REQUEST FOR PROPOSALS
FOR PRE-KINDERGARTEN
PROGRAM Release Date:
July 23, 2021

GENERAL INFORMATION

OBJECTIVE OF THE RFP:

The purpose of this RFP is to solicit proposals from eligible agencies/organizations to partner with the District to provide a 4-year old, FULL-DAY PREKINDERGARTEN PROGRAM for residents of the Jamesville-DeWitt School District for the 2021-2022 school year. The services solicited under this RFP shall be in compliance with the Regulations of the Commissioner of Education pursuant to Education Law sections 101, 207 and 3602-e and Chapter 57 of the Laws of 2007.

DURATION:

The term of engagement for the services described in the RFP shall be for the period beginning on or around February 1, 2022 through June 24, 2022, with the option to extend the contract for two (2) additional one (1) year periods for a total duration of three (3) years. Extension of contract beyond year one (1) shall be by mutual agreement of all parties and shall be contingent upon the appropriation of funding for the program.

AWARDED:

The program will be awarded to one or more proposers based on need of the district, total amount of the grant, and total registration of students.

GENERAL SCOPE:

Jamesville-DeWitt School District seeks to provide high quality 4-year-old, full-day prekindergarten placements by awarding multiple Community-Based Organizations (CBOs) to be identified by a competitive process. All proposals must contain the information requested in this solicitation of seats, a maximum of seventy-two (72) total for the entire program, with classes no larger than eighteen (18) students per class for six hours per day. The total number of seats will ultimately be based on the total amount of the grant awarded, and the total number of students that register for the program. It should be noted that the Jamesville-DeWitt School District is not providing transportation to
and from this program (parents will transport their children). The format of this RFP must be followed completely, and all the following requested information must be provided for a proposal to be considered responsive and given consideration by the Board of Education.

1) Strength of current prekindergarten and experience in providing a developmentally appropriate program plan demonstrated in the narrative:
   - Mission/philosophy
   - Able to meet the projected start date of February 2022.
   - Location(s) of the program
   - Capacity and experience in serving children with disabilities.
   - Capacity and experience in serving English language learners.
   - Six (6) hour program daily for 4-year-old children with classes not exceeding 18 students.
   - Daily schedule includes various approaches to learning (individual, centers, and whole group instruction) that promote social-emotional development, communication, language and literacy, physical development, cognition and knowledge of the work.
   - Understanding of the current New York State Prekindergarten Learning Standards.
   - Curriculum to support the current NYS Pre-Kindergarten Learning Standards.
   - Methods used to assess the academic, social and emotional development of students.
   - Staff stability (How long has the site Director been in the position?)
   - Documentation of basic operational structure, processes and procedures.

2) Certified site Director and staff members or CBO has Certified site Director and a viable plan for staff members to become certified within five years of commencing employment.
   - Proof of one or more of the certifications below:
     - NYSOCFS licensed
     - Head Start site
     - NYSED Voluntary Nursery Registration
     - NAEYC accredited

3) Capacity to effectively, efficiently and immediately provide a Prekindergarten program demonstrated by the quality of references.

4) Documentation that all applicable health and safety codes and licensure or registration requirements are met.

5) Budget - Anticipated fiscal share and other resources contributed to the Prekindergarten program,
and an explanation of how adjustments will be made to parents’ tuition fees if their children are enrolled in a state-funded Prekindergarten program at your site.

**RFP SUBMISSION DATE:**

All proposals must be received by 12:00 p.m. on Friday, August 13, 2021.

**QUESTIONS:** All questions regarding this Request for Proposal MUST be submitted in writing. Questions may be sent via email. Questions must be asked by Thursday, August 5, 2021 at 5:00 PM.

Address questions concerning this proposal to:

Timothy Decker, Business Manager
Email: tdecker@jd.cnyric.org

All responses will be in writing. The questions and responses will be provided to all known potential proposers. Prospective proposers are asked to provide an email address as soon as possible after receiving this request so responses can be distributed uniformly. This information shall be sent to Timothy Decker via email: tdecker@jd.cnyric.org.

**PROPOSAL COSTS:**

All costs associated with the response to this RFP are the responsibility of, and shall be borne by, the Proposer.
RFP PROCEDURES

SUBMISSION OF PROPOSALS:

Proposers should submit an original, two (2) copies, and a pdf version (on USB thumb drive) of their proposal. Proposals must be received on or before 12:00 p.m. on Friday, August 13, 2021. Please note: Late proposals will not be accepted.

Sealed envelopes containing proposals must be labeled as follows:

“JAMESVILLE-DEWITT PRE-KINDERGARTEN PROGRAM”

All proposals must be submitted to:

Timothy Decker, Business Manager
Jamesville-DeWitt School District
P.O. Box 606
DeWitt, NY 13214

MODIFICATION OR WITHDRAWAL OF PROPOSALS: Any proposal may be withdrawn or modified by written request of the Proposer, provided such request is received by the Business Manager at the above address prior to 12:00 p.m. on Friday, August 13, 2021.

RIGHT TO REJECT PROPOSALS:

This RFP does not commit the District to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services. The District intends to award a contract on the basis of the best interest and advantage to the District, and reserves the right to accept or reject any or all proposals received as a result of this request, 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 District. The District may select as the successful bid that proposal which, in the District's sole discretion and with whatever modifications the District and the Proposer may mutually agree upon, best meets the District's requirements whether or not that proposal is the lowest priced. 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 District, in its sole discretion, shall enter into a contract with the Proposer that it selects as the successful vendor.

PRESENTATION BY PROPOSER:

Proposers may be asked to make a presentation to the District regarding the specifics of their proposal. The submission of a proposal in response to this RFP indicates the Proposer’s consent to participate in such a process.

RIGHT TO NEGOTIATE WITH PROPOSERS:

The Board of Education reserves the right to negotiate with all Proposers and to enter into an agreement with the Proposer for what it deems to be the most financially advantageous proposal, even though that proposal has been enhanced by negotiations occurring after Friday, August 13, 2021.

PROPOSAL REVIEW CRITERIA

The District’s RFP Review Committee will evaluate responses according to the criteria listed below. The Review Committee will conduct interviews and site visits with the agency/organization(s) with the highest ranking(s). After interview and site visit, the Committee shall recommend the appropriate agency/organization(s) to the Board of Education.

1. Strength of current prekindergarten and experience in providing developmentally appropriate program plan demonstrated in the narrative:
   - Mission/philosophy.
   - Able to meet the projected start date of February, 2022.
   - Location(s) of the program.
   - Capacity and experience in serving children with disabilities.
   - Capacity and experience in serving English language learners.
   - Six (6) hour program daily for 4-year-old children with classes not exceeding 18 students.
   - Daily schedule includes various approaches to learning (individual, centers, and whole group instruction) that promote social-emotional development, communication, language and literacy, physical development, cognition and knowledge of the works.
   - Understanding of the current New York State Pre-Kindergarten Learning Standards.
   - Curriculum to support the current NYS Pre-Kindergarten Learning Standards.
   - Methods used to assess the academic and social and emotional development of students.
   - Staff stability (How long has the site Director been in the position?)
• Documentation of basic operational structure, processes and procedures.

2. Certified site Director and staff members or CBO has Certified site Director and a viable plan for staff members to become certified within five years of commencing employment.
   • Proof of one or more of the certifications below:
     ❑ NYSOCFS licensed
     ❑ Head Start site
     ❑ NYSED Voluntary Nursery Registration
     ❑ NAEYC accredited

3. Capacity to effectively, efficiently and immediately provide a Prekindergarten program demonstrated by the quality of references.

4. Documentation that all applicable health and safety codes and licensure or registration requirements are met.

5. Budget - Anticipated fiscal share and other resources contributed to the Prekindergarten program and an explanation of how adjustments will be made to parents’ tuition fees if their children are enrolled in a state-funded Prekindergarten program at your site.

REQUIRED PROPOSAL SUBMISSIONS

Agencies/Organizations interested in partnering with the District to provide a Prekindergarten Program, for residents of the District, shall complete the following attached documents:

AGENCY/ORGANIZATION APPLICATION, dated August 2022.

AGENCY/ORGANIZATION PROPOSED BUDGET, dated February 2022 through June 2022.

NON-COLLUSIVE BIDDING CERTIFICATION

REFERENCES: In addition to the above-listed documents, the proposal shall include the names, addresses and phone numbers of at least five (5) individuals familiar with the Proposer’s ability to provide a Universal Prekindergarten Program for the residents of the District.