



Liberty Central School District

Request for Proposal #UPK2025-2026
For Universal Pre-Kindergarten Services
2025-2026

Proposal Due Date: Monday, March 3, 2025, 2:00 p.m.

Proposals must be received no later than the above due date and time. Late submissions will not be considered. There is no expressed or implied obligation for the District to reimburse responding firm or individual for any expenses incurred in preparing proposals in response to this request. Questions regarding this Request for Proposals must be submitted in writing no later than February 14, 2025 to: Marianne Serratore, Interim Assistant Superintendent: mserratore@libertyk12.org.

To be considered, three copies of a proposal must be received by 2:00 PM March 3, 2025 These copies should be sent to **Liberty Central School, Attn: Marianne Serratore, Interim Assistant Superintendent of Schools, 115 Buckley Street, Liberty, NY 12754**

RFP Timeline:

- RFP Release Date: January 10, 2025
- Deadline for Questions: February 14, 2025
- Proposal Submission Deadline: March 3, 2025
- Evaluation Period: March 4, 2025-March 31, 2025
- Site Visit(s): March 10, 2025-March 14, 2025
- Board Approval: March 25, 2025

RFP Evaluation Criteria and Rubric:

Upon review of the proposals submitted the district will evaluate each of the proposals using a rubric to determine the successful proposal. Proposals will be evaluated based on the following criteria:

1. Program Capacity and Experience: 30%
2. Staffing Qualifications and Performance: 20%
3. Curriculum and Instruction: 20%
4. Fiscal and Administrative Management: 15%
5. Family Engagement and Support: 10%
6. Health and Well-being: 5%

Awards Notification:

The awards will be announced publicly during a regular meeting of the Liberty Central School District Board of Education. The Liberty Central School District reserves the right to reject any or all proposals submitted. It is the policy of the Liberty Central School District to provide Equal Employment Opportunity.

Request for Proposal of Universal Pre-Kindergarten Program

Section 1: Overview

The Liberty Central School District is seeking proposals from eligible Community-Based Organizations (“CBOs”) to provide Universal Pre-Kindergarten (“UPK”) services. A minimum of one site visit will occur prior to the award, and the process will be competitive, with final awards made public at a board meeting.

Pre-kindergarten Program Details:

- Number of Seats Available: Approximately 33
- Age of Students: Four-year-olds
- Program Type: Full Day
- Per Pupil Reimbursement Rate: \$10,000 per pupil when taught by a teacher with a valid New York State early childhood teaching certification, and \$7,000 per pupil when taught by a teacher without that specific certification

District Goals and Expectations: The district aims to provide high-quality, developmentally appropriate pre-kindergarten services that support the social, emotional, cognitive, and physical development of all students, including children with disabilities and Emergent Multilingual Learners. Programs should align with district goals for student success and include a focus on family engagement. A one-year contract is contemplated with one or more eligible agencies, subject to annual review and recommendation of the Superintendent of Schools and the Board of Education. The District anticipates that provision of UPK services will commence on or about September 4, 2025.

Section 2: Required Services

The chosen UPK provider will provide UPK services that meet uniform quality standards established by and in accordance with New York State Education Law and Commissioner’s regulations. These include but are not limited to the following:

- UPK Programs must be in session for a minimum of 5 hours per day, five days per week for a minimum of 180 days per school year.
- UPK Programs will serve children eligible to enter Kindergarten in September 2025.
- UPK Programs must implement curricula that are aligned with the State learning standards that ensure continuity with instruction in the early elementary grades and is integrated with the district’s instructional program in kindergarten through grade 12.

- UPK Programs will provide an early literacy and emergent reading instruction based on effective, evidence-based practices.
- UPK Programs will meet the social, cognitive, linguistic, emotional, cultural, and physical needs of the children.
- UPK Programs will provide specially designed instruction/services for students with disabilities.
- UPK Programs will implement strategies for supporting Emergent Multilingual Learners.
- UPK Programs will include and integrate preschool children with disabilities.
- UPK Programs will provide support services.
- UPK Programs will utilize student learning centers.
- UPK Programs will ensure parental involvement.
- UPK Programs will ensure that students with limited English proficiency are provided equal access to the program and opportunities to achieve the same program goals and standards as other participating children.
- UPK Programs will establish and use an assessment process approved by the District that will allow the District to annually monitor and track the UPK Programs.
- UPK Programs will be solely responsible for providing nutritious meals and snacks.
- UPK programs will adhere to all district policies and safety regulations
- UPK programs will facilitate district oversight and reporting.

Section 3: Description of Services to be Provided by the CBO

CBOs must provide a detailed narrative addressing the following:

- **Capacity to Serve:** Maximum number of students to whom the CBO can provide pre-kindergarten instruction.
- **Program Design:** Current program design, including how it meets the needs of children with disabilities and Emergent Multilingual Learners.
- **Assessment and Effectiveness:** Demonstrated effectiveness of the program, using assessments to monitor children's progress.
- **Family Accessibility:** How the program is accessible to families, including transportation, communication, and support services.

