REQUEST FOR PROPOSALS (RFP)
FOR
COLLABORATION WITH A COMMUNITY-BASED ORGANIZATION
TO PROVIDE STUDENT RELATED SERVICES
FOR THE
DISTRICT OPERATED UNIVERSAL PRE-KINDERGARTEN PROGRAM
CASSADAGA VALLEY CENTRAL SCHOOL DISTRICT
COUNTY OF CHAUTAUQUA
SINCLAIRVILLE, NEW YORK

The Cassadaga Valley Central School District (the "District") is seeking proposals from qualified Community-Based Organizations to provide student related services for the District operated Universal PreK ("UPK") program in accordance with Part 151 of the Regulations of the Commissioner of Education for the State of New York for the 2026-2027 academic year contingent upon the Cassadaga Valley Central School District receiving a New York State Universal Pre-K grant.

Request for Proposals are due no later than 1:00 p.m. (EST) Thursday, September 3, 2026. Send one original and one copy of your completed proposal with supporting documentation in a sealed envelope to:

2026 UPK STUDENT RELATED SERVICES RFP

Attn: Melissa Wilson, District Clerk

Cassadaga Valley CSD

5935 Route 60/ PO Box 540

Sinclairville, NY 14782

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SINCLAIRVILLE, NEW YORK

ANTICIPATED START DATE OF SEPTEMBER 8, 2026

OVERVIEW OF DISTRICT

The Cassadaga Valley Central School District is a public school located in Sinclairville, New York. We have two campuses, comprising of one elementary school building that houses grades PreK-5 and a secondary school building that houses grades 6-12. Our enrollment for 2026-2027 is estimated to be 800. The District is located in Sinclairville and serves students from the towns of Arkwright, Charlotte, Cherry Creek, Ellery, Ellicott, Ellington, Gerry, Pomfret and Stockton. Our population consists of predominantly low to moderate income families. It has been the District's goal to maintain high quality programs and maintain a fiscally responsible budget that our community is able to support.

The Cassadaga Valley Central School District (the "District") is seeking proposals from qualified Community-Based Organizations ("Agency") to provide student related services for the District operated Universal PreK ("UPK") program in accordance with Part 151 of the Regulations of the Commissioner of Education for the State of New York for the 2026-2027 school year, contingent upon the Cassadaga Valley Central School receiving a New York State Universal Pre-K grant. The student related services for four (4) year old children enrolled in the District operated program shall be provided for approximately 180 days as outlined in the District's approved instructional calendar. The student related services may be on a full-time or part-time basis.

FUNDING AVAILABLE

Based on an anticipated enrollment of 54 four-year-old UPK students and a per-pupil allocation of $13,708, the District anticipates a total UPK allocation of $740,232. In accordance with Education Law §3602-e(5)(e), the District will set aside approximately ten percent (10%) of its UPK allocation for collaboration with eligible agencies. Approximately $74,023 is anticipated to be available under this RFP. The District is not obligated to award the entire amount to one agency and reserves the right to award all, a portion, or none of the requested services to one or more eligible agencies, subject to available funding, proposal quality, cost effectiveness, program needs, and Board of Education approval.

PROCEDURES FOR RESPONDING TO 2026 UPK STUDENT RELATED SERVICES RFP

Request for Proposals will be due no later than 1:00 p.m. (EST) Thursday, September 3, 2026. Send one original and one copy of your completed proposal with documentation to:

2026 UPK STUDENT RELATED SERVICES RFP

Attn: Melissa Wilson, District Clerk

Cassadaga Valley CSD

5935 Route 60/ PO Box 540

Sinclairville, NY 14782

The proposal must include:

1. Completed Request for Proposal Form.
2. A detailed narrative which describes how your agency proposes to meet the goals and objectives of a Universal Pre-Kindergarten program plan (Appendix A);
3. A description of the services to be provided, including how the program would align with the Regulations of the Commissioner of Education for the State of New York for the 2026-2027 school year.
4. The type of student related services proposed, type of sessions, estimated number of sessions and cost for each session.
5. Proof of organizational status.
6. Proof of Commercial Liability, Automobile Liability, Workers' Compensation, and Excess Insurance, as outlined below, must be included in the proposal.

If a proposal does not satisfactorily respond in detail to the application, it will be considered non-responsive and receive no further consideration. There is no expressed or implied obligation for the District to reimburse responding individuals or agencies for any expenses incurred with preparing proposals.

Furthermore, the District reserves the right to retain all proposals submitted. Submission of a proposal indicates acceptance by the Agency of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the Agency selected. The District reserves the right to waive formalities as such action is deemed to be in the best interest of the District.

Proposals submitted after the time and date stated herein may not be considered and may be returned to the individual or agency unopened.

Any exceptions to the terms, conditions, or other requirements in any part of this Request for Proposal must be clearly stated in the Agency's proposal. Otherwise, the District will consider all items offered are in strict compliance with this Request for Proposal, and the successful Agency will be responsible for compliance.

At the sole discretion of the Board, a committee selected by the Board of Education may interview any or all Agencies responding to this RFP.

Questions and/or requests for clarification or supplemental information may be directed to Ms. Marcy Sweetman at (716) 962-5155 extension 1255.

2026 STUDENT RELATED SERVICES REQUEST FOR PROPOSAL FORM

Submission deadline Thursday, September 3, 2026, at 1:00 p.m. refer to Page 2 Procedures for Responding to RFP

I. AGENCY INFORMATION

Name of Group/Agency _____

Name of Individual Representing Group/Agency _____

Title _____

Address _____

_____

Telephone Number _____

E-Mail Address _____

NYS License/Certification Number _____

Certification of On-Site Educational Director Yes ☐ No ☐

If yes, identify certification _____

Number of Behavior Intervention Specialists/Coaches Available _____

Per Individual Student Session Cost $_____

Per Group Student Session Cost $_____

Number of Students Included Within Group Session _____

Estimated Number of Students Able to Serve in FY2026-2027 Program Year _____

Number of Early Intervention Occupational Therapists Available _____

Per Individual Student Session Cost $_____

Per Group Student Session Cost $_____

Number of Students Included Within Group Session _____

Estimated Number of Students Able to Serve in FY2026-2027 Program Year _____

II. CONTRACT TERMS

The term of the contract will be for 2026-2027 academic year contingent upon the Cassadaga Valley CSD receiving a New York State Universal Pre-K grant.

The District reserves the right to cancel the agreement with a forty-five (45) day notice to the Agency of service(s) during any fiscal year or cancel or renew with a thirty (30) day notice prior to June 30th of any given year. An annual engagement letter will be generated by the district.

III. INSURANCE REQUIREMENTS AND CERTIFICATES

1. GENERAL PROVISIONS as to all required insurance:

.1 The Vendor shall provide current Certificates of Insurance and accompanying documents as described herein for the District's approval prior to District's signing of contract(s).

.2 "Certificate Holder" shall be **Cassadaga Valley Central School District** at the address of **5935 Route 60, Sinclairville, New York 14782.**

.3 Coverage must comply with all specifications set forth herein.

.4 All insurance documents must be executed with authorized signatures.

.5 The Vendor's required liability policies must be endorsed to provide that any Notice of Cancellation or Notice of Non-Renewal given to the First Named Insured shall also be given to the Additional Insureds for this project**. A copy of such endorsement(s) must be furnished to the Certificate Holder.**

.6 Failure of the District to object to the Vendor's failure to furnish a Certificate or other evidence of the required insurance coverages, object to any defect in such Certificate or other evidence of coverage, or demand receipt of such Certificate or other evidence of coverage shall not be deemed a waiver of Vendor's obligation to furnish the required insurance coverages described herein. Nothing contained herein imposes on the District a duty or obligation to review any evidence of insurance coverages or issue any formal approval or acceptance of such evidence.

.7 The Vendor's liability and indemnification of the District shall not be relieved or diminished by the Vendor securing insurance coverage in accordance with the District's requirements. Any approval by the District of such insurance coverage shall not be construed as accepting in any way the deficiencies in the Vendor's insurance coverage.

.8 In addition to Certificates of Insurance and other documents, the Vendor shall provide to the District and other Certificate Holders, on a timely basis, copies of any subsequently issued endorsement(s) that amend applicable coverages or limits.

.9 When any required insurance shall expire, due to the attainment of a normal expiration or renewal date, the Vendor shall supply, no later than ten (10) days prior to such expiration, the District with Certificates of Insurance and accompanying documents evidencing continuation of coverage in the same manner, limits of protection and scope as provided by the previous policy.

.10 The Vendor will assure that any and all subcontractors retained by the Vendor carry and maintain insurance with reasonably prudent limits and coverage satisfactory to the District in light of the work to be performed, written by companies meeting the same criteria as required

herein, and that the District is named additional insured on the subcontractor's liability policies according to the same requirements as described herein.

.11 The Vendor shall disclose to the District any deductible or self-insured retentions applicable to any of the coverages required herein of the Vendor.

.12 The District reserves the right to modify the requirements herein, including limits, based on circumstances involved, including but not limited to the nature of the risk involved, prior experience, insurer, or coverage.

.13 If the Vendor carries higher limits or broader coverage than shown herein, those higher limits or broader coverage shall be applicable. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

2. LIABILITY INSURANCE

The Vendor agrees to secure and maintain, at the Vendor's own expense, all insurance coverage required herein from one or more insurance companies that are licensed to write such insurance in New York State or are eligible non-admitted insurers, per the current Excess Line Association of New York's (ELANY) official list. Insurers must carry an A.M. Best "Secure" rating of A- or better. The Vendor's insurance coverage shall include the following:

.1 Commercial General Liability. Occurrence based coverage to include bodily injury, personal injury, and property damage applicable to ongoing operations and contractual liability. Coverage limits shall be no less than:

General Aggregate	$2,000,000
Products & Comp/Op. Aggregate	$2,000,000
Personal & Advertising Injury	$1,000,000
Each Occurrence	$1,000,000
Fire Damage (any one fire)	$ 50,000
Med. Expense (any one person)	$ 5,000

.2 Automobile Liability. Coverage applicable to bodily Injury and property damage, coverage for the Vendor as the owner or the lessee of automobiles, trucks, trailers, self-propelled Vendor's equipment and all other owned, hired and non-owned vehicles registered for use on the public highway and/or used in operations relating to work under contract. Coverage limits shall be no less than:

Combined Single Limit	$1,000,000

.3 Umbrella/Excess Liability. Coverage applicable to Commercial General and Automobile Liability policies. Coverage limits shall be no less than:

Each Occurrence	$1,000,000
Aggregate	$1,000,000

.4 Professional/Educator's Legal Liability. The Vendor shall provide Professional Liability coverage applicable to the Vendor's errors, omissions, and negligent acts arising from the performance of the Vendor's services under this contract. Coverage limits shall be no less than:

Each Occurrence/Claim	$1,000,000
Aggregate	$2,000,000

.5 Abuse or Molestation Liability. If the Vendor's Commercial General Liability policy referenced above is not endorsed to include affirmative coverage for abuse or molestation, the Vendor

must obtain and maintain a policy covering Abuse and Molestation. If coverage is on a claims-made basis, it must be maintained in force for a minimum of three (3) years following the end of the contract, or, if coverage is cancelled or non-renewed, the Vendor must purchase extended Discovery Clause coverage for a minimum of three (3) years following the end of the contract. Coverage must have a retroactive date no later than the date of the Agreement with the District. Coverage limits shall be at least:

Each Occurrence/Claim	$1,000,000
Aggregate	$1,000,000

.6 Cyber Insurance. The Vendor shall maintain cyber insurance applicable but not limited to data breaches, network security incidents, cyber extortion, business interruption, third party liability, and social engineering or funds transfer fraud. The Vendor acknowledges that the District shall have no obligation to make any additional payment if the District remits payment in reliance on instructions that reasonably appear to be from the Vendor but are later determined to be fraudulent due to a cyber incident or related crime affecting the Vendor or its agents. Any such payment shall constitute full satisfaction of the District's payment obligation, and the Vendor shall bear all resulting loss. If coverage is on a claims-made basis and it is cancelled or non-renewed, the Vendor must purchase an extended reporting period for a minimum of one (1) year following the date of Final Completion of the Project. Coverage must have a retroactive date no later than the date of the Agreement with the District. Coverage limits shall be no less than:

Each Occurrence/Claim	$1,000,000
Aggregate	$1,000,000

.7 Additional Insured. Coverage in Commercial General Liability, Automobile Liability, Umbrella/Excess Liability, and Cyber Liability insurance policies or coverage sections shall be written or endorsed to apply to the following as **additional insured on a primary and non-contributory basis**:

> *"Cassadaga Valley Central School District and its employees, authorized volunteers and committee members, student teachers, auxiliary instructors and members of the Board of Education."*

Certificates of Insurance must show the form numbers that are used to achieve the Additional Insured coverage. A copy of the actual policy forms/endorsements that achieve this coverage in each policy must be provided to the District with the Certificate of Insurance.

