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**Request for Proposal
NCSD-25-008**

UNIVERSAL PRE-KINDERGARTEN PROGRAM

**Niskayuna Central School District
1430 Balltown Road
Niskayuna, NY 12309
Phone: (518) 377-4666**

SUBMISSIONS DUE BY: FEBRUARY 28, 2025 at 2:00 PM

TIMELINE:

RELEASE OF RFP: JANUARY 27, 2025

QUESTIONS DUE FROM VENDORS: FEBRUARY 7, 2025 at 4:00pm

DISTRICT PROVIDES ANSWERS TO QUESTIONS: FEBRUARY 14, 2025

PROPOSAL DUE DATE: FEBRUARY 28, 2025 at 2:00 pm

RFP EVALUATION/INTERVIEWS: EARLY MARCH 2025

POTENTIAL RFP AWARD BY BOARD OF EDUCATION: MARCH 25, 2025

PROGRAM TO BEGIN: SEPTEMBER 2026

In accordance with the provisions of Section 103 of the General Municipal Law, an advertisement has been published in the local newspaper.

PROPOSAL SUBMITTAL

POINT OF CONTACT

The sole point of contact at the District for purposes of this RFP prior to the award of a contract is the Purchasing Agent. All contact relative to this RFP should be made in writing and directed to:

Michael DeSantis, Purchasing Agent
Niskayuna Central School District
1430 Balltown Road
Niskayuna, New York 12309
518-377-4666 x50709
mdesantis@niskyschools.org

PROPOSAL REQUIREMENTS

In order to provide a uniform review process, all proposals must include the following:

1. **Proposal Cover Sheet:** Include the Request for Proposal title and number, the name, address and telephone number of the company, name/title of primary contact person, and submission date **(Use Attachment A: Proposal Cover Sheet)**
2. **Summary of Company's Qualifications:** An overview of the company, prior or present projects that demonstrate your qualifications to perform this work.
3. **Proposal Sheet with Cost:** Provide a unit cost for each item specified based on the requirements outlined in this RFP, specifically Section VII Specifications. **(Use Attachment B: Program Budget Sheet)**
4. **Certificate of Insurance:** Provide a certificate of insurance that addresses the requirements outlined in **Attachment C**.
5. **Required Certifications:** Provide the Non-Collusion Certification and Iran Divestment Act Certification **(Attachments D and E)**.
6. **References:** Provide a minimum of five (5) references that you have worked with in the last five (5) years. **(Use Attachment F)**

FORM OF SUBMITTAL

Submit one (1) clearly labeled original and one (1) copy of your Proposal and completed Attachments in a sealed package with the company submitting identified on the package, addressed as follows:

Niskayuna Central School District
1430 Balltown Road
Niskayuna, NY 12309

Attention: Michael DeSantis, Purchasing Agent
Universal Pre-Kindergarten Program

DELIVERY OF PROPOSALS

The Proposal shall be properly addressed as shown in and delivered or mailed so that the Proposal is received on or before the response date and time.

Requests for extension of this date or time shall not be granted. Proposers mailing bids should allow sufficient mail delivery time to ensure timely receipt by the District; please note that daily mail through the U.S. Post Office often arrives at the District after 2:00 PM. Proposals received by the District after the closing time and date will not be considered. Proposals delivered by e-mail or facsimile shall not be considered. The District does not accept responsibility for late or mis-delivered Proposals.

RESPONSE DATE AND TIME

The response due date and time is:

FEBRUARY 28, 2025 at 2:00 PM

SECTION I - GENERAL INFORMATION/CONDITIONS

Summary Statement:

Selected organizations will provide the following services to the Niskayuna 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 in collaboration with the Niskayuna Central School District;
- Qualified Pre-Kindergarten teacher(s) with background in early childhood education (preference is for providers 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]; or have a bachelor's degree in Early Childhood Education);

- A full-time teacher assistant for each classroom based on ratios of 18:1:1; 18 children to one teacher and one teaching assistant (preference given to certified teaching assistants);
- Substitutes, as needed, for both teacher(s) and teaching assistant(s) when personnel are absent;
- A site supervisor to manage staff and program needs is necessary, but need not be assigned full-time to this UPK program;
- 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 and or OCFS (<http://www/early-learning/laws-and-regulations>);
- An instructional day that provides at least six hours per day (inclusive of 1 hour nap time), five days each week, for at least one classroom of up to 18 four-year-old students.
- An annual calendar that closely follows the Niskayuna Central School District school year calendar and schedule, and provides at least 180 days of instruction for onsite programs, with a program start date of September 2025;
- A plan to provide students with meals and snacks during the school day;
- Must provide curriculum and instructional strategies to foster independence in young learners and to build an academic and social foundation that will help students achieve success in school and in life;
- Must use a systematic approach to assessment and data collection;
- Must be free to participants to attend (no tuition or fees may be charged);
- Must have a plan to provide nursing support during the day;
- Pre-kindergarten programs may not provide religious instruction.

