



# REQUEST FOR INFORMATION

Head Start/Early Head Start Services  
NYC Department of Education (DOE)  
Division of Early Childhood Education (DECE)

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### **Request for Information (RFI) Basic Information**

<b>Release Date</b>	5/12/25
<b>Proposal Due Date</b>	6/2/2025 at 5:00PM

<b>Anticipated Contract Term</b>	September 1, 2025 - June 30, 2026, with up to one one-year renewal option
<b>DOE Contact Email</b>	ECEPortfolioPlanning@schools.nyc.gov
<b>Questions Regarding this RFI</b>	<ul style="list-style-type: none"> <li>• Questions regarding this RFI must be transmitted in writing to ECEPortfolioPlanning@schools.nyc.gov.</li> <li>• The DOE cannot guarantee a timeline for response to written questions regarding this RFI.</li> </ul>
<b>Information Sessions</b>	<p><b>Info Session 1: May 14th, 2025 at 3:00PM</b></p> <p>Topic: Head Start RFI Information Session 1 Join Zoom Meeting  <a href="https://zoom.us/j/98763781124?pwd=y9W97zOHLZOagkmUjHX8NgGcABNKH0.1">https://zoom.us/j/98763781124?pwd=y9W97zOHLZOagkmUjHX8NgGcABNKH0.1</a></p> <p>Meeting ID: 987 6378 1124 Passcode: 401998 ---</p> <p>One tap mobile +16465588656,,98763781124#,,, *401998# US (New York) +16469313860,,98763781124#,,, *401998# US</p> <p><b>Info Session 2: May 19th, 2025 at 10:00AM</b></p>

	<p>Topic: Head Start RFI Information Session 2</p> <p>Join Zoom Meeting  <a href="https://zoom.us/j/92959948964?pwd=brYSohNsBgZMo2MIRNltro7jaTff9.1">https://zoom.us/j/92959948964?pwd=brYSohNsBgZMo2MIRNltro7jaTff9.1</a></p> <p>Meeting ID: 929 5994 8964  Passcode: 389287</p> <p>---</p> <p>One tap mobile  +16465588656,,92959948964#,,,,*389287# US (New York)  +16469313860,,92959948964#,,,,*389287# US</p> <p><b>Info Session 3: May 21st, 2025 at 3:30PM</b></p> <p>Topic: Head Start RFI Information Session 3</p> <p>Join Zoom Meeting  <a href="https://zoom.us/j/98922190651?pwd=gvyKCdsh9KBMfSOPP0MN10MNS7XNvw.1">https://zoom.us/j/98922190651?pwd=gvyKCdsh9KBMfSOPP0MN10MNS7XNvw.1</a></p> <p>Meeting ID: 989 2219 0651  Passcode: 716769</p> <p>---</p> <p>One tap mobile  +16469313860,,98922190651#,,,,*716769# US  +16465588656,,98922190651#,,,,*716769# US (New York)</p>
<p><b>Proposal Submission Overview to</b></p>	<ul style="list-style-type: none"> <li>• <b>A separate and complete proposal, including all required documents, must be submitted for <u>EACH PROPOSED SITE LOCATION</u>.</b></li> <li>• Proposals must be submitted using the Head Start RFI Google Form available at:  <a href="https://docs.google.com/forms/d/1Yodcb3esigAG5gKdBSLLOpyOvt3-r2QryRrrf1ISc/viewform?pli=1&amp;pli=1&amp;edit_requested=true">https://docs.google.com/forms/d/1Yodcb3esigAG5gKdBSLLOpyOvt3-r2QryRrrf1ISc/viewform?pli=1&amp;pli=1&amp;edit_requested=true</a></li> </ul>

<b>Required Proposal Documents</b> <i>Please see Section 4 - "Proposal Instructions" for more information about submitting required documents.</i>	<ol style="list-style-type: none"><li>1. HS/EHS Structured Proposal Form (SPF)</li><li>2. HS/EHS Budget Form</li><li>3. Doing Business Data (DBD) Form</li></ol>
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## **Section 1 – RFI Background and Overview**

### **A. Background**

The purpose of this Request for Information is to identify eligible, high-quality early childhood care and education programs who are willing to collaborate with the New York City Department of Education's (DOE) Division of Early Childhood Education (DECE) to implement Head Start (HS) and/or Early Head Start (EHS) services as a part of the unified birth-to-five system through a negotiated services agreement.

All information in this RFI is subject to revision and to approvals by and funding appropriation from City, State, and Federal entities including the, the New York State and federal Education Departments, the federal Office of Head Start, the New York City Law Department, and the New York City Office of Management and Budget. Nothing contained in this RFI should therefore be construed as creating any rights or entitlements for prospective participants.

### **B. Overview of Solicited Services**

This RFI is designed to solicit proposals for Head Start and/or Early Head Start services in alignment to the regulations and expectations of the Federal Office of Head Start. Head Start is a federally funded program designed to promote the school readiness of young children from low-income families through agencies in their local community. Head Start and Early Head Start programs support the comprehensive development of children from birth to age five and their families through early care and education, health and family well-being services.

All Head Start programs will be held to the requirements of the Office of Head Start, the [Head Start Program Performance Standards](#), the [Head Start Act](#), other federal fiscal regulations, as well as any other applicable legal and/or programmatic requirements, including those contained in the the New York City Health Code and those set by the DOE, among others. Note that throughout this RFI some specific Head Start standards have been referenced and identified as requirements; however, programs will be responsible for adhering to all Head Start requirements, not just those referenced in this RFI.

Proposers to the Head Start and Early Head Start RFI may choose among several options related to the age range of children served, the length of the service day, and the number of operational days within each year. Proposers are expected to make these choices based on their understanding of community need and in consultation with their governing board and Policy Council or Policy Committee, as applicable.

Programs may choose to provide Early Head Start services for children six weeks to

three years old and/or Head Start services for children three to five years old; for more specific information on age groups see the “Age Definitions” chart below. Programs may operate either eight (8) or ten (10) hours per day, and either 225 or 260 days per year. Additional details and requirements are in Section 2 - “Service Expectations and Requirements” of this document.

Service Choices	Options
<b>Age Group(s)</b>	Head Start
	Early Head Start
	Head Start and Early Head Start
<b>Possible Hours per Day</b>	8 hours per day
	10 hours per day
<b>Possible Days per Year</b>	225 days per year
	260 days per year

Please note the age definitions below in relation to solicited services:

Age Group		Definition
<b>Early Early Head Start</b>	<b>Infants</b>	Children between the ages of 6 weeks and 12 months
	<b>Toddlers*</b>	Children over the age of 12 months who are not yet age-eligible to participate in 3-K
<b>Head Head Start</b>	<b>3-K</b>	Children who turn 3 by December 31 of the calendar year or children who turn 3 by January of the school year and are not already enrolled in Early Head Start
	<b>Pre-K</b>	Children who turn 4 by December 31 of the school year

**\*Note about toddlers:** To provide the most developmentally appropriate groupings, the DOE suggests the following classroom breakdowns within this age group:

- Toddlers between the ages of 12 months and 24 months should be grouped together (younger toddlers)

- Toddlers over the age of 24 months should be grouped together (older toddlers)

Providers that wish to offer the entire age range of toddlers must have both an Infant/Toddler permit and Pre-School permit under Article 47 of the New York City Department of Health and Mental Hygiene (DOHMH) Health Code to offer these services. Providers with only Pre-School permits may propose to serve only older toddlers.

The DOE aims to maximize opportunities for children to be served at the same site for more than one year. In deciding which services to propose, providers are asked to consider the following:

- Providers proposing to offer Head Start 3-K should consider proposing to offer both Head Start 3-K and Head Start Pre-K and/or Early Head Start to ensure continuity of care.
- Programs with the capacity and expertise should strongly consider proposing to offer services for a range of ages, from 6 weeks to five years old, at the same site, with enough slots in each age group to allow for continuity of services.
- Programs proposing only one classroom should only propose to serve one age group within that room. Single-room programs are encouraged to consider serving older age groups (4-year-olds instead of 3-year-olds, for example) in order to minimize transitions for children and families.

Proposers must indicate the age groups they propose to serve in Tab 1 - "Service Model Proposal" of their *Attachment B - HS/EHS Budget Form*. More information on completing this section in the HS/EHS Budget Form is provided in Section 4F(b)iii - "Tab 1: Service Model Proposal."

Please note that when considering programs proposing to offer more than one classroom, the **DOE may prioritize providers who propose to serve more than one contiguous age group at the same site, or will be able to do so based on existing DOE-contracted seats** when determining which proposers will be recommended for award.

## C. Eligibility Requirements

The following providers are eligible to submit a proposal through this RFI:

- Current Head Start or Early Head Start delegates.
- Current full-day DOE-contracted Head Start, Early Head Start, Pre-K and 3-K providers who wish to provide Head Start and/or Early Head Start services at non-contracted Article 47 permitted sites beginning September 2025.
- Current Pre-K, 3-K or Infant/Toddler providers wishing to add full-day Head Start/Early Head Start services at a currently contracted site beginning September 2025.
- Non-contracted Article 47 permitted programs in NYC which includes:



- Direct Head Start grantees (providers receiving grant funds directly from the federal Office of Head Start), if they wish to offer Head Start and/or Early Head Start services to additional children as a delegate agency to the DOE beginning September 2025.
- This RFI is not intended to fund services for children already served through an organization's direct Head Start grant. Funding awarded through this RFI cannot be used to supplant funding for a program's direct Head Start services.
- 4410 center-based providers wishing to provide Head Start and/or Early Head Start services, provided the program has prior experience collaborating with a Head Start and/or Early Head Start program, beginning September 2025.
  - Funding awarded through this RFI cannot be used to supplant funding for a program's 4410 services and will be expected to allocate costs across funding streams.

## D. Geographic Considerations

Providers may propose Head Start and Early Head Start services in any community school district in New York City. However, the DOE may choose not to award or to award services, or to award services other than those proposed, to reflect DOE's needs and available funding. . Additionally, the DOE may choose to award different combinations of Head Start, 3-K, and Pre-K slots, or different combinations of Early Head Start infant and toddler slots, than a program proposes.

The DOE strives to give all businesses, including Minority and Women-Owned Business Enterprises (MWBEs), an equal opportunity to compete for DOE procurements. Accordingly, the DOE encourages the participation of MWBEs in this engagement. To learn more information about how to become certified as an MWBE by New York City, visit the [New York City Small Business Services website](#). To learn more information about how to become certified as an MWBE by New York State, visit the [New York State Contract System website](#).

All Head Start and/or Early Head Start providers must have an Article 47 Child Care Services permit issued by the NYC Department of Health and Mental Hygiene (DOHMH) to contract with the DOE for these services. Providers serving infants and younger toddlers must have an Article 47 Infant/Toddler permit. Providers serving older toddlers and/or Head Start children must have a Pre-School permit (for ages 2-5). **Please note that due to the expedited nature of this opportunity, providers need to be permitted for the age groups they are proposing at the time of proposal.**

To be eligible to submit a proposal to this RFI to offer Head Start and/or Early Head Start services outlined above, proposers must identify a **proposed program site that is physically located in New York City.**

Proposers to this RFI must **submit a proposal with a proposed privately owned or leased or currently occupied city owned or leased facility**, including New York City Housing Authority

(NYCHA) based facilities. It is essential that the identified address is correct, complete, and consistent throughout the proposal, and that this is the site permitted by DOHMH.

The primary purpose of this solicitation is to award Early Head Start seats and Head Start seats to align with DOE's expected grant from the Office of Head Start. Providers in all zip codes are eligible to submit a proposal to this RFI; however, the DOE may prioritize providers who offer services in the following zip codes:

**Priority Zip Codes:** 11204, 11219, 11212, 11226, 11211, 11205, 11214, 11220, 11206, 11221, 11207, 11208, 10458, 10467, 10472, 10454, 10459, 10451, 10452, 10456, 10453, 10457, 10460, 10030, 10009, 10029, 10035, 10031, 10032, 10033, 10034, 10040, 10024, 11433, 11434, 11435, 11436, 11101, 11373, 11691

**Other Zip Codes in Priority Communities:** 11218, 11230, 11213, 11216, 11233, 11238, 11203, 11210, 11225, 11222, 11201, 11215, 11217, 11231, 11209, 11228, 11232, 11237, 10468, 10461, 10462, 10464, 10465, 10473, 10455, 10474, 10026, 10027, 10037, 10039, 10002, 10003, 10023, 10025, 11412, 11423, 11432, 11102, 11103, 11104, 11105, 11106, 11368, 11369, 11370, 11372, 11377, 11378, 11692, 11693, 11694, 11695, 11697

The DOE relies on the most up-to-date data regarding geographically-based need for services **at the time of contract recommendations.**

## **Section 2 – Service Expectations and Requirements**

### **A. General Expectations and Requirements**

The DOE has expectations and requirements that are applicable across all service models to ensure consistent delivery of high-quality early childhood care and education services. Key expectations and requirements, along with required DOE systems and supports, are outlined below.



