

North Colonie Central School District

REQUEST FOR PROPOSALS

UNIVERSAL PRE-KINDERGARTEN PROGRAM

2025-2026

DUE: Friday, April 11, 2025 by 2:00 PM EST

Return to:

Cybil Howard, Assistant Superintendent for Business

North Colonie Central School District

91 Fiddlers Lane, Latham, NY 12110

DATE OF OPENING: Friday, April 11, 2025 at 2:00 PM EST

To All Providers:

Please submit a sealed proposal for administration of the Universal Pre-Kindergarten Program for the North Colonie Central School District. The District will receive sealed proposals on or prior to 2:00 PM EST, Friday, April 11, 2025. Proposals received after the stated date will be returned to the sender, unopened. Proposals must be submitted in a sealed envelope plainly marked on the outside:

North Colonie Central School District

RFP Universal Pre-Kindergarten Program

Proposals will be opened on the stated date, but will not be read aloud. The names of the proposing firms shall be available following the proposal opening.

Proposals shall be irrevocable for a minimum period of one hundred and twenty (120) days from the date of proposal opening. Alterations to said proposals must be submitted in writing. Consideration shall be given only to those alterations, which may be caused by unforeseen circumstances beyond the control of the firm submitting said proposal. The Superintendent or his designee shall make such determination.

The North Colonie Central School District Board of Education intends to award a contract or contracts in its best interest and reserves the right to reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the North Colonie Central School District to do so. No proposer shall have any legal, equitable or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the North Colonie Central School District, in its sole discretion, shall enter into a contract with the proposer(s) that it selects as the successful proposer(s).

Please read the attached material carefully before submitting your proposal. Incomplete proposals may not be considered.

Thank you very much for your cooperation.

Kathleen Skeals, Superintendent of Schools

North Colonie Central School District

Section I: PURPOSE

The North Colonie Central School District ("the District") is seeking proposals from qualified agencies to administer the District's Universal Pre-Kindergarten Program ("UPK"). The District does not currently operate a UPK Program but has received an allocation from the State of New York for the 2025-2026 school year. The District is seeking an Agency to provide the site and run the program. The children participating in the UPK Program shall be 4 years old and residents of the District. There are currently 292 spots available. The reimbursement rate per child is \$5,400.00. All proposed staff must either meet or exceed the New York State Education Department ("NYSED")

Regulations for certifications. More information may be found on the NYSED site:

<http://www.p12.nysed.gov/nurseryschool/regulations/NurserySchoolsRegulations.html>

The program will follow the District's calendar which is available on the District website: www.northcolonie.org. Also attached to this document.

Additional information is available through the NYSED "Frequently Asked Questions" link below:

<http://www.p12.nysed.gov/upk/faq.html>

The Agency will follow the regulations and policies regarding NYS Universal Prekindergarten Programs including Daily Attendance. The Agency will cooperate with the District regarding the District's oversight responsibilities.

Section II: ORGANIZATIONAL INFORMATION

Lead Organization's Name:

Address:

Telephone:

Fax:

E-mail Address:

Contact Person and Title:

Type of Organization: Public Institution Private Non-Profit Private Profit Please attach proof of organizational status (e.g. IRS letter)

Statement of the Organization's Mission:

Chief Executive Officer:

Signature of Chief Executive Officer:

North Colonie Central School District

Section II: ORGANIZATIONAL INFORMATION (cont.)

Partnering Organization's Name (if applicable):

Address:

Telephone:

Fax:

E-mail Address:

Contact Person and Title:

Type of Organization: Public Institution Private Non-Profit
 Private Profit

Please attach proof of organizational status (e.g. IRS letter)

Statement of the Organization's Mission:

Chief Executive Officer:

Signature of Chief Executive Officer:

Date of Application Submission:

Section III: ORGANIZATIONAL BACKGROUND

1. Describe your organization's history of providing quality early childhood programs. Please include information regarding services provided to children with disabilities and children with limited English proficiency.
2. Indicate your organization's capacity to provide Universal Pre-Kindergarten services.

Section IV: UNIVERSAL PRE-KINDERGARTEN SERVICES

1. Detail how your organization will meet the following goals and objectives of the North Colonie Central School District's Universal Pre-Kindergarten Program Plan:
 - a. Children will strengthen their cognitive skills.
 - b. Children will increase their early literacy skills (reading, writing, speaking, listening and information processing).
 - c. Children will increase their creative and artistic abilities.

North Colonie Central School District

- d. Children will improve their, inter and intra personal skills, increase their feelings of self-worth, and become independent at a developmentally appropriate level.
 - e. Children will increase their appreciation of diversity and improve their understanding of their own heritage and its relationship to their self-image and interactions with others.
 - f. Children will enhance their personal, physical and emotional wellness.
 - g. Children will increase their physical skills (fine and gross motor movement, kinesthetic and spatial relationships).
2. Detail how a child's progress will be documented by assessments.
 3. Demonstrate the effectiveness of the organization's program.
 4. Detail how your organization will meet the goals and objectives of the North Colonie Central School District Universal Pre-Kindergarten Program Plan.
 5. Describe the early childhood services your organization will provide through the Universal Pre-Kindergarten program and how they will meet the following required components of Part 151 of the regulations of the Commissioner of Education and the NYS Pre-Kindergarten Foundation for the Common Core.
 - a. Provide support services to children and families such as social and health related services.
 - b. Meet the needs of English language learners.
 - c. Encourage parental involvement in their child's education.
 - d. Ensure parents have ease of utilization and access to program and program services.
 - e. Support transition/continuity with the District's 1<-4 program curriculum and the New York State Learning Standards.
 - f. Integrate preschool children with disabilities.
 - g. Indicate the on-going staff development opportunities in which Universal Pre- Kindergarten staff would be engaged.
 - h. How many students will the organization provide services for?
 - i. How many classrooms will the organization support?
 - j. How many hours per day will the Universal Pre-Kindergarten Program operate?

North Colonie Central School District

Section IV: UNIVERSAL PRE-KINDERGARTEN SERVICES (cont.)

6. Explain how the proposed program will meet all applicable health and safety codes and licensure requirements (including the New York State Uniform Fire Prevention and Building Code).
7. Describe the collaborative relationship your organization proposes to have with the North Colonie Central School District.

Section V: PROGRAM STAFFING

1. Describe how Universal Pre-Kindergarten services will be staffed. Include information regarding staff qualifications, staff patterns, proposed staff length of employment, and child-staff ratio. A teacher with a New York State Teaching Certificate in early childhood education (N-6 or N-3) is required for this program. Please refer to the Universal Pre-Kindergarten Regulations for minimal requirements.
2.
 - a) Explain the administrative structure of the organization and how records are managed within the organization. Describe documentation procedures followed by the organization.
 - b) Describe the supervisory structure for the proposed Universal Pre-Kindergarten services, including the qualifications of the supervisor(s).
 - c) Describe the process for coverage or substitution of staff as well as the ability of the organization to fill vacancies in a timely manner.
 - d) Describe the manner in which access to licensed medical personnel will be provided for program participants.

Section VI: INSURANCE REQUIREMENTS

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the provider hereby agrees to effectuate the naming of the district as an unrestricted additional insured on the provider's insurance policies, with the exception of workers' compensation. II. The policy naming the district as an additional insured shall:
2. Be an insurance policy from an A.M. Best rated "Secure" or better, New York State admitted insurer; ■ state that the organization's coverage shall be primary coverage for the district, its Board, employees and volunteers by using ISO additional insured endorsement CG 20 26 or equivalent; ■ state that the policy affirmatively provides coverage for claims of negligent hiring, training and supervision which may arise in the context of sexual molestation, abuse, harassment, or similar sexual misconduct.
3. The provider agrees to indemnify the district for any applicable deductibles.
4. Required Insurance:
 - Commercial General Liability Insurance\$1,000,000 per occurrence/ \$2,000,000 aggregate.

North Colonie Central School District

- Automobile Liability

\$1,000,000 combined single limit

- Workers' Compensation and NYS Disability — proof of coverage must be on the forms as approved by the NYS Workers Compensation Board — proof of coverage on the Acord form is no longer acceptable. Statutory Workers' Compensation and Employers' Liability Insurance for all employees.

- Excess Insurance

\$1,000,000 each occurrence and aggregate on a "follow-form" basis.

- Daycare Providers E & O Insurance

\$2,000,000 each occurrence and aggregate. Coverage for the errors and omissions of the board, administrators and employees.

Provider acknowledges that failure to obtain such insurance on behalf of the district constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the district. The provider is to provide the district with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.

At the District's request, the contractor shall provide a copy of the declaration page of the liability policy with a list of endorsements. If so requested, the contractor will provide a copy of the policy endorsements.

North Colonie Central School District

Section VII: PROPOSED BUDGET

1. Detail proposed expenditures. Please note: Parents cannot be charged a fee for participation in the Universal Pre-Kindergarten Program. Costs may be detailed on a separate sheet if necessary.

Item Description	Universal Pre-K Funds	Local Matching Funds	Total Program Funds
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Professional Salaries			
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Support Staff Salaries			
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Purchased Services			
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Supplies and Materials			
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Travel Expenses			
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Employee Benefits			
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Indirect Costs			
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Equipment			
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TOTAL			
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North Colonie Central School District

Section VII: PROPOSED BUDGET (cont.)

2. Describe proposed Universal Pre-Kindergarten Program expenditures.
3. Detail the local matching funds to be used to support the Universal Pre-Kindergarten program .