General Information:

Niskayuna Central School District is located in Schenectady County, operates one high school, two middle schools and five elementary schools. The district has approximately 900 employees total, working in teaching/instructional, support staff and administrative roles.

SECTION II - GENERAL REQUIREMENTS

Instructions to Proposers:

The submission of a Proposal will indicate that the Proposer (1) has read the instructions, (2) will abide by the terms and conditions governing this Request for Proposal, and (3) understands the requirements for delivery of the services specified.

General Instructions:

Proposers must submit all required forms with their proposal. A completed proposal must be submitted. Each Proposal is considered a binding contract. Proposers **cannot** change prices after they have been awarded a contract. When a contract is awarded, the successful Proposer **must** provide all of the services.

Questions:

Any questions about the requirements of this Request for Proposal, including questions about the meaning of any part of the specifications, must be submitted in writing to the Purchasing Agent, Michael DeSantis, 1430 Balltown Road, Niskayuna, NY 12309, or mdesantis@niskyschools.org. Questions must be submitted by 4 p.m. on January 29, 2025. A written answer will be prepared and will thereafter be sent to all vendors of record (in some cases in the form of an addendum). Such written answers will be binding on all vendors. No explanation of RFP response procedures or interpretation of the specifications will be binding on the School District unless it is made in writing and no vendor should rely on an oral answer given by any person. Under no circumstances may any firm or its representatives contact any employee or representative of the District regarding this RFP, other than as provided in this section. Strict adherence to this important procedural safeguard is required and appreciated.

SECTION IV – INFORMATION TO PROPOSERS

1. **General Scope:** The Niskayuna Central School District is soliciting organizations that currently provide services to 4-year-old children in and around the Niskayuna school district's area and are interested in providing a full-day Pre-Kindergarten program for up to 6 classroom(s). Each classroom would have no more than 18 students. The Niskayuna Central School District will consider awarding contracts for services to multiple providers. The program must meet applicable New York State Education Department and/or OCFS Pre-Kindergarten regulations. This is a renewable annual contract with an RFP process conducted when required by NYS purchasing laws and regulations. The annual renewable contract is contingent upon adequate performance and availability of state funds.

2. **Award of Contract:** The District reserves the right to award a contract to a single proposer or multiple proposers, whichever is deemed most advantageous to the District. In determining the most advantageous Proposal, the District will consider criteria such as, but not limited to, cost, program design, and Proposer's past relationship with the District. Proposal documents and the successful Proposer's submittal shall constitute a contract with the successful vendor and bind the successful vendor to furnish and deliver at the prices and in accordance with the conditions of the proposal.

3. **Proposer Notification:** Successful Proposer will be notified via emails and/or purchase orders after the Board of Education approval of the Proposal.

5. **Pricing:** Prices for all goods and/or services shall be firm as stated in this contract. Price changes/increases must be mutually agreed upon.

6. **Invoicing:** An itemized invoice should be prepared for each individual service and submitted directly to the Niskayuna Central School District, Accounts Payable Department, 1430 Balltown Road, Niskayuna NY 12309.

7. **Payment Term:** Net thirty (30) days from receipt of the invoice.

SECTION V – GENERAL CONDITIONS

1. All proposals received after the time stated in the Notice to Proposers may not be considered and will be returned to the proposer. The proposer assumes the risk of any delay in the mail or in the handling of the mail by employees of the school district. Whether sent by mail or by means of personal delivery, the proposer assumes responsibility for having their proposal deposited on time at the place specified.
2. Sales to school districts are not affected by any fair-trade agreements. (General Business Law, Ch. 39, Sec. 369-a, Sub. 3, L. 1941)
3. No charge to the school district will be allowed for federal, state, or municipal sales and excise taxes, as the school district is exempt from such taxes. The proposal price shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder. Tax must be applied to general marketplace online transactions (when employee credit mechanism is not applied).
4. Under penalty of perjury the proposer certifies that:
 - (a) The proposal has been arrived at by the proposer independently and has been submitted without collusion with any other vendor of materials, supplies, or equipment of the type described in the invitation for proposals.
 - (b) The contents of the proposal have not been communicated by the proposer, nor, to its best knowledge and belief, by any other its employees or agents, to any person not an employee or agent of the proposer or its surety on any bond furnished herewith prior to the official opening of the proposal.
5. No interpretation of the meaning of the specifications or other contract document will be made to any proposer orally.

