

**REQUEST FOR PROPOSAL (RFP) #04.12.18**  
**UNIVERSAL PREKINDERGARTEN SERVICES**  
**FOR**  
**BRENTWOOD UNION FREE SCHOOL DISTRICT**  
**BRENTWOOD, NEW YORK**

**PROPOSAL TO BE SUBMITTED**  
**BY 11 AM, MONDAY, April 30, 2018**

**PURCHASING DEPARTMENT**

**52 THIRD AVE.**  
**BRENTWOOD, NY 11717**

**(631) 434-2511**

**(631) 434-2239 (FAX)**

**DATED: April 12, 2018**

BRENTWOOD UNION FREE SCHOOL DISTRICT  
52 THIRD AVENUE  
BRENTWOOD, NY 11717

NOTICE TO PROPOSER'S

The Board of Education of Brentwood Union Free School District of the Town of Islip, County of Suffolk, (in accordance with Section 103 of Article 5-A of the General Municipal Law) hereby invites the submission of sealed proposals on:

Proposal Number: RFP#04/12/18 - Universal Pre-Kindergarten Services

Proposals will be received until: 11 a.m. on Monday, the 30<sup>th</sup> day of April 2018 at the Purchasing Department, located in the Administration Building, Third Avenue, Brentwood, New York at which time and place all proposals will be publicly opened and available for inspection. Specifications and proposal forms may be obtained at the same office. Questions may be addressed to Wanda Ortiz-Rivera, Assistant Superintendent for Bilingual Services K-12 and Student Intake at (631) 434-2511 or at wortiz@bufsd.org. The Board of Education reserves the right to waive any informalities in the proposals, or to reject all proposals, or to accept any proposal which in the opinion of the Board of Education will be in the best interests of the School District.

BOARD OF EDUCATION  
Brentwood Union Free School District  
Town of Islip  
Brentwood, L.I., New York

BY: Frank J. Hark/Imk  
Frank J. Hark  
Purchasing Agent

ADVERTISED: Long Island Business News (LIBN)  
April 20, 2018

# BRENTWOOD PUBLIC SCHOOLS

## BIDDER'S CHECK LIST

All bidders are requested to review the following checklist before submitting their bid.

- 1. Has "Disclosure Form" been properly filled out and included?
- 2. Has "Non-Collusive Bidding Certification" been properly filled out and included?
- 3. Has Iran Divestment Act Certification Form been filled out and included?
- 4. Has name of bid and time of opening been marked on outside of envelope?

*Bidders are advised to retain this form for their records*

*Lmk:*

Felicio Administration Bldg.  
 52 Thrid Avenue  
 Brentwood, New York 117174651  
 (631)434-2227  
 FAX (631) 434-2528

**Disclosure**

This form must be completed by vendors (including, but not limited to, individuals, corporations, and partnerships) providing services/materials to Brentwood Union Free School District (BUFSD). If this form is being completed in anticipation of a possible bid award, each bidder must complete this form and include it with the bid submission.

		Yes	No
1	Are you a family member of any BUFSD employee or BUFSD Board member?	<input type="radio"/>	<input type="radio"/>
2	Is any BUFSD employee or BUFSD Board member a member or employee of your firm, partnership, or association?	<input type="radio"/>	<input type="radio"/>
3	Is any BUFSD employee or BUFSD Board member or an officer, director, or employee or your corporation	<input type="radio"/>	<input type="radio"/>
4	Does any BUFSD employee or BUFSD Board member directly or indirectly control stock in your corporation	<input type="radio"/>	<input type="radio"/>

If you answered "Yes" to any of the above questions, please indicate the employee's name and position with BUFSD or the name of the BUFSD Board Member.

\_\_\_\_\_

Name of BUFSD Employee or Board Member	Position with BUFSD
--	---------------------

Please list all officers, directors, and principals (such as owners and partners) of the vendor. In the case of corporations, shareholders owning or controlling five percent (5%) or more of the outstanding stock must be listed.

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The undersigned affirms that the above information is true to the best of his/her knowledge and understands that any false statement constitutes a violation of the Penal law and/or General Municipal Law, as applicable.

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

**NON-COLLUSIVE PROPOSAL/BID CERTIFICATION**

By submission of this proposal, each bidder and each person signing on behalf of any bidder 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 competitor.
2. Unless otherwise by law, the prices which have been quoted in this proposal 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.

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_

**RESOLUTION – For corporate bidders only**

Resolved that \_\_\_\_\_ be authorized to sign and submit the

Bid or proposal of this corporation for the following project (describe project) \_\_\_\_\_

\_\_\_\_\_

The certification as to non-collusion required by Section 103 of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

(SEAL OF THE CORPORATION)

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

### IRAN DIVESTMENT ACT COMPLIANCE RIDER

The Iran Divestment Act of 2012, effective as of April 12, 2012, is codified at State Finance Law (“SFL”) §165-a and General Municipal Law (“GML”) §103-g. The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the District, from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in SFL § 165-a and GML § 103-g, a person engages in investment activities in the energy sector of Iran if:

- (a) The person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
- (b) The person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created pursuant to paragraph (b) of subdivision three of Section 165-a of the SFL and maintained by the Commissioner of the Office of General Services.

**A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder’s certification.**

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the SFL. In any case where the bidder or proposer cannot certify that it is not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made. The district may award a bid to a bidder who cannot make the certificate on a case by case basis if:

- (1) The investment activities in Iran were made before the effective date of this section (i.e., April 12, 2012), the investment activities in Iran have not been expanded or renewed after the effective date of this section and the person has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The District makes a determination that the goods or services are necessary for the District to perform its functions and that, absent an exemption, the District would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

**CERTIFICATION**

**IRAN DIVESTMENT ACT OF 2012**

As a result of the Iran Divestment Act of 2013 (Act), Chapter 1 of the 2012 Laws of New York, added new provisions to the State Finance Law (SFL), § 165-a and General Municipal Law (GML) § 103-g effective April 12, 2012. Under the act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL §165-a(3)(b) and GML § 103-g, the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Proposer (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Proposer is advised that once the list is posted on the OGS website, any proposer seeking to enter into, renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is bid upon or a proposal submitted, or the contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should Brentwood Union Free School District (BUFSD) receive information that a person is in violation of the above-referenced certification, BUFSD will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is violation of the Act within 90 days after the determination of such violation, then BUFSD shall take such action as may be appropriate including, but not limited to, imposing sanctions seeking compliance, recovering damages, or declaring the Contractor in default.

BUFSD reserves the right to reject any bid, proposal or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

**BRENTWOOD UNION FREE SCHOOL DISTRICT**  
**52 Third Avenue**  
**Brentwood, N.Y. 11717**

**REQUEST FOR PROPOSAL - Universal Prekindergarten Services -RFP#04/12/18**

The Brentwood Union Free School District (hereinafter referred to as “the District”) invites proposals from qualified organizations (hereinafter referred to as “the Organization”) to provide Universal Prekindergarten Services during the 2018-2019 school year **for a maximum of 369 four year-old students** who reside in the City of Brentwood. All proposed programs must meet the requirements set forth in the Universal Prekindergarten Program regulations (Part 151 of the Regulations of the Commissioner of Education).

**Eligibility**

An organization responding to this RFP must be a provider of child care and early childhood education, a day-care provider, an early childhood program, a Head Start center or a community-based organization which meets the standards and requirements of Part 151 of the Regulations of the Commissioner of Education. The program must meet and remain in compliance with all applicable regulations governing the type of early childhood education program provided. The District reserves the right to contact any licensing authority to obtain information regarding compliance or compliant status regarding any program proposed in response to this RFP.

**Proposal Submission**

Proposals must be clearly labeled and submitted to: Frank Hark, Purchasing Agent of the Brentwood UFSD, at 52 Third Avenue, Brentwood, NY 11717 on or before **11:00 a.m.** prevailing time, on **Monday, April 30**. There is no expressed or implied obligation for the District to reimburse responding organizations for any expenses incurred in preparing quotations or attending interview(s) in responding to this request. Applications submitted after the stated time and date will not be considered and will be returned to the organization unopened. Questions may be addressed to Wanda Ortiz-Rivera, Assistant Superintendent of Bilingual Services and Student Intake at (631) 434-2403 or at Wortiz@bufsd.org.

**1. Proposals**

All proposals must be submitted in four parts and will be evaluated as such. Part I must consist of responses to organizational capacity and qualifications items. (30 Points) Part II must consist of responses to items concerning Universal Prekindergarten Services. (40 Points) Part III must include a description of staff qualifications, staffing patterns, child-staff ratio and the administrative structure of the organization. (15 Points) Part IV must include a proposed budget for school year 2018-19. (15 Points) Incomplete submissions will not be considered for award. Proposals should not be excessively long, and should be submitted in a format that permits copying for review. Six (6) copies of each proposal must be submitted: one copy titled “ORIGINAL” and each of the other five copies titled “COPY.” Each page of the proposal must state the organization submitting the proposal, the fact that the RFP is being submitted to Brentwood Union Free School District and the page number. All materials submitted in response to this request for proposal shall become the property of the District.