#### **a. Quality Expectations and Program Requirements**

All providers operating all service models will be held to a consistent set of quality expectations aligned to the Head Start Program Performance Standards (HSPPS).

Aligned with the HSPPS, all programs will be required to fulfill foundational programmatic expectations, including that they:

- Implement a consistent yet flexible schedule that is appropriate to the age level and individual needs of children, including a variety of both child- and adult-initiated activities. {HSPPS: 1302.31(c)}
- Collect and analyze data using valid and reliable screening and authentic assessment tools approved by the DOE, to individualize each child's learning

experience and advance child outcomes as outlined in the [Head Start Early Learning Outcomes Framework \(ELOF\)](#) for infants to 3-year-olds and/or the [New York State Prekindergarten Learning Standards \(NYSPLS\)](#) for 4-year-olds.\* {HSPPS: 1302.33}

- Implement DOE-required curricular resources. {HSPPS: 1302.32}
- Create a safe, nurturing, and predictable learning environment with the appropriate quantity of high-quality materials. {HSPPS: 1302.31(c)}
- Support children's growth and development by offering nutritious meals and snacks, providing daily gross motor play, teaching safe and healthy habits, and assisting children in meeting their toileting needs. {HSPPS: 1302.31(e)}
- Develop a foundation for children's social-emotional learning, build secure attachment between caregivers and children, and use age-appropriate strategies to promote positive behavior, as outlined in the [DOE Statement on Positive Behavior Guidance](#) (or successor document). *Please note that children may not be expelled or suspended from programs.* {HSPPS: 1302.17}
- Employ culturally responsive strategies to empower families in their role as a child's primary caregiver, teacher, and advocate. {HSPPS: 1302.34}
- Use DOE guidance and best practices to support children and families with specialized needs, including children with disabilities, children with medical needs, children who are emergent multilingual learners, and children living in temporary housing. {HSPPS:1302 Subpart F and 1302.101(2)}
- Implement a two-generation model aligned to the Head Start Parent and Community Engagement Framework. Programs will support families to meet their goals in pursuing continuing education and employment opportunities, building economic assets, and developing their social capital. {HSPPS: 1302.52}
- Work closely with community partners to offer comprehensive services to children and families, including services that address access to healthcare, mental health, nutrition, physical health, and oral health needs. {HSPPS: 1302.53}
- Conduct an annual Self-Assessment process that uses program data and involves all key stakeholders -- including families -- to understand progress towards program goals and compliance with all requirements. {HSPPS: 1302.102}
- Implement management systems that provide effective programmatic and fiscal oversight to enable delivery of high-quality services and provide supervision and support to individual staff. {HSPPS: 1302.101}
- Establish a system of shared governance to provide legal and financial oversight for the program (the Governing Board) and set the direction for the program (the Policy Committee and Parent Committees). {HSPPS: Part 13001}



## **b. Regulatory Requirements**

The New York City Department of Health and Mental Hygiene (DOHMH) is the licensing agency governing child care in New York City, and as such, all providers are subject to and expected to comply with all aspects of Article 47 of the New York City Health Code. In instances when the HSPPS are more stringent than Article 47 requirements, providers are subject to and required to comply with the more stringent requirement. For example, HSPPS require that a classroom have at least 35 square feet of usable indoor space per child available for the care and use of children, and Article 47 requires 30 square feet per child. In compliance with this more stringent requirement, all Head Start and Early Head Start programs must have 35 square feet of usable space per child in each classroom. If proposing to relinquish existing SDY or EDY seats for Head Start seats, please note that fewer Head Start seats may be awarded because of the larger Head Start square footage requirement. The DOE will provide resources that identify applicable policies for Head Start and Early Head Start programs.

## **c. Adherence to DOE Policy and Participation in DOE Systems and Supports**

### **i. DOE Policy Expectations**

All programs will be required to comply with all policies described in their contracts, the [Head Start Program Performance Standards](#), and the Birth-to-Five Policy Handbook, that may be updated from time to time. Proposers are encouraged to review the current [Birth-to-Five Policy Handbook](#).

*Attachment D - Statement of Assurances* is a summary of key policies and requirements that apply to programs who contract with the DOE. Programs that are recommended for award through this RFI will be required to abide by the policy expectations outlined in the Statement of Assurances, as well as all other policies outlined in this RFI and any subsequent policy guidance.

### **ii. Participation in DOE Systems and Supports**

All programs will be required to participate in a range of systems and supports provided by the DOE to facilitate implementation of high-quality Head Start and Early Head Start services, as detailed in the section below. Additionally, programs are expected to be responsive to all in-person, phone, and email communications from the DOE and ensure that the DOE has accurate contact information for program leadership on an ongoing basis.

#### **I. Site Supports**

All programs will have access to a system of coordinated supports from DOE staff, including supports in the areas of instruction, mental health and wellness, family and community engagement, program operations, policy compliance, contracting, and enrollment. Program-specific supports will be determined based on need and availability. Programs are expected to

actively engage with staff from the DOE, other agencies, and community partners to improve program and classroom quality. Representatives from the DOE, New York State Education Department (NYSED), and the Office of Head Start must be allowed to visit, observe, and evaluate the services provided by DOE-contracted programs at any time.

Head Start and Early Head Start programs will be assigned a Leadership Coach who will provide coaching to the Program Leadership.

DOE Instructional Coordinators will provide coaching that aligns with Head Start Program Performance Standards; programs may use this support to meet 1302.92(c) of the HSPPS.

All Head Start and Early Head Start providers will be required to hire or consult with a Mental Health Consultant to meet the requirements of 1302.45(b). DOE social workers can support these Mental Health Consultants.

All Head Start and Early Head Start providers will receive regular visits from DOE Quality Management Specialists to understand the program's compliance with Head Start standards and provide necessary supports. Programs must provide staff conducting these visits with access to all relevant data and information, be responsive to feedback, and address any identified concerns.

All Head Start and Early Head Start providers will be assigned an Operations Analyst. They provide fiscal support to programs by reviewing submitted budgets and invoices to ensure that all expenses are allocable and allowable under applicable funding guidelines. Their role includes guiding programs through financial requirements, clarifying eligible costs, and supporting compliance with city, state, and federal regulations.

## **II. Program Assessment**

Programs will be required to participate in any quality assessments, such as CLASS (Classroom Assessment Scoring System) and ERS (Environmental Rating Scales), administered by the DOE, DOE partners, and other City and State agencies. The DOE will utilize valid and reliable program assessment tools in conjunction with other data and information to measure program quality and to inform various support efforts.

### **III. Data Systems and Reporting**

Programs will be required to maintain and report accurate and timely data utilizing the appropriate data systems that the DOE has designated for eligibility, enrollment, child screening, authentic assessment, attendance, staff qualifications and clearances, budgeting, and other purposes. Additionally, programs must respond to any programmatic, fiscal, progress, and other reporting requests from the DOE within the number of days requested. All Head Start and Early Head Start programs will be required to use a data system, specified by the DOE, to track child and family level data. This system will support both the program and the DOE in ensuring compliance with the HSPPS, streamlining record keeping and reporting requirements, and delivering timely, quality services to children and families. All providers must give DOE direct access to their system(s) to be able to collect all data necessary for monitoring and supporting.

Each program must establish procedures on data management, and have them approved by the governing body and policy committee (the required system of shared governance), in areas such as data quality and effective use and sharing of data, while protecting the privacy of child records in accordance with federal, state, and local requirements.

To ensure the safety of children and staff, all staff members and volunteers at DOE-contracted programs who have direct contact with children, or who have access to confidential information about staff or children, must complete required eligibility clearance procedures prior to starting work. All employees and volunteers in DOE-contracted programs must be fingerprinted by the DOE; their eligibility status must be tracked in the DOE web-based Personnel Eligibility Tracking System (PETS). Additionally, all programs must adhere to the HSPPS for personnel policies regarding security clearances and background checks. For more information on security clearance requirements for staff and volunteers at programs, see the Birth-to-Five Policy Handbook.

Programs must assist the DOE in obtaining Medicaid compliance documents for their children who receive related services per an Individualized Education Program (IEP). Those documents include, but are not limited to, a parental consent form and prescription(s) for the provision of service.

### **IV. Streamlined Enrollment**

Programs will be required to participate in an enrollment system run and managed by the DOE. Participation in the DOE's streamlined enrollment

system requires programs to use DOE systems to track and administer enrollment and waitlists, adhere to all deadlines, and comply with all DOE enrollment policies.

Through the streamlined enrollment system, children are matched to programs based on slot availability, family preference, and a set of priority group criteria. Programs may not select which children are matched to their programs. For example, priority for admission to 3-K programs is currently given to eligible students in applicant groups in the following order (this structure is subject to change):

- Currently-enrolled children (those enrolled in programming for younger children who wish to enroll or continue in a DOE-contracted program at the same site)
- Siblings of currently-enrolled children
- Current recipients of other free or subsidized services provided by the organization
- Other children who live in the district
- All other children

Outside of the streamlined application period and for enrollment of infants and toddlers, families of eligible children are able to immediately enroll in Early Head Start or Head Start programs where there is availability.



In alignment with the HSPPS, priority for admission to Head Start and Early Head Start programs will be given if:

- The family's income is equal to or below the federal poverty line
- The family is receiving public assistance (TANF, SSI, SNAP)
- The child lives in temporary housing
- The child is in foster care



Additional selection criteria may be adopted by the DOE Head Start Governing Board and Policy Council.

The DOE's streamlined enrollment system is centered on family preference. Families may choose an unlimited number of options through the enrollment system, ranked in order of preference. Eligible students are matched to their highest ranked program that can take children from their priority group. It is up to each family to decide whether or not to apply to a program where their child is currently or was previously enrolled, and to decide how to rank the programs on their application. For that reason, the DOE cannot guarantee that children will receive offers to the program they currently attend or previously attended.



Providers may not discourage families from applying to any programs, implement any outreach or enrollment practices that discriminate against any child or family, or offer financial incentives to encourage families to apply for a slot.

## B. Head Start and Early Head Start Expectations and Requirements



### a. Program Eligibility

Providers with the following permits are eligible to provide Early Head Start and Head Start services.

- Early Head Start: Child Care Centers (Article 47 Providers) with an Infant/Toddler permit and are strongly encouraged to also have a Pre-school permit for continuity of care purposes.
- Head Start: Child Care Centers (Article 47 Providers) with a Pre-school permit (2-5)

Providing Head Start services requires significant programmatic and administrative supports. Programs should consider whether their organization has the appropriate staff capacity to meet federal fiscal requirements and provide robust health and family services (see HSPPS 1302.91). The DOE highly recommends that programs applying to provide Head Start and/or Early Head Start services have the means to support the delivery of these services.



### b. Child Eligibility

Children must meet all of the below requirements to participate in Head Start or Early Head Start services.

- **Age:**
  - **Early Head Start**
    - **Infants:** Children between the ages of 6 weeks and 12 months
    - **Toddlers:** Children over the age of 12 months who are not yet age-eligible to participate in 3-K
  - **Head Start**
    - **3-K:** Children who turn 3 by December 31 of the school year
    - **Pre-K:** Children who turn 4 by December 31 of the school year
- **Residency:** Children must be residents of New York City to participate in NYC Head Start and Early Head Start programs.
- **Income:** Children are eligible for Head Start if one or more of the following apply:
  - the family's income is equal to or below the federal poverty line
  - the family is eligible for public assistance
  - the child lives in temporary housing
  - the child is in foster care



In some cases, other children who could benefit from Head Start or Early Head Start services or children whose family's income is between 100-130% of the federal poverty line may be eligible to enroll in Head Start or Early Head Start programs.

- **Family Share:** There are no family fees to participate in this program. Children must be able to attend the full eight or ten hour day and participate in all related services without being required to pay a fee. Programs are permitted to offer fee-based services outside of DOE-funded hours; however, participation in these services is completely voluntary for families. Programs may not request families to participate in any fee-based service as a condition of their child's enrollment in Head Start or Early Head Start.



### c. Days and Hours of Service

Programs must select the number of days per year and the number of hours per day the program proposes to offer services (one option for days and one option for hours), and indicate their selected days and hours, as well as type of services and proposed number of slots for each service, in Tab 1 - "Service Model Proposal" of their *Attachment B - Budget Form*. More information on completing this section in the Budget Form will be provided in Section 4F(b)ii - "Tab 1: Service Model Proposal." Programs' selected days and hours of service must be communicated in advance to the DOE and to all prospective and enrolled families.

#### i. Days of Service

Head Start and Early Head Start programs may choose to offer either 225 or 260 days of service between July 1 and June 30. Programs should propose to offer the days of service that best meet the needs of the communities they serve.

