

# **BETHLEHEM CENTRAL SCHOOL DISTRICT**

## **REQUEST FOR PROPOSAL**

# **Pre-Kindergarten Program, Commencing with the 2022-23 School Year**

**DUE: THURSDAY, MARCH 3, 2022 BY 3:00 P.M.**

### **RETURN PROPOSAL TO:**

BETHLEHEM CENTRAL SCHOOL DISTRICT  
ATTN: JUDITH E. KEHOE, CHIEF BUSINESS & FINANCIAL OFFICER  
700 DELAWARE AVENUE  
DELMAR, NEW YORK 12054  
Phone - (518) 439-7481  
Fax - (518) 478-0650

# Request for Proposal

Pre-Kindergarten Program  
Bethlehem Central School District  
Issued: January 31, 2022

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## Scope of Services

The Bethlehem Central School District is soliciting organizations that currently provide services to 4-year-old children within the Bethlehem Central School District's area and are interested in providing a full-day Pre-Kindergarten program for 4-5 classroom(s). Each classroom would have a minimum of 18 students and no more than 20 students.

*The program must meet applicable New York State Education Department Pre-Kindergarten regulations. This is a renewable annual contract, with an RFP process conducted as required by NYS purchasing laws and regulations. The annual renewable contract is contingent upon adequate performance and availability of state funds.*

***NYS has awarded Bethlehem \$480,600 in the 2021-22 school year, for 89 students (per pupil limit of \$5,400, including the District's administrative fee of \$300). Funding for subsequent years is established by NYS, and NYS-awarded amounts represent the maximum amounts to be paid by the District for Pre-Kindergarten instruction. If an organization does not have the capacity or desire to accommodate up to 89 students, proposals may be for fewer students. The District reserves the right to select more than one organization. The District also reserves the right to not award any contracts in the event a sufficient number of slots are not available for the broader community (greater than 45 slots).***

**The District hopes to commence the program in September 2022. If you require additional time to expand your current program and make arrangements for staffing, classroom space and other logistical details, your proposal should clearly indicate the date you would be prepared to commence program services (NYS requires a minimum of 90 session days in each school year).**

## Program Summary

Selected organizations will provide the following services to the Bethlehem Central School District.

- A Pre-Kindergarten instructional program for eligible 4-year-old district children at no cost to families through a state funded grant collaboration with the Bethlehem Central School District;
- Qualified Pre-Kindergarten teacher(s) with background in early childhood education with a bachelor's degree and valid New York State Teacher Certificate in Early Childhood Education [Birth- Grade 2] or Students with Disabilities [Birth - Grade 2];
- A full-time teacher assistant for each classroom based on ratios of 18 children to one teacher and one teaching assistant, or 19-20 children with one teacher and two teaching assistants (preference given to certified teaching assistants);
- Substitutes, as needed, for both teacher(s) and teaching assistant when personnel is absent;
- A site director or assistant director to manage staff and program needs is required to be on-site full-time;
- A program aligned to the New York State Early Learning Guidelines;

- Compliance with Pre-Kindergarten Regulations as set forth by the New York State Education Department (<http://www.nysed.gov/early-learning/laws-and-regulations>);
- An instructional day that operates for a minimum of five (5) hours/per day for a full day;
- An annual calendar that follows the Bethlehem Central School District school year calendar and schedule, and provides at least 180 days of instruction for onsite programs;
- A plan to provide students with meals during the school day;

Additional Notations:

- The selected organization should assume that the Pre-Kindergarten program will include:
  - A mix of high-needs and low-needs students;
  - Students with varying socioeconomic status;
  - Students with special needs, placed into the program by CPSE Committees; and/or English as new language students.
- Transportation is not required.
- Furniture for classrooms and supplies and materials will be provided by the program provider.
- Questions about the proposal should be directed jointly to David Hurst, Assistant Superintendent for Instructional Services, at [DHurst@bethlehemschools.org](mailto:DHurst@bethlehemschools.org) and Judith E. Kehoe, Chief Business and Financial Officer, at [JKehoe@bethlehemschools.org](mailto:JKehoe@bethlehemschools.org).

### Submission Details

All responses to questions and materials outlined under “Program Specifics” on pages 4-6 of this RFP should be submitted as an attachment to this RFP. The submission deadline for all materials is 3:00 pm on March 3, 2022.