SECTION III - TERMS AND CONDITIONS

1. The issuance of this RFP request constitutes only an invitation to submit a response to the District.
2. No officer of the school district or member of the Board of Education shall have interest in this RFP award.
3. This RFP request does not commit the District either to award a contract or to pay any costs incurred in the preparation of a submission. Proposers 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 Niskayuna 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, 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 proposer 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

proposer 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 proposer to submit such a letter with its bid 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.

8. The District neither makes nor assumes any contractual obligation by issuing this RFP receiving and evaluating responses, or making preliminary proposer selections. Providing a response as provided herein shall neither obligate nor entitle a proposer to enter into a contract with the District.

9. The District reserves the right to determine in its sole and absolute discretion whether any aspect of the proposer's submission satisfactorily meets the criteria established in this RFP, the right to seek clarification from any proposer(s), and the right to cancel and/or amend, in part or entirely, the RFP at any time prior to a written contract.

10. It is understood that any submission received and evaluated by the Niskayuna Central School District will be used as the basis for the cost and terms of an agreement between the District and the particular proposer. In submitting a response, it is understood by the proposer that the District reserves the right to accept any submission, to reject any and/or all submissions and to waive any irregularities or informalities that the District deems is in its best interest.

11. 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.

12. Each response shall be reviewed for completeness and for the technical and administrative requirements of the RFP. The District has the option of requesting the proposer to submit missing information or provide clarification of those issues deemed incomplete, or disqualifying the bid. A proposal may be disqualified for lack of response to such a request.

13. RFP responses 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.

14. The selected proposal(s) 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, canceled, or extended as otherwise provided herein.

15. The District may, from time to time, inform other local governmental entities and school districts that they may acquire items or services listed in this Request for Proposals. Such acquisition(s) shall be at the prices stated herein, and shall be subject to proposer's acceptance. Other local government entities or school districts purchase orders shall be submitted directly to the vendor within the specified contract period referencing the District's contract. Niskayuna Central School District will not be liable or responsible for any obligations, including, but not limited to, payment, and for any item ordered by an entity or school other than the Niskayuna Central School District.

16. When specifications are revised, the Niskayuna Central School District will issue an

addendum addressing the nature of the change. Proposers must sign and include it in the returned proposal package.

17. It is a requirement that proposers 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 proposer. Note: The District reserves the right to approve and designate sub-contractors to be used in any of the services being proposed.

18. Niskayuna Central School District reserves the right to introduce additional factors not contained in this RFP 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.

19. At any time prior to the specified proposal due time and date, a vendor (or designated representative) may withdraw their submission.

21. The District Board of Education reserves the right to award a contract or contracts based on the best interests of the District. The Board of Education's decision will be final.

Proposers Default – Failure of the Proposer to comply with any of these provisions may be considered a reason for rejection of the Proposal.

SECTION VII - SPECIFICATIONS

Specifications

Eligible Applicants

- Must be New York State-licensed community-based providers (CBO) of pre-kindergarten programs;
- Have an established program that provides high-quality pre-kindergarten services to children; and
- Have space and capacity to provide at least six hours per day (inclusive of 1 hour nap time), five days each week, for at least one classroom of up to 18 four-year-old students.

Teacher Certification

- Teachers employed by CBO-contracted pre-kindergarten programs must hold New York State teacher certification in either Early Childhood (Birth-Grade 2) or Students with Disabilities (Birth-Grade2). *Uncertified teachers with a bachelor's degree in early childhood education or related field must submit a written five-year plan for becoming certified.*
- The contracted CBO must submit copies of all teacher certifications to the district annually and any time a new teacher is added to the program.
- CBO pre-kindergarten supervisors must hold early childhood or childhood certification and must be on premises during program hours.