- **Early Head Start:** Programs offering services for infants and toddlers must meet curriculum & instruction and family services expectations required by the performance standards EHS and Head Start for both programs
- **Head Start 3-K and Pre-K:**
  - Core Days: Programs offering Head Start services must designate 180 days of the year that will constitute their "core days" at the beginning of the contract period, within parameters established by DOE. On core days:
    - Teaching staff must be consistent.
    - Programs offering Head Start Pre-K (services for 4-year-olds) must meet the group size and staff qualification requirements set by the New York State Education Department (NYSED) for UPK programs.
    - Programs must follow DOE-provided daily scheduling guidelines.
  - Additional Days: "Additional days" refers to days that Head Start programs offer services outside of the core 180 days. On additional days:
    - Staff members may differ from teaching staff who are staffing the classroom on core days. The DOE strongly recommends that programs offering Head Start Pre-K continue to meet core day group size and staff qualification requirements on additional days.

- Programs must continue to follow DOE-provided daily scheduling guidelines.

The following table summarizes the breakdown of service days within each length of year option that programs may choose to offer.

Types of Service Days	225-day option	260-day option
<b>Program Days</b> <i>On program days, the program is open for children to receive care and instruction.</i>	A minimum of 217 program days are required under this option.	A minimum of 238 program days are required under this option.
<b>Professional Learning Days</b> <i>On professional learning days, teaching staff may participate in professional learning activities offered by the DOE, another City agency (e.g. DOHMH), or planned by the program leader. DOE staff will work with programs to determine the program's professional learning plan each year. Programs are not required to provide care and instruction to children on professional learning days, but may choose to offer care and instruction by providing qualified substitute teachers.</i>  <u>Note:</u> Programs may offer teaching staff an hourly equivalent of the 4 professional learning days if it is not feasible for the program to offer a full day of professional learning activities. For programs who select this option, a minimum of 25 hours of professional learning activities must be offered to teaching staff annually. The program will still be responsible for offering the total number of required service days.	A minimum of 4 professional learning days (or 25 hours of professional learning activities) and a maximum of 8 professional learning days are required under this option.	A minimum of 4 professional learning days (or 25 hours of professional learning activities) and a maximum of 12 professional learning days are required under this option.
<b>Clerical Days</b>	No minimum	No minimum number

<p><i>Programs may opt to schedule some service days as clerical days. Appropriate activities on clerical days may include:</i></p> <ul style="list-style-type: none"> <li>• <i>Family-teacher conferences or other family engagement activities</i></li> <li>• <i>Data entry for authentic assessment or developmental screening</i></li> <li>• <i>Meetings and/or collaborative planning time for teaching staff</i></li> <li>• <i>Furniture arrangement and classroom displays</i></li> </ul> <p><i>Programs are not required to provide care and instruction to children on clerical days, but may choose to offer care and instruction by providing qualified substitute teachers.</i></p>	<p>number required; programs may schedule up to 3 clerical days under this option.</p>	<p>required; programs may schedule up to 7 clerical days under this option.</p>
<p><b>Holidays</b>  <i>Programs operating the 260-day option may be credited for up to 11 holidays annually. Programs are not required to provide care and instruction to children on holidays, but may choose to offer care and instruction by providing qualified substitute teachers.</i></p>	<p>None (holidays are not credited toward the 225-day minimum)</p>	<p>No minimum number required; programs may be credited for up to 11 holidays under this option. Additional holidays may be granted at the DOE's sole discretion</p>
<p><b>Total Service Days</b></p>	<p><b>225</b></p>	<p><b>260</b></p>

## ii. Hours of Service

Head Start and Early Head Start programs may choose to offer either 8 or 10 hours of care and instruction on each program day.

- **Early Head Start:** Programs offering services for infants and toddlers must meet the same service expectations for all hours of the program day (8 or 10 hours).
- **Head Start 3-K and Pre-K:**
  - **Core Hours:** Programs offering Head Start services must designate 6 hours and 20 minutes of each program day that will constitute their “core hours” at the beginning of the contract period, within parameters established by the DOE. During core hours:

- Teaching staff must be consistent.
- Programs offering Head Start Pre-K (services for 4-year-olds) must meet the group size and staff qualification requirements set by the New York State Education Department (NYSED) for UPK programs.
- Programs must follow DOE-provided daily scheduling guidelines. It is expected that program assessment (such as CLASS and ERS) will be conducted during core hours.
- Additional DOE Hours: “Additional hours” refers to hours that Head Start programs offer services outside of the core 6 hours and 20 minutes. During additional hours:
  - Staff members may differ from teaching staff who are staffing the classroom during core hours.
  - Children should have opportunities to engage in additional play-based centers, gross motor activities, outdoor play, and quiet activities in alignment with the [ELOF](#) for 3-year-olds and/or the [NYSPLS](#) for 4-year-olds.

*See the Birth-to-Five Policy Handbook for sample daily schedules for different service models and age groups. Two meals and one snack must be offered in accordance with the Child and Adult Care Food Program nutritional standards during the day.*

### iii. Flexible Scheduling

Programs may request flexibility to meet the requirements for hours and days of service. This process occurs on an annual basis. For more information please see the Birth-to-Five Policy Handbook.



### d. Group Size/Ratio

The following table summarizes the maximum group size and the staffing requirements for each age group as defined by the New York City Health Code (Article 47), Head Start Program Performance Standards, and New York State Universal Pre-Kindergarten (UPK) requirements. For the purposes of this RFI, “lead teacher” refers to the qualified individual who holds primary responsibility for children’s care and education in a classroom; “assistant teacher” refers to an individual who is part of the classroom teaching staff and works under the supervision of a lead teacher (inclusive of “assistant teachers” and “teacher’s aides”).

Age Groups		Maximum Group Size	Staffing Requirements
Early Head Start	Infants	8	One lead teacher and one paraprofessional are required.
	Toddlers	8 per room/area separated by a physical barrier	One lead teacher and one paraprofessional are required.
Head Start	3-K	15	One lead teacher and one paraprofessional are required.
	Pre-K	18  Up to 20 with permission	<b>During Core Hours and Days:</b> <ul style="list-style-type: none"> <li>• In classes of 18 students or less, one lead teacher and one paraprofessional are required.</li> <li>• In classes of 19 or 20, one lead teacher and two paraprofessionals are required.</li> </ul> <b>During Additional Hours and Days:</b> <ul style="list-style-type: none"> <li>• One lead teacher and one paraprofessional are allowed, but it is still strongly recommended that the same staffing for the core hours and days are maintained for a maximum group size of 20.</li> </ul>

The DOE will fund programs to meet the minimum classroom staffing requirements outlined above. See Section 3D(a) - “Classroom Costs: Personnel Services (PS)” for more information on the funding methodology for program staff.

Programs may not exceed the overall capacity or classroom capacities for their program as determined by the appropriate licensing agency, even if these capacities are lower than the ratios outlined above. If DOHMH reduces permit and/or classroom capacity, DOE must also reduce the number of seats that can be served on the contract. If those seats are reinstated by

DOHMH, DOE may, in its sole discretion, decide to also reinstate those seats on the contract.



### e. Staff Qualifications

The following table summarizes the staff qualification requirements for Early Head Start and Head Start programs. For more detailed information on staff qualification requirements, see the Birth-to-Five Policy Handbook.

Age Groups		Staff Qualification Requirements
Early Head Start	Infants & Toddlers	<p><u>Infant and/or Younger Toddler Education Director:</u> Education Directors overseeing <u>only</u> Infant and/or Younger Toddler services must have:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Early Childhood Education or a related field of study; and</li> <li>• At least one year of teaching experience (lead or assistant teacher) in a program for children under 24 months of age, or six college credits in infant/toddler coursework, or a study plan leading to six college credits in infant/toddler coursework.</li> </ul> <p><u>Older Toddler Education Director:</u> Education Directors overseeing Older Toddler services must have:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Early Childhood Education or a related field of study;</li> <li>• Teaching license or certificate valid for services in the early childhood or childhood grades as pursuant to New York State UPK regulations; and</li> <li>• At least two years of lead teacher experience in a program for children less than six years of age.</li> </ul> <p><u>Infant/Toddler Leader Teachers:</u> Early Head Start teachers must have a minimum of a Child Development Associate (CDA) credential or comparable credential, and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development.</p> <p>Additionally, all programs must follow the staff qualification requirements for Lead Teachers set by the NYC Health Code Article 47 for these age groups. For Head Start Infant/Toddler Lead Teachers, the following is required:</p>

		<p>An Infant/Toddler Lead Teacher shall be at least 21 years of age and have the following qualifications:</p> <ul style="list-style-type: none"> <li>• Associate's (AA or AS) degree in early childhood education; or</li> <li>• Child Development Associate (CDA) certification and a study plan leading to an associate's degree in early childhood education within seven years; or</li> <li>• High school diploma or equivalent (GED); nine college credits in early childhood education or child development; two years' experience caring for children, and a study plan leading to an associate's degree in early childhood education within seven years; or</li> <li>• High school diploma or equivalent (GED) and five years of supervised experience in an infant/toddler classroom if currently employed in a permitted child care program; or</li> <li>• High school diploma or equivalent (GED); and a study plan that is acceptable to the Department leading to nine credits in early childhood education or childhood development within two years; and a study plan leading to an associate's degree in early childhood education within seven years, if currently employed in a permitted child care program.</li> </ul>
<b>Head Start</b>	<b>3-K and Pre-K</b>	<p><u>Education Directors:</u> Education Directors overseeing Head Start services must have:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Early Childhood Education or a related field of study;</li> <li>• Teaching license or certificate valid for services in the early childhood or childhood grades as pursuant to New York State UPK regulations; and</li> <li>• At least two years of lead teacher experience in a program for children less than six years of age.</li> </ul> <p><u>Head Start 3-K Lead Teachers:</u> Programs must follow the staff qualification requirements for Lead Teachers set by the NYC Health Code Article 47. For Head Start 3K Lead Teachers, the following is required:</p> <ul style="list-style-type: none"> <li>• A baccalaureate degree in early childhood education or a related field of study approved by the Department and valid certification issued by the State Education Department; or</li> <li>• A baccalaureate degree in early childhood education or a related field of study approved by the Department and two years of supervised and documented relevant experience in a pre-school program if currently employed in a permitted child care program; or</li> <li>• A written study plan approved by an accredited college or university leading to the requirements listed above.</li> </ul>

		<p><b><u>Head Start Pre-K Lead Teachers during the Core Hours and Days:</u></b></p> <p>Programs must follow the staff qualification requirements for Lead Teachers set by the New York State Education Department (NYSED) for Universal Pre-Kindergarten (UPK) programs. For Head Start Pre-K Lead Teachers, NYSED requires <u>one</u> of the following:</p> <ul style="list-style-type: none"> <li>• Teaching license or certificate valid for service in the early childhood grades;</li> <li>• Teaching license or certificate for Students with Disabilities (Birth – Grade 2); or</li> <li>• Bachelor's degree in Early Childhood or a related field and a written study plan approved by an accredited college or university for obtaining Early Childhood certification by five years from their date of hire.</li> </ul> <p><b><u>Head Start 3K/Pre-K Lead Teachers during the Additional Hours and Days:</u></b></p> <p>Programs must follow the staff qualification requirements for Lead Teachers set by the NYC Health Code Article 47.</p>
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#### **f. Combining Birth-to-Five Slots and Head Start/Early Head Start Slots**

Programs already serving children at the proposed site under a DOE Birth-to-Five contract may request to combine same-aged children who are eligible for each service model in each classroom in order to foster socioeconomic integration at the classroom level.

Programs must develop a cost allocation methodology and are advised to consider their organizational and staffing capacity before deciding to pursue this option. Based on a program's request and demonstrated capacity, the DOE will approve blending Birth-to-Five services with Head Start/Early Head Start services in classrooms on a case-by-case basis. Programs must adhere to Head Start Program Performance Standards for all children in any blended classrooms.



## Section 3 - Financing and Budgets

### A. Process for Determination of Contract Value

Proposers must submit a completed HS/EHS Budget Form (Attachment B) with their proposal. Additional details regarding HS/EHS Budget Form completion can be found in Section 4F(b) - "Head Start/Early Head Start Budget Form." If found eligible for a contract, proposers will be required to participate in the DOE budget development process to determine the annual contract value and one-time start-up funding awarded. Proposers must successfully complete the budget development process and have their budget approved by DOE for their contract to be registered.

**Contract finalization is subject to registration by the Office of the New York City Comptroller.**

During the budget development process, a per-child rate will be determined for each age group and service option. The negotiated per-child rate will be the unit charge for the term of the entire contract. Per-child funding will be aggregated to determine the total annual contract value. Payments will then be calculated based on the methodology outlined in Section 3F - "Payment Model." Payments will be disbursed according to the payment schedule outlined in Section 3G - "Payment Schedule."

### B. Budget Structure

Per-child costs will be calculated across two primary categories: (1) programmatic costs and (2) occupancy costs. Within these primary categories, there are various sub-categories.

While providers will not be able to transfer funds between programmatic and occupancy costs, they will have some flexibility to transfer funding within these categories, as long as they remain in compliance with applicable DOE and funding agency requirements.