.8 Waiver of Subrogation. To the fullest extent permitted by applicable state law, a Waiver of Subrogation Clause shall be added to the General Liability, Automobile, Umbrella/Excess Liability, and Cyber policies in favor of the District.

.9 Combination of Coverage. The Vendor may achieve the required limits and coverage through a combination of primary and excess liability insurance, provided such primary and excess insurance policies result in the same or greater coverage as those required herein. In no event shall any excess/umbrella liability insurance provide narrower coverage than the primary policy. The excess/umbrella coverage shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

.10 Claims-Made Coverage. If any of the Vendor's coverages required herein are on a claims-made basis, they must be maintained in force for a minimum of three (3) years following the end of the contract, or, if coverage is cancelled or non-renewed, the Vendor must purchase extended Discovery Clause coverage for a minimum of three (3) years following the end of the contract. Coverage must have a retroactive date no later than the date of the Agreement with the District.

3. WORKERS COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE

Coverage must be carried by the Vendor for the benefit of the Vendor's employees. Coverage must include Waiver of Subrogation in favor of the District. Coverage and limits shall be as required by the New York State Workers' Compensation Law. Evidence of coverage must be provided on the applicable approved form as per the New York State Workers' Compensation Board (i.e. C-105.2, U-26.3, GSI-105.2/SI-12, or CE-200).

4. NEW YORK DISABILITY (NYDBL)

Coverage must be carried by the Vendor for the benefit of the Vendor's employees as required by the New York State Disability Benefits Law (DBL). Evidence of coverage must be provided on the applicable approved form per the New York State Workers' Compensation Board (i.e. DB-120.1, DB-155, or CE-200).

IV. INDEMNIFICATION OF DISTRICT

The Agency shall defend, indemnify and hold harmless, the District, its officers, employees, Board Members, agents and assigns, from and against any and all claims, demands, actions, suits, damages, labilities, losses, settlements, judgments, costs and expenses, including but not limited to, reasonable attorneys' fees (collectively "Claims"), arising directly or indirectly , in any way, from the performance of services set forth in this RFP or from any negligent or wrongful act or omission of the Agency, its officers , employees, agents or assigns.

V. REQUIREMENTS FOR INSTRUCTIONAL SERVICES

In order to be eligible as a UPK Agency, you must satisfy the requirements set forth in Part 151-1 of the Commissioner's regulations (http://www.p12.nysed.gov/upk/regulations.html). This includes, but is not limited to:

The on-site Educational Director must possess a valid New York State Elementary teaching license.

Program Duration: The shall be provided based on five (5) days per week (except for school holidays) with annual duration minimum of 180 days. Each session must be at least thirty minutes (30) minutes in length.

VI. PROGRAM DESIGN

The program services shall be designed accordance with the following expectations:

1. Cassadaga Valley Central School District seeks proposals from qualified agencies to provide early intervention occupational therapy and behavioral consultation/support services for students enrolled in the District's Universal Prekindergarten (UPK) program during the 2026–2027 school year.
2. The purpose of these services is to strengthen the District's capacity to identify and respond to developmental, sensory, motor, self-regulation, behavioral, and social-emotional needs at the earliest possible point. Services will emphasize early intervention, prevention, consultation, capacity building, and developmentally appropriate classroom-based supports designed to increase students' successful participation in the UPK learning environment.
3. The selected provider(s) will work collaboratively with UPK teachers, classroom aides, administrators, families when appropriate, and other District personnel to develop and

implement strategies that support children's access to high-quality early childhood instruction.

4. The program will utilize a tiered, prevention-oriented model of support**.** Services should prioritize observation, consultation, modeling, coaching, environmental modifications, classroom strategies, small-group supports, and developmentally appropriate interventions before more intensive individualized supports are considered.
5. Occupational therapy services will focus on areas that affect a child's participation and independence within the educational environment, including fine-motor development, visual-motor integration, sensory processing and regulation, classroom routines, self-help skills, positioning, transitions, and access to developmentally appropriate learning activities.
6. Behavioral services will focus on strengthening positive behavior and social-emotional development through proactive, developmentally appropriate practices. Services may include classroom observation, identification of antecedents and environmental factors affecting behavior, development of preventative strategies, modeling and coaching for staff, support for classroom routines and transitions, reinforcement systems, self-regulation strategies, and development of individualized support strategies when appropriate.
7. A significant component of the program shall be capacity building for UPK staff. The provider will not simply work directly with individual children but will assist teachers and classroom staff in developing strategies they can consistently implement throughout the school day. Consultation, modeling, coaching, and follow-up shall therefore be integral components of the service model.
8. Services will be integrated into the existing UPK instructional program to the greatest extent practicable and delivered within students' natural educational environments. The provider shall collaborate with District personnel to monitor the effectiveness of interventions and modify strategies based upon student response and available data.
9. The program is intended to provide general early intervention and prevention supports and shall not replace evaluations, programs, services, or procedures required under IDEA, Section 504, or applicable New York State special education regulations. When observations or interventions indicate that a student may require additional evaluation or specialized services, the provider shall communicate those concerns to designated District personnel so that the District may determine appropriate next steps.

