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**Request for Proposal
NCSD-26-006**

ENROLLMENT PROJECTION STUDY

**Niskayuna Central School District
1430 Balltown Road
Niskayuna, NY 12309
Phone: (518) 377-4666**

SUBMISSIONS DUE BY: November 6, 2025 at 2:00 PM

TIMELINE:

RELEASE OF RFP: OCTOBER 14, 2025

BID DUE DATE: NOVEMBER 6, 2025 at 2:00 pm

AWARD BY BOARD OF EDUCATION: NOVEMBER 18, 2025

In accordance with the provisions of Section 103 of the General Municipal Law, an advertisement has been published in the local newspaper.

SECTION I - PROPOSAL SUBMITTAL

POINT OF CONTACT

The sole point of contact at the District for purposes of this RFP prior to the award of a contract is the Purchasing Agent. All contact relative to this RFP should be in writing to:

Michael DeSantis, Purchasing Agent
Niskayuna Central School District
1430 Balltown Road
Niskayuna, New York 12309
518-377-4666 x50709
mdesantis@niskyschools.org

PROPOSAL REQUIREMENTS

In order to provide a uniform review process, all proposals must include the following:

1. **Bid Cover Sheet:** Include the Request for Bid title and number, the name, address and telephone number of the company, name/title of primary contact person, and submission date (***Use Attachment A: Bid Cover Sheet***)
2. **Proposal-** All proposals must, at a minimum, include the following information in the order listed:
 - a. Executive Summary
 - b. Firm Qualifications and Experience
 - c. Methodology and Work Plan
 - d. Project Schedule
 - e. Deliverables
 - f. Pricing Proposal
 - g. At least two examples of similar studies
 - h. References
3. **Certificate of Insurance:** Provide a certificate of insurance that addresses the requirements outlined in ***Attachment B***.
4. **Required Certifications:** Provide the Non-Collusion Certification and Iran Divestment Act Certification (***Attachments C and D***).

FORM OF SUBMITTAL

Submit one (1) clearly labeled original and three (3) copies of your Proposal and completed Attachments in a sealed package with the company submitting identified on the package, addressed as follows:

Niskayuna Central School District
1430 Balltown Road
Niskayuna, NY 12309
Attention: Michael DeSantis, Purchasing Agent
ENROLLMENT PROJECTION STUDY

DELIVERY OF PROPOSALS

The proposal shall be properly addressed as shown above in Form of Submittal and delivered or mailed so that the proposal is received on or before the response date and time. Requests for extension of this date or time shall not be granted. Proposers mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the District; please note that daily mail through the U.S. Post Office often arrives at the District after 3:00 PM. Proposals received by the District after the closing time and date will not be considered. Proposals delivered by e-mail or facsimile shall not be considered. The District does not accept responsibility for late or misdelivered proposals.

RESPONSE DATE AND TIME

The response due date and time is:

NOVEMBER 6, 2025 at 2:00 PM

SECTION III - RFP SPECIFICATIONS

1. Introduction to the District and Purpose of Study

The Niskayuna Central School District has approximately 4,275 students attending five elementary schools (K-5), two middle schools undergoing a grade level reconfiguration, and a comprehensive 9-12 high school.

Capital Project & Reconfiguration: The district is in the midst of two significant voter-approved capital projects that will result in improvements at all campuses and a grade-level realignment with five K-4 schools, a grades 5-6 school and a grades 7-8 school.

Elementary Flex Zones: In addition to dedicated enrollment zones for each elementary school, the district has utilized six flexible attendance zones since 2015. These “flex zones” are areas in which newly entering students may be assigned to one of two or more potential schools in an effort to balance elementary class sizes.

The District is seeking proposals from qualified consultants to provide a comprehensive enrollment projection study. The goal is to produce accurate, data-driven five-year and ten-year enrollment forecasts that will inform long-range facilities planning and future capital projects. This work will help the District understand historical and emerging enrollment patterns, capacity utilization, and potential areas of opportunity, need and challenge within existing grade configurations and attendance zones.