Section VIII: CONTACT INFORMATION

Cybil C. Howard, Assistant Superintendent for Business

91 Fiddlers Lane

Latham, NY 12110

Phone: 518-785-8591

Fax: 518-785-5504

E-mail: cybil.howard@nccsk12.org

Section IX

TIMELINE

March 19, 2025	Advertisement and Release Date for RFP
March 21, 2025	Confirmation of Participation Due
March 26, 2025	RFP Questions Due
March 31, 2025	RFP Answers Distributed via Addendum
April 11, 2025	RFP Due Date
April 21-25, 2025	Review, Interview and Visit Providers
May 12, 2025	Contract Award
September 1, 2025	Contract Start Date

Section X:

QUESTION AND ANSWER PERIOD

Questions regarding this RFP will be accepted by the District until 4:00 PM on Wednesday, March 26, 2025. Answers will be distributed via e-mail, in the form of an Addendum to all specification holders that have returned a confirmation of participation in this RFP process by 4:00 PM on Monday, March 31, 2025.

North Colonie Central School District

Section XI: EVALUATION CRITERIA

- Previous Experience of Proposer with UPK programs
- Experience and qualifications of the professional staff assigned to the program
- Quality of proposed comprehensive UPK program
- Submission of cost-effective budget

Section XII: RFP SUBMISSION INSTRUCTIONS

All proposals are due Friday, April 11, 2025 by 2:00 PM. Two (2) copies of each proposal, one original and one marked "COPY" should be submitted in a sealed envelope clearly marked with "RFP Universal Pre-Kindergarten Program".

Proposals must be delivered to:

North Colonie Central School District

Cybil C. Howard, Assistant

Superintendent for Business

91 Fiddlers Lane

Latham, NY 12110

There is no express or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals, attending pre-proposal conferences, or interview(s) in responding to this request. Proposals submitted after the stated time and date will not be considered and will be returned to the firm unopened.

North Colonie Central School District

RFP Universal Pre-Kindergarten Program

Universal Pre-K RFP

Confirmation of Participation

Bidder Company Name:

Contact Name:

Address:

Phone: Fax:

E-Mail: Tax ID#:

Signature of Company Representative

Date

The company/organization intends to submit a proposal for RFP UPK

The company/organization will NOT be submitting a proposal for RFP UPK but would like to remain on the vendor list for these services for the future.

Please complete and return this form to Cybil Howard no later than Friday, March 21, 2025 (4:00 PM)

Via E-mail: cybil.howard@nccsk12.org

North Colonie Central School District

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 103d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding 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 foregoing certification, the bidder shall so state and shall furnish with the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department agency or official thereof to which the bid is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.

North Colonie Central School District

NON-COLLUSIVE BIDDING CERTIFICATION (cont.)

The fact that a bidder (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 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 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 certifications referred to in subdivision II of this section, shall be deemed to have been 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 corporation.

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

CORPORATE SEAL

[if bidder is a
corporation]

BIDDER COMPANY NAME:

ADDRESS:

PHONE

FAX

Authorized Signature (Sign)

(Name & Title of Signer)

SWORN to before me this day of 2025

(Notary public)

North Colonie Central School District

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). 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 bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this 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 School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, deposes and says that he/she is the _____ of the _____ Corporation and that neither the Bidder/ Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED

SWORN to before me this _____ day of _____ 2025

(Notary public)

North Colonie Central School District

DECLARATION OF BIDDER'S INABILITY TO PROVIDE CERTIFICATION OF COMPLIANCE WITH THE IRAN

DIVESTMENT ACT

Bidders shall complete this form if they cannot certify that the bidder /contractor or any proposed subcontractor is not identified on the Prohibited Entities List. The District reserves the right to undertake any investigation into the information provided herein or to request additional information from the bidder.

Name of the Bidder:

Address of Bidder:

Has bidder been involved in investment activities in Iran?

Describe the type of activities including but not limited to the amounts and the nature of the investments (e.g. banking, energy, real estate)

If so, when did the first investment activity occur?

Have the investment activities ended?

If so, what was the date of the last investment activity?

If not, have the investment activities increased or expanded since April 12, 2012?

Has the bidder adopted, publicized, or implemented a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran?

If so, provide the date of the adoption of the plan by the bidder and proof of the adopted resolution, if any and a copy of the formal plan.

North Colonie Central School District

In detail, state the reasons why the bidder cannot provide the Certification of Compliance with the Iran Divestment Act below (additional pages may be attached):

I, _____ being duly sworn, deposes and says that he/she is the
_____ of the

SIGNED _____ Corporation and the foregoing is true and accurate.

SWORN to before me this _____ day of _____ 2025

(Notary public)

North Colonie Central School District

FORM OF DISCLOSURE

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS OF THE FIRM:

Name Title

_____	_____
_____	_____
_____	_____

1. Does any North Colonie Central School District Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the firm? _____ If yes, set forth the basis upon which a financial interest exists in the firm:

2. Has the firm or any of its officers, directors, partners, or controlling principals possessed any interest in transactions heretofore entered into with North Colonie Central School District? _____ If yes, please describe transaction(s):

3. Does any direct relative of a member of the Board, administrators, or staff possess any financial interest, directly or indirectly, in the firm (For purpose of this inquiry a direct relative is to be defined as a parent, spouse, child or sibling). _____ If yes, set forth below the North Colonie Central School District Board Member, administrator, or staff member whose relation possess an interest and the relationship:

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE. Firm:

Signature:

Print Name and Title:

Date: _____