



53 Gibson Road
Goshen, New York 10924

REQUEST FOR PROPOSALS FOR:

**Expert-Level Emotion-Focused Professional
Learning, Curriculum
Development/Implementation, and Crisis
Management Specialist Professional Services**

PROPOSAL NUMBER:

RFP-OUB-06-2027R

PROPOSALS DUE:

Wednesday, September 23rd, 2026@2:00 PM



Expert-Level Emotion-Focused Professional Learning, Curriculum Development/Implementation, and Crisis Management Specialist Professional Services

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IMPORTANT NOTICE TO POTENTIAL PROPOSERS

It is important to review the terms and conditions of this and any Request for RFP's, as the format of our RFP documents as well as some terms and conditions may have changed. Specifically, the following changes should be noted with respect to the packaging and delivery of your rfp documents:

1. **If you are submitting physical RFP's, they MUST be submitted in DUPLICATE.** You should enclose one original document that contains original signatures **in blue ink**, as well as a copy of the original document in a white binder, labeled according to RFP instructions and clearly marked with the title of the RFP, RFP number, due date of RFP and time.
Physical bids should also be accompanied by a **flash drive** or submitted electronically on Bidnet.com.
2. **If RFP's are submitted as a paper copy, bids must be received and/or hand delivered to the address indicated on this RFP no later than the date and time as listed in the RFP documents and/or any amendments that may be issued accordingly. Late RFP's cannot be accepted.**
3. **USPS, UPS or FEDEX are all acceptable means of delivery as well.**
The outside of any express envelope that may be used should also be marked accordingly as well, with RFP Title, RFP number and Due Date and Time of RFP. Faxed or email submissions are not acceptable and will be disposed of upon arrival.
4. Bids can be submitted **electronically** at Bidnetdirect.com, but an original copy and copy in a white binder must also be sent to OU BOCES within a week following award.
5. Refer to checklist of bid documents at end of RFP for all required RFP documents.

By submitting this Request for Proposals, you are asking Orange-Ulster BOCES and/or its participating school districts to accept your offer for the sale of goods or services. It is important that you **READ** and **UNDERSTAND** all terms and conditions contained herein, as well as understand the laws that govern Municipal Purchasing in the State of New York. Once the BOCES has opened proposals, there can be no changes to price or terms, unless clearly specified in this document.

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In addition, there are no provisions to cancel after an award is made, except by the BOCES, which maintains a unilateral right to cancel or extend in accordance with the terms of this RFP.

Quantities are not a guarantee, they are listed based on past or anticipated usage, and are as accurate as we can ascertain.

The proposals contain provisions to either award on an item-by-item basis, lump sum or by group. You must understand that you may only receive a part of the award from this RFP.

If you do not agree with these terms, you should not submit a proposal.

Penalties for non-performance under this RFP are contained in Section XII.

In addition to these penalties, you may:

1. Be listed as non-responsible, and be ineligible for future proposal awards if you fail to perform.

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The Board of Cooperative Educational Services, Sole Supervisory District of Orange and Ulster Counties, popularly known as B.O.C.E.S. (in accordance with Section 103 of Article 5-A of the General Municipal Law), hereby invite the submission of sealed RFPs for:

RFP-OUB-06-2027R Expert Level Emotion-Focused Professional Learning, Curriculum Development/Implementation, and Crisis Management Specialist Professional Services

For the Sole Supervisory District of Orange and Ulster Counties. The RFP's will be received until **2:00 p.m. on Wednesday September 23, 2026**, at the Orange-Ulster BOCES, Amy Bull Crist Entrance, Administration Building, Conference Room 2, 53 Gibson Rd, Goshen, NY 10924, at which time the Proposals will be publicly opened and read.

BOARD OF COOPERATIVE EDUCATIONAL SERVICES SOLE SUPERVISORY DISTRICT OF ORANGE AND ULSTER COUNTIES.

By: Laurie Feuer, Purchasing Coordinator

RFP DISTRIBUTION

RFP documents are distributed through Empire State Purchasing Group official website at www.empirestatebiddingsystem.com. Vendors are encouraged to visit this site to register, in order to ensure that they receive future Proposals and addenda. If you have not registered on this site, you may not receive addenda that could be vital to your RFP submission.

The only sources of "official" distribution of RFP documents are through the Business Office of Orange Ulster BOCES or BidNet's national website. If you've obtained this RFP from a source other than those listed, you are encouraged to contact BOCES to receive an "official" copy. You are not guaranteed to receive important addenda or information regarding this RFP if not registered with BidNet. Failure to respond to an RFP on "official" proposal copies may result in disqualification.

ACCEPTABLE METHODS OF RFP SUBMISSIONS

Proposals in response to these RFP's may also be submitted through a common carrier. DROP OFFS OR WALK INS ARE PERMITTED, Monday-Friday, 8am to 2pm only.

An approved mail carrier exclusively includes either (1) the United States Postal Service (the "USPS"); (2) FedEx, or (3) UPS.

The Orange-Ulster BOCES (the "BOCES") has authorized the electronic submission of Proposals as an alternative to other approved hard copy submissions outlined above. The BOCES is only accepting electronic Proposals via the BidNet platform at: <https://www.Bidnetdirect.com/new-york/orange-ulster-boces>. E-mail or fax RFP submissions are not acceptable and will not be considered.

Proposers wishing to submit Proposals electronically must first register on the following web-address <https://www.Bidnetdirect.com/register>. While BidNet does offer premium paid options, Proposers are not required to pay for either the vendor registration or the submission of Proposals. Further, whether the Proposer has opted for a premium paid option does not have any impact on the award process.

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Failure to comply with the forgoing procedures may result in a delay in the BOCES receiving the RFP submission. All RFP submissions must be received by September 23rd, 2026 by 2 PM. Any RFP received after September 23, 2026 by 2 PM, for any reason, will be deemed untimely and will not be opened or considered in the contract award process.



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CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

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

By submitting a proposal in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Proposer/Contractor, any person signing on behalf of any Proposer/Contractor and any assignee or subcontractor and, in the case of a joint proposal, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Proposer/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Proposer/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Proposer/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Proposer/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Proposer/Contractor in default. The School District reserves the right to reject any proposal or request for assignment for a Proposer/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Proposer/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, deposes and says that he/she is the _____ of the _____ Corporation and that neither the Proposer/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED

SWORN to before me this _____ day of _____ 20____

Notary Public: _____



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OR (ONLY FILL THIS PAGE IF THE PREVIOUS PAGE HAS NOT BEEN FILLED AND NOTARIZED)

DECLARATION OF PROPOSER'S INABILITY TO PROVIDE CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

Proposers shall complete this form if they cannot certify that the proposer/contractor or any proposed subcontractor is not identified on the Prohibited Entities List. The District reserves the right to undertake any investigation into the information provided herein or to request additional information from the proposer.

Name of the Proposer: _____

Address of Proposer _____

Has proposer been involved in investment activities in Iran? _____

Describe the type of activities including but not limited to the amounts and the nature of the investments (e.g. banking, energy, real estate):

If so, when did the first investment activity occur? _____

Have the investment activities ended? _____

If so, what was the date of the last investment activity? _____

If not, have the investment activities increased or expanded since April 12, 2012?

Has the proposer adopted, publicized, or implemented a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran?

If so, provide the date of the adoption of the plan by the proposer and proof of the adopted resolution, if any and a copy of the formal plan. _____

In detail, state the reasons why the proposer cannot provide the Certification of Compliance with the Iran Divestment Act below (additional pages may be attached):



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I, _____ being duly sworn, deposes and says that he/she is the _____ of the
_____ Corporation and the foregoing is true and accurate.

SIGNED

SWORN to before me this _____ day of _____ 20__

Notary Public: _____



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I. GENERAL INFORMATION

All invitations to bid issued by the Board of Cooperative Educational Services will bind proposers and successful proposers to the conditions and requirements set forth in these general conditions and such conditions shall form an integral part of each purchase contract awarded by the Board of Cooperative Educational Services.

1. Sealed proposals for the furnishing and delivery, and installing, where called for, of the services, materials, equipment and/or supplies, as required by the Board of Cooperative Educational Services, and as set forth in the following specifications prepared under the direction of said Board of Cooperative Educational Services, will be opened in the Office of the Business Administrator of the Board of Cooperative Educational Services, on the day and hour stated on "Notice to Proposers" page.
2. The person, firm or corporation making such proposal shall submit it in a sealed envelope to the Coordinator of Purchasing, or his duly designated representative at the place herein mentioned on or before the hour and day stated on "Notice to proposers" page, and the envelope shall be endorsed on the face thereof, with the name of the person, firm or corporation making such proposal, the date of the proposal opening, the proposal identification number and the title of the services, materials, equipment and/or supplies for which such proposal is made.
3. All proposals received after the time stated in the "Notice to Proposers" may not be considered and will be returned to the proposer. The proposer assumes the risk of any delay in the mail or in the handling of the mail by employees of the Board of Cooperative Educational Services. Whether sent by mail or by means of personal delivery, the proposer assumes responsibility for having his proposal deposited on time at the place specified.
4. Proposals must not be attached to or enclosed in packages containing bid samples. Telephoned and/or quotations or amendments will not be accepted at any time.
5. The submission of a proposal will be construed to mean that the proposer is fully informed as to the extent and character of the supplies, materials, or equipment required and a representation that the proposer can furnish the supplies, materials, or equipment satisfactorily in complete compliance with the specifications.
6. No alteration, erasure or addition is to be made in the typewritten or printed matter. Deviations from the specifications must be set forth in a "substitute proposal list" submitted by the proposer.
7. Prices and information required, except signature of proposer, should be type-written for legibility. Illegible or vague proposals may be rejected. All signatures must be written. Facsimile, printed or typewritten signatures are not acceptable.
8. The proposer shall insert the price per stated unit and the extension against each item in the schedules hereto annexed, which he proposes to furnish, deliver and install, where called for. In the event of a discrepancy between the unit price and the extension, the unit price will govern.

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9. The price bid for each item must be net and must include all delivery charges fully prepaid by the successful proposer to the destination indicated in the proposal, installation, preparation, clean up or other charges. Title shall not pass until items have been delivered and accepted.
10. All specifications are minimum standards and accepted bid samples do not supersede specifications for quality unless bid sample is superior, in which case deliveries must be the same identity and quality as accepted bid sample.
11. No interpretation of the meaning of the specifications or other contract document will be made to any proposer orally. Every request for such interpretation should be in writing using Page 19 in accordance with the instructions contained on that page. Notice of any and all such interpretations and any supplemental instructions will be sent to all proposers of record by the Board of Cooperative Educational Services in the form of addenda to the specifications. All addenda so issued shall become a part of the contract documents.
12. No charge will be allowed for federal, state, or municipal sales and excise taxes, in that the Board of Cooperative Educational Services is exempt there from. The price proposal shall be net and shall not include the amount of any such tax. Exemption Certificate, if required, will be furnished on forms provided by the proposer.
13. No charge will be allowed for cases, boxes, carboys, bottles, etc., or for freight expenses, expressage, or cartage. No empty packages cases, boxes, carboys, bottles, etc., will be returned to the proposer or contractor and none will be paid for by the Board of Cooperative Educational Services. Such empty cases, boxes, etc., must be removed by the proposer or contractor at his own expense.
14. Proposers are requested to notify immediately the BOCES Business Office of any discrepancies found in these specifications. Phone Goshen, New York (845) 291-0180.
15. Each proposer must state that their proposal, bid, and/or quotation is made without any connection with any other person or firm making any proposal, bid and/or quotation for the materials and/or installation listed. Each proposer must also state that no officer or member of the Board of Cooperative Educational Services is directly or indirectly interested therein or in the supplies to which it relates, or to any portion of the profits thereof.
16. The Board of Cooperative Educational Services reserves the right to accept this proposal by item or as a whole or, in its discretion, reject any and all proposals and re-advertise in the manner provided by Section 103 of the General Municipal Law. Also reserved is the right to reject, for cause any proposal in whole or in part; to waive technical defects, qualifications, irregularities, and omissions if, in its judgment, the best interests of the Board of Cooperative Educational Services will be served. Also reserved is the right to reject proposals and to purchase items on New York State Contract, if such items can be obtained on the same terms, conditions, specifications, and at a lower price.
17. All proposers must agree that, pursuant to Section 103A and 103B of the General Municipal Law, this proposal and any subsequent proposal award will be terminated and canceled on failure of the contractor or its principals to sign a waiver of immunity or answer any relevant questions, before a Grand Jury,

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concerning any proposal award, contract, or purchase order, as the case may be and which may be a result of this proposal.

18. These instructions and general requirements are to be considered an integral part of all proposals.
19. Forty-Five (45) days after the date of the proposal opening, in the event that no awards have been made, all proposals shall become null and void.
20. Awards will be made to the lowest responsible proposer, as will best promote the public interest, taking into consideration the reliability of the proposer, the quality of the materials, equipment or supplies to be furnished, their conformity with the specifications, purpose for which required and the terms of delivery.
21. Each proposal will be received with the understanding that the acceptance thereof in writing by the Board of Cooperative Educational Services, to furnish any of all items described therein shall constitute a contract between the successful proposer and the Board of Cooperative Educational Services, approved by the Board of Cooperative Educational Services, to furnish any of all items described therein shall constitute a contract between the successful proposer and the Board of Cooperative Educational Services. The contract shall bind the successful proposer on his part to furnish and deliver at the prices and in accordance with the conditions of this proposal. The contract shall bind the Board of Cooperative Educational Services on its part to order from such successful proposer (except in the case of emergency) and to pay for at the contract prices all items ordered and delivered.
22. In the case of a Force Majeure/State of Emergency situation that falls on a proposal opening day, we will reschedule for the next business day at the same time as was stated in the proposal. We will post all of the delay proposal opening information on our website www.ouboces.org to publicly notify all proposers about this specific proposal situation and stating the new proposal opening time.
23. Verbal explanations or instructions given by a BOCES employee to a proposer in regard to this solicitation will not be binding. Formal requests for clarification of this Bid/RFP or questions regarding the terms of this Bid/RFP are to be directed in writing (see Page 24). Any information given to a proposer in response to a formal request will be furnished to all proposers as an amendment to this solicitation, if such information is deemed necessary for the preparation of proposals, or if the lack of such information would be detrimental to submission of uniform proposals. Only such amendments, when issued by the Orange-Ulster BOCES Purchasing Department, will be considered as being binding.
24. Purchases must also be compliant with any funding source requirements. See, for example, the requirements of Title 2: Grants and Agreements, of the Code of Federal Regulations (CFR), Part 200 – Uniform Administrative Requirements, cost Principles, and Audit requirements for Federal Awards (“Uniform Guidance”) §200.318.200.326 and any updates therein.



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II. COMPLETION OF PROPOSAL FORM

25. Where items or articles of equipment or supplies are designated as manufactured by a specific manufacturer, it is to be understood that the article as specified represents an accepted standard. Where certain brands of materials, apparatus, or equipment are specified, such goods have been selected in order to establish a standard for the particular service required; but it is not the intention to limit competition thereby.

26. All proposals must be submitted on and in accordance with the forms provided by the Board of Cooperative Educational Services.