Funding Category	Sub-Categories	Funding Calculation Notes	
Programmatic	Classroom Costs <ul style="list-style-type: none"><li>Staffing (e.g. lead teacher)</li><li>OTPS (e.g. instructional materials)</li></ul>	Classroom Costs <ul style="list-style-type: none"><li>Staffing (e.g. lead teacher)</li><li>OTPS (e.g. instructional materials)</li></ul>	Funding will be determined by the DOE using a rate setting methodology that takes into account the specific needs of a given service
	Programmatic and Operational Supports	Programmatic and Operational Supports	

	<ul style="list-style-type: none"> <li>Staffing (e.g. education director, cook)</li> </ul> <p>OTPS (e.g. insurance, staff security clearances, or parent services)</p> <p>Additional Funding to Support Low-Income Children and Families</p>	<ul style="list-style-type: none"> <li>Staffing (e.g. education director, cook)</li> </ul> <p>OTPS (e.g. insurance, staff security clearances, or parent services)</p> <p>Additional Funding to Support Low-Income Children and Families</p>	model and age group.
Occupancy Costs	<ul style="list-style-type: none"> <li>Rent/Mortgage Payments</li> <li>Property Taxes</li> <li>Utilities (Electric, Gas/Fuel, and Water)</li> <li>Minor Maintenance and Repairs</li> <li>Licenses/Permits/Facility Inspections</li> </ul>	Funding provided for occupancy costs will be based on a program's documented costs and reasonable projections of market rates.	



## C. Funding

All funding is subject to revision and approvals by and funding appropriation from city, state, and federal entities including the federal Office of Head Start, the New York State Education Department (NYSED), the New York City Law Department, and the New York City Office of Management and Budget (OMB). Nothing contained in this RFI should therefore be construed as creating any rights or entitlements for prospective participants.

*Note: All programs are subject to any collective bargaining agreements to which they are already committed and which their staff may enter into in the future.*

## D. Budget Guidance

Prior to completing their HS/EHS Budget Form (Attachment B), proposers must review the following guidance.

## **a. Classroom Costs: Personnel Services (PS)**

### **i. Classroom Ratios**

Proposers must budget to meet all required adult-to-student ratio requirements. During the core day and year, the maximum four-year-old class size is 18 children. The maximum three-year-old class size is 15 children, the maximum Early Head Start class serving toddlers is 8 children, and the maximum Early Head Start Classes serving infants is 8 children. In all cases, programs may not serve more children in a class, or in the program generally, than allowed for by their DOHMH permit or DOE contract

### **ii. Lead Teacher Pay**

Proposers must budget for a lead teacher to be in the classroom at all times during both the core hours and days and during all additional hours and days, as applicable. Lead teacher qualification requirements for classrooms serving four-year-olds differ for the core hours and days and the additional hours and days. During the core hours and days, lead teachers must meet the requirements set by New York State for UPK programs. During the additional hours and days, lead teachers must meet the requirements set by the NYC DOHMH. More information can be found in the Birth-to-Five Policy Handbook Staffing of all proposed hours and days must be reflected in the budget form.

*Note: All programs are subject to any collective bargaining agreements to which they are already committed and which they may enter into in the future.*

For the core hours and days, the DOE recommends that proposers budget to pay non-unionized certified lead teachers in 3-year-old and 4-year-old classrooms an annual salary of:

- \$68,735 for teachers with a BA
- \$77,269 for teachers with an MA

Salaries for unionized lead teachers are governed by the applicable collective bargaining agreements.

### **iii. Assistant Teacher**

Proposers must budget for an assistant teacher to be in the classroom at all times during both the core hours and days and during all additional hours and days, as applicable. More information can be found in the Birth-to-Five Policy Handbook. Staffing of all proposed hours and days must be reflected in the Head Start/Early Head Start budget form.

### **iv. Floating Staff**

Floating staff can provide coverage for lead teacher and assistant teacher lunch, lead teacher planning time, and other supports that require an additional adult to enable programs to meet the staffing and health and safety needs of their program.

The DOE recommends that proposers include funding for up to one floating staff member for every three classrooms in their proposed budget.

**v. Substitute Teachers**

Substitute teachers may be required when lead teachers or assistant teachers take a sick or leave day. The DOE recommends that proposers include funding for up to 15 days of substitute coverage in their proposed budget.

**vi. Fringe**

Proposers must budget to provide legally required fringe and cover all required payroll taxes. In addition, proposers should consider providing health insurance, retirement plans, and other fringe benefits for staff.

*Note: All programs are subject to any collective bargaining agreements to which they are already committed and which their staff may enter into in the future.*

**b. Classroom Costs: Other than Personnel Services (OTPS)**

The DOE recommends that proposers budget to cover costs such as instructional materials, supplies, field trips, meals (see note below), and other classroom-related OTPS costs.



Head Start and Early Head Start programs should plan for supplies to support daily tooth brushing for all children, as required by the Head Start Program Performance Standards (1302.43).

*Note: Programs will be required to participate in the Child and Adult Care Food Program (CACFP). Participating programs can receive reimbursement for a maximum of two meals and one snack from CACFP per child. Programs with high proportions of income-eligible children may be able to cover all food expenses with CACFP funding. Programs will be required to report on their CACFP reimbursement to the DOE.*

**c. Program and Operational Supports: Staffing and Other than Personnel Services (OTPS) Costs**

The DOE recommends that proposers budget to cover non-instructional personnel costs, including mandatory fringe. Examples of staff for whom this funding may be used include, but are not limited to, education directors, child and family services management staff, fiscal officers, cooks and custodians. More information can be found in the Birth-to-Five Policy Handbook.

*Note: All programs are subject to any collective bargaining agreements to which they are already committed and which their staff may enter into in the future.*

In addition, the DOE recommends that proposers budget to cover costs related to Program and Operational Supports Other than Personnel Services (OTPS). Examples of costs include parent services and family involvement, office furniture and equipment, training and staff development, consultant services, advertising and recruitment, insurance, telecommunications, alarm systems, security clearances, and office and janitorial supplies.

Programs must budget for a mental health consultant as required by the Head Start Program Performance Standards.

#### d. Occupancy Costs

The DOE will provide funding to programs to cover reasonable rent/mortgage payments, utilities, minor maintenance and repairs, licenses, permits, facility inspections, and property taxes (if applicable). Because occupancy costs vary widely from site to site and may increase over time, funding will be determined by the program's actual documented need and other factors.

Programs will not be allowed to re-purpose funds awarded for occupancy costs. DOE will reimburse based on actual expenses subject to the provision of sufficient proof of cost.

### E. Start-up Funding

Subject to funding availability and approval by the DOE, providers may propose limited start-up funding in one or more of the following two areas: (1) repairs and maintenance; and (2) furniture and equipment. Proposers requesting start-up funding will be required to complete Tab 3 - "Start-up Proposal" of the Head Start/Early Head Start Budget Form (see Section 4F(b)v - "Tab 3: Start-up Proposal" for more information). Proposers should be prepared to provide details about their planned use of any proposed start-up funds. If awarded, programs will negotiate their start-up costs during the budget development process.

**Note that start-up funds will be issued as a one-time payment and will be provided on a reimbursement basis once a contract has been registered. Therefore, awarded programs will be required to pay for any upfront start-up costs. Awarded programs will not receive reimbursement for any funds spent prior to the date of award.** In the event that a program spends less than initially estimated on start-up, the DOE will only reimburse based on actual expenses subject to the provision of proper documentation.

The amount payable for start-up will be determined at the sole discretion of the DOE. Start-up funding is not guaranteed and start-up funds requested will be carefully scrutinized to ensure they are fair and reasonable, and align with the needs of the program.

Please note that if a program is awarded start-up funds for repairs and maintenance, and chooses to contract for more than \$25,000 in labor using these funds, the program must comply with all laws pertaining to prevailing wage.

## **a. Repairs and Maintenance**

### **i. Parameters**

- Programs may propose for start-up funding to make necessary repairs and perform required maintenance to renew and update existing facilities prior to the beginning of contracted services. Please note that this start-up funding will be paid on a one-time basis. This funding is separate from annual funding that may be provided for the “minor maintenance/repair fund,” as outlined on Tab 2 - “Program Costs Proposal” of the Head Start/Early Head Start Budget Form (see Section 4F(b)iv - “Tab 2: Program Costs Proposal” for additional information). Start-up funding is intended to cover repairs and maintenance necessary to begin services in the first year of the contract. The annual minor repairs and maintenance cost category is intended to cover costs associated with facilities use incurred throughout the life of the contract.
- Examples of projects for which this funding may be used include: painting, ceiling repairs, carpet/tile replacement, lighting upgrades, bathroom upgrades, and sink replacements.
- Proposers operating in New York City Housing Authority (NYCHA) facilities are eligible to request start-up funding within this category but must coordinate with NYCHA, DOE, and required City agencies on proposed work in order for any start-up funding in this category to be released.

### **ii. Projected Available Funding**

Programs may propose for up to \$20,000 per classroom.

## **b. Furniture and Equipment**

### **i. Parameters**

- Programs may propose for start-up funding to purchase new, age-appropriate furniture and equipment to ensure that their permitted facility can meet all DOE requirements.
- Examples of furniture and equipment that may be purchased include: tables, chairs, storage, and kitchen equipment (e.g. refrigerators).
- Note: programs with an existing DOE that received start-up funding for furniture and equipment within the past five years should only propose for funds to replace aged, broken, or missing furniture and equipment.

## ii. Projected Available Funding

Programs may propose for up to \$10,000 per classroom.

## F. Payment Model

Awarded program payments will be calculated every month based on monthly enrollment for each service model and age group. In the event that a program's enrollment (within each service model and age group) is less than its contracted capacity, the DOE is committed to paying an additional portion of the annual maximum contract value.

For each age group, awarded programs will report their enrollment on a monthly basis to the DOE. For each age group, programs with non de minimus enrollment rates at 68% or less are eligible to receive up to 75% of the monthly contract value based on enrollment + expenses, programs with an enrollment rate between 68% and 93% will receive funding for their monthly enrollment rate plus 7% (e.g. if enrolled at 75% of capacity, programs will receive 82% of the monthly contract value), and programs enrolled at 93% or higher will receive 100% of their monthly contract value. Note that the DOE reserves the right to withhold payment from programs operating with zero enrollment or a de minimus enrollment rate.

Monthly Enrollment Rate	Percent of Monthly Contracted Funding Received
Less than 68%	75%
68% to 93%	Enrollment Rate + 7%
Greater than 93%	100%

## G. Payment Schedule

Payments will only be disbursed to awarded programs with contracts registered by the Office of the New York City Comptroller. The DOE cannot legally disburse any contractual payments prior to registration.

### a. Start-up Funds

If a program proposes and is awarded start-up funds, the program must provide supporting documentation for the expenses incurred and then once approved this funding will be disbursed. Start-up funding is only available during the initial term of the contract.

### b. Monthly Payments

With the exception of start-up funding, awarded programs will be paid monthly on an annual schedule for the duration of the contract, based on the DOE's fiscal year that runs from July 1 to June 30. Subject to contract registration, the monthly payment

schedule will begin in July for Head Start and Early Head Start programs. The payment schedule will end in June for all programs.

i. **Advance Payment**

Programs will receive 25% (3 months) of their full annual contract value for each age group on or around the first day of services.

ii. **Monthly Payments**

For each month after the start of services, programs will receive a monthly payment based on enrollment plus approved expenses. A portion of the balance of the advance payment will be subtracted from the monthly payments that follow the advance. *Note: payment will not be provided until a program has an approved budget, certified attendance, and submits the requested invoices, reports, or other documentation of approved expenses to the DOE.*

iii. **June Payment**

The June payment will be disbursed once the program has met all end-of-year requirements and will factor in any adjustments needed to reconcile end-year expense reporting with the total payments made by the DOE.

**Note: All payments are subject to contract registration timelines. Any delay in the contracting process may delay or prevent contract registration and disbursement of payments. Should there be contract registration delays for any vendors otherwise responsive, permitted, and in compliance with the requirements of DOE and the regulatory agencies (DOHMH, Department of Buildings, New York City Fire Department), providers may pursue interest-free, service fee-free loans to assist with cash flow through The Returnable Grant Fund, managed by the Mayor's Office of Contract Services (MOCS) and issued by the Fund for the City of New York. Loans are subject to fund availability.**

In order to receive payment, awarded programs will be required to submit budgets, reports, invoices, and other forms of documentation to the DOE. Programs will receive specific guidance on this process once they have completed the contracting process. **Programs will also be required to provide regular expenditure reports to account for their utilization of the contract funds.**

All funds paid out by the DOE in a given fiscal year (July 1 through June 30) must be used for expenses accrued by the program within the same fiscal year. In the event that a contracted



program's total payments for the fiscal year exceed their spending for the same fiscal year:

- The DOE will deduct the amount a contracted program does not spend from any remaining balance for the current fiscal year; and/or
- The DOE will deduct the amount a contracted program does not spend from the following fiscal year's payments; and/or
- The DOE may request that a contracted program immediately refund the total unspent amount in the form of a corporate check.

Should the needs of the system call for changes to the payment schedule and/or model, the DOE reserves the right to select a payment schedule and/or model that is in the City's best interests. The DOE would do so with consideration of the needs of programs and would attempt to integrate those interests and the perspective of its programs into any new payment structures that might be introduced.

## H. Non-Federal Share

The City plans to use city funds and State Universal Pre-K funding to meet the Head Start Non-Federal Share requirement. Programs will be required to adhere to policies aligned to these funding streams and adhere to cost allocation policies as described in Section 3J – "Cost Allocation." The DOE reserves the right to require Head Start programs to contribute a non-Federal Share up to 20%, per the Head Start Program Performance Standards.

## I. Administrative Costs



No more than 15% of the total approved program costs can be used to develop or administer the program. Administrative costs include salaries for staff that do not provide direct services to children and families (e.g. Fiscal Officer, Custodian). Salaries for staff that split their time between program development and administration and direct services may be proportionally allocated to administrative costs. Other costs related to administering the program must be identified and categorized as Administrative Costs, including the portion of facilities costs that goes towards space used for administrative purposes.

## J. Cost Allocation



Programs will be required to allocate funds in alignment with Head Start requirements and any requirements established by the DOE. Three types of Cost Allocation requirements are outlined here:

- **Cost allocation of Head Start and Early Head Start funds:** Programs providing both Head Start and Early Head Start services will be responsible for identifying which costs are associated with Head Start services and which are associated with Early Head Start services and allocating them accordingly.
- **Cost allocation between DOE-contracted services and other funding sources:** Many programs are supported by funding sources outside of the contract awarded through this RFI (e.g., private grants, foundation support, families paying directly for services not covered by this contract, other revenue streams generated by your facility). Where any staff, OTPS, or other costs associated with one or more DOE-funded program sites also support non-DOE-funded services, programs *must* appropriately allocate those costs.

All awarded programs will be required to submit and regularly update Cost Allocation Plans. These plans will be essential to meeting all the requirements for payment mentioned in Section 3J - "Cost Allocation." All awarded programs will receive support from the DOE to create and maintain these plans as part of the budgeting process. Plans are subject to approval by the DOE.

## K. Budgeting and Record Keeping Requirements

Programs must comply with all DOE budgeting, reporting, and fiscal practices as communicated through this RFI, the program's contract, the DOE, and any applicable city, state, or federal funding authority.

All programs must comply with Generally Accepted Accounting Principles (GAAP). The GAAP are uniform minimum standards of and guidelines for financial accounting that apply to both nonprofit and for-profit organizations. All programs will be required to use an appropriate bookkeeping methodology or system and to maintain accurate and complete records to support reporting requirements. Programs will also be required to retain all records for up to seven years in compliance with the requirements of the DOE, federal, state, and local authorities.



Head Start and Early Head Start programs will be required to fulfill Head Start reporting expectations including, but not limited to, keeping information up-to-date in the Head Start Enterprise System (HSES) and submitting annual Program Information Report (PIR) data.

In subsequent years of the contract, programs will be required to submit a budget and receive approval from the DOE prior to receiving any payment from the DOE. All budgets will be subject to the DOE's requirements regarding allowable cost categories and expenditures.

With the exception of the advance payment described in Section 3G(b) - "Monthly Payments," programs will be expected to submit monthly invoices in order to receive

payment. Invoices will document the details of the service period and the children for whom payment will be made. Programs will also be responsible for submitting regular expenditure reports to the DOE Borough Office. Expenditure reports must account for expenditures on behalf of the Head Start/Early Head Start program. The DOE will verify that all expenses are fairly allocated and comply with the DOE's guidance on allowable expenditures. If a program fails to properly document an expenditure, that cost may be subject to disallowance and may result in a reduction in payment to the program.

## L. Audits

Head Start and Early Head Start providers must have an annual fiscal audit conducted by an independent Certified Public Accountant (CPA). Programs must comply with any audit or review process as required by the DOE or any other applicable funding agency. Audits will review program documentation of actual program expenditures, allowable costs, cost allocation, internal controls, governance, and more. All expenditures are subject to review by the DOE at any time.

## M. Funding Sources

A variety of funding sources are expected to support the service models outlined above. The United States federal government and New York State administer several grants that the DOE has been awarded or allocated. Grants supporting Head Start and Early Head Start services include the Universal Pre-Kindergarten (UPK) grant, the Statewide Universal Full Day Pre-Kindergarten grant, and the Preschool Development Grant. Additionally, New York City supports these contracts with discretionary fund sources, including City Tax Levy (CTL). Early Head Start and Head Start programs are also expected to be funded by the Office of Head Start through a federal Head Start and Early Head Start grant. Providers that are awarded Head Start/Early Head Start contracts will be considered a Head Start or Early Head Start delegate agency and must work with DOE to ensure federal compliance requirements are met.

**All services pursuant to this RFI are subject to State approval and funding appropriation by related city, state, and federal entities.**

## Section 4 – Proposal Instructions

### A. General Guidelines

You are strongly advised to thoroughly read all parts of this RFI before beginning your proposal, including all relevant attachments, appendices, and/or addenda. Taken together, these documents will provide guidance to you as you plan your early education program and compose answers to the questions in the *Attachment A – HS/EHS Structured Proposal Form*, *Attachment B – HS/EHS Budget Form*, and other required RFI documents.

Your proposal must be submitted using the Head Start/Early Head Start Google Form. The proposal submission process includes, but is not limited to, uploading documents, such as the Doing Business Data Form, and completing and submitting required documents, such as the Head Start/Early Head Start Structured Proposal Form and Head Start/Early Head Start Budget Form, that further detail information about your proposed program.

You are responsible for the timely electronic submission of proposals. **Proposals received after the Proposal Due Date and Time will not be accepted**, except as provided under the [Department of Education Procurement Policy and Procedures](#), Section 3-03(g)(5) - “Late Proposals.” While the DOE has worked to streamline the proposal submission process, please note that the time required to complete and submit all the required documents is significant, and you should allow sufficient time. The DOE **strongly recommends that you complete and submit your proposal at least 24 hours in advance of the Proposal Due Date and Time.**

Please note that **a separate and complete proposal, including all required documents, must be submitted for EACH PROPOSED PROGRAM SITE**, regardless of zip code or proximity of proposed locations. The required *Attachment B - HS/EHS Budget Form* is unique to each site and should be completed individually and submitted separately for each proposal.

Information on all required documents submitted with your proposal must be consistent including Provider’s Legal Name, Tax ID, and Proposed Site Address.

For more detailed information about New York State business types and the documents you should reference to verify your Provider Legal Name and Tax ID, you are encouraged to visit [The New York State Division of Corporations, State Records and UCC website](#).

Additionally, all documents submitted for your proposed site must indicate a precise and consistent address. The site address must be of the location where you are proposing to offer early education services.

- Check your permit or license for your proposed program’s exact site address.
- Your site address may be different than your vendor mailing address. You must

ensure that the address listed on any documentation for this RFI is for the site where you are proposing to serve children, and matches the address listed on your permit or license.

## **B. PASSPort Disclosure Filing (formerly known as Vendor Information Exchange System (VENDEX) Forms or Certificate of No Change)**

To be eligible for this contract, your organization must enroll and file disclosures in the [Procurement and Sourcing Solutions Portal \(PASSPort\)](https://www.nyc.gov/passport). In advance of the award process, all providers should ensure that PASSPort disclosures are in “Filed” status and all information is up-to-date. For more information about PASSPort, please visit [www.nyc.gov/passport](https://www.nyc.gov/passport).

## **C. Required and Optional Documents Checklist**

Programs must complete and upload each of the documents below as part of their submission. Please carefully review this section for detailed information on how to complete and upload these required documents.

- ☐ Structured Proposal Form (SPF) (Attachment A)
- ☐ Budget Form (Attachment B)
- ☐ Current permit or license for the proposed site
- ☐ Incorporation documents for your entity
- ☐ Valid and current Certificate of Liability Insurance (ACORD form)
- ☐ Additional Insured form (optional document submission)
- ☐ Workers Compensation Insurance certificate
- ☐ Disability Insurance certificate
- ☐ Certification by Broker Form
- ☐ Documentation of clearance of violations issued by Department of Health and Mental Hygiene (DOHMH), Department of Buildings (DOB) and/or New York City Fire Department FDNY (optional document submission)
- ☐ Documentation of payments of all debts including fines and liens (optional document submission)
- ☐ Affirmative Action Plan (optional document submission)

- ☐ Equal Opportunity Policy Statement (optional document submission)
- ☐ Workforce Profile
- ☐ CHAR500 filing (optional document submission for charitable organizations)
- ☐ Certification Regarding Substantiated Cases of Client Abuse or Neglect
- ☐ Doing Business Data Form
- ☐ Data Processing Agreement

## D. Instructions on Completing the “Proposal Details”

The Proposal Details will require programs to enter the following information:

- (1) SITE ID (if proposing services at a currently contracted program site)
- (2) Site Zip Code
- (3) Permit Number
- (4) Indicate whether the vendor organization is a current DOE Head Start delegate, or has been a Head Start delegate within the last 5 years
- (5) Indicate the proposed age groups: Toddler, 3-K, and/or Pre-K
- (6) Indicate the number of Service Days proposed: 225 or 260
- (7) Indicate the proposed hours of service per day: 8 or 10

## E. Detailed Instructions on Completing Required and Optional Documents

### a. Head Start/Early Head Start Structured Proposal Form [Required Document] and Program Quality, Instructional Quality, and Safety and Supervision Documentation [Optional Documents]

The Head Start/Early Head Start Structured Proposal Form (SPF) is included as *Attachment A – HS/EHS Structured Proposal Form*. **You must submit your completed Head Start/Early Head Start Structured Proposal Form via the [NYC Public Schools - Head Start Request For Information \(RFI\) Form](#)**. Each question has a separate box and has a character limit. Please note that questions included in the HS/EHS SPF have changed since previous RFIs and the DOE strongly discourages proposers from submitting answers from previous Structured Proposal Forms.

**You are required to submit one HS/EHS Structured Proposal Form (SPF) per proposal**, regardless of age groups or service types proposed.

Your HS/EHS SPF should be uploaded into the **required document** slot labeled “Structured Proposal,” and should be named as follows to ensure proper consideration of this documentation during the evaluation process: *HS-EHS SPF for [YOUR PROPOSAL TITLE HERE]*

- The HS/EHS SPF includes six questions and provides you the opportunity to describe your capacity to provide high-quality Head Start and Early Head Start if selected through this RFI. Proposers should ensure that their answers to all HS/EHS SPF questions are representative of all age groups (Early Head Start infants and toddlers and Head Start 3-K, and/or Pre-K) they are proposing for the specific site location.

Point distributions across and within these elements are further detailed in Section 5B - “Proposal Evaluation Considerations”.

The DOE will also assess Demonstrated Effectiveness by reviewing the vendor’s history of providing Head Start services, and reviewing recent CLASS data, if available.

#### **i. HS/EHS SPF Question 1: Demonstrated Effectiveness - Program Quality**

Question 1 of the HS/EHS SPF asks proposers to:

*Describe how your organization's experience will enable you to operate a successful Head Start or Early Head Start program in your community, including the qualifications of key management staff.*

This question will take into account a proposer’s experience and demonstrated ability to operate a high-quality Head Start or Early Head Start program, as well as how they ensure the program meets regulatory and performance standards. This may include, but is not limited to, qualifications of key management staff, ensuring children's health and safety, sound fiscal management, high retention rates, enrollment levels, community engagement, and support for children and families with specialized needs. This may also include growth in overall program quality and expansion of responsibilities over time.

#### **ii. HS/EHS SPF Question 2: Demonstrated Effectiveness - Program Quality**

Question 2 of the HS/EHS SPF asks proposers to:

*Provide evidence of your experience with and/or ongoing involvement in the community you propose to serve. How do you plan to recruit families to maintain full enrollment?*

This question will take into account the demonstrated service need in the geographic area of the program, as well as the proposer’s capacity to address that need. This may

include, but is not limited to, the extent of the proposer's current community involvement, recruitment and retention plans, seat vacancies over time, and specific strategies to maintain full enrollment. The DOE will use the most current community needs data available at the time of the award decision.

### iii. **HS/EHS SPF Question 3: Demonstrated Effectiveness - Program Quality**

Question 3 of the HS/EHS SPF asks proposers to:

*The Head Start Program Performance Standards (HSPPS) require each delegate to have a formal governance structure. Please describe how your current Governing Board and Policy Council/Committee were involved in the development and submission of this proposal. If you do not currently have Head Start, outline the steps you will take to establish this structure before the start of operations, should you receive the award.*

This question will take into account a proposer's ability to implement and maintain a governance structure that meets Head Start Program Performance Standards (HSPPS). This includes assessing the engagement of the Governing Board and Policy Council/Committee in proposal development and operations to ensure active participation in the program's decision-making. For programs new to Head Start, the DOE will review the proposed steps to establish this structure before operations begin.

### iv. **HS/EHS SPF Question 4: Demonstrated Effectiveness - Instructional Quality**

Question 4 of the HS/EHS SPF asks proposers to:

*Describe your organization's experience or plans for meeting the HSPPS family engagement standards, including communication, goal-setting, and involvement in children's education. How does your organization monitor to ensure families have ongoing access to resources, such as education and training in health services, mental health, career development, child development, etc.? If new to Head Start, explain how your program will provide and maintain these resources for families.*

This question will take into account the proposer's demonstrated ability to partner with families to meet and monitor outcomes related to HSPPS family engagement standards, focusing on communication, goal-setting, and ongoing family support. This may include, but is not limited to, ensuring continuous access to education, training, health services, mental health, and career development resources, supporting diverse family goals and cultures, and strengthening overall child and family outcomes.



**v. HS/EHS SPF Question 5: Demonstrated Effectiveness - Instructional Quality**

Question 5 of the HS/EHS SPF asks proposers to:

*Describe how your organization will ensure delivery of developmentally appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills and creative arts. How do you monitor to measure and enhance success in these domains?*

This question will take into account a proposer's demonstrated ability to deliver developmentally appropriate learning experiences across all domains. The DOE will evaluate proposed teaching practices, including how the program tracks children's progress and uses data-informed decisions to enhance classroom success. This may include, but is not limited to, how the program leverages community partnerships and ongoing professional development to ensure a high-quality educational experience for all children.

**vi. HS/EHS SPF Question 6: Demonstrated Effectiveness - Instructional Quality**

Question 6 of the HS/EHS SPF asks proposers to:

*If applying for Early Head Start (EHS) seats, describe your experience and/or capacity to serve EHS infants and toddlers in a center-based setting. How will your program support their developmental, educational, and social-emotional needs in alignment with EHS standards?*

This question will take into account the proposer's experience and capacity to serve Early Head Start (EHS) infants and toddlers in a center-based setting, focusing on meeting their developmental, educational, and social-emotional needs in alignment with EHS standards. The DOE will evaluate the proposer's ability to provide a developmentally appropriate environment, with evidence-based strategies to support children's needs across all domains of learning. This may include, but is not limited to, utilizing community partnerships, data, and professional development to enhance children's success.



**b. Head Start/Early Head Start Budget Form [Required Document]**

You are required to complete a budget proposal outlining the costs associated with running your proposed program using *Attachment B – HS/EHS Budget Form*. **You must**

**submit your completed Head Start/Early Head Start Budget Form using the provided attachment when submitting your proposal to this RFI.** If you submit an alternate template, your proposal may not be evaluated, or you may be found non-responsive to the requirements of this RFI. Please note that your completed Head Start/Early Head Start Budget Form **must be saved and submitted in Excel (.xls, .xlsx) format.** Your budget may not be submitted in PDF (.pdf) or Word (.doc, .docx) format.

**A note on automatic calculations:** Sections of the Head Start/Early Head Start Budget Form will automatically calculate totals or present information based on your entries. To ensure that the Head Start/Early Head Start Budget Form is accurate and fully functional, your Excel preferences must be set so that workbook calculations are set to automatic. This is the default option, but if formulas do not appear to be updating automatically please refer to [tinyurl.com/ExcelAutoCalcHelp](http://tinyurl.com/ExcelAutoCalcHelp) under the header “Change when a worksheet or workbook recalculates.”

**You are required to submit one Head Start/Early Head Start Budget Form per proposal (i.e. one budget per proposed site).** The Budget Form is where you will indicate the Head Start or Early Head Start service models and the number of slots that you are proposing to offer at your site. When submitting your Head Start/Early Head Start Budget Form, please ensure that important identifying information is correct and consistent.

*HS-EHS Budget Form for [YOUR PROPOSAL TITLE HERE]*

Before submitting your Head Start/Early Head Start Budget Form, please make sure that you have not left any fields blank, that all the information is consistent, and that all information matches your proposal narrative. Conflicting or incomplete information may prevent the DOE from evaluating your proposal, or may cause the DOE to find your proposal non-responsive to this RFI.

## **i. Proposed Cost Guidelines**

When completing the Head Start/Early Head Start Budget Form, you should propose costs that are both reasonable to support your proposed program model and fairly allocated. If your proposal is recommended for award through this RFI, you will be required to participate in a budget development process. Your proposed budget must reflect a reasonable estimation of the costs that would be incurred to meet all program requirements for your proposed service model and slots as outlined in Section 2 - “Service Expectations and Requirements” and Section 3 - “Financing and Budgets” of this RFI.

If the costs in your Head Start/Early Head Start Budget Form do not appear to be fair or reasonable, the DOE reserves the right to make inquiries into all information provided in

your Head Start/Early Head Start Budget Form, to negotiate rates, and/or to make a determination of non-award for your proposal.

## ii. Before Completing Your Head Start/Early Head Start Budget Form

To begin completing your Head Start/Early Head Start Budget Form, ensure that you have Microsoft Excel - version 2007 or later on your computer. You may not complete your Head Start/Early Head Start Budget Form using Apple Numbers or any program other than Microsoft Excel. Your Head Start/Early Head Start Budget Form must be submitted in .xls or .xlsx format. If you submit an alternate template, or if you submit your Head Start/Early Head Start Budget Form saved as a .pdf, .doc, .docx, or any other format other than .xls or .xlsx, your proposal may not be evaluated, or you may be found non-responsive to the requirements of this RFI.

Please note that there are 4 tabs included in *Attachment B - HS/EHS Budget Form*. You can see the tabs along the bottom of your Excel workbook. When you click on each tab (e.g. Tab 1 - "Service Model Proposal") new worksheets will appear. The following sections outline more detailed instructions on completing each tab of your Head Start/Early Head Start Budget Form.

## iii. Tab 1: Service Model Proposal

- Before You Begin

You are not required to enter any information in the "Before You Begin" section. Please read the instructions and context in order to better understand how the Head Start/Early Head Start Budget Form works.

- Identifying Information

Before moving to "Service Model," check to make sure you have typed in or selected an answer for all 6 boxes. If a question is not applicable to your proposal, you may enter NA for that cell

- Service Model

Proposers may choose from several options for the age range of children served, length of the service day, and number of operational days per year. This section of the Head Start/Early Head Start Budget Form will ask you to indicate which of these service model options you are proposing. If you have questions about the available service models, please refer back to Section 1B - "Overview of Solicited Services" of this RFI.

- Ages Served (Question 1)

- Question 1: Which ages do you propose to serve at this site?

Use the drop down menus in the yellow boxes (Column M, Cells 46-52) to select "Yes" or "No" for each age range. "Yes" indicates that you are proposing to offer slots for children in this age range.

“No” indicates that you are not proposing to offer slots for children in this age range. You must answer either “Yes” or “No” for every age range.

- For definitions of the age ranges and information on continuity of care, you may refer to Section 1B(c) - “Age Definitions” of this RFI

- Hours and Days Option (Question 2)

- Question 2: Please indicate the combination of hours and days your site will offer. Please note, you may only pick one option at each site.
  - Proposed Hours Per Day: Use the drop down in F57 to select the additional day option that your program proposes to offer.
  - Proposed Days Per Year: Use the drop down in K57 to select the number of days that your program proposes to offer.

- Classroom Use (Question 4 )

- Question 4: How will classrooms at this site be utilized?

Use the rows provided (rows 84-99) to enter information on your proposed classrooms. **Please leave any rows you do not need blank.**

You may not offer more slots in a classroom than:

- your classroom is permitted to contain; (or)
- the maximum group number for the age group you are serving. For more information on the maximum group size see Section 2B(d)- “Group Size/Ratio.”

To respond to this question, use the chart starting in row 84 to outline the classrooms at your site and the slots you intend to offer in them during your service day and year.

- **Classroom Name (Column C)** - If your site holds an Article 47 permit, use the name on your Article 47 permit. If you have applied for a permit, name the first room “Room 1,” and the second room “Room 2,” etc.
- **Age Served (Column F)** - Use the drop down to select one of the five age brackets.
- **Slots (Column G)** - Enter the number of slots you plan to offer in this classroom.
- **Validation (Column H)** - If you have entered more slots than are allowed in a class according to DOHMH and Head Start regulations, the cell in column H will indicate that you

have made an error. You will not enter information in this column.

- Summary (for DOE use only)

This section contains a summary of the slots, classrooms, and service model(s) you have proposed. While you will not be able to change any information in this section directly, you may use it as a way to check over your proposal. If the information in this section looks different from what you anticipated, you should review your answers to Questions 1-4 for accuracy.

If the formulas in this section do not appear to be functioning correctly, please refer to the instructions on automatic workbook calculations at the beginning of this section.

#### iv. **Tab 2: Program Costs Proposal**

- Program Costs Proposal Overview

This section states the expectations that your proposed costs should meet:

- **Reasonableness** - Your proposed costs should be reasonable. They should not exceed what a reasonable person would pay for an item, staff member, or service in similar circumstances. They should also not discount or under-state the costs of operating the program your proposal describes. If your proposal includes a service, you must reasonably represent what it will cost to operate in this tab.
- **Fairly Allocated** - The purpose of this budget is to accurately represent the costs of operating the program you have proposed. If there are items, staff members, or services that will also benefit a program operating at your site but not solicited in this RFI, the cost for that item, staff member, or service must be split fairly between the two programs. (e.g. if you are proposing both Head Start services and already provide Birth-to-Five services under another contract, you must allocate only the portion that will be used to support Head Start services in the Head Start/Early Head Start Budget Form for this RFI).

- Classroom Costs

This RFI defines classroom costs as costs that can be directly attributed to a single classroom. The cost categories that fall under this definition are: Classroom Personnel and Classroom OTPS directly associated with instructing and caring for children in the classroom.

- Classroom: Personnel Services (PS)

Use the rows provided (rows 19-66) to enter information about your classroom staff. **Please leave any rows you do not need blank.** You should know in advance what the proposed wages are for each member of your teaching staff.

If your proposed staff roster includes a position that splits time between a classroom function and a programmatic and operational support function then you will need to list each function as a different position, split between the two cost categories. For example, if you are proposing to hire a staff member who will spend 75% of their time as a family coordinator and 25% as a teacher, then they should have a line in Classroom Personnel Services that represents 25% of their wages and another line in Program and Operational Support Personnel Services that represents the remaining 75%.

You will be asked to fill out the following information for every staff line:

- **Staff Title & Classroom Name (Column A)** - Type in the position title and the classroom name, separated by a dash (e.g. Lead teacher - room 1).
- **Annual Salary (Column B)** - Enter the position's annual salary. For hourly staff, estimate total annual earnings.
- **Fringe Rate (Column C)** - Enter the fringe rate for **this position**. Fringe rates may vary between roles. At a minimum, you must ensure you account for all federal, state, and local required payroll taxes.
- **% of Cost Allocated to Services Proposed in this RFI (Column D)** - Fill in the percentage of the position's salary related to the services proposed under this RFI. If you are unsure of how to calculate this, ask yourself the following:
  - Will all of the children and families who benefit from this person's work be in slots funded by this RFI?
  - Would this person spend all of their work time working on the program in this proposal?

If the answer to both questions is yes, then enter 100% into this column. If the answer to either question is no then you will need to calculate a fair and reasonable allocation based on this position's job description. Enter that percentage into the cell in this column.
- **Total Annual Cost Allocated to this Budget (Column E)** - Calculated automatically.
- **Explanation of Allocation (Column F)** - Provide a short description of the methodology used to calculate the position's salary and the allocation from column D.

The subtotal at the end of this section (row 68) should include the total portion of your payroll for classroom personnel services that can be attributed to the Head Start or Early Head Start classroom budget. You should have budgeted for at least the minimum number of staff members you will need to staff the classrooms you proposed on the 'Service Model

Proposal' tab.

- Classroom OTPS

Classroom OTPS are costs that are directly associated with instructing and caring for children in the classroom. Current Pre-K and 3-K proposers should be aware that this section is not the same as the DOE's current definition of instructional costs. Instructional Costs as previously defined are now distributed between the Classroom OTPS and the Programmatic and Operational Supports OTPS.

Please be aware that field trips that require transportation must adhere to all policies outlined in the Birth-to-Five Policy Handbook. These include private busing with Child Safety Restraint Systems (car seats). The DOE will not provide buses for contracted Head Start and Early Head Start programs.

