

BOYERTOWN AREA SCHOOL DISTRICT – REQUEST FOR PROPOSAL

ALL-DAY KINDERGARTEN PROGRAM FEASIBILITY STUDY

The Boyertown Area School District (District) invites qualified consultants and educational planning firms to submit proposals for a comprehensive Feasibility Study to explore the potential transition from the District's current half-day kindergarten program to a future all-day kindergarten program. The Study should provide the District with detailed information and recommendations to inform decision-making regarding this potential programmatic shift.

A. BACKGROUND

The Boyertown Area School District is committed to providing high-quality educational opportunities for all students. As part of this commitment, the District is exploring the feasibility of implementing a full-day kindergarten program to potentially enhance early childhood education outcomes. This Feasibility Study will be a critical component in understanding the implications, requirements, and potential benefits of such a transition.

B. PROPOSALS

Sealed envelopes clearly marked “ALL-DAY KINDERGARTEN FEASIBILITY STUDY” containing the proposal must be submitted no later than 10:00 AM on FRIDAY, AUGUST 1, 2025. The District reserves the right to conduct interviews with selected firms after the submission of proposals. Additional information may also be requested.

Mail or deliver six (6) hard copies of the proposal, including one (1) electronic PDF, to: Patty Denicola, Chief Financial Officer, Boyertown Area School District. 911 Montgomery Ave Boyertown PA 19512, pdenicola@boyertownasd.org.

The scope of services desired is defined in this Request for Proposal (RFP). The District shall have the right to modify this scope as necessary. The terms of the Agreement between the District and the selected Firm shall be subject to review and modification by the District’s solicitor.

C. FEE PROPOSAL

Submit a proposal that clearly outlines the total cost for the services described in Section 1. Detail the breakdown of costs associated with each phase or component of the study.

D. TIMELINE, SELECTION, AND INFORMATION TO BE PROVIDED

The tentative schedule for the selection process is as follows:

- Issue RFP: July 2025
- Receive responses to RFP: August 1, 2025
- Presentation of proposals and interviews: TBD

The District is not responsible for any costs incurred by the Firm in responding to this RFP. It is understood that the District reserves the right to reject any or all proposals, or part thereof or items therein, and to waive technicalities required for the best interests of the District. Omission of information may be sufficient cause for the rejection of the proposal. The District shall not be legally bound until such time as an agreement in writing is executed by both the Firm and the District.

The following factors will be considered in selecting a Firm:

- i. Competency and responsibility of firms submitting proposals
- ii. Experience and references of firms, particularly with similar kindergarten feasibility studies
- iii. Personnel assigned to the project and their qualifications, including expertise in facilities planning, and budgeting
- iv. Fees

*It is understood that by requesting this proposal, the District is not incorporating the public bidding process into this solicitation, and nothing contained herein shall create any contractual rights or obligations by and between the District and any person or entity responding hereto.

Proposals shall contain the information listed below and shall be organized with the following tabs:

Tab 1. Organization, Staffing, and Qualifications

- 1. Provide a project team organization chart depicting team members (including any consultants) with names, titles, specific responsibilities, resumes, and qualifications of team members that will be directly involved in the project. Highlight experience relevant to early childhood education and kindergarten programs.
- 2. Provide the address of the specific office that will have responsibility for performing the work.
- 3. Provide a brief overview of your firm, including the number of years your firm has been providing consulting services and your experience with educational feasibility studies, particularly those related to early childhood education and program implementation.
- 4. Provide a list of school districts for which the firm has completed similar feasibility studies, including contact information for references.
- 5. Through narrative discussion, demonstrate your firm's understanding of the unique needs and considerations associated with transitioning to an all-day kindergarten program.

6. Provide a timeline for the completion of the Study, including key milestones and deliverables.
7. Through narrative discussion, explain why your firm believes it is especially qualified to undertake this project. Discuss any unique qualifications or approaches that your firm possesses that would benefit the District in this study.

Tab 2. Scope of Work and Approach

1. Provide a detailed description of your proposed approach to the Feasibility Study. This should include, but not be limited to:
 - Stakeholder Engagement: Describe your plan for engaging with relevant stakeholders, including administrators, Township officials, etc. to gather input and address concerns.
 - Facility Implications: How will you assess the current facilities and identify potential space needs, modifications, or additions required to accommodate a full-day Kindergarten program? Consideration of multiple (minimal two to three options) to fully utilize all district owned facilities, including a reorganization of grade level configurations, if necessary.
 - Operational Considerations: How will you analyze the impact on transportation, food services, scheduling, and other operational aspects of the District?
 - Financial Implications: Describe your approach to analyzing the costs associated with implementing and sustaining an all-day kindergarten program, including resources, facilities, and operational expenses.
 - Implementation Plan: Outline a potentially phased implementation plan, including key steps, timelines, and potential challenges.
 - Data Analysis: Describe the data you will collect and how you will analyze it to support your findings and recommendations.
2. Identify any assumptions your proposal is based upon.

