Valley Stream Union Free School District No. 13
585 North Corona Avenue
Valley Stream, New York 11580

REQUEST FOR PROPOSAL - Universal Pre-Kindergarten Services -RFP # 2026-2027

The Valley Stream Union Free School District No. 13 (hereinafter "the District") invites proposals from qualified organizations (hereinafter "the Organization") to provide Universal Pre-Kindergarten Services during the 2026-27 school year **for a maximum of 18 randomly selected students who must be four (4) years of age on or before December 1, 2026,** and who reside in the District, for five (5) days/week for a minimum of five (5) instructional hours, for a minimum of 180 days per year. All proposed programs must meet the requirements set forth in the Universal Pre-Kindergarten Program regulations including, but not limited to, Part 151 of the Regulations of the Commissioner of Education, Education Law and the regulations of the Office for Children and Family Services.

Students will be randomly selected by the District using a lottery-based system.

Eligibility
An organization responding to this RFP must be a licensed provider of childcare and early childhood education, a day-care provider, an early childhood program, a Head Start center or a community-based organization that meets the standards and requirements of Part 151 of the Regulations of the Commissioner of Education and the New York State Child Day Care Regulations at N.Y.C.R.R. Parts 413 and 418. The program must meet and remain in compliance with all applicable regulations of the District and the State 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.

Funding:
The District will provide monthly payment on a per student basis at a rate of $10,000.00 per student for the 2026-27 school year. In the event the District incurs expenses related to the program, including but not limited to the costs of medical personnel, special education and related services, supplies, or equipment, the District reserves the right to allocate a portion of the state aid funds to cover such costs, and the per-student payment to the Organization may be reduced accordingly. Any such reduction will be identified in the executed agreement.

Proposal Submission
Proposals must be clearly labeled and submitted to: **Marisa Pisicchio, Purchasing Agent,** at Valley Stream UFSD 13 Business Office, 585 North Corona Avenue, Valley Stream, NY 11580 on or before **12:00 P.M.** prevailing time, on **SEPTEMBER 22, 2026.** Please initial where indicated at the bottom of each page. 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 **Marisa Pisicchio, Purchasing Agent,** at mpisicchio@valleystream13.com or (516) 568-6100.

Marisa Pisicchio
Purchasing Agent
Valley Stream Union Free School District No. 13
585 North Corona Avenue
Valley Stream, New York 11580

The Board of Education reserves the right to waive any informality in the proposals, to reject any or all proposals, or to accept any proposal which, in the opinion of the Board, is in the best interest of the District and its students. Proposals submitted shall remain binding for ninety (90) days following the submission deadline.

Awards under this RFP are subject to approval by the Board of Education at a regular public meeting and to the availability of New York State Universal Prekindergarten funding for the 2026-2027 school year.

The following attachments must be submitted with the proposal: Attachment A, Conflict of Interest Certification; Attachment B, Sexual Harassment Policy Certification; Attachment C, Iran Divestment Act of 2012 Certification; and Attachment D, Statement of Non-Collusion.

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. (**10 Points**) Part IIA must consist of responses to items concerning Universal Pre-Kindergarten Services. (**15 Points**) Part IIB must consist of responses to items concerning Universal Pre-Kindergarten English Language Learner Services. (**15 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 2026-27. (**15 Points**) Part V must provide references including length of time in business and client references. (**10 Points**) Part VI must adhere to NYSED Health & Safety and facility quality guidelines. (**20 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. Three (3) copies of each proposal must be submitted: one copy titled "ORIGINAL" and each of the other two copies titled "COPY." Submit one copy in digital format. Each page of the proposal must state the organization submitting the proposal, the fact that the RFP is being submitted to the District and the page number. All materials submitted in response to this request for proposal shall become the property of the District.

Description	Percent
Part I must consist of responses to organizational capacity and qualifications of items.	10%
Part IIA must consist of responses to items concerning Universal Pre-Kindergarten Services.	15%
Part IIB must consist of responses to items concerning Universal Pre-Kindergarten English Language Learner Services.	15%
Part III must include a description of staff qualifications, staffing patterns, child-staff ratio, and the administrative structure of the organization.	15%
Part IV must include a proposed budget for the 2026-2027 school year.	15%
Part V must provide references {Length of time in business; Client references}.	10%
Part VI must adhere to NYSED Health & Safety and facility quality guidelines.	20%

PART I – Organizational Capacity and Qualifications (10 points)

A. Describe the organization's history of providing quality early childhood programs. Please include information regarding services provided to children with disabilities and children and/or their parents with limited English proficiency as well as services the organization currently has available.

