

Wayland-Cohocton Central School District

REQUEST FOR PROPOSALS FOR UNIVERSAL PRE-KINDERGARTEN (UPK) SERVICES 2026–2027 SCHOOL YEAR

The deadline for submission of proposals is: 2:00 pm on **April 2, 2026**

Submission Instructions:

Mail or hand-deliver three (3) hard copies of the proposal in a sealed envelope labeled: "Proposal for Universal Pre-Kindergarten Services" to:

Cindy Flowers
Director of Business, Finances and Transportation
Wayland-Cohocton Central School District
2350 Route 63
Wayland, NY 14572

No proposals will be accepted after the designated submission deadline.

The Board of Education of the Wayland-Cohocton Central School District (the "District") reserves the right to reject in whole or in part any and all proposals, or to accept a proposal or a portion thereof which, in its judgment, is in the best interest of the District.

Introduction

Wayland-Cohocton Central School District is soliciting proposals from qualified community-based organizations (CBOs) or agencies to provide high-quality Full-Day Universal Pre-Kindergarten (UPK) services for eligible four-year-old children in the District for the 2026–2027 school year. All proposed programs must comply with New York State Education Law Section 3602-ee and align with the NYS Prekindergarten Learning Standards.

Questions

All questions about this Request for Proposal (RFP) must be submitted by email to Cindy Flowers, Director of Business, Finances and Transportation at cflowers@wccsk12.org, no later than March 20, 2026. All questions and answers will be answered by email. The District reserves the right to amend the RFP based on questions and issues raised at any time prior to the RFP submission deadline.

I. Overview

The District is seeking proposals from qualified CBOs or agencies to administer the District's Full-Day Universal Pre-Kindergarten Program. The program must run for a minimum of five (5) hours per day, five (5) days a week, and must align with the District's school calendar. The terms of this engagement shall be from September 1, 2026-June 30, 2027.

Community Based Organization	Maximum Class size(for Four-year old Students)	Minimum Staffing Levels assigned to each class.
	18	1 Teacher 1 Paraprofessional
	20	1 Teacher 2 Paraprofessionals

II. Scope of Services

The Provider will implement a comprehensive, inclusive, and developmentally appropriate pre-kindergarten program that serves diverse learners and promotes kindergarten readiness. Services must include:

1. Instruction aligned with NYSED PreK Learning Standards and District goals;
2. Inclusive classrooms for students with disabilities and multilingual learners;
3. Family engagement and support services; and
4. Collaborative professional development and assessment practices.

III. Proposal Requirements

The proposal must include the following sections and supporting documentation:

A. Organizational Information

1. Organization name, address, contact person, phone, and email;
2. Type of organization (public/private/non-profit);
3. Organization's mission statement; and
4. Proof of legal status (e.g., 501(c)(3)).

B. Program Design and Agency Experience

The Provider must submit a detailed narrative addressing the following:

1. The Provider's services;
2. How the Provider intends to meet the goals and objectives of the District's UPK program plan;
3. The Provider's experience providing developmentally appropriate early childhood programs;
4. A description of classroom environments that reflect diverse learning needs;
5. The Provider's curriculum framework and assessment plans;
6. Evidence of classroom quality and child outcomes;
7. The Provider's inclusive practices regarding children with disabilities and multilingual learners;
8. Family engagement strategies; and
9. The Provider's use of data to inform instructional planning.

C. Staffing

1. A description of the Provider's staff qualifications, staffing patterns, child-staff ratio;
2. Resumes and certifications of administrators and teaching staff;
3. Job descriptions for any vacant roles;
4. A staffing table identifying all funded staff roles and titles, including Provider's administrative structure; and
5. Evidence of professional development plans aligned with the District's UPK program needs.

D. Budget

1. A budget narrative describing the total cost, per pupil and per classroom expenses;
2. Expenses specific to supporting students with disabilities and multilingual learners; and
3. A line-item budget spreadsheet detailing staffing, benefits, materials, services, and indirect costs.

IV. Program Specifications

- A.** The UPK program operated by the Provider shall comply in all aspects with the Regulations of the Commissioner of Education pertaining to pre-kindergarten programs contained in 8 N.Y.C.R.R. ¶ 151-1. By submission of a proposal, the Provider acknowledges it is familiar with the aforesaid regulations, has reviewed them, and shall be responsible for compliance with any amendments thereto. In the event the District determines the pre-kindergarten program operated by Provider is not in compliance, or in the event the District is given notice thereof by the State of New York or any agency or department thereof, the District shall immediately give the Provider notice thereof. Thereupon, any contract arising from the award of this RFP shall be terminated.
- B.** All buildings, premises, equipment and furnishings used by the Provider for the UPK program shall be safe and suitable for the comfort and care of students, shall comply with all applicable requirements of the Americans with Disabilities Act and shall be provided and maintained in a state of good repair and sanitation. All buildings and classrooms operated by the Provider shall meet all facilities requirements set forth in 8 N.Y.C.R.R. § 151-1.7.