Source of Funding

- The Niskayuna Central School District has been granted funding to cover \$5,400 per pupil and the District may seek to dedicate additional funding beyond the grant if needed for the program to be successful. The proposal evaluation rubric will take into account ny expense to the District beyond the \$5,400 per pupil grant allocation.

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. Describe your classroom structure. What strategies and tools are offered in your classrooms to support children? For example, do you have a "cozy corner"? Do you

use timers and visuals to support transitions?

3. Do you presently collaborate with any other agencies to provide programming for 4-year-old children? If yes, please describe.
4. What curriculum 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.
5. How do you presently promote early literacy in your program for 4-year-old children?
6. How does your program support preschoolers with disabilities? How does your preschool follow through when children have been evaluated by the CPSE and evaluators and/or providers make classroom recommendations?
7. How do you support children who receive itinerant services through CPSE, such as Special Education, Speech/Language Therapy, Occupational Therapy, etc.? Where are those services delivered at your site? How do you manage scheduling these services?
8. How does your program support English Language Learners (ELLs) or those who speak English as a new language?
9. Describe how you assess the progress of 4-year-old children in your program? What valid and reliable screening tools/program do you use? As applicable, attach a copy of your assessment tool or plan to this proposal.
10. Do you provide any services in addition to Pre-Kindergarten for 4-year-old children? If so, please describe.
11. 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?
12. Describe how meals would be provided for students.
13. Aside from funding, what would you need from the Niskayuna Central School District to support a Pre-Kindergarten program?

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 the number of staff members that 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.
8. Do you have a certified nurse on staff, and if so, please provide credentials.
9. Describe your facility safety plan.

Program Budget

- 1) Complete the template provided as Attachment "B" to outline a proposed total budget for the program.
Budget should show staff salaries and benefits, as well as costs for materials and furniture to be provided by the grant.
- 2) Along with a completed budget template (Attachment B) please provide a budget narrative to allow the district to clearly understand the total cost of the program, as well as per student costs. Please describe the cost and efforts 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 children to one teacher and one teaching assistant; and (c) a site supervisor to manage staff and program needs. The budget narrative should include how the program would support students with varying needs, including English Language Learners and students with disabilities.

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>Instructional day operates for a period of 180 days a year, with September 2025 start date.</p> <p>Annual calendar is aligned with district calendar.</p> <p>Curriculum is aligned with New York State Early Learning Guidelines.</p> <p>Program complies with New York State Education Department Pre-Kindergarten regulations.</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>Information provided is complete and detailed.</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>Instructional day operates for a period of 180 days a year, with September 2025 start date.</p> <p>Annual calendar is aligned with district calendar.</p> <p>Curriculum is mostly aligned with New York State Early Learning Guidelines.</p> <p>Program is mostly in compliance with New York State Education Department Pre-Kindergarten regulations.</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.</p> <p>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>Instructional day operates for a period of 180 days a year, with September 2025 start date.</p> <p>Annual calendar is aligned with district calendar.</p> <p>Curriculum shows little alignment with New York State Early Learning Guidelines.</p> <p>Program shows little compliance with New York State Education Department Pre-Kindergarten regulations.</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> <p>Most information is incomplete or missing.</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 to engage the families of students. There is a clear plan to communicate with and engage families throughout the school year; two-way communication is valued.</p>	<p>Activities and events that include the families of students are held periodically. There is a clear plan to communicate with families with tactics that are predominantly one-way.</p>	<p>Few activities and events that include families of students are held. 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-Grade 2), 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 certified teaching assistants.)</p> <p>Staffing is based on ratios of 18-children to one teacher and one teaching assistant.</p> <p>Substitutes are adequately provided for both teachers and teaching assistants.</p> <p>A site supervisor 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>Each classroom has a Pre-Kindergarten teacher with a background in early childhood education.</p> <p>Each classroom has a full-time teaching assistant. (Maximum points awarded for programs that have certified teaching assistants.)</p> <p>Staffing is based on ratios of 18-children to one teacher and one teaching assistant.</p> <p>Substitutes are adequately provided for both teachers and teaching assistants.</p> <p>A site supervisor manages most 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 reasonably well articulated.</p> <p>A staff development plan exists and is adequately articulated.</p> <p>Hiring procedures exist and are adequately articulated.</p> <p>As applicable, a plan for managing volunteers exists and is adequately articulated.</p> <p>Nursing support by a qualified nurse is available some of the time.</p>	<p>Each classroom has a Pre-Kindergarten teacher with a background in early childhood education.</p> <p>Each classroom has a full-time teaching assistant. (Maximum points awarded for programs that have certified teaching assistants.)</p> <p>Staffing is based on ratios of 18-children to one teacher and one teaching assistant.</p> <p>Plan for providing substitutes is unclear or incomplete.</p> <p>Role of a supervisor 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>A plan for managing volunteers does not exist or is incomplete.</p> <p>There is no plan to provide support by a qualified nurse.</p>