B. The organization must provide a detailed mission and philosophy statement.

C. Indicate the organization's capacity to provide Universal Pre-Kindergarten Services. Please include information on the proposed facilities and other resources that will support the provision of these instructional services. The organization should identify on Exhibit B, Proposed Budget, the proposed site provided by the respondent. Additional information regarding the use of the proposed facility is included in Part IV, Proposed Budget.

PART IIA: Universal Pre-Kindergarten Services (15 points)

A. Provide a detailed narrative describing how the organization will meet the goals and objectives of the Valley Stream Union Free School District No. 13 Pre-Kindergarten Program as approved by the Valley Stream UFSD 13 Board of Education

B. Describe the early childhood services the organization will provide through the Universal Pre-Kindergarten Program and how they will meet the following components of Part 151 of the Regulations of the Commissioner of Education, which include, but are not limited to:
   - *The ability to provide support services to children and families such as social and health related services*
   - *The ability to effectively, efficiently and immediately provide the needed services*
   - *A description of the organization's current program design and experience in providing developmentally-appropriate programs*
   - *The ability to meet the needs of English language learners* ***(see Part IIB)***
   - *A description of the organization will encourage parental involvement in their child's education*
   - *A description of how the organization will ensure parents have ease of utilization and access to services*
   - *Include information on how the organization will support transitions/continuity with the district's K-3 program*
   - *Indicate how the organization will integrate preschool children with disabilities*

- *Indicate the on-going staff development opportunities in which Universal Pre-Kindergarten staff will be engaged*
- *Include a discussion on "Hands on Learning" and "Instructional Technology"*
- *The ability to provide detail on the record management and documentation procedures followed by the organization*
- *The ability to account for children's progress as demonstrated by assessments and the demonstrated effectiveness of the organization's program.*

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 and provide documentation on 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 Valley Stream Union Free School District No. 13.

PART IIB: Universal Pre-Kindergarten English Language Learner Services (15 points)

F. Describe the early childhood services the organization will provide through the Universal Pre-Kindergarten Program and how they will meet the following 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 for English Language Learners*
   - *Meet the needs of English language learners*

PART III: Program Staffing (15 points)

A. All Agency UPK teachers must possess a teaching license or certificate valid for services in the early childhood grades or follow compliance with NYSED section 151-1.3 regulations. (See Attachment E). The Agency must employ an on-site Education Director during the hours that the program is in operation. The Education Director will be responsible for program implementation and must also possess a teaching license or certificate valid for services in the early childhood grades. Furthermore, the Agency must have at least one teacher and one teaching assistant or teacher aide working in each UPK classroom. If there are more than 18 children in a UPK classroom, there must be one additional teacher assistant or teacher aide working in that classroom. No UPK classroom will have more than 20 children. **You must have a teacher with a New York**

State Certificate in Early Childhood Education (N-6, N-3) and an aide* for each UPK classroom. Please refer to NYS Pre-kindergarten regulations for minimum requirements.

PART IV: Proposed Budget (15 points)

A. Provide a detailed budget for the proposed program during school year 2026-27 and explain how the organization's resources will be contributed to the Universal Pre-Kindergarten Program. Include any cost information that would be included in a potential agreement with the District. Provide information concerning the program's fiscal solvency, anticipated fiscal share, facilities, and other resources contributed to the program. Also, complete budget for the 2026-27 school year in Exhibit B, Proposed Budget. The District maintains the right to implement administrative oversight.

PART V: References (10 points)

A. If the proposer has not previously provided UPK services to the Valley Stream Union Free School District No. 13, 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), telephone number(s), and length of time the proposer is in business with client. The District reserves the right to contact the clients to determine the quality of services performed and personnel assigned to those projects.

2. 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.

3. Contract and Extension(s)

Once an award is approved by the Board of Education, the contract, identified as Exhibit A, will be executed with the organization(s). The organization will be required to adhere to all contract requirements. Additionally, proposal will remain firm for one

year, with a mutually agreeable option to renew four (4) one-year terms under the same terms. The provider is to include the proposed budget for the 2026-27 fiscal year. A proposed budget exhibit has been included as Exhibit B.

4. Funding

Proposers should note that funding for the Valley Stream Union Free School District No. 13 Universal Pre-Kindergarten Program is contingent upon available State Aid, which may determine the level of service requested and subsequent contract extensions.

5. Nutrition

The organization will provide appropriate nutritional meals to all students participating in the program. Meals shall be provided in an environment conducive to interaction between staff and children and at a time appropriate to meet the children's needs and provide sufficient time for eating and interaction.

Meal Oversight and Compliance

The district shall oversee the provision of all meals served to UPK students. All costs associated with these meals shall be charged to the UPK partner for the duration of the program. The UPK partner shall comply with all applicable federal, state, and local food service, nutrition, and safety regulations. The Director of Food Services, or designee, shall conduct periodic site visits to monitor compliance with these requirements. Failure to comply with these requirements may result in corrective action, up to and including termination of the contract.

PART VI: Health & Safety/Facility Quality (20 points)

A. Please review and adhere to NYSED Office of Early Learning Health & Safety Checklist. (See Attachment F) This checklist will be utilized to assess the Health & Safety throughout when District visits the program.

B. The Agency will provide a facility that is well maintained, clean and safe. There will be adequate space for outdoor play with appropriately maintained equipment. The bathrooms will be immediately accessible and free. The classrooms will be arranged into learning areas/centers and allow for the safe

movement and activity for the number of children enrolled. Inspections will be made regularly by the District and areas in need of correction will be addressed in a timely manner. All buildings, premises, equipment and furnishing used for the Universal Pre-Kindergarten program shall be safe and suitable for the comfort and care of the children, shall comply with all applicable requirements of the American with Disabilities Act and shall be provided and maintained in a state of good repair and sanitation. Buildings and classrooms operated by eligible agencies shall meet all applicable fire, safety and building codes. Section 151.1.10 of the Regulations of the Commissioner of Education sets forth the requirements which must be met by all facilities used for Universal Pre-Kindergarten classes.

C. Nursing services will be provided.

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

The Valley Stream Union Free School District No. 13 does not discriminate on the basis of race, ethnicity, handicapping condition, or sexual orientation. The potential contractor must also comply with these Federal and State regulations.

Valley Stream Union Free School District No. 13
585 North Corona Avenue
Valley Stream, New York 11580
(516) 568-6100

ATTACHMENT "A"
Conflict of Interest Certification

The proposer declares and certifies:

1. That said proposer is of lawful age and the only one interested in this proposal, and that no one other than said proposer has any interest herein.

2. That this proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a proposal for the same purpose and is in all respects fair and without collusion or fraud.

3. That no member of the Board of Education of the Valley Stream Union Free School District No. 13, Nassau County, New York, nor any officer or employee or person whose salary is payable as a whole or in part from the treasury of said Board of Education, is directly or indirectly interested in this proposal or in the supplies, materials, equipment, work or services to which it relates, or in any portion of the profits thereof.

4. That said proposer has carefully examined the specifications in the RFP and schedules prepared under the direction of the Board of Education, and will, if successful in this proposal, furnish and deliver in accordance with its proposal and within the time stated, all materials, supplies, apparatus, goods, wares, merchandise, services, or labor for which this proposal is made.

5. That the prices quoted are net and exclusive of all federal, state and municipal sales and excise taxes.

Subscribed and sworn to before

This _____ day of_____.

_____
Notary Public

_____
Person, Firm or Corporation

_____
Authorized Signature

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ATTACHMENT "B"

SEXUAL HARASSMENT POLICY CERTIFICATION

By submission of this bid, each Vendor and each person signing on behalf of any Vendor certifies, and in case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the Vendor has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at minimum, meet the requirements of section two hundred one-g of the labor law.

Dated: _____, 20__

_____
Name of Bidder/Proposer

_____
Signature of Authorized Official

_____
Printed or Typed Name of Official and Title

_____
Company Name

Sworn to before me this
____ day of _____, 20__

_____
Notary Public

Seal

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ATTACHMENT "C"

IRAN DIVESTMENT ACT OF 2012 CERTIFICATION

As a result of the Iran Divestment Act of 2012 (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, Vendor (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, Vendor is advised that once the list is posted on the OGS website, any Vendor 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 DISTRICT receive information that a person is in violation of the above-referenced certification, DISTRICT 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 in violation of the Act within 90 days after the determination of such violation, then DISTRICT shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Vendor in default.

DISTRICT 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:_____

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ATTACHMENT "D"
STATEMENT OF NON-COLLUSION

Your proposal is subject to the following Non-Collusion Statement of Section 103-D of the General Municipal Law, which reads as follows:

103-D. Statement of non-collusion in proposals and proposals to political subdivision of the state. Every proposal or proposal hereafter made to a political subdivision of the state or any public department agency, or official thereof where competitive proposal is required by statute, rule, regulation or local law, for work or services performed, to be performed, or good sold or to be sold, shall contain the following statement subscribed by the proposer and affirmed by such proposer as true under the penalties of perjury: Non-collusive proposal certification.

a) By submission of this proposal, the proposer and each person signing on behalf of the proposer, certifies, and if this is a joint proposal each party thereto certifies as to its own organization, under penalty of perjury that to the best of the proposer's knowledge and belief:

The prices in this proposal have been arrived independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor.

Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly to any other proposer or to any competitor; and

No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit a proposal for the purpose of restricting competition.

b) A proposal shall not be considered for award nor shall any award be made where (A), (1), or (2) and (3) above have not been complied with provided, however, that if in any case the proposer shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore, where (A), (1) and (2) and (3) above have not been complied with, the proposal 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 proposal is made, or designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the proposer (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publications of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposal, does not constitute without more, a disclosure within the meaning of paragraph A above.

c) If the proposer is a corporation, the corporation shall be deemed to have been authorized by the board of directors of the proposer to make the above certification and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

(SEAL OF CORPORATION)

_____
Corporate or Company Name

By: _____
Signature Title

Valley Stream Union Free School District No. 13
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EXHIBIT B – PROPOSED BUDGET

PART IV: PROPOSED BUDGET FOR UPK PROGRAM

Local UPK program Information

Report Prepared By:	
Program Name:	
Mailing Address:	
	Street
	City / State / Zip Code

Telephone #: _____ County: _____

E-Mail Address: _____

Project Operation Dates: ___/___/___ (Start) ___/___/___ (End)

INSTRUCTIONS

1. **Submit the proposed UPK Budget with the RFP Response**
2. **Enter whole dollar amounts only.**
3. **Certification on page 20 must be signed by Chief Administrative Officer or properly authorized designee.**

SALARIES FOR PROFESSIONAL STAFF

Include only staff that are employees of the UPK program. Do not include consultants or per diem staff. Do not include central administrative staff that are indirect costs, e.g., business office staff. One full-time equivalent (FTE) equals one person working an entire week of the project. Express partial FTE's in decimals, e.g., a teacher working one day per week equals .2 FTE.

Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
		Subtotal -	

SALARIES FOR SUPPORT STAFF:

Include salaries for teacher aides, secretarial and clerical assistance, and for personnel in pupil transportation and building operation and maintenance. Do not include central administrative staff that are considered to be indirect costs, e.g., account clerks.

Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
		Subtotal -	

PURCHASED SERVICES:

Include consultants (indicate per diem rate), rentals, tuition, and other contractual services.

Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
		Subtotal -	

SUPPLIES AND MATERIALS:

Computer software, library books and equipment items in excess of $500.

Description of Item	Quantity	Unit Cost	Proposed Expenditure
		Subtotal -	

TRAVEL EXPENSES:

Include pupil transportation, conference costs and travel of staff between instructional sites. Specify UPK program approved mileage rate for travel by personal car or school-owned vehicle.

Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditures
		Subtotal	

EMPLOYEE BENEFITS:

Rates used for project personnel must be the same as those used for other UPK program personnel.

Benefit	Proposed Expenditure
Social Security	
Retirement	
Health Insurance	
Worker's Compensation	
Unemployment Insurance	
Other (Identify)	
Subtotal –	

FACILITIES COST:

Allowable costs include rent, mortgage payments, real estate taxes and/or fees.

Facilities Name	Facilities Description	Rent/Tax/Mortgage	Proposed Expenditure
	Please include the location of the facility, square footage per student, compliance with Part 151 of the Regulations of the Commissioner of Education and provide a representation that the facility meets ADA requirements.		

Subtotal –

EQUIPMENT:

All equipment to be purchased in support of this project with a unit cost of $5,000 or more should be itemized in this category. Equipment items under $5,000 should be budgeted under Supplies and Materials. Repairs of equipment should be budgeted under Purchased Services.

Description of Item	Quantity	Unit Cost	Proposed Expenditure
		Subtotal –	

BUDGET SUMMARY	
ITEM	**PROJECT COSTS**
Professional Salaries	
Support Staff Salaries	
Purchased Services	
Supplies and Materials	
Travel Expenses	
Employee Benefits	
Facilities	
Equipment	

Executive Director / Owner's Certification

I hereby certify that the requested budget amounts are necessary for the implementation of this project.

Name and Title of Executive Director / Owner /Principal

_____

Please print / type

_____ _____

Signature Date