2. Required Services

2.1 Data Collection and Analysis

- Historical Enrollment: The District will provide historical enrollment by grade and school of attendance. Consultant shall analyze historical cohort survival ratios to identify trends and patterns.
- Live Birth Data: Consultant shall obtain and analyze live Department of Health birth data for the District’s geographic area, including mapping of births to current and future kindergarten cohorts.
- Municipal Planning Data: Consultant shall proactively engage with local municipal and county planning officials to gather and evaluate approved, pending, and proposed residential developments, zoning changes, and other community planning factors that could impact student enrollment.
- Migration and School Choice Trends: Incorporate known trends in nonpublic school enrollment and other migration factors where data are available.
- Model Development: Select and document an appropriate methodology/methodologies (e.g., modified cohort survival, housing yield analysis, regression models) and explicitly state assumptions, limitations, and confidence levels.

2.2 Enrollment Projections

- Provide districtwide and building-level enrollment projections by grade for the next five (5) and ten (10) years.
- Clearly indicate confidence levels (e.g., 80%, 90%, 95%) and describe the statistical approach used.
- Include multiple growth scenarios (e.g., low/medium/high or conservative/moderate/aggressive) based on assumptions

- Present maps and tables showing projected student distribution across existing elementary attendance zones, future middle-level configuration, and the high school.

2.3 Reporting and Presentation

- Prepare a comprehensive written report including methodology, assumptions, full data tables, and interpretive narrative.
- The report should include any conclusions or recommendations related to Elementary Flex Zones, including impact on balancing enrollment across schools under the projected scenarios.
- Deliver an editable spreadsheet (Excel or equivalent) of all projection data.
- Present findings to District Administration and Board of Education including slides and clear explanations of projection scenarios.

3. Potential Additional Scope of Work

Consultant should indicate ability to provide the information below and, if so, pricing foreach on an ala carte basis.

- Building Capacity and Utilization Study: Assess each school's functional and New York State Education Department-rated capacity compared to projected enrollments, and identify potential under- or over-utilization scenarios.
- Interactive Mapping/GIS Dashboard: If available, deliver an online or digital tool allowing District staff to visualize enrollment scenarios spatially.
- Public-Facing Summary Materials: Provide concise graphics and/or a one-page brief suitable for community updates.

4. Deliverables

1. Written report (PDF) with executive summary, methodology, assumptions, and detailed tables.
2. Editable data tables (Excel or equivalent).
3. Slide deck for Board of Education presentation.
4. Presentation to District Administration and Board of Education

Potential Additional Deliverables (from Section 3 above "Potential Additional Scope of Work")

5. Building Capacity and Utilization Study
6. Interactive Mapping/GIS Dashboard
7. Public Facing Summary Materials

5. Schedule

Assuming an RFP award by the Board of Education on Nov. 18 and the prompt issuance of a purchase order after that date:

- Kick-off Meeting: Within one month of award to finalize data transfer and review objectives (by Dec. 18, 2025)
- Draft Projections: Delivered for District administrative review within 12 weeks of award (by Feb. 17, 2026).
- Final Report and Board Presentation: Within 6 weeks following feedback on draft projections (by March 31, 2026).

6. Vendor Qualifications

Respondents should demonstrate:

- Proven experience conducting K-12 enrollment projection studies in New York State or similar jurisdictions.
- Familiarity with New York State Education Department building capacity definitions and integration with long-range facilities planning.
- Experience using cohort survival analysis and demographic modeling in a school district context.
- Ability to communicate findings effectively to Boards of Education and community stakeholders.

7. Vendor Response Requirements

All proposals must, at a minimum, include the following information in the order listed:

1. Executive Summary
2. Firm Qualifications and Experience
3. Project Team
4. Methodology and Work Plan
5. Project Schedule
6. Deliverables
7. Pricing Proposal
8. At least two examples of similar studies
9. References

8. Pricing Proposal

The pricing proposal should clearly identify the items below.

All Required Deliverables • Districtwide and building-level enrollment projections with multiple growth scenarios, maps and tables • Written report (PDF) • Editable data tables • Slide deck for presentation. • Up to two in-district presentations	
<u>Potential Additional Scope A</u> Building Capacity and Utilization Analysis	Cost:
<u>Potential Additional Scope B</u> Interactive Mapping/GIS Dashboard	Cost:
<u>Potential Additional Scope C</u> Public Facing Summary Materials	Cost:

8. Evaluation Criteria

Proposals will be evaluated on the following factors:

- Experience with K-12 Enrollment Studies (including NYS districts, use of DOH birth data, municipal planning coordination)
- Proposed Approach Methodology (clarity of modeling, use of multiple growth scenarios, ability to present confidence levels)
- Project Timeline & Ability to Deliver
- Cost

The District may also consider overall clarity and responsiveness of the proposal when making a final selection. The District reserves the right to request additional information or negotiate scope and price before award.

SECTION IV - GENERAL INFORMATION AND REQUIREMENTS

Instructions to Proposers:

The submission of a proposal will indicate that the proposer (1) has read the instructions, (2) will abide by the terms and conditions governing this Request for Proposal, (3) understands the requirements for delivery of the services specified AND (4) submits all required documents and forms. A completed proposal must be submitted. Each proposal is considered a binding contract. Proposers **cannot** change prices after they have been awarded a contract. When a contract is awarded, the successful proposer **must** provide all of the services.

SECTION V – INFORMATION TO PROPOSERS

1. **General Scope:** Niskayuna Central School District is seeking a qualified consultant to provide a comprehensive enrollment projection study. The intent of this RFP is to be awarded to a single vendor. This vendor must have the ability to meet the District's needs for quality and value. The Board of Education is expected to award the work associated with this RFP at its November 18, 2025, Board meeting.

2. **Award of Contract:** The District will award a contract to a single proposer whose proposal is the most advantageous to the District. In determining the most advantageous proposal, the District will consider criteria such as, but not limited to, qualifications, cost, proposer's past relationship with the District. Proposal documents and the successful proposer's submittal shall constitute a contract with the successful vendor and bind the successful vendor to furnish and deliver at the prices and in accordance with the conditions of the bid.

3. **Proposer Notification:** The successful proposer will be notified via emails and/or purchase orders after the Board of Education approval of the proposal.

4. **Pricing:** Prices for all goods and/or services shall be firm as stated in this contract. Price changes/increases must be mutually agreed upon.

5. **Payment & Invoicing:** Payment will be made in the following manner: 25% at conclusion of data collection; 25% upon delivery of the initial/draft projections; and 50% upon delivery of final report and all project deliverables. Invoices for payments at each of

these milestones should be submitted directly to the Niskayuna Central School District, Accounts Payable Department, 1430 Balltown Road, Niskayuna NY 12309 or accountspayable@niskyschools.org.

6. **Payment Term:** Net thirty (30) days from receipt of the invoice.

SECTION VI – GENERAL CONDITIONS

1. 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 school district. Whether sent by mail or by means of personal delivery, the proposer assumes responsibility for having their proposal deposited on time at the place specified.
2. Sales to school districts are not affected by any fair-trade agreements. (General Business Law, Ch. 39, Sec. 369-a, Sub. 3, L. 1941)
3. No charge to the school district will be allowed for federal, state, or municipal sales and excise taxes, as the school district is exempt from such taxes. The proposal price shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder. Tax must be applied to general marketplace online transactions (when employee credit mechanism is not applied).
4. Under penalty of perjury the proposer certifies that: (a) The proposal has been arrived at by the proposer independently and has been submitted without collusion with any other vendor of materials, supplies, or equipment of the type described in the invitation for proposals, and (b) The contents of the proposal have not been communicated by the proposer, nor, to its best knowledge and belief, by any other its employees or agents, to any person not an employee or agent of the proposer or its surety on any bond furnished herewith prior to the official opening of the proposal.
5. No interpretation of the meaning of the specifications or other contract document will be made to any proposer orally.

SECTION VII - TERMS AND CONDITIONS

1. The issuance of this RFP request constitutes only an invitation to submit a response to the District.
2. No officer of the school district or member of the Board of Education shall have interest in this RFP award.
3. This RFP request does not commit the District either to award a contract or to pay any costs incurred in the preparation of a submission. Proposers shall bear all costs associated with submission preparation, submission and attendance at presentation interviews, or any other activity associated with this proposal request or otherwise.
4. All proposals and accompanying documentation become the property of the Niskayuna Central School District. The District shall not divulge any information presented to anyone outside the District, unless required by law, without the written approval of the individual or firm. The District reserves the right to use the information and any ideas presented in any submission in response to this RFP, whether or not the submission is accepted. Submitted

proposals may be reviewed and evaluated by any person or outside consultant retained by the District, other than one associated with a competing applicant, as designated by the District. If a proposer believes that any information in its proposal constitutes a trade secret and wishes such information not be disclosed if requested by a member of the public pursuant to the State Freedom of Information Law, Article 6 of the Public Officers Law, the proposer shall submit with its proposal a letter specifically identifying the page number, line or other appropriate designation, that information which it deems to constitute a trade secret and explain in detail why such information is a trade secret. Failure by a proposer to submit such a letter with its bid identifying trade secrets shall constitute a waiver by the applicant of any rights it may have under Section 89 (Subdivision 5) of the Public Officers Law relating to protection of trade secrets.

8. The District neither makes nor assumes any contractual obligation by issuing this RFP receiving and evaluating responses, or making preliminary proposer selections. Providing a response as provided herein shall neither obligate nor entitle a proposer to enter into a contract with the District.

9. The District reserves the right to determine in its sole and absolute discretion whether any aspect of the proposer's submission satisfactorily meets the criteria established in this RFP, the right to seek clarification from any proposer(s), and the right to cancel and/or amend, in part or entirely, the RFP at any time prior to a written contract.

10. It is understood that any submission received and evaluated by the Niskayuna Central School District will be used as the basis for the cost and terms of an agreement between the District and the particular proposer. In submitting a response, it is understood by the proposer that the District reserves the right to accept any submission, to reject any and/or all submissions and to waive any irregularities or informalities that the District deems is in its best interest.

11. The District is not obligated to respond to any submission nor is it legally bound in any manner whatsoever by the submission of a response.

12. Each response shall be reviewed for completeness and for the technical and administrative requirements of the RFP. The District has the option of requesting the proposer to submit missing information or provide clarification of those issues deemed incomplete, or disqualifying the bid. A proposal may be disqualified for lack of response to such a request.

13. RFP responses submitted to the District must be valid for a period of at least 120 days from the deadline for receipt of proposal responses as defined in the time frame section of this document.

14. The selected proposal(s) will become part of any resulting legal contract, should contracts be awarded. The term of the resultant contract shall commence upon award and shall remain in effect until completion, inspection, and final acceptance of specified project(s) unless terminated, canceled, or extended as otherwise provided herein.

15. The District may, from time to time, inform other local governmental entities and school districts that they may acquire items or services listed in this Request for Proposals. Such acquisition(s) shall be at the prices stated herein, and shall be subject to proposer's acceptance. Other local government entities or school districts purchase orders shall be submitted directly to the vendor within the specified contract period referencing the

District's contract. Niskayuna Central School District will not be liable or responsible for any obligations, including, but not limited to, payment, and for any item ordered by an entity or school other than the Niskayuna Central School District.

16. When specifications are revised, the Niskayuna Central School District will issue an addendum addressing the nature of the change. Proposers must sign and include it in the returned proposal package.

17. It is a requirement that proposers indicate specifically in the response any sub-contract, alliance, partner, franchise, or other "non-employee" relationship with any resource(s) they will utilize if they are chosen as the selected proposer. Note: The District reserves the right to approve and designate sub-contractors to be used in any of the services being proposed.

18. Niskayuna Central School District reserves the right to introduce additional factors not contained in this RFP in order to obtain the most suitable solution. After submitting a proposal, each respondent must be prepared to have the operational aspects of their proposal reviewed in detail by District representatives.

19. At any time prior to the specified proposal due time and date, a vendor (or designated representative) may withdraw their submission.

21. The District Board of Education reserves the right to award a contract or contracts based on the best interests of the District. The Board of Education's decision will be final.

Proposers Default – Failure of the Proposer to comply with any of these provisions may be considered a reason for rejection of the Proposal.

ATTACHMENT A – PROPOSER COVER SHEET

BIDS TO BE OPENED:

TIME: 2:00 PM

DATE: November 6, 2025

LOCATION:

Niskayuna Central Schools

District Office

1430 Balltown Road

Niskayuna, New York 12309

NAME OF PROPOSER:

ADDRESS: _____

TEL: _____

FAX: _____

E-MAIL: _____

SIGNATURE/TITLE OF AUTHORIZED REPRESENTATIVE:

DELIVERY DATE / TIME

(For District Use Only): _____

ATTACHMENT B - INSURANCE REQUIREMENTS
Niskayuna Central School
Contractor Insurance Requirements.

1. Commercial General Liability Insurance (including contractual liability coverage) insuring against damages to persons and property (including, but not limited to, loss of life) in an amount not less than a combined single limit of at least One Million Dollars (\$1,000,000) for each occurrence and One Million Dollars (\$1,000,000) for General Aggregate. Niskayuna Central School District should be named as an additional insured on a primary and noncontributory basis.

2. Automobile Liability Insurance (including non-owned or hired vehicles) used in connection with the performance of any work awarded pursuant to this RFP insuring against damages to persons and property (including, but not limited to, loss of life) in an amount not less than a combined single limit of at least One Million Dollars (\$1,000,000.00) for each occurrence. Niskayuna Central School District should be named as an additional insured on a primary and noncontributory basis.

3. Worker's Compensation Insurance or proof of exemption.

All insurance will be affected under standard form policies by insurers of recognized responsibilities which are licensed to do business in the State of New York and which are rated as A-(VIII) or better by the latest edition of Best's Rating Guide or other recognized replacement therefore.

Insurance certificate must be provided prior to the commencement of any work associated with this RFP.

ATTACHMENT C - NON-COLLUSION PROPOSAL CERTIFICATION

NISKAYUNA CENTRAL SCHOOLS PROPOSAL CERTIFICATIONS

Firm Name:
Business Address:
Telephone Number:
Date of Proposal:

General Proposal Certification

The Proposer certifies that he/she will furnish, for the prices herein quoted, the materials, equipment and/or services as proposed on this proposal.

I. Non-Collusive Proposal Certification

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

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the State or any public department, agency of 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 bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

*(a) 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 to the best of knowledge and belief:

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

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

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(b) A bid 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 bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political

subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (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 bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

2. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder 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 bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature (Authorized)

Title

Date

ATTACHMENT -D- CERTIFICATE OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT OF 2012

NISKAYUNA CENTRAL SCHOOL DISTRICT
1239 VAN ANTWERP ROAD
NISKAYUNA, NEW YORK 12309

**CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT OF 2012
(NY GENERAL MUNICIPAL LAW SECTION 103-G AND NYS FINANCE LAW SECTION 165-a)**

By submission of this proposal, each proposer and each person signing on behalf of any proposal 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.

The undersigned, _____ (Name of Authorized Proposer Signatory), make the foregoing certification, as the _____ (Title of Authorized Proposer Signatory), of _____ (Name of Proposer), knowing that the Niskayuna Central School District, to which the accompanying bid or proposal is submitted, will rely upon my certification.

(Signature)

Sworn to before me on this
_____ day of _____, 20____.

NOTARY PUBLIC