Proposers will be required to provide the following information for each cost category:

- **Total Annual Cost (Column C)** - Enter the estimated annual cost for the cost category. Please be sure to calculate a reasonable cost based on the number of slots and service model that you are proposing.
- **% of Cost Allocated to Services Funded by this RFI (Column D)** - Fill in the percentage of the cost related to the services proposed under this RFI. The percent in this column should accurately reflect the distribution of benefit to children from items paid for in these categories. For example:
  - *Example:* Your program purchases classroom supplies that are only used by children served under this proposal. The percent allocation to DOE is 100%.
- **Total Annual Cost Allocated to this Budget (Column E)** - calculated automatically.
- **Explanation of Allocation (Column F)** - Provide a short description of the methodology used to calculate the cost allocation; the example above is an appropriate level of detail.

The subtotal at the end of this section, row 90, will reflect the total budget for classroom OTPS costs that you are proposing.

- Programmatic and Operational Support Costs

- Programmatic and Operational Support Costs: PS

Programmatic and Operational Support Personnel include all of the staff members who are not explicitly included in Classroom PS. This could include a wide range of staff roles, including Director, Education Manager, Fiscal Officer, etc. For staff at the delegate level, please allocate costs

across the number of sites they oversee. Please be aware that your proposed staffing plan must comply with your DOHMH permit's regulations for Education Directors.

Use the rows provided (rows 106-115) to enter information on your programmatic and operational support staff. **Please leave any rows you do not need blank.** For each member of your staff you should know in advance what their proposed wages are and if those wages will be hourly or salary.

Be sure to include a row for any staff members from Classroom PS who split their time between classroom time and other functions. For more detailed instructions and examples see the section on Classroom PS above.

You will be asked to fill out the following information for every staff line:

- **Staff Title (Column A)** – Type in the position title.
- **Annual Salary (Column B)** - Enter the position's annual salary. For hourly staff, estimate total annual earnings.
- **Fringe Rate (Column C)** - Enter the fringe rate for **this position**. Current 3-K and Pre-K programs should be aware that this budget template differs from previous budgets in this respect. Fringe rates may differ between staff members if that is the practice of your proposed program. At a minimum, you must ensure you account for all federal, state, and local required payroll taxes.
- **% of Cost Allocated to Support Services Proposed in this RFI (Column D)** - Fill in the percentage of the position's salary related to the services proposed under this RFI. If you are unsure of how to calculate this, ask the following:
  - Will all of the children and families who benefit from this person's work be in slots funded by this RFI?
  - Would this person spend all of their work time working to support the program in this proposal?If the answer to both questions is yes, then enter 100% into this column. If the answer to either question is no then you will need to calculate a fair and reasonable allocation based on this position's job description. Enter that percentage into the cell in this column.
- **Total Annual Cost Allocated to this Budget (Column E)** - Calculated automatically.
- **Explanation of Allocation (Column F)** - Provide a short description of the methodology used to calculate the position's salary, and the allocation from column D.

The subtotal at the end of this section (row 117) should include the total



portion of your payroll that can be attributed to the Head Start and Early Head Start programmatic and operational support budget.

○ Programmatic and Operational Support Costs: OTPS

Programmatic and Operational Support OTPS cost categories represent non-personnel costs for operating the program, such as administration, family and community engagement, staff development, and professional services/consultant fees.

Proposers will be required to provide the following information for each cost category:

- **Total Annual Cost (Column C)** - Enter the estimated annual cost for the cost category. Please be sure to calculate a reasonable cost based on your proposed program and the services represented in your HS/EHS Structured Proposal Form.
- **% of Cost Allocated to Services Proposed in this RFI (Column D)** - Fill in the percentage of the cost related to the services proposed under this RFI. The percent in this column should accurately reflect the distribution of benefit to children from items paid for in these categories. For example:
  - *Example 1:* Your program purchases a computer that will only be used by the Education Manager, who only supports services proposed under this RFI, and whose salary is 100% DOE-funded. The percent allocation for the cost of the computer to the DOE is 100%.
  - *Example 2:* Your program purchases a computer that will be used by the Education Manager who supports services proposed under this RFI as well as Birth-to-Five services. You serve 40 children under this RFI, and serve 40 children under the Birth-to-Five contract. The percent allocation for the cost of the computer to this RFI is 50%.
  - **Note:** Using the number of children served across programs is only one of several valid cost allocation methodologies you may choose to employ. Others include but are not limited to: square footage devoted to a given program, hours of operation, % of staff time devoted to the program.
- **Total Annual Cost Allocated to this Budget (Column E)** - calculated automatically.
- **Explanation of Allocation (Column F)** - Provide a short description of the methodology used to calculate the cost allocation from column D; the two examples above are an appropriate level of detail.

The subtotal at the end of this section, row 146 will represent the total budget for Programmatic and Operational Support OTPS costs that you are proposing.

- **Occupancy Costs**

Occupancy costs include mortgage/rent payments and other facilities-related costs. Because occupancy costs vary widely from site to site and over time, funding will be determined based on the program's documented costs and reasonable projection of market rates. All amounts budgeted in this category must be supported by reasonable proof of cost (e.g. lease agreements, professionally prepared estimates, previous year's expenses, etc.) during the budget development process.

**If you are proposing for a NYCHA based program, please refer to your lease agreement with NYCHA. You should only propose costs for those categories not covered by your lease.**

Proposers will be required to provide the following information for each cost category:

- **Total Annual Cost (Column C)** - Enter the estimated annual cost for the cost category. Please be sure to calculate a reasonable cost based on the number of slots and service model that you are proposing.
- **% of Cost Allocated to Services Proposed in this RFI (Column D)** - Fill in the percentage of the cost related to the services proposed under this RFI. The percent in this column should accurately reflect the distribution of benefit to children from items paid for in these categories. For example:
  - *Example 1:* Your program rents a commercial space, is the sole tenant, and only operates services proposed under this RFI. The percent allocation for occupancy costs to the DOE is 100%.
  - *Example 2:* Your program rents a commercial space. You use 3 classrooms to provide the services proposed under this RFI, and 2 additional classrooms to provide Birth-to-Five services. The percent allocated to services proposed in this RFI is 60% (3 out of the 5 classrooms).
  - Note: As with programmatic and operational support, using the number of classrooms utilized by each funding source is only one of several valid cost allocation methodologies you may choose to employ.
- **Total Annual Cost Allocated to this Budget (Column E)** - calculated automatically.
- **Explanation of Allocation (Column F)** - Provide a short

description of the methodology used to calculate the cost allocation; the two examples above are an appropriate level of detail.

The subtotal at the end of this section, row 170 will represent the total budget for occupancy costs that you are proposing.

- Summary

You are not required to enter any information into this section. The totals in column E will calculate automatically based on the costs that you entered in the preceding sections. Please use this section to confirm your total costs reflect a reasonable estimation of an annual budget.

## **v. Tab 3: Start-up Proposal**

Use this tab to request one time start-up funding in one of the three categories that will be available through this RFI. Details on what types of funding will be available and what types of projects are allowed can be found in Section 3E - “Start-up Funding” of this RFI.

- Repairs and Maintenance

- Question 1: How much funding are you requesting?

Enter the amount of funding you are requesting for this type of start-up project into cell E15.

- Question 2: Please provide a 3-5 sentence narrative on how you intend to use this start-up funding if you receive it.

Use row 18 to provide a summary of the work that would be funded with this start-up, if you receive it. The city will use this summary to assess the viability of your planned work based on the evaluations of our partner agencies. Please provide the information on what you are proposing to have done, when the work will happen, and the name of an onsite contact person.

- Furniture and Equipment

- Question 1: How much funding are you requesting?

Enter the amount of funding you are requesting for this type of start-up project into cell E22.

- Question 2: Please provide a 3-5 sentence narrative on how you intend to use this start-up funding if you receive it.

Use row 25 to provide a summary of the items that your program would purchase if awarded these start-up funds. Please include details on how

the purchase of these items would support the program you are proposing.

#### vi. Tab 4: Summary (for Agency Use)

This tab is for agency use only and you will not make any changes to the information in this tab. The information that appears in the fields in this tab are automatically populated from your responses in Tabs 1, 2, and 3. You may use this tab to ensure the accuracy of the final figures produced by your responses in Tabs 1, 2, and 3.

#### c. Doing Business Data Form [Required Document]

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the City" as such terms are defined in the Local Law.

In order for the City to obtain the necessary information to establish the required database, vendors responding to this solicitation must complete the [Doing Business Data Form](#), also included in *Attachment C - Doing Business Data Form*. Please pay particular attention to page 2 of the form and **ensure the form is appropriately signed**. This form must be hand-signed, scanned, and submitted in the indicated required document field. **Electronic signatures will not be accepted**. The submission of a Doing Business Data Form that is not accurate and complete may result in a finding of non-responsiveness.

#### i. Submission Information for Permitted Sites Located in Privately Owned or Leased Facilities

- The **provider name on your permit must match the Provider Legal Name that you indicated when submitting your proposal**, and any permit changes must be completed before your contract is sent for registration. Please be aware that **all sites, even if currently permitted and licensed, may undergo health and safety inspections prior to being allowed to open as DOE-contracted sites**. As such, it is essential that your site be in compliance with all regulatory standards and free of violations. If your site has open violations with the DOHMH or other regulatory agencies, you are encouraged to expediently remedy these issues, as such issues may make you ineligible for award.
- City agencies may conduct site visits and/or interviews in order to verify your site control and/or to assess cost, timeline, and overall scope of work needed to complete the permitting, buildout, and/or renovation of your privately owned or leased space, if applicable. The results of these assessments will be considered in award recommendation decisions. You will **not** be recommended for award if the proposed site is deemed not viable based on

cost and/or timeline and scope of overall work needed. If you propose a site in response to this RFI and lose site control during the proposal review process, you may not be selected to advance to later stages of award consideration. If you propose a site in response to this RFI and lose site control after award, your award may be rescinded.

Please note that all sites must have a valid Certificate of Occupancy (C of O), Temporary Certificate of Occupancy (TCO), or Letter of No Objection (LNO) from the DOB to receive a DOHMH permit. Additionally, every DOE-contracted early education provider must abide by New York City fire code and all related regulations. **The DOE will not award programs that are not properly permitted at the time of proposal.**

Please be aware that **all sites will undergo health and safety inspections prior to being allowed to open as DOE-contracted sites.** As such, it is essential that your site be in compliance with all regulatory standards and free of violations. If your site has open violations with the DOHMH or other regulatory agencies, you are encouraged to expediently remedy these issues, as such issues may make you ineligible for award.

You should **immediately address any open DOHMH, DOB, and/or New York City Fire Department (FDNY) violations** issued for your proposed program site. Failure to do so may result in rescindment of your award. You may find the below resources helpful in assessing whether your proposed site has outstanding violations:

- [DOHMH Child Care Connect](#)
- [DOB Building Information Search](#)

Please note that **any** program previously permitted by DOHMH without an interior fire alarm system may be subject to review by the DOB and FDNY and held to the latest code requirements.

## Section 5 – Basis for Contract Award and Evaluation Procedures

### A. What to Expect Next

#### a. Responsiveness

After the proposal submission period closes, the DOE will review submitted proposal documents to ensure completeness and accuracy as outlined in Section 4E - “Summary of Required and Optional Documents”. If it is determined that a proposer has not submitted one or more required documents or has provided inaccurate or insufficient information on documents, the DOE may determine that the proposal is non-responsive. **Proposals that are determined to be non-responsive will not be evaluated.**

If the DOE requires revisions to submitted documents, the Provider Contact listed by the proposer will be notified and submitted documents will be returned for revisions.

**Proposers must re-submit documents that are returned for revision, with required revisions due by the date outlined in the notification email** in order to be found responsive. Additionally, if proposers return documents within this timeframe but re-submissions are still incomplete or inaccurate, the DOE may find the proposer non-responsive and will not evaluate the proposal.

#### b. Evaluation Next Steps

If a proposer is found to be responsive to the basic requirements of the RFI, DOE evaluators will assess the quality of the written proposal and the proposer’s demonstrated history of providing high-quality early childhood services.



The DOE will seek approval from the U.S. Department of Health and Human Services before awarding Head Start or Early Head Start contracts to delegate organizations.

During the evaluation period, the DOE and/or partner agencies may reach out to the Provider Contact to request site visits, interviews, phone calls, or documentation in order to gather additional information about a proposed program, proposal submission, or the viability of a proposed site. If required, site visits may occur without advance notice, but within a range of time specified to the Provider Contact after the proposal due date. **A proposal may be deemed ineligible for award if a proposer does not respond to requests or demonstrates an unwillingness or inability to let the DOE and/or partner agencies conduct a site visit.**

All notifications of advancement or non-advancement to contract consideration will be sent via email to the Provider Contact.

Any vendor who believes that there has been unfairness, favoritism, or impropriety in the proposal process should inform the Office of the New York City Comptroller, Office of Contract Administration, 1 Centre Street, Room 1005, New York, NY 10007, (212) 669-2323. Reports of criminal misconduct or conflicts of interest associated with the proposal process shall be directed to the Special Commissioner of Investigation for the New York City School District, 80 Maiden Lane, 20th Floor, New York, NY 10038, (212) 510-1500.