Section 4: Staffing Qualifications, Patterns Performance, and Professional Learning

CBOs must provide a narrative that includes the following information:

- **Teacher Credentials:**
 - Provide details on the credentials of teachers delivering the UPK program. If teachers are uncertified in the early childhood grades or for students with disabilities in the early childhood grades pursuant to 8 NYCRR Part 80, explain the procedures for supervising them by an on-site certified early childhood education director during the hours that the UPK program is in operation, and for staff to timely obtain the required certification.
- **Staff Stability and Turnover:**

- Provide data on staff stability, turnover rates, and the ability to fill vacancies promptly.
- **Student-Teacher Interactions:**
 - Describe instruments used to assess the quality of student-teacher interactions and the learning environment.
- **Professional Learning:**
 - Provide information on ongoing professional development for UPK staff, including topics related to instructional needs.
- **Staffing Ratios:**
 - Meet the child-staff ratio as follows:
 - Community-Based Organization: 18 students to 1 teacher, and 1 paraprofessional; 19-20 students to 1 teacher and 2 paraprofessionals.

Section 5: Oversight and Fiscal Management

CBOs must provide a detailed narrative on the following:

- **Budget:**
 - Provide a comprehensive budget that includes salaries, benefits, materials, food service and indirect costs.
- **Fiscal Solvency:**
 - Describe the fiscal solvency of the organization and its ability to sustain operations.
- **Record Management:**
 - Outline procedures for record management and compliance with state regulations.
- **Health and Safety Compliance:**
 - Provide documentation demonstrating compliance with applicable health and safety codes.
- **Non-Charge for Program:**
 - Ensure no parent/guardian is charged a fee for instructional services, as required by state law.

Section 6: Child Eligibility, Screening, Progress Monitoring and Outcomes

CBOs must provide a detailed narrative addressing:

- **Eligibility Verification:**
 - Describe procedures for verifying student age and residency within the district.
- **Student Screening:**
 - Outline current screening practices for all incoming students.
- **Progress Monitoring:**
 - Provide the process for monitoring and assessing student progress, including how this information will be used to inform instruction and engage families.

Section 7: Nutrition, Health and Well-Being

CBOs must address the following in the RFP:

- **Nutrition and Meals:**
 - Detail the provision of appropriate and sufficient meals and snacks, which shall be the sole responsibility of the CBO. The District will not provide, pay for, or deliver any food products to the CBO and will not provide any other subsidy or in-kind service for the provision of nutritious meals and snacks for students.
 - Confirm that parents will not be charged for meals or snacks, and will not be required or expected to provide meals and snacks.
- **Physical Activity:**
 - Describe the CBO's strategies for promoting physical activity among children.

Section 8: Learning Environment, Curriculum and Instruction

CBOs should explain the following in the narrative:

- **Daily Schedule:**
 - Provide a balanced daily schedule that includes active and quiet play, indoor and outdoor activities, and both individual and small group activities.
 - Include one-third of the day for self-initiated activities.
- **Learning Centers:**
 - Describe how materials and equipment will be arranged in learning centers to promote engagement in both individual and small group activities.
- **Curriculum Alignment:**
 - Explain how the curriculum ensures continuity and smooth transition from UPK to the district's Pre-kindergarten to Grade 3 curriculum.

Section 9: Family Engagement and Support

CBOs must provide a detailed narrative addressing:

- **Support Services:**
 - Describe how support services (e.g., social, nutritional, health) will be coordinated to help children participate fully in the program.
- **Family Involvement:**
 - Detail how family involvement will be encouraged, including opportunities for engagement in the learning process.

Respectfully submitted,

Name of Firm

By:

Authorized Signature

Printed/Typed Name

Title

Dated

Sworn to before me this _____ day of _____ 2025

Notary Public

Appendix A:

INSURANCE REQUIREMENTS:

- a) Prior to any cancellation of, or material change in the policies certified to on this certificate, 30 days written notice, by certified mail, return receipt requested, shall be sent to the Business Office, prior to the effective date of such change or cancellation.
- b) Each certificate shall include Liberty Central School District as “Additional Insured”.
- c) Workers’ Compensation and Employers Liability Insurance – Statutory Workers’ Compensation and Employers Liability insurance coverage as required by the New York State Law, and for all of employees to be engaged in providing services under this contract, and in case such work is sublet, the Contractor shall require the subcontractor similarly to provide Workers’ Compensation and Employer’s Liability insurance for all of the latter employees to be engaged in such services. The policy shall contain the New York Amendatory Endorsement for Part II.
- d) Commercial General Liability Insurance including Premise/Operations, Independent Contractors, Products and completed Operations, Broad Form Property Damage, Broad Form Liability endorsement and blanket coverage for the underground hazards; X (explosion) C (collapse) U (underground). Minimum limit: \$1,000,000.00
- e) Umbrella Liability. Limit \$1,000,000.00 per occurrence and \$1,000,000.00 aggregate coverage excess over Underlying Commercial General Liability, Automobile Liability, and Employers’ Liability Policies.

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