VII. PROGRAM COMPONENTS

The successful proposer shall be capable of providing some or all of the following services based upon District need:

1. Classroom Observation and Consultation: Conduct observations of UPK classrooms and individual students, as requested by the District, to identify barriers to successful participation, engagement, regulation, independence, behavior, and learning.
2. Occupational Therapy Early Intervention Supports: Provide developmentally appropriate consultation and intervention addressing fine-motor skills, visual-motor skills, sensory processing and regulation, classroom positioning, self-help and independence skills, transitions, classroom routines, and other functional skills affecting participation in the UPK environment.
3. Behavioral Consultation and Intervention: Provide developmentally appropriate positive behavioral supports addressing student regulation, transitions, classroom participation, peer interaction, communication-related behavior, task engagement, challenging behavior, and other factors affecting successful participation in the UPK program.

4. Teacher and Staff Coaching: Provide embedded coaching, modeling, consultation, and feedback to UPK teachers and classroom aides so that recommended strategies can be implemented consistently throughout the instructional day.
5. Classroom-Wide Supports: Assist staff in developing proactive classroom environments, routines, visual supports, sensory supports, transition strategies, positive reinforcement systems, regulation strategies, and other universal practices that benefit all UPK students.
6. Targeted Small-Group Supports: When appropriate, provide short-term small-group activities or interventions addressing identified developmental, sensory, motor, behavioral, or social-emotional needs.
7. Individual Student Supports: Provide short-term, targeted intervention for individual students when classroom-wide and small-group supports are insufficient, consistent with the scope of this RFP and without supplanting services required through an IEP or other legally mandated plan.
8. Intervention Planning and Progress Monitoring: Collaborate with District staff to identify specific concerns, establish developmentally appropriate intervention strategies, monitor student response, document progress, and adjust recommendations based upon data and observation.
9. Family Collaboration: When requested and authorized by the District, assist staff in communicating strategies to families to promote consistency between school and home.
10. Professional Development: Provide training to UPK teachers, aides, and appropriate District personnel in areas such as sensory regulation, fine-motor development, classroom behavior supports, de-escalation, developmentally appropriate expectations, positive behavior supports, executive functioning/self-regulation, transitions, and other identified early childhood needs.
11. Referral Consultation: When a student's needs appear to exceed the scope of general early intervention supports, consult with designated District personnel regarding observations and interventions attempted so the District can determine whether additional screening, evaluation, referral, or other action is appropriate.
12. Documentation and Reporting: Maintain appropriate service records and provide the District with periodic summaries documenting services delivered, classroom/teacher consultation, interventions implemented, professional development provided, and program-level outcomes while complying with FERPA and all applicable student privacy requirements.

VIII. CRITERIA FOR SELECTION

Based upon the proposals submitted the District shall determine which eligible Agency will be selected to collaborate on the District's Universal Pre-Kindergarten implementation plan. In making such determination, the District shall consider the following criteria:

1. The eligible Agency's capacity to effectively, efficiently, and immediately provide needed service.
2. The staffing patterns and qualifications.
3. Documentation that all applicable health and safety codes and licensure or registration requirements are met.
4. Anticipated fiscal share and other resources that contribute to the Universal Pre-Kindergarten Program.
5. The current program design and consistency with providing developmental appropriate programs.

6. The fiscal solvency of the Agency.
7. The stability of staff in relation to average duration of employment, rate of turnover and ability to fill vacancies in a timely manner.
8. The articulated mission/philosophy statements of the Agency.
9. The record management and documentation procedures followed by the Agency.
10. The administrative structure of the Agency.
11. The Agency's capacity and experience in serving children with disabilities.
12. The Agency's capacity and experience in serving children and their parents when they are Limited English Proficient.

IX. AGENCY GUARANTEES

1. The Agency certifies it can and will provide and make available, as a minimum, all services set forth in its application.
2. The Agency has read the foregoing together with Contractual Requirements, and agrees that the rights and prerogatives as detailed therein are retained by the District.
3. The Agency agrees to be bound by the contractual requirements delineated in Appendix A.

Signature of Official: _____

Name (Print): _____

Title: _____

Agency: _____

Date: _____

X. CONFLICTS OF INTEREST AND INDEPENDENCE

The Agency must disclose all conflicts of interest both in fact and/or in appearance. In addition, the Agency shall give the District written notice of any professional relationships giving rise to potential conflicts of interest entered into during the period of contract.

Signature of Official: _____

Name (Print): _____

Title: _____

Agency: _____

Date: _____

XI. NON-COLLUSIVE BIDDING

The agency certifies that he/she will furnish, at the prices herein quoted, the materials, equipment, and/or services as proposed in this Request for Proposal.

Non-Collusive Bidding Certification: By submission of this Request for Proposal, the bidder certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

A. 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 or 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.

B. 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.

C. A bid shall not be considered for award nor shall any award by 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 therefore, 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 subparagraph 1 A.

D. 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 sub-division 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.

Authorized Signature _____

Date _____

Title _____

Agency Name _____

Agency Address _____

_____

APPENDIX A

PROPOSED UPK COLLABORATION NARRATIVE

The Cassadaga Valley Central School District anticipates receiving Universal Prekindergarten funding for the 2026-2027 school year. Based upon an anticipated enrollment of 54 UPK students and a per-pupil allocation of $13,708, the District anticipates a total allocation of $740,232. In accordance with Education Law §3602-e(5)(e), at least ten percent (10%) of the allocation will be made available for collaboration with eligible agencies. Approximately $74,023 is therefore anticipated to be available under this RFP.

Respondents may submit proposals for one or more of the following student Services:

Number of Behavior Intervention Specialists/Coaches Available _____

Per Individual Student Session Cost $_____

Per Group Student Session Cost $_____

Number of Students Included Within Group Session _____

Estimated Number of Students Able to Serve in FY2026-2027 Program Year
_____

Number of Early Intervention Occupational Therapists Available _____

Per Individual Student Session Cost $_____

Per Group Student Session Cost $_____

Number of Students Included Within Group Session _____

Estimated Number of Students Able to Serve in FY2026-2027 Program Year
_____

The District reserves the right to award all, a portion, or none of the requested services and may make awards to one or more eligible agencies based upon program needs, proposal quality, cost effectiveness, available funding, and Board of Education approval. Parents and/or guardians shall not be charged a fee for participation in or services provided as part of the Universal Prekindergarten instructional program.

Provide a detailed explanation of each proposed cost, including personnel to be assigned, anticipated schedule, number of service sessions per day, number of session days, and any applicable information. Clearly identify which requested services are included and explain how the services will support the District's UPK program.

(May be submitted on separate document.)

_____

_____

_____

_____

_____

_____

_____

_____

APPENDIX B - PROPOSAL EVALUATION RUBRIC

Proposals will be evaluated using the criteria below. Prior to an award, the District will conduct at least one site visit of the eligible agency. Final award(s) will be made public at a regular meeting of the Board of Education. The District may request clarification, conduct interviews, and verify information submitted.

Evaluation Criterion	Maximum Points	Evaluator Score	Comments
Capacity to Provide Requested Services Ability to effectively, efficiently, and promptly provide the proposed services.	20		
Staffing Qualifications and Stability Qualifications, credentials, supervision, staffing pattern, stability, turnover, and ability to fill vacancies.	20		
Program Design and Alignment Developmentally appropriate practices, NYS Prekindergarten Learning Standards alignment, District alignment, and Pre-K-Grade 3 continuity.	15		
Experience Serving Diverse Learners Experience serving children with disabilities, Emergent Multilingual Learners, and varied developmental needs.	10		
Fiscal Management and Cost Effectiveness Reasonableness and clarity of costs, fiscal solvency, record management, and value within available funding.	20		
Health, Safety, Licensure and Compliance Required licensure/registration, insurance, health and safety compliance, and State/District requirements.	10		
Family Engagement and Support Family involvement and coordination of supports necessary for successful UPK participation.	5		
TOTAL	**100**		

Evaluator Name: _____

Agency: _____

Site Visit Date: _____

Overall Comments / Recommendation:

_____

_____

_____