## **B. Proposal Evaluation Considerations**

Award recommendations will be based on the following considerations:

- Proposal Quality and Demonstrated Effectiveness
- Service Need

These considerations are described in more detail below.

While the DOE may consider information gathered through site visits, interviews, demonstrations, and/or consideration of evidence related to a provider's history of demonstrated effectiveness when making award recommendations, the DOE reserves the right to advance or non-advance proposals solely on the basis of a written proposal. Therefore, initial written proposals should contain a program's best programmatic and price terms.

Due to the expedited nature of this opportunity, and the complexity of providing Early Head Start and/or Head Start services, DOE will prioritize proposals as follows:

- (1) Priority 1: Vendors who are current DOE Head Start delegates
- (2) Priority 2: Vendors whose organization has provided Head Start services within the past 5 years
- (3) Priority 3: Current DOE Birth-to-Five vendors

### **a. Quality and Demonstrated Effectiveness**

DOE will review the following to determine a program's quality and demonstrated effectiveness: (1) written answers to the SPF questions; (2) history of good standing and/or violations with DOE and other oversight agencies, including but not limited to DOHMH and OHS, vendors whose organization and/or leadership are under investigation for fraud or any criminal activities may not be awarded; and (3) program demand: proposers with a history of low enrollment at other contracted sites may not be eligible for award even if located in a priority zip code. DOE will consider any outreach efforts or plans the provider has implemented to mitigate enrollment concerns. (4) demonstrated need

City agencies may conduct site visits and/or interviews, if applicable. The results of

these assessments will be considered in award recommendation decisions.

**Proposers will not be awarded services that are outside of their current permitted age groups and/or numbers of slots that exceed their current permitted capacities.**

Please note that only current permitted Article 47 providers will be eligible for award.

### c. Service Need

The primary purpose of this RFI is to add Early Head Start and Head Start seats in specified communities with high levels of unmet need. Therefore, the DOE will prioritize proposers offering to provide service in these neighborhoods:

Borough	Neighborhood	Priority ZIP Codes	Other ZIP Codes
Brooklyn	Borough Park	11204, 11219	11218, 11230
	Central Brooklyn	11212	11213, 11216, 11233, 11238
	Flatbush	11226	11203, 11210, 11225
	Greenpoint	11211	11222
	Northwest Brooklyn	11205	11201, 11215, 11217, 11231
	Southwest Brooklyn	11214	11209, 11228
	Sunset Park	11220	11232
	Bushwick and Williamsburg	11206, 11221	11237
	East New York and New Lots	11207, 11208	----
Bronx	Bronx Park and Fordham	10458, 10467	10468
	Southeast Bronx	10472	10461, 10462, 10464, 10465, 10473
	Hunts Point and Mott Haven	10454, 10459	10455, 10474
	Highbridge and Morrisania	10451, 10452, 10456	----
	Central Bronx	10453, 10457, 10460	----
Manhattan	Central Harlem	10030	10026, 10027, 10037, 10039



	Lower East Side	10009	10002, 10003
	East Harlem	10029, 10035	----
	Inwood and Washington Heights	10031, 10032, 10033, 10034, 10040	----
	Upper West Side	10024	10023, 10025
Queens	Jamaica	11433, 11434, 11435, 11436	11412, 11423, 11432,
	Northwest Queens	11101	11102, 11103, 11104, 11105, 11106
	West Queens	11373	11368, 11369, 11370, 11372, 11377, 11378
	Rockaways	11691	11692, 11693, 11694, 11695, 11697

If additional slots remain unallocated after prioritizing the geographic areas noted above, DOE will make determinations based on the most up-to-date data regarding geographically-based service needs at the time of award.

In an effort to ensure the availability of programs offering continuity of services for families, the DOE may **prioritize providers who propose to serve more than one contiguous age group** when determining which proposers will be recommended for award. For example, a provider proposing one classroom of Head Start 3-K and one classroom of Head Start pre-K may be prioritized over another provider proposing two classrooms of Head Start pre-K. When determining which services to propose, providers are strongly encouraged to consider the following:

- Programs proposing to offer Head Start 3-K should strongly consider proposing to serve both Head Start 3-K and Head Start Pre-K, and propose at least the same number of slots for Head Start Pre-K as Head Start 3-K.

The DOE also encourages proposers with the capacity and expertise to consider proposing for services for a range of ages, from 12 months through pre-Kindergarten, at the same program location, with enough slots in each age group to allow for continuity of services.

**Providers proposing only one classroom** should only propose to serve one age group within that room. Single-room programs are encouraged to consider serving older age groups (e.g. 4-year-olds instead of 3-year-olds) in order to minimize transitions for children and families.

The DOE reserves the right to determine the number of slots awarded and may recommend to award a different configuration of slots across services than proposed. The DOE may award different combinations of Head Start pre-K and 3-K slots than a program proposes, or different combinations of Early Head Start infant and toddler slots. For example, if a program proposes to serve four Head Start pre-K classes and no Head Start 3-K classes, the DOE may award two Head Start pre-K classes and two Head Start 3-K classes. Or, if a program proposes to serve two Head Start 3-K classes, the DOE may award two Head Start pre-K classes instead. However, the DOE will not award infant and toddler slots if a program has not proposed Early Head Start, and will not award Head Start 3-K nor Head Start pre-K slots if a program has not proposed Head Start.

## C. Contract Award

Providers whose proposals are determined to be the most advantageous to the DOE with consideration to the evaluation elements outlined above will be eligible to be recommended for award. In making final determinations, the **DOE reserves the right to make award recommendations in the best interest of the City**. Please note that recommendation for award for any service model(s) and slots solicited through this RFI is dependent on funding availability, including from city, state, and federal entities which may include, the Office of Head Start, the New York State Education Department, and the New York City Office of Management and Budget, and the U.S. Department of Housing and Urban Development.

The DOE reserves the right to make inquiries into proposed costs and rates included in a proposer's submitted Head Start/Early Head Start Budget Form and to negotiate rates and/or make the determination of non-award for a program if it is determined that the proposed costs for the program are not fair and reasonable.

Contract awards are subject to successful budget negotiations between the DOE and the proposer based on a fair and reasonable cost-per-child. Contract awards shall further be subject to:

- Availability of funds;
- Timely submission of contract documents and budget negotiations between the DOE and the selected proposer;
- Responsibility determination;
- Site viability;
- Completion of Equal Opportunity Contract Compliance Documents;
- Approval by the Panel for Educational Policy; and
- Contract registration pursuant to the Education Law.

In preparation for potential award through this RFI, all proposers should complete [PASSPort](#) disclosure filing as soon as possible (see Section 4B - "Procurement and Sourcing Solutions Portal (PASSPort) Disclosure Filing" for more information). All organizations submitting a proposal should also register in the Federal [System for Award Management](#) and, if awarded,

must maintain an active registration for the duration of the contract.

## D. Contract Terms

**Contract terms will be for September 1, 2025 - June 30, 2026, with, at the DOE's option, up to one one-year extension**, and each proposal recommended for award will result in a separate contract pending successful completion of all contracting activities. Multi-sited vendors that submit multiple proposals and are recommended for award for multiple sites will have one contract per site for each awarded proposal. Proposers that are already contracted for Birth-to-Five services at the same site will have two contracts for the site, one for each service type.

If a program fails to fulfill the full terms of a contract procured through this RFI, the DOE may place the program on a heightened monitoring status, and/or may suspend or terminate the contract. The DOE retains sole discretion to terminate any contract and any extension for its convenience upon 30 days written notice. The DOE reserves the right to suspend or terminate any contract at any time during the contract period if the program does not address any and all concerns communicated by the DOE, if the program has a record of serious, critical, and/or repeated violations of DOHMH or OCFS regulations that pose a risk to children's or staff's health or safety, or if there are any other material breaches of contract.

Upon completion of the original contract period, the DOE will have discretion to extend the contract for the above specified period. Extensions will be offered only to programs that meet DOE quality expectations and offer services in areas of need. Programs that do not receive a contract extension may have an opportunity to re-apply to be a DOE-contracted program at a future time, depending on the DOE's need for such services.

## **Section 6 – List of Attachments**

**All attachments for this RFI are listed below and can be found in [this folder](#).** You are required to submit a completed version of:

1. *Attachment A – HS/EHS Structured Proposal Form (SPF);*
2. *Attachment B – HS/EHS Budget Form*
3. *Attachment C - Doing Business Data Form (DBD).*

All other attachments are included for your reference. You are strongly encouraged to review all attachments and references before submitting your proposal to this RFI.

### **A. ATTACHMENT A – HS/EHS Structured Proposal Form**

- The form that you will complete to describe your capacity to provide high-quality early childhood care and education if awarded through this RFI.
- You must complete all applicable questions in the [survey](#).
- You must submit one Head Start/Early Head Start Structured Proposal Form for each proposal.

### **B. ATTACHMENT B – HS/EHS Budget Form**

- The form that you will use to complete a fair and reasonable proposed budget outlining the expenses associated with running your program.
- This is where you will indicate the service models that you are proposing to offer at your program.
- You must submit your completed Head Start/Early Head Start Budget Form using the provided attachment when submitting your proposal to this RFI and you must submit your Head Start/Early Head Start Budget Form in Microsoft Excel format (.xls or .xlsx).
- You are required to submit one Head Start/Early Head Start Budget Form for each proposal.
- See Section 4F(b) - “HS/EHS Budget Form” for more information about completing your Head Start/Early Head Start Budget Form using the form linked [here](#).

### **C. ATTACHMENT C - Doing Business Data Form**

- The form you must complete in order to identify all the principal officers, owners, and senior managers within your organization.
- You must complete each section. First, provide details and identifying information about your business entity as prompted. Then, list all principal officers, owners, and senior managers within your organization. Finally, certify that the information you provided is accurate and complete by signing your name at the bottom of page two.
- See Section 4F(c) - “Doing Business Data (DBD) Form” for detailed information about completing your Doing Business Data Form using the form linked [here](#).

## D. ATTACHMENT D - Statement of Assurances

- This is a summary of key policies and requirements that apply to proposers who contract with the DOE.
- If you are recommended for award through this RFI, you will be required to abide by the policy expectations outlined in the Statement of Assurances, as well as all other policies outlined in this RFI and any subsequent policy guidance. As such, you are strongly encouraged to read through the Statement of Assurances and RFI in its entirety before submitting your proposal to this RFI.
- If you advance to later stages of award consideration, you will be required to agree to all assurances by checking the box and typing your name on the line provided.

## E. ATTACHMENT E – HS/EHS Important Reference Guide and Acronyms List

Includes links for the following:

- Birth-to-Five Policy Handbook
- Head Start Program Performance Standards (HSPPS)
- Head Start Early Learning Outcomes Framework (ELOF)
- New York State Prekindergarten Early Learning Standards (NYSPLS)
- Expenditure Guide

## F. ATTACHMENT F - Sample W-9 Form

- If you advance to later stages of award consideration, you will be required to submit a complete [City of New York Substitution Form W-9: Request for Taxpayer Identification Number and Certification form](#) as found on the DOE's and Comptroller's websites. This is included for your reference. This is not to be submitted with your proposal.

## G. ATTACHMENT G - Equal Opportunity Contract Compliance Documents

- If you advance to later stages of award consideration, you will be required to submit applicable Equal Opportunity Contract Compliance documents.
- If you are a vendor with **fewer than 50 employees**, you will need to submit the following if you advance to later stages of award consideration:
  - Equal Opportunity Policy Statement; and
  - Workplace Profile Form.
- If you are a vendor with **50 or more employees**, you will need to submit the following if you advance to later stages of award consideration:
  - Affirmative Action Plan; and
  - Workplace Profile Form.

## **H. ATTACHMENT H – New York City Earned Safe and Sick Time Act Contract Rider**

- The Earned Sick Time Act, also known as the Paid Sick Leave Law (PSLL) requires covered employees who annually perform more than 80 hours of work in New York City to be provided with paid sick time. Contractors of the City of New York or other governmental agencies may be required to provide sick time pursuant to the PSLL. The New York City Earned Safe and Sick Time Contract Rider contains more information about your obligation under PSLL.

## **I. ATTACHMENT I - Standard Terms and Conditions**

- The Standard Terms and Conditions for all providers who contract with the DOE.

## **J. ATTACHMENT J - Whistleblower Protection Expansion Act Poster**

- The Whistleblower Protection Expansion Act Poster is for your reference and outlines protections of employees of City contractors who report corruption.

## **K. ATTACHMENT K - Sample Insurance Certificate**

- This Sample Insurance Certificate is an example of what may be required as part of your contracting process, should you be recommended for an award through this RFI.

## **L. ATTACHMENT L - Verifying Your Provider Legal Name and Tax ID**

- This attachment provides more detailed information about New York State business types and Tax IDs, and the document you should reference to verify your Provider Legal Name and Tax ID.

## **M. ATTACHMENT M – Uniform Federal Rider**

- This contract rider is attached to all DOE contracts receiving federal funding.