant must work together in the integrated pre-kindergarten classroom.

REQUIREMENTS AND GENERAL SPECIFICATIONS

In Section #2 of the Proposal Response Format, please include, at a minimum, a response to the following statements in narrative form using the headings and numbers below to correspond with your responses:

I. Program Design and Integration

The program design must provide a description of the scope of services that includes Program Structure, Instructional Plan, Pedagogy, Professional Development and Family Involvement strategies.

The narrative should reflect:

- Goals for implementing a high-quality UPK/IPK program as described in the RFP.
- An instructional plan that clearly articulates alignment to District's adopted curriculum. Currently, the District uses the Core Knowledge Language Arts Curriculum (CKLA) and the New York State Next Generation Standards. The standards cover five domains of development: approaches to learning; physical development and health; social and emotional learning; communication, language, and literacy (including approaches to communication and English Language Arts and literacy); and cognition and knowledge of the world (including mathematics, science, social studies, the arts and technology). Following is a link to the New York State English Language Arts Standards, the New York State Pre-Kindergarten through Grade 4 requirements and Office of Early Learning: <http://www.nysed.gov/curriculum-instruction/engageny>
<https://www.nysed.gov/standards-instruction/elementary-prekindergarten-through-grade-4-requirements-section-1003>
<https://www.nysed.gov/early-learning/resources-educators-and-families>
- Describe curricular content that builds on children's interests and fascinations related to science, social studies, literacy, and mathematics goals as detailed in the New York State Pre-Kindergarten Foundation for the Common Core Standards.
- Describe ability to provide special education integrated services, as needed.
- Describe the ability to provide appropriate instruction to English Language Learners (ELL).
- Describe all family involvement activities.
- Describe instructional strategies that demonstrate how young children learn and develop, such as:
 - Engages children in experiences which challenge their capabilities and accommodate learning styles.
 - Promotes instructional practices that allow sufficient time for exploration, investigation, and reflection on learning.

- Enables children to apply concepts and skills across disciplines and provides opportunities for children to work independently or in small groups.
- Emphasizes hands on, inquiry-based learning experiences.
- Offers alternative instructional approaches that respond to children’s individual needs and that build upon their strengths.
- Promotes developmentally appropriate instructional practices that acknowledge and celebrate diversity.
- Fosters learning activities which are meaningful and relevant to children.
- Emphasizes critical analysis.
- Acknowledges social emotional development as a cornerstone of the early childhood experience.
- Describe continuity and transition activities that support the children and families.

II. Qualifications of Provider

In this section, you will show evidence that the human, organizational, technical, and professional resources can support meeting the program’s goals and student learning and emotional needs. This section of your Proposal should include, but is not limited to:

- Eligible agencies shall mean an existing provider of early-childhood programs, center or community-based organization including, but not limited to, Head Start and nursery school that currently serves 4-year-old children.
- Provide a description of instructional oversight, including the liaison to the CSSD. If the submitting Applicant is an umbrella organization for other service providers, submit the Applicant’s name and the names of other organizations that fall under your umbrella.
- Up-to-date resumes of key personnel who will be directly responsible for the UPK/IPK Program; for example, Teacher(s), Teacher Assistant(s), etc. and where required, reference to appropriate licenses and/or certificates.

III. Curriculum

Awarded agencies will be required to implement the adopted curriculum. Currently, the District uses the Core Knowledge Language Arts Curriculum (CKLA) and the New York State Next Generation Standards. The curriculum and training is provided by The Central Square Central School District. See page 4 for appropriate links.

IV. Assessment, Attendance, and Data Collection

Provide a narrative that includes the following:

- Demonstrate the ability to document and maintain student records.
- Describe the agency’s current attendance procedures, responsible staff, and systems. Please note: if awarded a contract, the agency must maintain daily attendance in the database designated by The Central Square Central School District.
- Describe any assessment instruments that have been used to measure student development and/or learning that your agency has used and the procedures, systems, and any staff responsible for recording these measures. Please note: if awarded a contract, the agency must participate in any required assessment measures requested by The Central Square Central School District.

V. Logistics/Operation

Please include in your narrative the following:

- Hours of operation will be the same for the UPK/IPK program as The Central Square Central School District and will be 2.5 hours in length from Monday – Friday. There will be two sessions during the day (one morning session and one afternoon session).
- The program will follow The Central Square School District calendar with an equivalent of 180 days of instruction and will follow the district’s professional development days, both district and site specific.
- Describe the physical space of the proposed classroom, i.e. windows, bathroom and sink facilities, floor location, description of floor, i.e. carpet or tile, etc. Attach a floor plan for the proposed facility, as well as information regarding:
 - Floor location;
 - 30 square feet per child of usable classroom space;
 - Process and procedures for keeping the facility secure and maintained;
 - Zoning usage;
 - Sanitation facility;
 - Current building use.

VI. Demonstrated Effectiveness

Providers shall include a narrative describing evidence of prior success that is detailed and directly related to meeting the program’s goals and student learning and emotional needs. The narrative shall include the following:

- Details of your background and experience in providing at least 12 months of UPK prior to submission of this Proposal, including a description of awards, recognition, accolades and quality assessment results, if applicable.
- Any experience working with public schools, such as after-school programs, parent activities, professional development activities, etc.
- As applicable to your program:
 - List any and all NYS Office of Children and Family Services notice(s) of violation issued in the past two years classified as “imminent” or “serious” and any Cease and Desist Notices or Suspensions Notices and any Revocation Decision(s).
 - Provide proof of NAEYC accreditation.
 - Submit copies of any previous program evaluations.

VII. Implementation Plan

Include your agency’s implementation plan and timeline if awarded a contract from this RFP. Describe your plan for recruitment, start-up needs, classroom preparation, and hiring, etc. Any agency awarded a contract from this RFP must be able to provide the UPK/IPK program on the first day of school usually the day after Labor Day (this can change per the CSSD school approved BOE calendar). Your agency should include a plan that will address potential of pandemic related restrictions and closures.

PROPOSAL RESPONSE FORMAT

It is imperative that all Proposals follow the same format. Respondents must adhere to the structure outline shown below and use a tab for each of the following nine (9) headings in your Proposal.

1. **Collaborative Cost for UPK/IPK RFP Budget Proposal - (complete Attachment A)**

Complete and include Attachment A which must meet the following criteria. Also include a signed Non-Collusive Bidding Certification (Appendix A) in this section. Only include response to this section in the original copy.

- a) The Central Square Central School District receives \$439,192 for the Pre-Kindergarten (UPK) program. Per the NYSED UPK grant CSCSD will contribute \$43,919, or 10% of the grant, towards the UPK/IPK program.
- b) Classroom staffing budget must include only one certified teacher and only one teaching assistant per classroom session and for an integrated program one certified special education teacher. The budgeted time should not exceed 2.5 hours of instructional time and up to 1 hour of indirect instruction time with a written plan for how the time will be utilized. This time cannot be for work in another program directly before/after the UPK program. Time must be for UPK activities, planning, training, etc. You must show on the budget form staff's hours and costs to the other programs at your organization.
- c) For an integrated program, include any costs for special education classroom staff or related services staff. Also, the integrated agency will be required to cover the cost of the programming for the children with special needs. The CSCSD funding will be utilized to support the early childhood teacher, as well as, materials for the students.
- d) On the cover sheet, list all other funding sources.
- e) Include a completed copy of Appendix A (Non-Collusive Bidding Certification).
- f) Payment Schedule – CSCSD will provide the collaborative agency with two payments of \$21,959.50. These payments will be made at the beginning of the school year and mid-year.

2. **Detailed Scope of Services:**

A detailed scope of services must be included in the Proposal. Please respond to requirements listed in the Requirements and General Specifications Section (pages 4-7) and at a minimum give a detailed response to the seven (7) components listed.

3. **Vendor Resources:**

Include the professional qualifications of the anticipated support staff to be available for the programs specified in your Proposal. Include resumes of the qualified consultants within your organization to demonstrate expertise for the minimum vendor resources required in your Proposal.

4. **Experience:**

- a) Background/History of your company.

- b) Level of experience and at least three (3) references for engagements with clients of equal or greater size, including experience with clients in other Public Sector and/or PreK-12 environments. Include any urban school districts that you have engaged with your product. Please include contact information for all references.

5. **Corporate Summary:**

Name of Company:

Contact Name & Title:

Street Address:

City, State, ZIP:

Telephone:

Email:

Fax:

Federal Tax Id #:

Company URL, if available:

6. **Describe any recommendations or suggestions above and beyond the requirements listed in this request. Include any additional costs related to these suggestions on the program enhancement request tab.**

7. **In this section, please comment on the following non-discrimination clause:**

Any determination in a final order of the Commissioner of the New York State Division of Human Rights, other State or Federal agency, or dispositive decision, or order of a court of law that the bidder engaged in discriminatory or unlawful conduct under the Age Discrimination in Employment Act (the "ADEA"), Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 1981, 1983, 1985 and 1988, the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Equal Pay Act, the New York Human Rights Law, Civil Service Law, Social Services Law or any other State or Federal statute or regulation intended to protect the civil rights of individuals.

8. **In this section, please comment on the following non-discrimination clause:**

Any criminal conviction concerning formation of, or any business association with, an allegedly false or fraudulent Minority or Woman-Owned Business Enterprise (M/WBE), or any denial, decertification, revocation or forfeiture of M/WBE status by New York State.

9. **Attach a copy of the Equal Employment Opportunity Employer Information Report EEO-1. The following is a link to the instructions and form:**

http://www.eeoc.gov/employers/eo1survey/upload/instructions_form.pdf

SELECTION PROCESS

After the CSCSD has reviewed all of the Proposals received provider interviews will be conducted. The district will decide based upon the best value, service, capabilities, and experience each provider offers.

