

CANAJOHARIE CENTRAL SCHOOL DISTRICT

REQUEST FOR PROPOSALS

FOR

PRE K - 3 YEAR OLD SERVICES

FOR SCHOOL YEAR ENDING JUNE 30, 2023

RFP 2223-03

**CANAJOHARIE CENTRAL SCHOOL DISTRICT
BUSINESS OFFICE
136 SCHOLASTIC WAY
CANAJOHARIE, NY 13317**

CANAJOHARIE CENTRAL SCHOOL DISTRICT

REQUEST FOR PROPOSALS

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I. INTRODUCTION:

Purpose of the RFP:

The purpose of the proposal is to obtain a community partner to run our PreK 3 year old program.

Such Requests for Proposals may be obtained at the District Office. Proposals will be received until **2:00 p.m. on April 5, 2023**. Each proposal is to be submitted in a sealed envelope, plainly marked on the outside as "Proposal for District Legal Counsel." Proposals may be submitted by mail or in person at the Canajoharie Central School District, 136 Scholastic Way, Canajoharie, NY 13317, Attn: Leah Schaffer, Director of Finance and Accounting

Description of the District:

Enrollment: 850+ students K-12

Number of Employees: 174- Full/Part Time Faculty, Staff and Administration

Bargaining Units: CUSE Faculty, CUSE Staff and CSD Administration

BOCES: Hamilton Fulton Montgomery

Schools: 1 High, 1 Middle and 1 Elementary School

Board of Education: 5 member board - 5 year terms

Budget: 2022-23 Budget of \$23,341,000

2. NATURE OF SERVICES REQUIRED:

General:

Please provide a narrative proposal as outlined below:

1. Agency Experience and Early Childhood Education Program (32 Points)

Describe your existing early education program. Include information on your program's leadership, your philosophy & educational approach, participation in quality initiatives and the outcomes you have achieved.

If your organization is a past recipient of a Universal Pre-K grant, please provide the following information:

- identify the timeline in which your organization participated
- provide evidence of your successful completion of contract deliverables during your participation in the program

Describe your program's ability to implement a comprehensive early childhood education program as specified in Subpart 151-1 of the Universal Pre-Kindergarten program standards by September 1, 2023.

Describe your program's classroom learning environment. Specifically how it's responsive to and respectful of children's diverse needs for learning, play, and personal care.

Provide any information which demonstrates the quality of the educational program you provide including, but not limited to, classroom quality assessments conducted on classrooms of Pre-Kindergarten staff and child assessment information demonstrating improved developmental and learning outcomes.

Please attach copies of your program's written curriculum framework, assessment and family engagement plans and any other documents that will be used to guide teachers' instructional practices.

Please provide information about your program's child assessment including but not limited to the ways in which your program and teachers:

1. plan for data collection, organization, analysis, and communication
2. use data to inform curriculum planning
3. inform families about children's developmental progress and learning

Describe the family engagement opportunities that will ensure that parents play an integral role in supporting children's learning. Describe the activities that will ensure that communication

between home and the Universal Pre-Kindergarten Program classrooms will be regular, two-way and meaningful.

If your organization is a past recipient of a state Pre-K grant, please describe and provide evidence of how your program curriculum framework, assessment and family engagement plans have evolved during Pre-K program participation.

Additionally, describe and provide evidence of how your program has supported the inclusion of children with disabilities and/or special health care needs as well as children who are Dual Language Learners.

2. Staffing Qualifications (16 Points)

Please summarize the background and qualifications of the proposed Pre-Kindergarten Program administrator and all teaching staff. Provide evidence that staff is knowledgeable about high-quality early childhood programs and effective in planning, organizing and implementing them. Please attach resumes and any appropriate teaching certificates for individuals already on staff. Include detailed job descriptions for positions that will need to be filled.

Using the table format outlined below, attach a list and description of the titles and roles of all full-time and part-time staff to be paid by the Universal Pre-Kindergarten Program

Position Title	Full-Time/Part-Time	Name of staff	List Relevant Credentials

3. Budget (12 Points)

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:

1. A qualified Pre-Kindergarten teacher(s) with background in early childhood education;

2. A full-time teacher aide/assistant for each classroom based on ratios of 18 - 20 children to one teacher and one teaching assistant/aide;
3. 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.

The PreK 3 program will be located in the Canajoharie Central School District at East Hill Elementary. A teacher and an aide must be in each classroom of up to 18 students. If there are more than 18 students an additional aide and teacher must be assigned.

Agency Information:

Type of Agency - Please circle all that apply:

Licensed	DCC: Daycare	GDC: Family/Group Daycare	NS: Nursery School
NPS: Non-public School		HS: Head Start	Other

Agency Name

Child Care License #

County

Name of Owner

Email of Owner

Name of Director

Director's Email

Agency Mailing Address

Agency Phone Number

Agency Hours of Operation

Agency Number of Days in Operation

Agency Months of Operation

Agency Years of Operation

Provide three references or contacts with name, phone, address and email addresses for each

Terms of Engagement:

The School District is seeking a five-year engagement. This engagement is contemplated subject to annual review by the Board of Education. This agreement may be terminated upon 30 days notice by the Board of Education without cause subject solely to payment of fees and disbursements as of the date of termination.

Board of Education Process:

THE BOARD OF EDUCATION RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS OR ANY PARTS OF PROPOSALS.

The original copy of all proposals received will be kept on file in the District Office. .

The Board of Education and District Administration will evaluate proposals. During the evaluation process, the Canajoharie Central School District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from those submitting proposals. After review of submitted written proposals, finalists will be selected and invited for an interview session.

It is anticipated that the selection of a firm will be completed by May 6, 2023. Following the notification of the selected firm, a retainer agreement will be executed between both parties as soon as possible thereafter to commence July 1, 2023.

3. PROPOSAL REQUIREMENTS:

Criteria for Selection:

The criteria will be based on the total points combined from the sections mentioned above. In addition to the reference check.

Requirements for Proposals:

All proposals must be received by Leah Schaffer, Director of Finance and Accounting, no later than **2:00 p.m. on April 5, 2023**. Any proposals received after this deadline will be returned unopened to the firm.

Each firm shall submit one original proposal and two copies to the following address:

Canajoharie CSD, 136 Scholastic Way, Canajoharie, NY 13317, Attn: Leah Schaffer, Director of Finance and Accounting

Proposals are to be submitted in a sealed envelope clearly labeled **PreK-3 Proposal**.

All proposals and accompanying documentation become the property of the Canajoharie Central School District. The District shall not divulge any information presented in the RFP to anyone outside the District without the written approval of the firm.

Proposal Information:

Each proposal will clearly state the fees to be charged to the District. In addition, the fee proposal should state any reimbursables, out-of-pocket expenses, routine office costs, or surcharges that will be charged to the district.

Responses to this request for proposals should include an affirmation that there are no conflicts of interest between the firm and the Canajoharie Central School District.

Each proposal should include the firm name, address, telephone, signature of official, and date.

IV. OTHER

Inquiries:

All inquiries concerning this **RFP** should be directed to:

Canajoharie CSD, 136 Scholastic Way, Canajoharie, NY 13317, Attn: Leah Schaffer, Director of Finance and Accounting

(518) 673-6340