**PART I – Organizational Capacity and Qualifications (30 points)**

- A. Describe the organization’s history of providing quality early childhood programs. Please include information regarding services provided to children with disabilities and English Language Learners/Multilingual Learners.
- B. Indicate the organization’s capacity to provide Universal Prekindergarten Services. Please include information on the proposed facilities, classroom space and other resources that will support the provision of these services.

**PART II: Universal Prekindergarten Services (40 points)**

- A. Describe how the organization will meet the goals and objectives of the Brentwood Prekindergarten Program as approved by the Brentwood Board of Education (see Appendix A).
- B. Describe the early childhood services the organization will provide through the Universal Prekindergarten Program and how they will meet the following required components of Part 151 of the Regulations of the Commissioner of Education:
  - *Provide support services to children and families such as social and health related services*
  - *Meet the needs of English language learners*
  - *Encourage parental involvement in their child’s education*
  - *Ensure parents have ease of utilization and access to services*
  - *Support transitions/continuity with the district’s K-3 program*
  - *Integrate preschool children with disabilities*
  - *Indicate the on-going staff development opportunities in which Universal Prekindergarten staff will be engaged*
- C. Indicate the number of students to be served, the number of classrooms to be created and the number of hours per day that the proposed program will operate.
- D. Explain how the proposed program will meet all applicable health and safety codes and licensure requirements (including the New York State Uniform Fire Prevention and Building Code).
- E. Describe the collaborative relationship your organization proposes to have with the Brentwood Union Free School District.

**PART III: Program Staffing (15 points)**

- A. Describe how the proposed program will be staffed. Include information about staff qualifications (including fingerprint clearance), staffing patterns, child-staff ratio, and the administrative structure of the organization. **You must have a teacher with a New York State Certificate in Early Childhood Education (N-6, B-2) and an aide for each UPK classroom. Please refer to NYS Prekindergarten regulations for minimum requirements.**

**PART IV: Proposed Budget (15 points)**

- A. Provide a detailed budget for the proposed program during school year 2018-19. Include any cost or price information that would be included in a potential agreement with the District.

**2. Termination of Contract:**

Any contract agreed to under this Request for Proposal is subject to termination by either party with thirty (30) days written notice. In the event of termination of the contract by the district, the District's responsibility shall be limited to payment for services performed and costs incurred by the organization with the District's consent, prior to termination. In the event of termination of the contract by the organization, the organization's responsibility shall be to pay for any and all costs incurred by the District, including but not limited to transportation costs resulting from the reassignment of students to other programs, if deemed appropriate by the District.

**3. Right to Reject Requests for Proposals:**

The District reserves the right to reject without prejudice any and all quotations received under this Request for Proposals, to request additional information from all proposers, to negotiate with one or more of the finalists regarding the terms of the engagement, and to make award offers that differ from the organizations proposed level of services and/or budget. The District intends to select the organization(s) that, in its opinion, best meet(s) the District's needs.

**4. Insurance Requirements**

The organization(s) chosen to provide Universal Prekindergarten Services for the School District must fulfill the following insurance requirements:

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the organization hereby agrees to effectuate the naming of the District as an unrestricted additional insured on the organization's insurance policies, with the exception of Professional Liability. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract.
2. The policy naming the District as an additional insured shall (a) be purchased from an A.M. Best rated "secured" New York State licensed insurer, (b) contain a 30-day notice of cancellation, (c) state that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers, and (d) the District shall be listed as an additional insured by using endorsement CG 2026 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the Certificate of Insurance.
3. The organization agrees to indemnify the District for any applicable deductibles and self-insured retentions.

4. Required Insurance: (a) Commercial General Liability Insurance--\$1,000,000 per occurrence/\$2,000,000 aggregate, (b) Professional Errors & Omissions Insurance \$2,000,000 per occurrence/\$2,000,000 aggregate for the negligent professional acts of the organization. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.
5. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
6. Organization acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract. The organization is to provide the District with a Certificate of Insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.
7. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The organization further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also NYSIR, as the District's insurer.

**5. References**

If the proposer has not previously provided UPK services to the Brentwood School District, it must provide a client list for the past five (5) years with a similar scope of services. The client list must include agency name(s), contact person(s), address(es), and telephone number(s). The District reserves the right to contact the clients to determine the quality of services performed and personnel assigned to those projects.

**6. Contract Extension**

Once an award is approved by the Board of Education, bid pricing will remain firm for one year, with a mutually agreeable option to renew for a second and third year.

**7. Funding**

Proposers should note that funding for the Brentwood School District Universal Prekindergarten Program is contingent upon available State Aid, which may determine level of service requested and subsequent contract extensions.