CONDITIONS OF RFP AND CONTRACTUAL INTENT

1. The issuance of the RFP constitutes only an invitation to submit a response to the CSCSD. It is not to be construed as an official and customary invitation to bid, but as a means by which the CSCSD can facilitate the acquisition of information related to the purchase of services.
2. The CSCSD reserves the right to determine, in its sole and absolute discretion, whether any aspect of the submission satisfactorily meets the criteria established in this RFP, the right to seek clarification from any Respondent(s), the right to negotiate with any Respondent(s) whether or not they submitted a response, the right to reject any or all submissions with or without cause, and the right to cancel and/or amend, in part or entirely, the RFP.
3. The RFP does not commit the CSCSD either to award a contract or to pay for any costs incurred in the preparation of a submission. Submitting a response shall neither obligate the CSCSD nor entitle the Respondent to enter into a contract with the CSCSD.
4. It is understood that any submission received and evaluated by the CSCSD can be used as a basis for direct negotiation of the cost and terms of a contract between the CSCSD and the particular Respondent. In submitting a response, it is understood by the Respondent that the CSCSD reserves the right to accept any submission, to reject any and all submissions and to waive any irregularities or informalities that the CSCSD deems is in its best interest.
5. In the event that this RFP is withdrawn by the CSCSD for any reason, including but not limited to, the failure of any of those things or events set forth herein to occur, the CSCSD shall have no liability to Respondent for any costs or expenses incurred in connection with this RFP or otherwise. Accordingly, each submission should be submitted in the most favorable terms of costs and programmatic considerations and in a complete and understandable form. The CSCSD reserves the right to request additional data, oral discussion, or a presentation in support of the written submission.
6. The CSCSD is not obligated to respond to any submission nor is it legally bound in any manner whatsoever by the submission of a response. It is the intention of the CSCSD to enter into a contract with the Respondent with which the CSCSD can make the most satisfactory arrangements for its needs.

CSSD OWNERSHIP OF SUBMISSIONS

Upon submission, all responses become the property of the CSCSD. The CSCSD reserves the right to use the information and any ideas presented in any submission in response to the RFP, whether or not the submission is accepted.

CONTRACT NEGOTIATIONS

The Respondent agrees that the CSCSD may use any part of the submission as the basis for negotiating the contract.

REJECTION OF SUBMISSION

The CSCSD, in its sole discretion, may reject any submission based on the format and submission requirements, or based on any other requirement in this document. The CSCSD's right in rejecting or retaining any and all submission is broad and it is at the sole discretion of the CSCSD.

CANCELLATION OR AMENDMENT OF RFP

The CSCSD reserves the right to cancel or amend this RFP at any time and will notify all known RFP recipients accordingly.

RESPONDENT'S COSTS

The CSCSD shall not be responsible for any costs incurred by Respondent in connection with this RFP. Respondent shall bear all costs associated with submission preparation, submission and attendance at presentation interviews, or any other activity associated with this RFP or otherwise.

CONTRACT TERM

The contract resulting from this RFP shall remain in effect through June 30, 2025 and will be renewable for up to four additional one-year periods, subject to any required Board of Education approval. Extension options shall be exercised at the sole option and discretion of the Central Square Central School District. Continuance of any contract shall be dependent upon the contractor's ability to provide satisfactory service as set forth in this RFP.

AWARD

This Proposal may be awarded to more than one firm if it is in the best interest of the CSCSD to do so.

INSURANCE

The District will require a certificate of General Liability Insurance, with a child abuse rider (naming the Central Square Central School District as an additional insured). The coverage required for General Liability is:

- \$1,000,000 per occurrence
- \$2,000,000 aggregate

The insurance company must be licensed by the State of New York and have a rating of B+ or better as listed in the most recent “Best Key Rating Guide.” Such certificate shall provide for thirty (30) calendar days written notice of any changes or cancellation of required coverage. Failure to furnish acceptable insurance may result in rejection of the Proposal.

FINGERPRINTING

The Contract Agency assures that it has obtained fingerprinting clearance, through the Office of Children and Family Services of the State of New York (OCFS) for any individuals who will be working under this Agreement. The cost of fingerprinting is the responsibility of the vendor.

APPENDIX A
NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each responder and each person signing on behalf of any responder 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 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 responder 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 responder and will not knowingly be disclosed by the responder prior to opening, directly or indirectly, to any other responder or to any competitor; and
- (3) No attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where (1), (2) and (3) above have not been complied with; provided however, that if in any case the responder cannot make the foregoing certification, the responder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (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 responder (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 bid, does not constitute, without more, a disclosure within the meaning of this certification.

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate responder for work or services performed or to be 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 paragraph one, shall be deemed to have been authorized by the board of directors of the responder, 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.

BY

*LEGAL NAME OF FIRM OR CORPORATION

AUTHORIZED SIGNATURE

ADDRESS

TYPED NAME OF AUTHORIZED
SIGNATURE/TITLE

CITY, STATE, ZIP CODE

TELEPHONE/DATE

*Indicate the complete legal name of your firm or corporation. Do not abbreviate. If a corporation, use name as it appears on corporate seal.