

City of Seattle Office for Education

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REQUEST FOR INVESTMENT (RFI)

- **ELEMENTARY SCHOOL SUMMER LEARNING**
- **MIDDLE SCHOOL SUMMER LEARNING**

Summer Learning RFI Information Session Agenda

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1. Information Session Process
2. RFI Overview Presentation
3. Questions

Introduction – Applications for Summer 2014

RFI Page 1

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- OFE has released RFIs in summer learning programs to provide Levy focus students with additional learning time to improve academic outcomes and reduce the achievement gap
- RFIs available for programs beginning summer 2014:
 - Elementary school summer learning (SPS students entering K-5th grade)
 - Middle school summer learning (SPS students entering 6th-8th grade)
- Programs awarded funds for summer 2013 continue, contingent on achievement of performance targets

Introduction – Who May Apply

RFI Page 1

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- Schools, organizations and any combination thereof may apply
 - Schools and/or organizations partnering in a significant way should note the partnership and designate a lead applicant on the cover sheet
 - Separate applications are required for each grade span applicants propose to serve (Elementary, Middle)
 - No RFQ process is required for organizations completing summer learning RFIs
 - Organizations awarded funds for summer learning in 2013 may compete for additional funds to expand existing programs or begin new ventures

Introduction – Funding

RFI Page 1

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Grade Span	New Funds Available for Summer 2014
Elementary School	Up to \$174,387
Middle School	Up to \$287,436

- Funding to serve additional Elementary and Middle school students will ramp up in future years of the 2011 Levy
- Funding may be awarded to one or more applicants
- Once selected, successful programs will receive annual funding for the duration of the 2011 Levy (through summer 2019)
- 75% of funds are available for base program budgets, and 25% of funds are contingent on achieving performance targets

Introduction - 2013 Summer Learning Awardees

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Elementary School	2013 Funding Level	Key Partners
Seattle Parks & Recreation <i>(Grades 2-5; 46 Students)</i>	\$80,988	Northgate Elementary School , City of Seattle Human Services Department, and the Seattle Public Library
Denise Louise Education Center <i>(Early Learning; 34 Students)</i>	\$71,988	Center sites are located in Beacon Hill and Rainier Beach.
Middle School	2013 Funding Level	Key Partners
Seattle Parks & Recreation <i>(Grades 6-8; 160 Students)</i>	\$171,006	Asa Mercer and Eckstein middle schools
Denny Intl. Middle School <i>(Grades 6-8; 145 Students)</i>	\$73,363	Seattle Parks Department; Roxhill, Concord, West Seattle, and Highland Park Elementary Schools ; the Seattle Youth Violence Prevention Initiative (SYVPI), Interns from Seattle Youth Employment Program (SYEP), Neighborhood House (BridgeStart), SPD, and Sound Mental Health
YMCA of Greater Seattle <i>(Grades 7 & 8; 50 Students)</i>	\$55,449	Cleveland HS w/ Aki Kurose, Hamilton, Madison and Washington middle schools
High School	2013 Funding Level	Key Partners
Seattle Public Schools <i>(Grades 10-12; 180 Students)</i>	\$259,026	College Access Now, Chief Sealth, Cleveland, Roosevelt high schools
YMCA 9th Grade Transition <i>(150 Students)</i>	\$122,264	Chief Sealth (w/ West Seattle), Cleveland, Franklin high schools
Refugee Women's Alliance <i>(Grades 9-12; 112 Students)</i>	\$49,981	Seattle World School , Vietnamese Friendship Association
SW Youth & Families Services <i>(Grades 10-12; 21 Students)</i>	\$39,188	Interagency Academy

Timeline

RFI Page 2

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Final day to ask questions	Thursday, October 31 5:00 p.m.
Responses Due*	November 15, 4:30 p.m.
Responses Reviewed and Rated	December 5-17
Telephone Clarification, as needed	Week of January 6, 2014
Notice of Intent to Award	January 21, 2014
Selected RFI list published	February 6, 2014
*Dates following the Responses Due date are approximate based on best estimates. OFE will publish updates to the timeline if needed.	

Background: Levy Goals

RFI Page 2

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- Children will be ready for school.
- All students will achieve academically and the achievement gap will be reduced.
- All students will graduate from school college/career ready.

Background: Elementary School Focus Populations

RFI Page 3

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- English language learners who are Level 1 or Level 2 on the State English Proficiency Exam
- Students enrolled in English language support programs for 5 years or more
- Students with low math or literacy skills (Level 2 on MSP Math or Reading)
- Students with very low math or literacy skills (Level 1 on MSP Math or Reading)
- Students not meeting MAP growth goals in math and/or reading
- Students entering kindergarten without prior Pre-K experience
- Incoming kindergarten students served by Step Ahead, Head Start, or ECEAP who did not meet standard on Teaching Strategies GOLD at the end of their Pre-K year or who were identified by their Pre-K program as needing additional preparation for kindergarten and who were referred to the Family Support Program

Background: Middle School Focus Populations

RFI Page 3

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- English language learners who are Level 1 or Level 2 on the State English Proficiency Exam
- Students enrolled in English language support programs for 5 years or more
- Students with low math or literacy skills (Level 2 on MSP Math or Reading)
- Students with very low math or literacy skills (Level 1 on MSP Math or Reading)
- Students not meeting MAP growth goals in math and/or reading

Required Program Components (1 of 2)

RFI Pages 3 & 4

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- At least 120 hours of total programming
- Academic instruction and enrichment activities are required
- At least ten hours per week of structured academic classes must focus on Levy Areas of Concentration:
 - Reading/Writing
 - Math
 - Math combined with Science
 - English Language Acquisition
 - Social-Emotional, Physical, Language, Literacy, Cognitive, and Mathematics domains in Teaching Strategies GOLD (*for students entering kindergarten*)

Required Program Components (2 of 2)

RFI Pages 3 & 4

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- Enrichment activities may address topics outside Areas of Concentration, including:
 - Science, Technology, Engineering, and Math
 - Visual and Performing Arts
 - College/Career Readiness
 - Pre-K to elementary school transition
 - Elementary school to middle school transition
 - Middle school to high school transition
- Field trips paid for from base program budget must have an explicit educational purpose

Required RFI Sections

RFI Pages 4-5

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1. Cover Sheet (Attachment 1)
2. Summer Learning Program Executive Summary (Attachment 2)
3. Summer Learning Program Work Plan (Attachment 3)
4. Previous Experience and Tracking to Success (Attachment 4)
5. Data Sample (Attachment 5)
6. Annotated Budget (Attachment 6)

Refer to the *Scoring Criteria* (pages 6-8) and *Characteristics of Strong RFI Applications / Key Elements of Summer Learning Programs* (Exhibit #1) for helpful information as you complete the RFI

Executive Summary

RFI Page 14

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- Not scored by reviewers
- Helps reviewers understand the context of your program
- An opportunity to describe the need your program is intended to address, and how the program will fit into your wider efforts to support student achievement

Work Plan

RFI Pages 13-17

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- The purpose of this section is to provide details of your summer learning program

- Your work plan will address the following topics:
 - Program overview
 - Instructional and enrichment programming
 - Management and staff
 - Student and parental involvement
 - Partnerships
 - Results (see next slide for details)

Work Plan – Indicators

RFI Pages 2-3 & 16-17

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Elementary School Summer Learning

- Students achieving fall MAP RIT scores greater than or equal to their spring MAP RIT score in mathematics and/or reading (rising 2 and above)
- Students making gains on Teaching Strategies GOLD (rising K only)
- Students absent fewer than 10% of summer learning programming days
- Students making gains on rigorous, pre- and post-program assessments aligned to the summer curricula that demonstrate mastery of academic content addressed during the summer program

Middle School Summer Learning

- Students achieving fall MAP RIT scores greater than or equal to their spring MAP RIT score in mathematics and/or reading
- Students absent fewer than 10% of summer learning programming days
- Students making gains on rigorous, pre- and post-program assessments aligned to the summer curricula that demonstrate mastery of academic content addressed during the summer program

Previous Experience & Tracking to Success

RFI Pages 17-18

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- The purpose of this section is to demonstrate your experiences and successes working with Levy focus students (or similar students) and to illustrate how you have used data to monitor program efficacy and achieve intended results
- Partnerships should focus responses on the experience of members with primary responsibility for running the program

Data Sample

RFI Pages 18-19

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Please DO submit:

- Tables that list your focus students and the specific academic data (MAP scores, school attendance, etc.) and nonacademic data (student demographic information, services or interventions provided, etc.) that you collect on each
- Graphs and Data Analysis summaries that show pre- and post-academic and non-academic outcomes on your students or your program as a whole
- Data from organization's quality improvements self-analysis
- Samples of tracking forms and/or learning and service plans used by staff to monitor progress of focus students

Data Sample

RFI Pages 19-20

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Do NOT include the following:

- Identifiable student information. For example, do not include student names, student id numbers, or birthdates.
- Program flyers and brochures
- Your agency's annual report
- Studies of your program's work
- Links to data, studies or reports. Links embedded in the narrative will not be opened and, therefore, will not be considered as part of the RFI.
- Letters of support

Annotated Budget

RFI Pages 18-22

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Requirements:

- Describe what Levy and non-Levy funds will purchase
- Note any significant variation in FTE (e.g., pre-program planning vs. program management during the summer)
- Identify organizations with which you will subcontract and the amount of Levy funding they will receive
- Identify how you will budget your 25% performance pay
 - New this year: 5% tied to an enrollment target

Criteria for Rating RFIs

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- All technically compliant RFI submissions are reviewed by a panel of experts
- Rating criteria and the number of points for each section may be found in the table on pages 6 to 8 of the RFIs
- Review panel may request clarification from applicants over the telephone or in-person (week of January 6)

Instructions to Respondents: Response Format

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- Responses to each narrative section must be:
 - Typed or word-processed
 - 8 1/2" x 11" paper, size 12 font, 1-inch margins
 - Single- or double-sided and stapled with the other attachments
- Several attachments have page limits:
 - Summer Learning Program Executive Summary – 1 page
 - Summer Learning Program Work Plan – 8 pages
 - Previous Experience and Tracking to Success – 2 pages

Instructions to Respondents: Response Submission

RFI Pages 9-10

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- Responses are due and must be received by Friday, November 15 at 4:30pm
- Please mail or hand-deliver 6 paper copies of your RFI
- You must also submit your proposal electronically, in two files only: RFI in MS Word or Adobe PDF and budget in MS Excel
- See the response submission section of the RFI (pages 9-10) for additional important details, including:
 - Addresses to mail or deliver hard copies
 - Email address to submit electronically
 - Required email subject heading and electronic file naming conventions

RFI Questions

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- Applicant questions after the RFI Information Session must be sent via e-mail to adam.petkun@seattle.gov. No phone calls.
- OFE will respond to e-mailed questions within 2 business days.
- All questions and answers will be posted online: http://www.seattle.gov/neighborhoods/education/SummerLearning_RFI_Oct2013.htm
- OFE will continue to accept questions until 5:00 pm on October 31.

Additional Reminders

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- Follow the required format.
- Review the **Checklist Items** on pages 5-6 to ensure a complete submission
- Be sure that the person designated on the cover sheet can be reached at the phone number and e-mail address listed
- Visit the OFE website for background on the Levy, materials from technical assistance workshops, 2013 awardee RFIs, and updates to the RFI process
www.seattle.gov/neighborhoods/education/default.htm
- Contact adam.petkun@seattle.gov with questions by 5pm on October 31