A. If the proposer proposes to furnish the article which is specified, he is to fill in the amount on the line indicated.

B. If the proposer desires to bid on an "or equal" for the article specified, which is claimed to be equivalent to the standard specified, the proposer must enter the price on the "or equal" line and indicate the Item Number, Brand Name, The Quantity, and give a complete description of the item, the unit price and the extension price.

C. If the proposer proposes to furnish a substitute item the proposer must furnish a complete description of the item, which shall include, but not be limited to: make, model, size, color, dimensions, gage, etc. In addition, the proposer must indicate how the substitute item differs from the specified item.

SUBSTITUTE ITEMS MUST BE ON A SEPARATE BID FORM. THE ITEM MUST ALSO BE CLEARLY IDENTIFIED AS A SUBSTITUTE ITEM.

D. Where "or equal" is quoted on the vendor for items stated in the specifications as "or equal" it shall mean the approval by the board of Cooperative Educational Services. In cases where the proposal is based upon an "or equal" item, the proposer may be asked to submit a sample; and a complete catalog description of the item should accompany the proposal. Samples will be returned, if so desired, as soon as award is made.

E. Where substitute proposals are submitted by the vendor the decision to accept the substitute shall be the sole decision of the Board of Cooperative Educational Services. The proposer may be asked to submit a sample; and a complete catalog description of the item should accompany the proposal. Samples will be returned, if so desired, as soon as award is made.

F. All items not clearly labeled as "or equal" or a substitute will be deemed to be as specified and must be exactly as specified in the description.

27. Unless the schedule contains a complete specification, items listed in the schedule must be equal to the sample on exhibition at the office of the Business Administrator or the same as the sample provided by the vendor. Items delivered by successful proposer must be equal in all respects to the sample or to those referred to by catalog number on the proposal specifications.



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28. All prices quoted must be “per unit” as specified (e.g. do not quote “per case” when “per dozen” is requested; otherwise the proposal may be rejected).
29. The vendor must complete ALL information required on the proposal form. Failure to fully complete all parts of any line item may cause the proposal to be rejected (e.g. if the proposal calls for a “per quart” item and also requires that “per ounce” cost be indicated you should show BOTH costs).

III. SUBSTITUTE OR “OR EQUAL” ITEMS

30. It is the proposer’s responsibility to demonstrate that the items they are bidding are equal to the proposal specifications. Therefore, when a proposer is proposing an “or equal” item or a substitute item the proposer must provide sufficient documentation and/or samples to allow the Board of Cooperative Educational Services to make a determination.
 - A. The documentation or samples must be clearly labeled as to the line-item number and proposal.
 - B. Documentation must include size, weight, chemical composition or other such information so that it may be compared to our proposal specification.
 - C. Failure to provide sufficient documentation may result in the substitute or “or equal” item not being considered.

IV. QUANTITIES

31. All quantities listed are approximate and may be increased or decreased by the Board of Cooperative Educational Services at the time of purchase. The quantity indicated represents only our estimate and is not intended to be an exact quantity. The Board of Cooperative Educational Services reserves the right to increase or decrease their portion of the total estimated quantities, as is in the best interest of the Board of Cooperative Educational Services.



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V. SAMPLES

32. When samples are required, they must be clearly labeled with proposal number, and line-item number. Samples must be provided at the proposer's expense.
33. If a sample is for more than one line item the samples must clearly identify each line item. If the sample is not exactly as will be provided any difference must be clearly identified.
34. Samples must be provided for all "or equal" or substitute items.
35. Samples will be returned to all proposers upon request at the proposer's expense. Samples may be used as part of the evaluation process and may not be returned in original or usable condition.
36. It is the proposer's responsibility to provide all samples by the specified time and date to the proper location otherwise the proposal may not be considered.
37. Samples, when required, must be submitted strictly in accordance with instructions; otherwise, the proposal may not be considered. Samples must be furnished free of charge and must be accompanied by descriptive memorandum invoices indicating if the proposer desires their return and specifying the address to which they are to be returned, provided they have not been used or made useless by tests. Award samples may be held for comparison with deliveries. The Board of Cooperative Educational Services will not be responsible for any samples destroyed or mutilated by examination or testing. Samples shall be removed by the proposer at his expense. Samples not removed within fifteen (15) days after written notice to the proposer will be regarded as abandoned and the Board of Cooperative Educational Services shall have the right to dispose of them as its own property.
38. In contract and/or purchase order, involving delivery and installation or any material and equipment, the successful proposer shall take out and maintain, until the accepted completion of the work. Workman's Compensation Insurance for all of its employees employed on the site of the project, and in case any work is sublet, the successful proposer shall require the sub-contractor similarly to provide Workman's Compensation Insurance for all of the latter's employees so as to keep the Board of Cooperative Educational Services free from blame in any one and/or series of occurrences involving sickness and/or personal injury.

VI. INSURANCE - PROFESSIONAL CONSULTANTS (including Accountants, Architects, Attorneys, Auditors, Construction Managers, Engineers, Public Relations Consultant, Surveyor, etc.)

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the professional consultant hereby agrees to effectuate the naming of the District/BOCES as an Additional Insured on the professional consultant's insurance policies, except for workers' compensation and N.Y. State Disability insurance.
2. The policy naming the District as an Additional Insured shall:

- a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred.

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b. State that the organization's coverage shall be primary and non-contributory coverage for the District/BOCES, its Board, employees and volunteers with a waiver of subrogation in favor of the District/BOCES for all coverages including Workers Compensation.

c. Additional insured status for General Liability coverage shall be provided by standard or other endorsements that extend coverage to the District/BOCES (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District/BOCES. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability, Auto Liability (where applicable) and Umbrella/Excess coverages.

3. The certificate of insurance must describe the services provided by the professional consultant that are covered by the liability policies.

At the District's/BOCES' request, the professional consultant shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the professional consultant will provide a copy of the policy endorsements and forms.

4. The professional consultant agrees to indemnify the District/BOCES for applicable deductibles and self-insured retentions.

5. Minimum Required Insurance:

a. Commercial General Liability Insurance

\$1,000,000 per Occurrence/ \$2,000,000 Aggregate

\$2,000,000 Products and Completed Operations

\$1,000,000 Personal and Advertising Injury

\$100,000 Fire Damage

\$10,000 Medical Expense

b. Automobile Liability

\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.

c. Workers' Compensation and NYS Disability Insurance

Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees [per NYS WC and Disability laws]. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

d. Professional Errors and Omissions Insurance

\$2,000,000 per occurrence/\$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the district/BOCES. If written on a "claims-made" basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.

e. **Umbrella/Excess Insurance**

\$3,000,000 each Occurrence and Aggregate. Umbrella/Excess coverage shall be on a follow-form basis or provide broader coverage over the required Auto Liability (where applicable), General Liability and Professional Liability coverages.



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6. The Professional Consultant acknowledges that failure to obtain such insurance on behalf of the District/BOCES constitutes a material breach of contract and subjects it to liability for damages, indemnification and all legal remedies available to the District/BOCES. The professional consultant is to provide the District/BOCES with a certificate of insurance, evidencing the above requirements have been met, prior to the provision of services. The failure of the District/BOCES to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any rights held by the District/BOCES.

39. In contracts and/or purchase orders involving the providing of services, the installation of any materials and/or equipment, the successful proposer shall take out and maintain, until the accepted completion of the work, Public Liability and Property Damage Insurance as shall protect him, any sub-contractor performing work covered by these specifications and the board of Cooperative Educational Services, from claims for damages for personal injury, including accidental death, as well as from claims for property damage which may arise from any operation in connection with these specifications, whether such operation be by himself, any sub-contractor or by anyone directly or indirectly employed by them.

VII. INSPECTION OF SITE

40. At the time of the opening of the proposals, each proposer will be presumed to have inspected the site and to have examined and to be thoroughly familiar with the drawings, general requirements and specifications (including all addenda thereto). The failure and/or omission of any proposer to receive or examine any drawings, forms, instructions, or documents shall in no way relieve such proposer from any obligation in respect to his proposal.

VIII. ADDENDUM

41. Any addenda sent to the contractors shall be as binding and take precedence over the original part of the specifications to which they refer. Interpretations and clarifications of all parts of the specifications may be had at the Office of the Business Administrator on or before the date of the opening of the proposals. After the opening of the proposals, all interpretations and meanings of the specifications will be made by the Board of Cooperative Educational Services.

IX. INSTALLATION

42. The contractor shall furnish, deliver, and install completely, unless otherwise noted, material and equipment described in the specifications, with all appurtenances, parts or accessories not specifically mentioned in the articles described but necessary to render the equipment complete and ready for operation. All these parts and/or accessories shall be included in the proposal price.
43. All of the furnishings and/or equipment furnished and installed under this contract shall be guaranteed by the contractor, in writing, for one (1) year after completion against any and all defects which are the result of improper design, materials, construction or installation, if called for. Immediately upon notice by



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the owner (at any time during the guarantee period), the contractor shall fully make good such defects by replacing same with new work, without cost to the owner.

Prior to installation it is the responsibility of the vendor to be familiar with the site.

The vendor must proposal a fixed price for installation.

The time and date of installation must be approved by the School District prior to starting any installation.

X. TERM OF CONTRACT

44. This contract will be valid from **October 15th, 2026 – October 14th, 2027**. Orange-Ulster BOCES reserves the right to extend the contract up to four (4) additional (1) one-year periods, at the sole option of the purchasing agent's recommendation, the Board of Education's approval, and under all the terms and conditions of the original RFP with mutual consent of the awarded vendor(s).

After the initial contract period, the contract may be extended by BOCES and the contractor; however, any increase may not exceed the current price plus **the Consumer Price Index (CPI)** no more than 30 days prior to the contract renewal date, as published by the Bureau of Labor Statistics, unless regulations relative to contract renewals are modified during the term of the contract.

XI. NOTICE OF AWARD

45. The placing in the mail of a notice of award or purchase order to a successful proposer to the address given in his proposal will be considered sufficient notice of acceptance of contract.
46. Each vendor shall receive a notice of items recommended to be awarded to their firm. However, quantities are only estimated. The Board of Cooperative Educational Services is responsible for placing its own order. The successful vendor shall only ship items upon the receipt of a properly executed purchase order from the Board of Cooperative Educational Services.

XII. FAILURE TO PERFORM OR DELIVER

47. If the successful proposer fails to deliver within the time specified in the proposal specifications or on the purchase order or within reasonable time as interpreted by the Board of Cooperative Educational Services (normally 30 days from receipt of purchase order) or fails to make replacement of rejected articles when so requested immediately or as directed by the Board of Cooperative Educational Services, the Board of Cooperative Educational Services may purchase from other sources to take the place of the item rejected or not delivered. The Board of Cooperative Educational Services reserves the right to authorize immediate purchase from other sources against rejections on any contract when necessary. On all such purchases the successful proposer agrees to reimburse the Board of Cooperative Educational Services promptly for excess costs occasioned by such purchases. Should the cost be less, the successful proposer shall have no claim to the difference. Such purchases will be deducted from contract quantity.

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48. If the successful proposer fails to deliver as ordered, the board of Cooperative Educational Services reserves the right to cancel the contract and purchase the balance from other sources at the successful proposer's expense.

XIII. CANCELLATION

49. A contract may be canceled at the successful proposer's expense upon non-performance of contract.
50. Cancellation of contract for any reason may result in the Board of Cooperative Educational Services classifying your firm as non-responsible following an appropriate responsibility hearing.
51. The right is reserved by the Board of Cooperative Educational Services to cancel any purchase order or part thereof if said order is not filled within the contract time or stated in the proposal document, or on the purchase order issued by the Board of Cooperative Educational Services.
52. Forty-Five (45) working days after the date of the opening, in the event that no awards have been made, all proposals shall become null and void.



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XIV. ASSIGNMENT OR TRANSFER OF PROPOSAL AWARD

53. It is mutually understood and agreed that the successful proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract or his right, title, or interest therein, or his power to execute such contract, to any person, company or corporation without the previous written consent of the Board of Cooperative Educational Services.

XV. PERIOD OF THE PROPOSAL

54. Proposal prices must be honored by the vendor for the period indicated in these specifications. The proposal award may be extended beyond the proposal period by mutual consent of the successful proposer and the Board of Cooperative Educational Services. The length of the extension will be determined by mutual consent of the participating parties for up to one year.

XVI. DELIVERY

55. Delivery will be required to be made to the Board of Cooperative Educational Services as follows unless otherwise noted. All equipment and material shall be delivered and placed where directed inside the building, unless the schedules or purchase order issued to the successful proposer thereon indicated otherwise. The contractor will be required to furnish proof of delivery in every instance. No help for unloading will be provided. Suppliers should notify their truckers accordingly. Deliveries shall be made between the hours of 9:00 a.m. to 3:00 p.m., Monday through Friday unless otherwise noted by the Board of Cooperative Educational Services. Notice of delivery shall be made twenty-four (24) hours in advance. All materials and supplies must be securely packed in uniform containers, adequately marked as to contents and delivered without damage or breakage in such units specified in schedules.
56. Each purchase order shall constitute an order. Items contained therein should be shipped by the vendor within thirty (30) days of the receipt of each purchase order. Items not delivered on a timely basis shall be dealt with in accordance with the provisions outlined in the failure to perform section.
57. The Board of Cooperative Educational Services reserves the right to order additional quantities of equipment including installation for other locations.
58. The Board of Cooperative Educational Services will not schedule any deliveries for Saturdays, Sundays, or Legal holidays.
59. Items shall be securely and properly packed for shipment, storage and stocking in new shipping containers and according to accepted commercial practice, without extra charge for packing cases, baling or sacks.
60. The successful proposer shall be responsible for delivery of items in good condition at point of destination. He shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices. The Board of Cooperative Educational Services will note for the benefit of successful proposer when packages are not received in good condition.

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61. All deliveries shall be accompanied by delivery tickets or packing slips. Ticket shall contain the following information for each item delivered:

Purchase Order Number
Names of Articles
Item Number
Quantity
Name of Successful proposer

62. Cartons shall be labeled with purchase order number, successful proposer's name and general statement of contents. Failure to comply with this condition shall be considered reason for refusal to accept the goods.

63. Successful proposers will be notified by receipt of a purchase order. The purchase order number MUST appear on the outside of all packages, on invoices, packing slips, claims, and correspondence.

64. The right is reserved by the board of Cooperative Educational Services to cancel any purchase order or part thereof, if said order is not filled within the time stated in the proposal document or on the purchase order or within a reasonable time if not stated in the proposal document or on the purchase order.

XVII. PAYMENT

65. Payment will be made only upon successful completion of the purchase order issued by the Board of Cooperative Educational Services.

66. Payment will be made only after the proper presentation of invoices or claim forms as required by the Board of Cooperative Educational Services.

67. Payment for the used portion of an inferior delivery will be made by the Board of Cooperative Educational Services on an adjusted price basis.

68. Payments of any claim shall not preclude the Board of Cooperative Educational Services from making claim for adjustments on any item found not to have been in accordance with general conditions and specifications.

69. No payment shall be made until all equipment is installed and operating to the satisfaction of the School District.

XVII. OWNERSHIP

70. Ownership of equipment shall not transfer until all equipment is completely installed and operating to the satisfaction of the School District.



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71. If, prior to awarding of the contract or within three days after opening, whichever period is shorter, any bidder files a duly signed written notice with Orange-Ulster BOCES and promptly thereafter demonstrates to the reasonable satisfaction of the BOCES that there was a material and substantial mistake in the preparation of its bid, that bidder may withdraw its bid and, if applicable, the bid security will be returned.

XVIII. UNIFORM GUIDANCE

The contractor is responsible for the settlement of all contractual and administrative issues arising out of this request for proposal (bid).

Contractors who drafted or developed the specifications and requirements of the bid (or proposal) are excluded from submitting a bid (or proposal).

Each contractor submitting a proposal or bid shall comply with Title VI, Title VII, Title IX, the American with Disabilities Act, and regulations of the United States Department of Education issued thereunder. In addition, each contractor submitting a proposal or bid shall comply with contract provisions for non-Federal entity contracts under Federal awards, where applicable. Furthermore, each contractor shall comply with New York State and Local laws and regulations, including but not limited to the New York State Department of Education Laws and Regulations. Each contractor shall comply with relevant policies of the BOCES and any school districts acquiring goods or services under the contract with BOCES, including the Dignity for All Students Act, anti-harassment and anti-discrimination policies, and Education law 2-d, and agrees to assist with any investigation into a breach of BOCES or applicable school district policies.



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XIX. SAVINGS CLAUSE

72. The successful proposer shall not be held responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God or for any other acts not within the control of the successful proposer and which by the exercise of reasonable diligence he is unable to prevent.

SIGNATURE OF AUTHORIZED OFFICER

TYPED NAME AND TITLE

FIRM

ADDRESS

STATE, CITY, ZIP CODE

FEDERAL IDENTIFICATION NUMBER (FEIN)

TELEPHONE NUMBER

EMAIL ADDRESS

DATE



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PROPOSAL CERTIFICATIONS

FIRM NAME: _____

BUSINESS ADDRESS: _____

PHONE NUMBER: _____ DATE OF PROPOSAL: _____

I. General Proposal Certification

The proposer certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this proposal. By signing and submitting the attached proposal for consideration by the Orange-Ulster BOCES Board of Education the vendor acknowledges that they have read, understand and agree to all aspect of the proposal without reservation or alteration.

II. Iran Divestment Act

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

III. Non-Collusive Bidding Certification

By submission of this proposal, the proposer certifies that he is complying with Section 103-d of the General Municipal Law as follows:

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

a. "By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

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

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



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3. No attempt has been made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition."

- b. A proposal shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with provided, however, that if in any case the proposer cannot make the foregoing certification, the proposer shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency of official thereof to which the proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

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

2. Any proposal hereafter made to any political subdivision of the State or any public department, agency or official thereof by a corporate proposer for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such proposal contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the Board of Directors or the proposer, and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature (Authorized)

Title

I, _____, being duly sworn, deposes and says that he/she is the _____ of the _____ Corporation and that neither the Proposer/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED

SWORN to before me this _____ day of _____ 20__

Notary Public: _____



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CONFLICT OF INTEREST CERTIFICATE

Pursuant to section 2:4-15 of the Administrative code of the State of New York, the undersigned does herewith certify that no officer or employee is interested in this contract, nor shall he participate in any profits with the undersigned or any other person, or receive any compensation, commission, gift, or other reward for his services, except the salary or fees established by law or by ordinance or resolution of the council.

IN WITNESS WHEREOF, the undersigned has

Caused this certificate to be executed this_____

Day of _____, _____.

Sworn and subscribed to before me this_____

Day of _____, _____.

Signature of Notary

Name of Bidder

Signature of Authorized Official

Printed or Typed Name of Official and Title



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BIDDER'S STATEMENT ON SEXUAL HARASSMENT

IN ACCORDANCE WITH NEW YORK STATE FINANCE LAW §139-1

In accordance with State Finance Law §139-1, which generally prohibits the School District from entering into contracts pursuant to the bid process with persons who fail to submit a certification affirming compliance with New York Labor Law §201-g, the bidder submits the following certification under the penalty of perjury:

By submission of this bid, each bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the Labor Law.

Date: _____,

_____, 20____

(State)

Name of Bidder

Signature of Authorized Official

Printed or Typed Name of Official and Title

Sworn to before me this

_____ day of _____, 20____



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REQUIRED BONDING

☒ There are no Bonds required for this contract

☐ Bid Bond - An approved bid bond, bank check, certified check, letter of credit or other form of security acceptable to the Board Of Cooperative Educational Services to the extent of _____ percent of the bid price will be required with all vendor responses at the time of Submission of the proposal. The BOCES will hold the bond until the contract has been signed.

☐ Bid Bond – An approved bid bond, bank check, certified check, letter of credit or other form of security acceptable to the Board Of Cooperative Educational Services in the amount of _____ will be required with all vendor responses at the time of submission of the proposal. The BOCES will hold the bond until the contract has been signed.

☐ Performance and Payment Bond - The contractor shall, at the time of execution of the contract, obtain and maintain in full force and effect for sixty days after contract expiration:

- an irrevocable documentary Letter of Credit with a sound and reputable bank authorized to do business in the State of New York, OR
- a Performance Bond signed by a surety company authorized to do business in the State of New York, and/or
- a Payment Bond signed by a surety company authorized to do business in the State of New York, in the amount of _____, for the faithful performance of the contract. The Letter of Credit, Performance Bond, Payment Bond, etc., shall name as beneficiary the Board of Cooperative Educational Services and may be invoked to the benefit of the BOCES upon delivery of a certified statement to the issuing bank or surety company that the contractor has failed to perform pursuant to the terms and conditions of its contract with the Board of Cooperative Educational Services.

With its proposal submission, the contractor shall include a letter from its bank or surety company stating that the letter of credit or bond will be provided if being considered for a contract or in the event of a contract. The Letter of Credit or Bond shall be provided on a yearly basis for each year, or portion, of the contract.

PREVAILING WAGE

☐ Prevailing wage rates apply to this contract *(if box is checked)*

The successful proposer is required to pay the prevailing hourly wage rates and the prevailing hourly supplements pursuant to section 220-d of the New York State Labor Law.

- Contractors are responsible for paying all applicable prevailing rates throughout the term of the contract.
- A verified statement of payment of prevailing rates by the Contractor (Article 8 only) MUST be submitted to the Board of Cooperative Educational Services in order for payment to be made.
- Prevailing Wage Rates are incorporated into this document in accordance with the New York State Labor Law.

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QUESTIONS

ALL questions regarding this Request for Proposals MUST be emailed to the Coordinator of Purchasing on this form emailed to laurie.feuer@ouboces.org.

No questions will be entertained by any means other than through the use of this page. All questions must be submitted no later than 7 business days prior to the official proposal opening. Questions received after this time may not be addressed. Each question received will be reviewed and an appropriate amendment will be issued to all interested vendors. There will be no individual response to vendors.

[illegible]

Business Name _____ Date _____

Telephone Number _____ Facsimile Number _____

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QUALIFICATIONS OR LIMITATIONS TO PROPOSAL SPECIFICATIONS AND CONDITIONS

This page must be completed and signed by the vendor in order for your proposal to be considered by the Board of Cooperative Educational Services.

- A. If any qualification or limitations to the proposal conditions and specifications are part of your proposal, you must check box 1 (below) and indicate the limitation on this page.
- B. If no limitations or qualifications are part of your proposal, you must check box 2 (below).

☐

1. The following limitations or qualifications are included in this proposal:

a. DELIVERY:

b. FREIGHT CHARGES:

c. PRICES:

d. OTHER:

☐

2. NO LIMITATIONS OR QUALIFICATIONS APPLY.

Signature of Vendor

Company Name

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ELIGIBLE SCHOOL DISTRICTS

Any district wishing to utilize this proposal must first arrange for a cross-contract through the School Improvement Coser at Orange-Ulster BOCES.



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**Request For Proposals
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I. Introduction

A. General Information

The Orange-Ulster BOCES (OU BOCES) is requesting proposals from qualified Expert-Level Emotion-Focused Professional Learning, Curriculum Development/Implementation, and Crisis Management Specialist Professional Services individuals, nonprofit organizations, or firms (vendors) to provide comprehensive professional learning and coaching services to educators, PPS staff members, and administrators of component school districts and OU BOCES staff members.

There is no expressed or implied obligation for OU BOCES to reimburse responding experts for any expenses incurred in preparing proposals in response to this request.

To be considered, three (3) copies of the proposal must be submitted as follows:

- One (1) paper copy in a white binder, with a cover and spine label listing the vendor's name, Emotion-Focused Professional Learning, Curriculum Development/Implementation, and Crisis Management Specialist Professional Services, and RFP# **RFP-OUB-06-2027R**
- One (1) paper copy in a sealed envelope labeled with the vendor's name, Emotion-Focused Professional Learning, Curriculum Development/Implementation, and Crisis Management Specialist Professional Services and RFP #: **RFP-OUB-06-2027R** and
- One (1) electronic submission.

All three copies must be received by the OU BOCES Purchasing Coordinator, Laurie Feuer, by Wednesday, September 23rd, 2026. OU BOCES reserves the right to reject any or all proposals submitted.

During the evaluation process, OU BOCES reserves the right, where it may serve OU BOCES' best interest, to request additional information or clarifications from proposers, or to allow

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corrections of errors or omissions. At the discretion of OU BOCES, organizations submitting proposals may be requested to make oral presentations as part of the evaluation process.

OU BOCES reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Expert-Level Emotion-Focused Professional Learning, Curriculum Development/Implementation, and Crisis Management Specialist Professional Services individuals, nonprofit organizations, or firms (vendors) of the conditions contained in this request for proposals, unless any and all such exceptions are clearly and specifically noted in the proposal submitted and confirmed in the contract between OU BOCES and the organization selected.

It is anticipated that the selection of Expert-Level Comprehensive K-12 Literacy Emotion-Focused Professional Learning, Curriculum Development/Implementation, and Crisis Management Specialist Professional Services individuals, nonprofit organizations, or firms (vendors) will be awarded on or about October 15th, 2026.

-

B. Terms of Engagement

A one-year contract is proposed, subject to review and concurrence of the Board of Education of the Orange-Ulster Board of Cooperative Services. There will be four renewal year options.

II. Nature of Services Required

A. General

The Orange-Ulster BOCES is soliciting the services of qualified Expert-Level Emotion-Focused Professional Learning, Curriculum Development/Implementation, and Crisis Management Specialist Professional Services individuals, nonprofit organizations, or firms (vendors) to provide comprehensive professional learning, curriculum development/implementation, and crisis management services to educators, PPS staff members, and administrators of component school districts and OU BOCES staff members. Expert individuals, nonprofit organizations, or firms (vendors) must have an education, social services, and/or mental health background and hold at least a Master’s Degree in a related field (i.e. education, social work, or mental health). Expert-Level Specialist individuals, nonprofit organizations, or firms (vendors) must have at least ten (10) years of experience in the development and delivery of professional learning courses and services.



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B. Scope of Work to be Performed

OU BOCES requires the services of qualified Expert-Level Specialist individuals, nonprofit organizations, or firms (vendors) that have a minimum of ten (10) years of national experience in instructor facilitated professional learning experiences for teachers and administrators. We are interested in firms or individuals that can address the following areas:

1. Development of and implementation of Critical Incident Stress Management (CISM) model programming
2. Assessment of school and district preparedness to manage crisis using the CISM model
3. Development of and implementation of K-12 Social Emotional Learning (SEL)
4. Educational leadership, school/district management, & leadership development centered on crises in schools, SEL models, and CISM models.
5. K-12 SEL pedagogy and instructional materials
6. CISM pedagogy and instructional materials
7. School culture and climate in during crises management
8. Current emerging topics in SEL, CISM, counseling, emergency response, and crisis management
9. Current research base of high-quality practice in SEL, CISM, counseling, emergency response, and crisis management
10. Development of internal supports and development of SEL or CISM models in schools/districts
11. Assessment of SEL, CISM, and similar nationally recognized models for emotion-focused support, instruction, and learning
12. SEL and professional learning techniques
13. CISM and professional learning techniques

All Expert-Level Specialist services centered on Emotion-Focused Professional Learning, Curriculum Development/Implementation, and Crisis Management must be high quality, research-based with field-tested tools/resources for job-embedded applications, reference professional literature, and include assessments of the professional learning. Each course must yield positive results against Thomas R. Guskey's five levels of professional development evaluation for school professionals. All professional learning courses must be aligned with NYSED Professional Learning Standards (attached in Appendix A).



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In addition to outlining professional learning courses and services, we are interested in knowing how you provide mentoring and instructional coaching services. Please describe your coaching/mentoring philosophy and approaches.

If awarded the RFP, qualified Expert-Level Specialist individuals, nonprofit organizations, or firms (vendors) must be willing to complete our course registration form for each professional course they provide. The course registration form requires a title, a short 3-5 sentence description of the course, the hours needed to complete the course, the name of the instructor, 2-3 professional references to educational literature, a specific assessment of the learning, and other similar information. In addition, we will need a resume for each person providing professional learning through the RFP.



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In your proposal, please number the sections of your proposal as listed in the chart that follows. Please provide the information requested in the order outlined on the chart.

Section Number	Topic	Information Required
1.	Philosophy	One paragraph describing the philosophy of emotion-focused support and/or learning embedded in your services.
2.	Area(s)	Review the areas we are seeking Expert-Level Specialist individuals in: 1. Development of and implementation of Critical Incident Stress Management (CISM) model programming 2. Assessment of school and district preparedness to manage crisis using the CISM model 3. Development of and implementation of K-12 Social Emotional Learning (SEL) 4. Educational leadership, school/district management, & leadership development centered on crises in schools, SEL models, and CISM models. 5. K-12 SEL pedagogy and instructional materials 6. CISM pedagogy and instructional materials 7. School culture and climate in during crises management 8. Current emerging topics in SEL, CISM, counseling, emergency response, and crisis management 9. Current research base of high-quality practice in SEL, CISM, counseling, emergency response, and crisis management 10. Development of internal supports and development of SEL or CISM models in schools/districts 11. Assessment of SEL, CISM, and similar nationally recognized models for emotion-focused support, instruction, and learning



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		12. SEL and professional learning techniques 13. CISM and professional learning technique Which of these areas can your firm address? Please explain what you can offer. Few firms can provide expert level services in all of these areas. We invite you to list and describe what you can do well.
3.	Vendor's Team	Biographical sketches and resumes of all of the experts who will provide professional learning experiences (coaching, mentoring, etc.) (Additional experts may be considered by OU BOCES and added to the approved vendor roster if the RFP is awarded to a vendor.) Designate and name one or two people who will be the lead expert coordinating contacts for OU BOCES and the proposal. Provide the biographical sketches and resumes for the lead(s).
4.	Expert Level Experience Documentation	In order to establish expert level experience, the team must have at least one person who has 7 of the 10 of the following qualifications: 1. At least ten years' experience in the field of Emotion-focused Professional Learning, Curriculum Development/Implementation, and Crisis Management as a speaker, teacher, or staff developer 2. experience teaching and implementing relevant SEL and/or CISM instructional practices 3. experience teaching in public and private K-12 school settings 4. experience as a staff developer with a national or regional firm 5. Has published 2-3 peer-reviewed articles or books on SEL, CISM, or Emotional-focused Professional Learning, Curriculum



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		Development/Implementation, and Crisis Management 6. has statewide, regional, and/or national consulting experience 7. adept with technology and experience consulting in a virtual learning environment 8. experience in developing SEL and/or CISM curriculum and professional learning in multiple school districts 9. experience in developing SEL and/or CISM curriculum and professional learning for a BOCES or regional education agency 10. holds a masters degree and or doctorate in social work, education, psychology or a related field
5.	Sample PD/PL Courses	Provide 2-3 sample courses. Include: • Course Title • Description of course (3-5 sentences) • Area(s) addressed • How would the learning be assessed?
6.	Sample report or slide deck	Sample of a report or slide deck that addresses a central issue in SEL, CISM, or similar model in schools
7.	Mentoring/Coaching Approach	Describe how mentoring and coaching will be designed and conducted.
8.	References	List 3 NYS school district or BOCES references who have used your services in the last year. Include contact information.
9.	Firm	A history/overview of the firm.



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10.	NYS MWBE Status	Indicate if the individual or firm is a NYS Woman and Minority Owned Enterprise. If you are on the NYS list, provide your identification number.
11.	Catalog (Optional)	A copy of a catalog of other related services and a discount price structure.
12.	Pricing List	Prices for area related courses and any related fees. Make sure to address the items below in the price list: 1. Total cost per full-day coaching/mentoring* 2. Total cost per half-day coaching/mentoring* 3. Total cost per full-day PL course* 4. Total cost per half-day PL course* 5. Method for calculating custom projects such as year-long projects, PD and reports, institutes, school status reviews and follow up coaching, and the like. *The cost per day must be total and comprehensive covering all costs the vendor may have such as travel, planning, preparation, printed handouts, etc. Live courses and experiences will be held at OU BOCES or districts in our region.

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C. Special Considerations

- Due to some of the funding source requirements for these professional development/professional learning services, please let us know if your firm is registered for status as a New York State Minority and Women-Owned Business Enterprise (M/WBE) - certified with the NYS Division of Minority and Women-Owned Business Development.
- We plan to have several Expert-Level Specialist individuals, nonprofit organizations, or firms/vendors in place during 2026-2027 to serve BOCES and districts.
- Proposals (paper/hard copies) must be mailed to: Ms. Laurie Feuer, Purchasing Coordinator, Orange-Ulster BOCES, 53 Gibson Road, Goshen, NY 10924.

III. Time Requirements

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are to be submitted:

- Request for proposals issued: September 8th, 2026
- Due date for proposals: September 23rd, 2026@2pm

B. Notification

Selected providers will be notified shortly after review of proposals. We expect to select multiple vendors due to the volume of our needs.

C. Timeline for Services

The provision of services will commence on or about October 15th, 2026 and be completed by October 14th, 2027. There will be a possibility of four following years of renewals if agreed upon by OU BOCES and the vendor. Please see #44 in bid documents for renewal terms.



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Attachment A:

2019 New York State Education Department Professional Learning Standards

Preamble/Introduction

Ensuring Consistent High Quality Professional Learning Leading to Improved Student Outcomes

New York State's Professional Learning Standards provide a blueprint for high-quality professional learning for all educators to improve outcomes that address the diversity of all students. Building on their knowledge and experiences, professional educators need to engage in on-going, sustained and continuous development, including an examination of practice as part of a lifelong professional pursuit of learning. These reflective practices are an integral component of the education profession. The professional learning standards are aspirational, sometimes providing a description of what is expected, while framing a vision of advancement by articulating clearly defined expectations and indicators of professional learning. The standards, as defined by the domains and quality indicators, will provide a framework that develops professional knowledge for learning and leading. They are grounded in the core belief that the most appropriate content for professional learning is contextual: the content needs to fit the needs of the individual and their educational context. Through the utilization of these standards, educators have the opportunity to take an active role over their own professional learning.

This document gives participants and providers a framework for professional learning. The intent is not to prescribe the specific content nor instructional strategies of that professional learning, as all content and structure should be dictated by local needs, regulatory needs, and district Professional Development plans. This document is intended for all educators who are employed in a P12 setting (e.g., principals, teaching assistants, teachers, teacher leaders, school psychologists, and specialists). This framework is a holistic approach to planning and reviewing professional learning, and not a checklist to apply to every professional learning experience.

The New York State Professional Learning Standards are based on an analysis and adaptation of the New York State Professional Development Standards (2009), Learning Forward Standards, as well as other national, state, and professional standards. The standards reference the importance of all stakeholders, including P-12 staff, parents, social workers, counselors, community members, teacher educators, higher education representatives and students.



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Seven Domains

A. Professional Growth and Collaboration. Professional learning fosters a foundation of continuous professional growth characterized by collaborative relationships, reflection, respect, and commitment to student and educator learning. Professional learning for professional growth and collaboration:

1. is ongoing, sustained, and supported from a systemic approach.
2. ensures that educators have the tools and opportunity to collaborate in a respectful and trusting environment.
3. increases educator effectiveness for all students and occurs within learning communities committed to continuous improvement, collective responsibility, and progress towards goals.
4. develops a culture for systemic shifts over time based on vision, growth, and collaboration.
5. focuses on the local school culture and individual needs of educators.
6. encompasses all stakeholders to create a vision for prioritizing, monitoring, and coordinating professional learning.
7. includes a support system for change not only within a school system, but also with relevant stakeholders and professional organizations.

B. Expanding Professional Capacity. Professional learning builds individual and collective capacity for deepening and expanding educator expertise and improving outcomes for all students. Professional learning for expanding professional capacity:

1. deepens educator knowledge of the local and individual needs of students.
2. prepares educators to read, understand, apply, and/or conduct research and use data for informed decision-making.
3. leads to individual and collective approaches to sustain the long-term importance and relevance of professional learning.
4. leads to more effective and sustainable learning communities.
5. equips educators to identify and address problems of practice.
6. grows educator content and pedagogical content knowledge.



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7. prepares educators to access and apply available resources.
8. encourages educators to reflect, identify and address areas for personal and professional growth.

C. Leadership. Professional learning develops and fosters skillful leaders who cultivate vision, capacity, advocacy, communication, and support systems. Professional learning for leadership:

1. includes teachers, teacher leaders, and administrators, at all levels who build a vision for professional learning.
2. emphasizes continuous learning, and capacity building to learn and lead for professional learning.
3. necessitates a thorough understanding of curriculum and instruction, effective and relevant practices and research, data, management, resources and budget.
4. demonstrates a commitment to P-20 collaboration, and coordination among all stakeholders.
5. prioritizes resources through a decision-making process that engages appropriate stakeholders in determining needs and effectiveness of professional learning.
6. coordinates and assesses professional learning in ways that effectively utilize resources and ensure equity.
7. uses understandings of policy and complex systems to support change and growth of organizational frameworks for professional learning.
8. capitalizes on peer coaching/mentoring to support new educators as they incorporate new strategies into their educational setting.

D. Professional Learning Approaches. Professional learning integrates theories, research, and models of adult learning to achieve intended outcomes. Professional learning approaches:

1. are goal oriented and engage in authentic problem solving and decision making.
2. provide feedback, ongoing assessment and an opportunity for professional reflection.
3. integrate appropriate technology to enhance and expand professional learning experiences.



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4. are research guided and informed by local needs and demographics, providing context and relevance for all stakeholders.
5. incorporate diverse modes of teaching and learning strategies.
6. foster participatory engagement.
7. provide choice, differentiated instruction, individualized learning, and/or role or content specific options.
8. give consideration to alternative opportunities for individual educators to develop further expertise.
9. should be aligned to professional and/or content standard and translate theory to practice.
10. provide sustained experiences over time with continued support and opportunities.

E. Utilizing Data. Professional learning incorporates a variety of sources and types of student, educator, and system data to monitor student progress, sustain professional growth, and inform, plan, assess, and evaluate professional learning. Professional learning utilizing data:

1. emphasizes the use of student pre and post assessments; formal and informal teacher and administrator evaluations; teacher, school, or state collected data; needs assessments; informal surveys; and community input.
2. examines disaggregated student data by race, gender, English language learning, special needs, eligibility for free or reduced lunch and other factors.
3. needs to be relevant and appropriate to the context and population of students both culturally and demographically and to be evaluated for bias and cultural sensitivity.
4. is informed by a needs assessment, shaped by ongoing feedback throughout the experience, and evaluated for the professional learning impact.

F. Cultural Responsiveness. Professional learning responds to a culturally and linguistically diverse population of learners and promotes academic and social-emotional growth by emphasizing and building upon their cultural strengths, knowledge, and skills. Professional learning for enhancing cultural responsiveness:

1. reflects on cultural self-awareness to help recognize one's own biases.



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2. addresses the differing expectations and bias sometimes associated with culturally and linguistically diverse students by holding high expectations for all students accompanied by accessible and meaningful supports.
3. provides increased capacity for an on-going commitment to recognize, engage, and incorporate diverse cultures and backgrounds as assets for learning.
4. supports educators in developing safe, secure, affirming, supportive, and equitable learning environments for all students.

G. Engagement Among Diverse Communities. Professional learning builds capacity for educators, families, community members, and other stakeholders for shared ownership of student and community success. Professional learning for engagement among diverse communities:

1. fosters dialogue and effective means of communication within and among families, community members and other relevant stakeholders to increase understandings of diversity and culture.
2. assists educators with the knowledge, skill, and opportunity to meet the diverse learning needs of all students, and to engage and collaborate with parents, families, and other community members as active partners in the education of children and young adults.
3. develops understanding and continued learning about modern society, in which there are ever increasing connections and benefits of cross-cultural and international collaborations.
4. appropriately and effectively supports educators with professional learning to tap into resources within the geographic communities to support students, families, and educators.
5. promotes a respectful understanding of cultural, language, and socioeconomic issues affecting families in the local community and aligns resources to support unique demographics of community.
6. Encourages partnerships among schools, higher education, community organizations, and cultural institutions that benefit students and families.
7. considers current events and policy to proactively prepare for changes that may raise new challenges and opportunities.

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Attachment B:**Overall Rubric**

The overall rubric will be scored 0 to 22 points for each proposal.

The rubric for pricing will be graded on a 0 to 2 point range and will be submitted under separate cover.

Topic	Highly Evident	Evident	Marginally Evident /Not Evident
	2 Points	1 Point	0 Points
1. Philosophy	Provided a clear description of the professional development/ professional learning philosophy embedded in the courses.	Provided a brief description of the professional development/ professional learning philosophy embedded in the courses.	Did not provide a description of the professional development/ professional learning philosophy embedded in the courses.



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2. Area(s)	Proposal materials provide a clear explanation of expert level services their firm can offer all of the 13 areas we are seeking.	Proposal materials provide a clear explanation of expert level services their firm can offer in some of the 13 areas we are seeking.	Proposal materials provide an explanation of services their firm can offer in a few of the 13 areas we are seeking.
3. Vendor's Team	Vendors's team provided biographical sketches and resumes for all staff developers who will be providing courses and professional learning experiences. Leads are designated and documented.	Vendors's team provided either biographical sketches or resumes for some staff developers who will be providing courses and professional learning experiences.	Vendors's team did not provide biographical sketches and resumes for staff developers who will be providing courses and professional learning experiences.



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4. Expert Level Experience Documentation	Lead specialist has provided evidence of qualification in 9 out of the 9 qualifications outlined in this RFP.	Lead specialist has provided evidence of qualification in 7 out of the 9 qualifications outlined in this RFP.	Lead specialist has provided evidence of qualification in 6 or less out of the 9 qualifications outlined in this RFP.
5. Sample PD/PL Courses	Provided 2-3 sample courses which include: course titles, description of courses (3-5 sentences, area(s) addressed, how the learning would be assessed.	Provided 1-2 sample courses which include: course titles, description of courses (3-5 sentences, area(s) addressed, how the learning would be assessed.	Did not provide sample courses or the corresponding course titles, description of courses (3-5 sentences, area(s) addressed, how the learning would be assessed.



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6. Sample report or slide deck	Provided a sample of a slide deck that addressed a challenging issue in one of the models with an associated high-quality action plan based on educational research	Provided a sample of a slide deck that addressed a challenging issue in one of the models with an associated action plan based on educational research	Did not provide a sample of a slide deck that addressed a challenging issue in one of the models with associated action plan
7. Mentoring/ Coaching Approach	Provided a clear and comprehensive description of how mentoring and coaching will be designed and conducted. Referenced the literature on instructional coaching and mentoring.	Provided a brief description of how mentoring and coaching will be designed and conducted.	Did not provide a description of how mentoring and coaching will be designed and conducted.
8. References	Provided documentation of extensive experience with NYS BOCES, other regional educational agencies, and school districts.	Provided documentation of limited experience with NYS BOCES, other regional educational agencies, and school districts.	Provided no documentation of experience with NYS BOCES, other regional educational agencies, or school districts.



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9. Firm	Provided a complete and comprehensive history/overview of the firm.	Provided a brief history/overview of the firm.	Did not provide a history/overview of the firm.
10. NYS MWBE Status	Firm is a NYS Woman and Minority Owned Enterprise and has provided their identification number.	Firm anticipates becoming a NYS Woman and Minority Owned Enterprise and has provided evidence that they have applied for their identification number.	Firm is not a NYS Woman and Minority Owned Enterprise.
11. Price List	All items on the price list are complete.	Most items on the price list are complete.	Items on the price list are not complete.
Catalog (Optional)	Provided a copy of a catalog of other related services and a discount price structure.		Did not provide a copy of a catalog of other related services and a discount price structure.



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Attachment C:

Price List: Make sure to address the items below in the price list: Must match price list from earlier

1.	Total cost per full-day coaching/mentoring*	\$
2.	Total cost per half-day coaching/mentoring*	\$
3.	Total cost per full-day professional learning workshop*	\$
4.	Total cost per half-day professional learning workshop*	\$
5.	Outline in a short paragraph the method for calculating custom projects such as year-long projects, PD and reports, institutes, school status reviews and follow up coaching, and the like.	
	Response to 5:	
*The cost per day must be total and comprehensive covering all costs the vendor may have such as travel, planning, preparation, printed handouts, etc. Live courses and experiences will be held at OU BOCES or districts in our region.		



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CHECKLIST FOR RFP DOCUMENTS

1. *Iran Divestment Act Signed and Notarized* _____
2. *Bid Collusion/ Bid Certification*
filled out and signed and Notarized _____
3. *Savings Clause filled out and signed* _____
4. *Conflict of Interest signed and Notarized* _____
5. *Sexual Harassment form signed and Notarized* _____
6. *W-9 provided* _____
7. *Proposal (check Rubric to make sure all areas covered)* _____
8. *Pricing proposal filled out* _____
9. *References provided* _____
10. *Catalog provided (if available)* _____
11. *3 copies of bid submitted. One in a labeled white binder, 1 copy with original signatures, and 1 electronic copy either on a flash drive or submitted to Bidnet.* _____
***Binders can be sent at a later time as long as a full proposal has been submitted by the due date. (either electronically on Bidnet.com or mailed)*