Proposals should be mailed to the District at the following address:

Bethlehem Central School District  
ATTN: Judith E. Kehoe, Chief Business & Financial Officer  
700 Delaware Avenue  
Delmar NY 12054

## Program Specifics

*(Please answer all questions and submit as an attachment to this RFP. Additional attachments, as noted throughout, may also be included as applicable.)*

### Program Development and Description Students and Programs

1. Describe your existing program model for 4-year-old children. Description should include your program goals and philosophy.
2. Do you presently collaborate with any other agencies to provide programming for 4-year-old children? If yes, please describe.
3. What curricula do you currently use or anticipate using for 4-year-old children? Please describe how this curriculum aligns to the New York State Early Learning Standards.
4. How do you presently promote early literacy in your program for 4-year-old children?
5. How does your program support preschoolers with disabilities?
6. How does your program support students with Limited English Proficiency (LEP) or who speak English as a new language?
7. Describe how you assess the progress of 4-year-old children in your program? What tools/program do you use? *As applicable, attach a copy of your assessment tool or plan to this proposal.*
8. Do you provide any services in addition to Pre-Kindergarten for 4-year-old children? If so, please describe.
9. Per New York State Education OEL regulations, enrolled students cannot be excluded if they are not potty-trained. Families cannot be refused a spot because their child is not potty-trained. How would you support families in assisting with the potty-training process?
10. Describe how meals would be provided for students.
11. Aside from funding, what would you need from the Bethlehem Central School District to support a Pre-Kindergarten program?
12. The program cannot include religious instruction. If your program is operated as part of a sponsoring religious organization, please describe how you will comply with the NYSED requirements for non-secular instruction.

13. In the event there are more eligible students than slots available, students must be chosen for the program based on a random lottery. The lottery only applies to the UPK-funded slots. Please describe how you will comply with this provision of Education Law section 3602-e.

#### **Parents/Guardians and Families**

1. Please list activities and events that you plan yearly for parents and guardians of 4-year-old children.
2. Are parents and/or guardians included in the planning of your programs in any way? Describe how parents and guardians are currently involved in the decision-making process within your organization, as applicable.
3. How do parents and administrators communicate with families and other stakeholders? *Outline or attach any existing communications plan.*
4. Do you conduct home visits? If yes, please describe the process and methodology used.

#### **Staff and Professional Learning**

1. Describe what staff members are or would be available in each Pre-Kindergarten classroom and the role of each staff member.
2. How and by whom are staff members supervised and evaluated?
3. Describe the policies and procedures staff are expected to adhere to. *If available, please attach staff handbook.*
4. Describe your staff development plan. This should include an outline of staff development opportunities that you currently offer, how often staff is able to attend staff development activities, and how participation in professional development is determined.
5. Describe your current hiring procedures.
6. How do you handle a staff absence?
7. Do you use volunteers in your organization? If yes, describe how they are selected and supervised?

### Program Budget

1. Provide a budget narrative that outlines the total cost of the program, as well as per student costs. Include the per classroom cost required to provide adequate staffing, including:
  - a. A qualified Pre-Kindergarten teacher(s) with background in early childhood education;
  - b. A full-time teacher assistant for each classroom based on ratios of 18 - 20 children to one teacher and one teaching assistant; and
  - c. A site director or assistant director to manage staff and program needs.

Budget narrative should include how the program would support students with varying needs, including English Language Learners and students with disabilities.

2. Attach a detailed budget spreadsheet clearly outlining the cost proposal for each classroom. Budget should show staff salaries and benefits, as well as costs for materials and furniture to be provided by the grant. **Note that the maximum amount available for the 2022-23 school year is \$5,100 per pupil (excludes the District's administrative fee of \$300/student), and that amount is prorated for a partial year of program operation.**

## Scoring

RFP scoring will be based on the following criteria:

### Program Development and Description

<b>Students and Programs (45 points total)</b>		
<b>36-45 Points</b>	<b>21-35 Points</b>	<b>0-20 Points</b>
<p>Program offers high-quality instruction to 4-year-old children at no cost to district families (based on grant-funded collaboration with the District).</p> <p>Curriculum is aligned with New York State Early Learning Guidelines and the district's Pre-Kindergarten curriculum.</p> <p>Program is in compliance with New York State Education Department Pre-Kindergarten regulations.</p> <p>Instructional day operates for a minimum of five hours/per day for a minimum of 180 days a year.</p> <p>Annual calendar is aligned with district calendar.</p> <p>Program is designed to meet the needs of all types of learners, including students with disabilities and English Language Learners.</p> <p>Provider has a clear plan for providing meals for students.</p>	<p>Program offers instruction to 4-year-old children at no cost to district families (based on grant-funded collaboration with the District).</p> <p>Curriculum is mostly aligned with New York State Early Learning Guidelines and district's Pre-Kindergarten curriculum.</p> <p>Program is mostly in compliance with New York State Education Department Pre-Kindergarten regulations.</p> <p>Instructional day operates for a minimum of five hours/per day for a minimum of 180 days a year.</p> <p>Annual calendar is aligned with district calendar.</p> <p>Program is mostly designed to meet the needs of all types of learners, including students with disabilities and English Language Learners.</p> <p>Provider has a plan for providing meals for students, some information is incomplete or missing.</p>	<p>Program offers instruction to 4-year-old children at no cost to district families (based on grant-funded collaboration with the District).</p> <p>Curriculum shows little alignment with New York State Early Learning Guidelines and the district's Pre-Kindergarten curriculum.</p> <p>Program shows little compliance with New York State Education Department Pre-Kindergarten regulations.</p> <p>Instructional day operates for less than five hours/per day for less than 180 days a year.</p> <p>Annual calendar is not aligned with district calendar.</p> <p>Program does little to meet the needs of all types of learners, including students with disabilities and English Language Learners.</p> <p>Provider doesn't have a plan for providing meals for students or plan is limited.</p>
<b>Parents/Guardians and Families (10 points total)</b>		
<b>9-10 Points</b>	<b>5-8 Points</b>	<b>0-4 Points</b>
<p>Activities and events are planning through the year meant to engage the families of students.</p> <p>There is a clear plan to communicate with and engage families throughout the school year; two-way communications is valued.</p>	<p>Activities and events that include the families of students are held periodically.</p> <p>There is a clear plan to communicate with families with tactics that are predominately one-way.</p>	<p>Few activities and events that include families of students are held.</p> <p>A clear communications plan doesn't exist or is limited.</p>



<b>Staff and Professional Learning (15 points total)</b>		
<b>11-15 Points</b>	<b>6-10 Points</b>	<b>0-5 Points</b>
<p>Each classroom has a Pre-Kindergarten teacher with a background in early childhood education. Maximum points given for teachers with a bachelor's degree and valid New York State Teacher Certification in Early Childhood Education (birth-grade 2) or Students with Disabilities (birth-grade2), or a bachelor's degree in Early Childhood Education.</p> <p>Each classroom as a full-time teacher assistant and one teaching assistant (maximum points awarded for programs that have certified teaching assistants).</p> <p>Staffing is based on ratios of 18-20 children to one teacher and one teaching assistant.</p> <p>Substitutes are adequately provided for both teachers and teaching assistants.</p> <p>A site director or assistant director manages all staff and program needs.</p> <p>Clear, high-quality procedures exist for evaluating staff.</p> <p>High-quality policies and procedures are outlined for staff.</p> <p>There is a high-quality staff development plan.</p> <p>There are clear, high-quality hiring procedures.</p> <p>As applicable, there is a clear, high-quality plan for managing volunteers</p>	<p>Each classroom has a Pre-Kindergarten teacher with a background in early childhood education.</p> <p>Each classroom as a full-time teacher assistant and one teaching assistant.</p> <p>Staffing is based on ratios of 18-20 children to one teacher and one teaching assistant.</p> <p>Substitutes are provided for both teachers and teaching assistants.</p> <p>A site director or assistant director manages all staff and program needs.</p> <p>Plan for evaluating staff exists and is clearly articulated.</p> <p>Policies and procedures for staff to follow exist and are clearly articulated.</p> <p>A staff development plan exists and is clearly articulated.</p> <p>Hiring procedures exist and are clearly articulated.</p> <p>As applicable, a plan for managing volunteers exists and is clearly articulated.</p>	<p>Each classroom has a Pre-Kindergarten teacher with a background in early childhood education.</p> <p>Each classroom as a full-time teacher assistant and one teaching assistant.</p> <p>Staffing is based on ratios of 18-20 children to one teacher and one teaching assistant.</p> <p>Plan for providing substitutes is unclear or incomplete.</p> <p>Role of a site director or assistant director to manage all staff and program needs is unclear.</p> <p>Plan for evaluating staff is unclear or incomplete.</p> <p>Policies and procedures for staff to follow are incomplete or do not exist.</p> <p>A staff development plan does not exist or is incomplete.</p> <p>Hiring procedures are not clearly outlined.</p> <p>As applicable, a plan for managing volunteers does not exist or is incomplete.</p>

## Budget

<b>Budget narrative (10 points total)</b>		
<b>9-10 Points</b>	<b>5-8 Points</b>	<b>0-4 Points</b>
<p>Budget narrative clearly and effectively outlines the total cost of the program, including per student and per classroom costs.</p> <p>Staffing costs clearly and effectively include a qualified Pre-Kindergarten teacher and a full-time teacher assistant for each classroom.</p> <p>Staffing costs include a site director or assistant director.</p> <p>Budget narrative clearly and effectively outlines how the program would support students with varying needs, including ELLs and students with disabilities</p>	<p>Budget narrative outlines total cost of the program, including per student and per classroom costs. Some aspects are left unclear or undefined.</p> <p>Staffing costs include a qualified Pre-Kindergarten teacher for each classroom and a full-time teacher assistant for each classroom</p> <p>Staffing costs include a site director or assistant director.</p> <p>Budget outlines how the program would support students with varying needs, including ELLs and students with disabilities. Some aspects are left unclear or undefined.</p>	<p>Description of total cost of the program, including per student and per classroom costs, is limited or incomplete.</p> <p>Staffing costs for a qualified Pre-Kindergarten teacher and a full-time teacher assistant for each classroom are limited or incomplete.</p> <p>Staffing costs for a site director or assistant director are limited or incomplete.</p> <p>Budget support for students with varying needs, including ELLs and students with disabilities is limited or incomplete.</p>
<b>Detailed budget spreadsheet (20 points total)</b>		
<b>15-20 Points</b>	<b>8-14 Points</b>	<b>0-7 Points</b>
<p>Detailed spreadsheet clearly and effectively outlines the cost proposal for each classroom, as well as the total program cost (as applicable).</p> <p>Detailed spreadsheet clearly and effectively shows per pupil costs.</p> <p>Detailed spreadsheet matches budget narrative.</p> <p>Detailed spreadsheet adequately shows all staff salaries and benefits.</p>	<p>Detailed spreadsheet outlines the cost proposal for each classroom, as well as the total program cost (as applicable). Some aspects are left unclear or undefined.</p> <p>Detailed spreadsheet shows per pupil costs. Some aspects are left unclear or undefined.</p> <p>Detailed spreadsheet matches budget narrative. Some aspects are left unclear or undefined.</p> <p>Detailed spreadsheet adequately shows all staff salaries and benefits. Some aspects are left unclear or undefined.</p>	<p>Cost proposal outlined in the spreadsheet doesn't adequately represent total program costs and/or some information is limited or missing.</p> <p>Per pupil costs outlined in the spreadsheet are limited or information is missing.</p> <p>Spreadsheet does not match budget narrative and/or some information is missing.</p> <p>Detailed spreadsheet does not adequately shows all staff salaries and benefits.</p>

## Proof of Insurance

The community-based partner agrees to procure and maintain, at no additional expense to the District, insurance coverage as outlined below. The Certificate of Insurance to be included in the submission must state “the Bethlehem Central School District its officers, employees, and assigns are additional insured. Coverage is on a primary and noncontributory basis”. The liability insurance(s) shall further provide that it may not be changed or canceled without thirty (30) days prior written notice to the District.

- A. Worker’s Compensation – Requires proof of coverage
  - a. State: New York
  - b. Applicable Federal
  - c. Employer’s Liability: \$1,000,000
  
- B. Comprehensive General Liability (including Premises-Operation, Contractor’s Projection, Products and Complete Operation, Broad Form Property Damage) – Requires COI with endorsement:
  - a. Bodily Injury:
    - i. \$1,000,000 – Each Occurrence
    - ii. \$2,000,000 – Annual Aggregate, Products and Completed Operations
  - b. Property Damage:
    - i. \$1,000,000 – Each Occurrence \$2,000,000 – Annual Aggregate
  - c. Personal Injury: \$2,000,000 – Annual Aggregate
  
- C. Comprehensive Automobile Liability - Requires COI with endorsement:
  - a. Bodily Injury:
    - i. \$1,000,000 – Each Person
    - ii. \$1,000,000 – Each Accident
  - b. Property Damage: \$1,000,000 – Each Occurrence
  
- D. Professional Liability - Requires COI with endorsement:
  - a. \$2,000,000 Each Claim
  - b. \$4,000,000 Annual Aggregate

## RFP Terms and Conditions

1. The issuance of this RFP request constitutes only an invitation to submit a response to the District. If the Bethlehem Central School District chooses to award the RFP to a selected vendor, the vendor must complete a contract with the District. The form and content of the contract will be determined by the District.
2. Article 18 of the General Municipal Law prohibits municipal officers and employees from having interests in contracts with the municipality for which they serve. This law applies to officers, employees of a municipality, or members of a municipal board. Additionally, Vendors that are interested in submitting a proposal to an RFP must fully disclose, in writing to the Contractor on or before the closing date of the RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Vendor were to become a contracting party pursuant to the RFP. The Contractor shall review any submissions by Vendor(s) under this provision and may reject any Proposals where, in the opinion of the Contractor, the Vendor could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Vendor were to become a contracting party pursuant to the RFP.
3. This Proposal request does not commit the District either to award a contract or to pay any costs incurred in the preparation of a submission. Responders shall bear all costs associated with submission preparation, submission and attendance at presentation interviews, or any other activity associated with this Proposal request or otherwise.
4. All proposals and accompanying documentation become the property of the Bethlehem Central School District. The District shall not divulge any information presented to anyone outside the District, unless required by law, without the written approval of the individual or firm. The District reserves the right to use the information and any ideas presented in any submission in response to this RFP request, whether or not the submission is accepted. Submitted proposals may be reviewed and evaluated by any person or outside consultant retained by the District, other than one associated with a competing applicant, as designated by the District. If a vendor believes that any information in its proposal constitutes a trade secret and wishes such information not be disclosed if requested by a member of the public pursuant to the State Freedom of Information Law, Article 6 of the Public Officers Law, the vendor shall submit with its proposal a letter specifically identifying the page number, line or other appropriate designation, that information which it deems to constitute a trade secret and explain in detail why such information is a trade secret. Failure by a vendor to submit such a letter with its proposal identifying trade secrets shall constitute a waiver by the applicant of any rights it may have under Section 89 (Subdivision 5) of the Public Officers Law relating to protection of trade secrets.

5. The District neither makes nor assumes any contractual obligation by issuing this RFP request, receiving and evaluating responses, or making preliminary responder selections. Providing a response as provided herein shall neither obligate nor entitle a responder to enter into a contract with the District.
6. The District reserves the right to determine in its sole and absolute discretion whether any aspect of the vendor's submission satisfactorily meets the criteria established in this RFP request, the right to seek clarification from any Responder(s), and the right to cancel and or amend, in part or entirely, the RFP request, at any time prior to a written contract.
7. It is understood that any submission received and evaluated by the Bethlehem Central School District will be used as the basis for the cost and terms of a contract between the District and the particular responder. In submitting a response, it is understood by the responder that the District reserves the right to accept any submission, to reject any and all submissions and to waive any irregularities or informalities that the District deems is in its best interest.
8. The District is not obligated to respond to any submission nor is it legally bound in any manner whatsoever by the submission of a response.
9. Each response shall be reviewed for completeness and for the technical and administrative requirements of the RFP request. The District has the option of requesting the responder to submit missing information or provide clarification of those issues deemed incomplete, or disqualifying the proposal. A proposal may be disqualified for lack of response to such a request.
10. RFP's submitted to the District must be valid for a period of at least 120 days from the deadline for receipt of proposal responses as defined in the time frame section of this document.
11. The selected vendor's proposal will become part of any resulting legal contract, should contracts be awarded. The term of the resultant contract shall commence upon award and shall remain in effect until completion, inspection, and final acceptance of specified project(s) unless terminated, cancelled, or extended as otherwise provided herein. The contract shall be for a period of 1 (one) year, upon mutual agreement with the contractor, the district shall have the option to extend the contract.
12. Each proposal must include the appropriate corporate officer's approval signature.

13. It is a requirement that responders indicate specifically in the response any sub-contract, alliance, partner, franchise, or other “non-employee” relationship with any resource(s) they will utilize if they are chosen as the selected proposal. Note: The District reserves the right to approve and designate sub-contractors to be used in any of the services being proposed.
14. The Bethlehem Central School District reserves the right to introduce additional factors not contained in this RFP request in order to obtain the most suitable solution. After submitting a proposal, each respondent must be prepared to have the operational aspects of their proposal reviewed in detail by District representatives.
15. At any time prior to the specified proposal due time and date, a responder (or designated representative) may withdraw their proposal.
16. The District reserves the right to award contracts for individual projects or for any combination of projects deemed to be most advantageous to the District. Notwithstanding any other provision of the RFP, the District expressly reserves the right to:
  - a. Waive any immaterial defect or informality; or
  - b. Reject any or all proposals, or portions thereof; or
  - c. Reissue an invitation for proposal.
17. The District Board of Education reserves the right to award a contract in the best interest of the District. The Board of Education’s decision will be final.