**The information provided herein is for the purpose of this proposal only and shall remain confidential.**

**The Brentwood Union Free School District does not discriminate on the basis of race, ethnicity, handicapping condition, or sexual orientation.**

# APPENDIX A

## Brentwood Union Free School District Universal Pre-Kindergarten Program Goals and Objectives

Cognitive Skills, including promoting English Literacy		
Goals/Objectives	Methodology	Means of Assessment
<p><b><u>Cognitive Skills</u></b></p> <ul style="list-style-type: none"> <li>• Groups by two characteristics (shape, color)</li> <li>• Classifies objects into categories (food, toys)</li> <li>• Knows and names up to eight colors</li> <li>• Understands one-to-one correspondence</li> <li>• Counts/creates sets up to ten</li> <li>• Imitates simple parquetry patterns</li> <li>• Matches/identifies simple shapes</li> <li>• Understands comparatives (big/bigger)</li> <li>• Sequences three pictures to tell story</li> <li>• Has knowledge of time concepts (today, tomorrow, yesterday)</li> <li>• Understands directional concepts, (top, bottom)</li> <li>• Repeats 4 digits and 4 word sequences</li> <li>• Completes sentences about simple analogies (fire is hot, but is cold)</li> <li>• Predicts outcomes of story/event</li> <li>• Communicates in sentences and answers simple questions</li> </ul>	<p>Teachers are provided with curriculum to follow, requiring in-corporation of cognitive skill development and encouragement of early literacy; all areas of learning.</p>	<ul style="list-style-type: none"> <li>• Daily observation by teachers</li> <li>• Progress notes are kept in child's file</li> <li>• Use of developmental screening tool- 2x year</li> <li>• Program supervisor performs classroom observations, completes performance evaluations to ensure program effectiveness.</li> <li>• Input from parents</li> <li>• Staff meetings</li> <li>• Quarterly reports/monthly reports</li> </ul>

**Social-Emotional Development, including fostering a positive sense of self within a cultural context**

Goals/Objectives	Methodology	Means of Assessment
<p><b><u>Social-Emotional Development</u></b></p> <ul style="list-style-type: none"> <li>• Responds appropriately to small-group instruction</li> <li>• Controls/expresses emotions in acceptable ways</li> <li>• Uses appropriate social response (says: thank you, raises hand)</li> <li>• Shows interest in own body and gender</li> <li>• Talks about own feelings, emotions, attitudes</li> <li>• Shows awareness of/concern for another's feelings</li> <li>• Accepts responsibility</li> <li>• Chooses/identifies special friends</li> <li>• Spontaneously takes turns/shares</li> <li>• Prefers playing with peers rather than alone</li> <li>• Has an increased attention span</li> </ul>	<p>Teachers are provided with curriculum to follow, requiring in-corporation of social/emotional skills development and fostering a sense of self into all areas of learning.</p>	<ul style="list-style-type: none"> <li>• Daily observation by teachers</li> <li>• Progress notes are kept in child's file</li> <li>• Use of developmental screening tool- 2x year</li> <li>• Program supervisor performs classroom observations, completes performance evaluations to ensure program effectiveness.</li> <li>• Input from parents</li> <li>• Staff meetings</li> <li>• Quarterly reports/monthly reports</li> </ul>

**Physical Skills, including gross and fine motor development**

Goals/Objectives	Methodology	Means of Assessment
<p><b><u>Physical Skills</u></b></p> <ul style="list-style-type: none"> <li>• Walks on balance beam without falling</li> <li>• Hops on one foot</li> <li>• Jumps forward up to ten times without falling</li> <li>• Skips, alternating feet</li> <li>• Gallops</li> <li>• Catches a thrown ball</li> <li>• Kicks rolling ball toward target</li> <li>• Pumps legs while swinging</li> <li>• Walks up/down stairs alternating feet (without holding rail)</li> <li>• Walks on tip toes for up to ten feet</li> <li>• Copies simple shapes (squares, triangle, circle)</li> <li>• Draws stick figures</li> <li>• Draws person with up to six recognizable parts</li> <li>• Use irregular/uneven strokes to copy letters/numbers</li> <li>• Put paper clip on paper</li> <li>• Cuts out circle and other simple shapes</li> <li>• Performs simple sewing on lacing card</li> <li>• Uses key to open lock</li> <li>• Puts smalls peg in pegboard</li> <li>• Uses mature grasp on pencil</li> </ul>	<p>Teachers are provided with curriculum to follow, requiring in-corporation of physical skills development into all areas of learning.</p>	<p>Daily observation by teachers</p> <ul style="list-style-type: none"> <li>• Progress notes are kept in child's file</li> <li>• Use of developmental screening tool- 2x year</li> <li>• Program supervisor performs classroom observations, completes performance evaluations to ensure program effectiveness.</li> <li>• Input from parents</li> <li>• Staff-meetings</li> <li>• Quarterly reports/monthly reports</li> </ul>