Tab 3. Fee Proposal

1. The fee proposal shall include a clear and detailed breakdown of all costs associated with the services outlined in your proposed scope of work. Specify whether the fee is a lump sum or based on an hourly rate (if it is hourly, provide estimated hours for each team member and their hourly rates).
2. Clearly indicate any reimbursable expenses (e.g., travel, printing) and your firm's policy on these expenses.

3. Submission of a proposal by your firm shall be a representation that you understand the scope of the project.
4. The Firm shall furnish to the District proof of professional liability insurance in an amount deemed appropriate by the District, with the District to be named as a certificate holder. Please indicate your firm's coverage.

SECTION 1 - BASIC SERVICES

The basic services required for this Feasibility Study include, but are not limited to:

1. Stakeholder Engagement: Conduct meetings and/or contact relevant stakeholders to gather input and address questions and concerns.
2. Facility Assessment: Evaluate the District's current elementary school facilities and secondary facilities to determine their capacity to accommodate a full-day kindergarten program, identifying potential space needs and modifications.
3. Operational Impact Assessment: Analyze the impact on transportation, food services, scheduling, staffing, and other operational aspects.
4. Financial Analysis: Develop a detailed financial analysis outlining the estimated costs associated with implementing and sustaining a full-day kindergarten program, including facilities and operational expenses. Explore potential funding sources.
5. Implementation Plan Development: Develop a potential phased implementation plan for transitioning to an all-day kindergarten program, including timelines, key steps, and potential challenges.
6. Comprehensive Report: Prepare and submit a comprehensive written report summarizing the findings, analysis, and recommendations of the Feasibility Study. This report should include clear and actionable recommendations for the District to consider.
7. Presentation to the District: Present the findings and recommendations of the Feasibility Study to the District administration and, if requested, to the School Board.

SECTION 2 - ADDITIONAL SERVICES

2.1 Services Requiring Authorization in Advance.

Additional services beyond the scope of basic services, if requested by the District, will be negotiated and require prior written authorization by the Superintendent or Business Administrator.

SECTION 3 - DISTRICT'S RESPONSIBILITIES

The District shall do the following in a timely manner so as not to delay the services of the

Firm:

3.1 Designate in writing a person to act as the District's representative with respect to the services to be rendered under this Agreement. Such a person shall have complete authority to transmit instructions, receive information, interpret, and define the District's policies and decisions with respect to the Firm's services for the Study.

3.2 Provide all available information pertinent to the District's current kindergarten program, student demographics, enrollment projections, facility information, and relevant policies.

3.3 Assist the Firm in arranging meetings with District staff and stakeholders as needed.

3.4 Examine all studies, reports, sketches, drawings, specifications, proposals, and other documents presented by the Firm and render decisions pertaining thereto within a reasonable time so as not to delay the services of the Firm.

3.5 Give prompt written notice to the Firm whenever the District observes or otherwise becomes aware of any development that affects the scope or timing of the Firm's services.

SECTION 4 - PAYMENTS TO FIRM

4.1 Times of Payments. The payment schedule will be negotiated and outlined in the written contract with the selected Firm. The schedule may be tied to the completion of key milestones or deliverables as defined in the Scope of Work.

SECTION 5 - GENERAL CONSIDERATIONS

5.1 Controlling Law. This agreement is to be governed by the laws of the Commonwealth of Pennsylvania.

5.2 Neither the District nor the Firm shall assign, sublet, or transfer any rights under or interest in (excluding moneys that may become due or moneys that are due) this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated by law or the effect of this limitation may be restricted by law.

5.3 Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the District and the Firm, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the District and the Firm and not for the benefit of any other party.

SECTION 6 - INSURANCE

6.1 The Firm shall procure and maintain insurance for protection from claims under Worker's Compensation Acts, claims for damages because of bodily injury, including personal injury, sickness or disease or death of all employees or of any person other than such employees in an amount deemed appropriate by the District. Such insurance

shall be maintained with reputable insurance companies, and the Firm shall provide the District with a Certificate of Insurance upon the District's request.

6.2 The Firm shall also procure and maintain professional liability insurance for protection from claims arising out of the performance of professional services caused by negligent error, omission, or act for which the insured is legally liable; such professional liability insurance will provide for coverage in amounts deemed appropriate by the District. Such insurance shall be maintained with reputable insurance companies, and the Firm shall provide the District with a Certificate of Insurance upon the District's request.

6.3 The Firm shall also procure and maintain general liability insurance for coverage in amounts deemed appropriate by the District. Such insurance shall be maintained with reputable insurance companies, and the Firm shall provide the District with a Certificate of Insurance upon the District's request.

SECTION 7 - MISCELLANEOUS

This Agreement, together with any exhibits and schedules identified herein, constitutes the entire agreement between the District and the Firm and supersedes all prior written or oral understandings. This Agreement and said exhibits and schedules may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the last date written below.

DISTRICT: BOYERTOWN AREA SCHOOL DISTRICT
By:
Printed Name:
Title:
Date:
PROFESSIONAL FIRM:
By:
Printed Name:
Title:
Date: