

PLATTSBURGH CITY SCHOOL DISTRICT

REQUEST FOR PROPOSALS

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

DUE: Friday, May 13, 2022 by 3p.m. E.S.T.

RETURN PROPOSAL TO:

Plattsburgh City School District
Attn.: Dawn Stetz
49 Broad Street
Plattsburgh, NY 12901
518 957-6001

Request for Proposals

Pre-Kindergarten Program
Plattsburgh City School District
Issued: April 18, 2022

Table of Contents

Scope of Services	3
Program Summary	3
Additional Notations	4
Submission Details	4
Program Specifics	5
Program Development and Description	5
Students and Programs	5
Parents/Guardians and Families	6
Staff and Professional Learning	6
Program Budget	7
Scoring	8
Program Development and Description 8	9
Budget	10
Proof of Insurance	11
RFP Terms and Conditions 12	12

Scope of Services

The Plattsburgh City School District is soliciting organizations that currently provide services to

4- year-old children within the City of Plattsburgh and are interested in providing full-day or half-day Universal Pre-Kindergarten programming. *The program must meet applicable New York State Education Department Pre-Kindergarten regulations. This is a renewable annual contract. The annual renewable contract is contingent upon adequate performance and continued availability of State funds.*

NYS UPK funding may be subject to change, but the district expects to fund UPK community partner programming for a minimum of 7 students, for which the per-pupil allocation is expected to be at least \$2,511.77 per pupil. This allocation is based on half-day programming, but community partner(s) are welcome to serve more district-resident students, and for greater than half-day programming, and to apply the allocation across a larger number of district resident students (thereby subsidizing, but not eliminating tuition fees). 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 the full complement of community provider-share 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 contract.

Program Summary

Selected organizations will provide the following services to the Plattsburgh City School District.

- A Pre-Kindergarten instructional program for eligible 4-year-old district children at no cost or subsidized/reduced cost to families through a state funded grant collaboration with the Plattsburgh City School District;
- Qualified Pre-Kindergarten teacher(s) with background in early childhood education with a minimum of a bachelor's degree and valid New York State Teacher Certificate in Early Childhood Education [Birth- Grade 2] and/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 which approximates the Plattsburgh City School District school calendar;
- 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 Jay Lebrun, Superintendent of Schools, at jlebrun@plattscsd.org and Susan Wilson, Director of Business, at sdwilson@plattscsd.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 May 13, 2022.

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

Plattsburgh CSD UPK Community Partner RFP
ATTN: Dawn Stetz

Plattsburgh City School District

49 Broad Street

Plattsburgh, NY 12901

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). Responses need not be lengthy. Responses should address as many of the following applicable topics as the responder believes will adequately describe the proposed program. Responses will be considered in their entirety, and each specific topic below need not be addressed as a stand-alone response.

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 Plattsburgh City 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. Please explain how your organization will manage interest/applications beyond the available number of student slots (ie. lottery, full-day vs. half-day, applied allocation over larger number of students to yield discounted, but not free, fees, etc.

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. NOTE: To the extent which schedules align, community providers' staff may join Plattsburgh CSD staff for professional development, as applicable and appropriate.
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?

Scoring

RFP scoring will be based on the following criteria:

Program Development and Description

Students and Programs (45 points total)		
36-45 Points	21-35 Points	0-20 Points
<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>
Parents/Guardians and Families (10 points total)		
9-10 Points	5-8 Points	0-4 Points
<p>Activities and events are planned throughout 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>

Staff and Professional Learning (15 points total)		
11-15 Points	6-10 Points	0-5 Points
<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 has a full-time teaching assistant (maximum points awarded for programs that have NYS certified teaching assistant).</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>

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 need not be included in the submission, but will be furnished to district personnel within 30-days of awarding of community-based partner status, and will feature effective dates which cover the full calendar year of the program. The Certificate of Insurance must state “the Plattsburgh City Schools, 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 Plattsburgh City 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 Plattsburgh City 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. 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 Plattsburgh City 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. 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. RFPs 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. At any time prior to the specified proposal due time and date, a responder (or designated representative) may withdraw their proposal.
15. The District reserves the right to award contracts for individual petitioner or for any combination of petitioners 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.
16. 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.