V. General Conditions

A. Insurance

The Provider agrees to maintain the following insurance coverage during the term of the agreement. Notwithstanding any terms, conditions, or provisions, in any other writing between the parties, the Provider agrees to effectuate the naming of the Wayland-Cohocton Central School District as an unrestricted additional insured on the following described insurance policies, with the exception of Workers' Compensation and New York State Disability.

The policy naming the District as an additional insured must:

1. Be an insurance policy from an A.M. Best A-rated or better insurer, licensed and admitted to conduct business in New York State. A New York licensed insurer is strongly preferred.
2. State that the Provider's coverage shall be primary and noncontributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in favor of the District for all coverages including Workers' Compensation.
3. Additional insured status shall be provided by standard or other endorsements that extend coverage to the District or equivalent. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.
4. The certificate of insurance must describe the services provided by the Provider that are covered by the liability policies.
5. The Provider agrees to indemnify the District for applicable deductibles and self-insured retentions.

Minimum Required Insurance:

1. Commercial General Liability Insurance
 - a) \$1,000,000 per Occurrence/\$2,000,000 Aggregate
 - b) \$1,000,000 per Occurrence/\$2,000,000 Aggregate Sexual Misconduct and Assault
 - c) \$100,000 Fire Damage
 - d) \$10,000 Medical Expense
2. Workers' Compensation and NYS Disability
 - a) Statutory Workers' Compensation (C-105.2 or U-26.3) and NYS Disability Benefits Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the NYS Workers' Compensation Board.
3. Professional Errors and Omissions Insurance
 - a) \$2,000,000 per Occurrence/\$2,000,000 Aggregate for the professional acts of the Provider, its board, administrators and employees performed under the contract for the District. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract. Coverage must remain in effect for three (3) years following completion of the work.
4. Excess Insurance
 - a) \$1,000,000 per Occurrence and Aggregate. Umbrella/excess coverage must be on a follow-form basis or provide broader coverage over the required general liability and automobile liability policies.
5. Provider acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract. The failure of the District to object to the contents of the certificate or absence of the same will not be deemed a waiver of any and all rights held by the District.

B. Independent Contractor Status

1. The relationship of the parties is that of independent contractor and any and all services performed by the Provider and its employees or agents shall be performed in such capacity. None of the Provider's employees, consultants, or agents shall hold themselves out as, nor claim to be, an officer or employee of the District, not make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the District including, but not limited to, Workers' Compensation coverage, unemployment insurance benefits, social security coverage, disability benefits, or retirement membership or credit. The Provider will not have or hold itself out as having, the authority or power to bind or create liability for the District by its acts or omissions.

II. Evaluation

- A.** The District shall review proposals based on criteria set forth in 8 N.Y.C.R.R. § 151-1.6(c) including, but not limited to, the Provider's capacity to effectively, efficiently, and immediately provide needed services, its current program design and experience in providing developmentally appropriate program, and the demonstrated effectiveness of the Provider's programs.

- B.** The District will use the following rubric to evaluate the proposals:

1. Program design and agency experience - up to 32 points.
2. Staffing qualifications - up to 16 points.
3. Budget proposal - up to 12 points.

The maximum amount of total points is 60.

- C.** Scoring will follow these rating guidelines:

1. Very Good - Specific and comprehensive. Complete, detailed, and articulated information as to how the criteria are met. Well-conceived and thoroughly developed ideas.
2. Good - General but sufficient detail. Adequate information about how the criteria are met, but some areas are not fully explained, and questions remain—some minor inconsistencies and weaknesses.
3. Fair - Non-specific. Criteria appear to be minimally met, but limited information is provided about the approach and strategies. Lacks focus and detail.
4. Poor - Does not meet the criteria, fails to provide information, provides inaccurate information, or provides information that requires substantial clarification on how the criteria are met. N/A - Does not address the criteria or re-states the criteria.

- D.** The results of the competitive RFP process shall be made public at a regular meeting of the Board of Education.

III. Timeline

<u>Milestone</u>	<u>Date</u>
RFP Issued	March 6, 2026
Proposal Submission Deadline	April 2, 2026 (by 2PM EST)
Selection Notification	April 27, 2026
Services Begin	September 2026