<p>As applicable, there is a clear, high-quality plan for managing volunteers.</p> <p>Nursing support by a certified nurse is available at all time.</p>		
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Budget

BUDGET NARRATIVE (10 Points Total)		
9-10 Points	5-8 Points	0-4 Points
<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 supervisor whose role is clearly outlined.</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>Justification of expenses in excess of the grant per pupil allocation is well documented.</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 supervisor whose role is not completely outlined.</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>Justification of expenses in excess of the grant per pupil allocation is mentioned but not well defined.</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 supervisor whose role is outlined in a limited or incomplete description.</p> <p>Budget support for students with varying needs, including ELLs and students with disabilities is limited or incomplete.</p> <p>Justification of expenses in excess of the grant per pupil allocation is limited or incomplete.</p>

DETAILED BUDGET SPREADSHEET (10 Points Total)		
9-10 Points	5-8 Points	0-4 Points
<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 clearly 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 show all staff salaries and benefits.</p>

The District Administration will evaluate proposals. During the evaluation process, the Niskayuna Central School District reserves the right, where it may serve the District's best interest, to request additional information or clarification from those submitting proposals. The Niskayuna Central School District reserves the right to hold interviews in its evaluation of proposals.

ATTACHMENT A – PROPOSER COVER SHEET

All Proposals are due by 2:00 pm on February 28, 2025

Michael DeSantis, Purchasing Agent
1430 Balltown Road
Niskayuna, New York 12309

Pre-Kindergarten Proposal

Name of Organization:	
Address:	
Website (if available):	
Contact Person & Title:	
Contact Phone #:	
Contact Email:	

Total number of years providing pre-kindergarten services: _____

Total number of pre-kindergarten students **currently** served: _____ Full Day _____ Half Day

Proposed program start date: _____

(Programs must operate for a minimum of 180 days during the 2025-2026 School Year)

Amount of funding requested: _____

(A completed budget calculation sheet and budget narrative must also be provided)

Signature/Title

Authorized Representative: _____

ATTACHMENT B- PROGRAM BUDGET

Please use the template below to provide your proposed program budget.

Organization Name:			
Number of Classrooms Proposed		Number of Students to be Served	
Expense Category	Budgeted Expense	Note(s) (if needed)	
Salary: Site Supervisor <i>(Not required to be assigned to this program on a full-time basis)</i>			
Salary: Teaching Staff			
Salary: Teaching Assistants			
Salary: Other Program Support Staff <i>(If applicable, please specify)</i>			
Salary (or Contracted): Nursing Staff/Services			
Benefits: All Program Staff Listed Above			
Materials & Supplies			
Professional Development / Training / Curriculum Development			
Facilities: Cleaning and Maintenance			
Technology			
Food Services			
Furniture			
Other <i>(If applicable, please specify):</i>			
Other <i>(If applicable, please specify):</i>			
Other <i>(If applicable, please specify):</i>			
Total Expense			
Total Expense per Pupil			

ATTACHMENT –C-INSURANCE REQUIREMENTS
Niskayuna Central School
Contractor Insurance Requirements

- 1.** Commercial General Liability Insurance (including contractual liability coverage) insuring against damages to persons and property (including, but not limited to, loss of life) in an amount not less than a combined single limit of at least One Million Dollars (\$1,000,000) for each occurrence and Three Million Dollars (\$3,000,000) for General Aggregate (on a per project basis).
- 2.** Automobile Liability Insurance (including non-owned or hired vehicles) insuring against damages to persons and property (including, but not limited to, loss of life) in an amount not less than a combined single limit of at least One Million Dollars (\$1,000,000.00) for each occurrence.
- 3.** Worker's Compensation Insurance covering hazardous material abatement consultant and its agents and employees at the New York Statutory limit including Employers' Liability with statutory New York State limits (unlimited).
- 3.5** Umbrella or Excess liability Insurance with a limit of \$2,000,000.00 per occurrence and a general aggregate of \$2,000,000.00.
- 4.** All insurance will be affected under standard form policies by insurers of recognized responsibilities which are licensed to do business in the State of New York and which are rated as A-(VIII) or better by the latest edition of AM Best's Rating Guide or other recognized replacement therefore. Except as otherwise provided to the contrary in this Section, any insurance required by this Agreement may be obtained by means of any combination of primary and umbrella coverages and by endorsement and/or rider to a separate or blanket policy and/or under a blanket policy in lieu of a separate policy or policies, provided that hazardous material abatement consultant shall deliver said separate or blanket policies and/or endorsements and/or riders evidencing to Owner that the same complies in all respects with the provisions of this Agreement and that the coverages
- 5.** Waiver of Subrogation - Contractor waives all rights against Niskayuna Central School District and their agents, officers, directors and employees for recovery of damages to the extent these damages are covered by commercial general liability, commercial umbrella liability, business auto liability, garage keepers liability, or workers compensation and employers liability insurance maintained per requirements above.
- 6.** Certificate of Insurance - Prior to commencing "the Work" described in this Agreement, Contractor shall provide Niskayuna Central School district a Certificate of Insurance evidencing compliance with the insurance procurement requirements herein, in standard ACORD form. Notice of Change or Cancellation - No policy will permit cancellation, non-renewal, material change or modification without thirty (30) days prior written notice to the Niskayuna Central School District.
- 7.** If Contractor fails to procure insurance for Niskayuna Central School District as required, recoverable damages shall not be limited to the cost of premiums for such additional insurance, but shall include all sums expended, and damages incurred by Niskayuna Central School District, and their respective insurers, which would have otherwise been paid by the Contractor's required insurance.

All policies for each insurance shall include Niskayuna Central School District as additional insured on a primary and noncontributory basis (this requirement shall not apply to workers' compensation insurance, employers' liability insurance or professional liability insurance). Insurance certificate must be provided prior to the commencement of any associated with this bid.

ATTACHMENT -D- NON-COLLUSION PROPOSAL CERTIFICATION

**NISKAYUNA CENTRAL SCHOOLS
PROPOSAL CERTIFICATIONS**

Firm Name:
Business Address:
Telephone Number:
Date of Proposal:

General Proposal Certification

The Proposer certifies that he/she will furnish, for the prices herein quoted, the materials, equipment and/or services as proposed on this proposal.

I. Non-Collusive Proposal Certification

By submission of this proposal, the proposer certifies that he is complying with Section 103-d 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 of 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 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 bid a signed statement which sets forth in detail the reasons therefor. 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.

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).

2. 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 certification referred to in subdivision one of the 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 the corporation.

Signature (Authorized)

Title

Date

ATTACHMENT-E- CERTIFICATE OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT OF 2012

NISKAYUNA CENTRAL SCHOOL DISTRICT
1239 VAN ANTWERP ROAD
NISKAYUNA, NEW YORK 12309

**CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT OF 2012
(NY GENERAL MUNICIPAL LAW SECTION 103-G AND NYS FINANCE LAW SECTION 165-a)**

By submission of this proposal, each proposer and each person signing on behalf of any proposal certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

The undersigned, _____ (Name of Authorized Proposer Signatory), make the foregoing certification, as the _____ (Title of Authorized Proposer Signatory), of _____ (Name of Proposer), knowing that the Niskayuna Central School District, to which the accompanying bid or proposal is submitted, will rely upon my certification.

(Signature)

Sworn to before me on this
_____ day of _____, 20__.

NOTARY PUBLIC

ATTACHMENT- F- REFERENCES

Minimum of five (5) references that you have worked with in the last five (5) years.

REFERENCE NO. 1
NAME:
ADDRESS:
CITY, STATE, ZIP:
TELEPHONE NO.
CONTACT:
REFERENCE NO. 2
NAME:
ADDRESS:
CITY, STATE, ZIP:
TELEPHONE NO.
CONTACT:
REFERENCE NO. 3
NAME:
ADDRESS:
CITY, STATE, ZIP:
TELEPHONE NO.
CONTACT:
REFERENCE NO. 4
NAME:
ADDRESS:
CITY, STATE, ZIP:
TELEPHONE NO.
CONTACT:
REFERENCE NO. 5
NAME:
ADDRESS:
CITY, STATE, ZIP:
TELEPHONE NO.
CONTACT: