City of Seattle

Department of Education and Early Learning

REQUEST FOR INVESTMENT (RFI)

Project Title:
2016–17 Seattle Preschool Program (SPP)
and SPP Pathway Program Services

Addendum #1 (November 19, 2015)
RFI: Corrected:

Section 3. Preschool Requirements: SPP vs. SPP Pathway, **Page 6**: In the column labeled SPP Pathway, Child Eligibility deleted second bullet and added "or 4 years old" to third bullet.

Section 4. Response Materials and Submittal, **Page 9:** Send Electronic Copy to: deleted "Austin.fulgham@seattle.gov" and added "frances.robinson@seattle.gov" instead.

Section 4. Response Materials and Submittal, Page 9: For questions about submitting your RFI application, please contact: deleted "Austin Fulgham at austin.fulgham@seattle.gov or 206-386-1050" and added "Frances Robinson at frances.robinson@seattle.gov or 206-233-5092" instead**.**

Section 8. References, Page 17: Replaced hyperlink for the Preschool Program Implementation Plan "http://www.seattle.gov/Documents/Departments/OFE/AboutTheLevy /EarlyLearning/SPPImplementationPlan_April1_PostCommittee.pdf" with "http://www.seattle.gov/council/issues/preschoolforall/docs/cb-118363-attachment-a---spp-implementation-plan---amended.pdf."

Revisions are highlighted in yellow as an underline (addition) or as a strikeout (deletion) to the original RFI issued on November 13, 2015.

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Schedule

Schedule of Events	Date/Time	Where
RFI Release	November 13, 2015	Department of Education and Early Learning website: http://www.seattle.gov/education
RFI Release	November 16-17, 2015	Daily Journal of Commerce
Information Sessions	Info Session #1 November 17, 2015 1:30 pm-3:00 pm Info Session #2 November 20, 2015 10:30am-12:00 pm	Info Session #1 Northgate Library 10548 5th Ave NE, Seattle, WA 98125 Info Session 2 Beacon Hill Library 2821 Beacon Ave S, Seattle, WA 98144
Technical Session: Estimating Provider Payments	December 1, 2015 1:30 pm – 3:30 pm	2100 Building, Community Room B 2100 24th Avenue South Seattle, WA 98144
Questions and Answers Deadline	December 4, 2015	Email all questions to mao.svy@seattle.gov
Response Deadline*	4:30 pm, December 14, 2015	See submission instructions in Section 4
Site Visits	January 14, 15, 19, 2016	
Notification to Successful	January 28, 2016	
Anticipated Contract	March 2016	
Contract Start Date	September 1, 2016	

*Dates following the Response Deadline are based on best estimates. The Department of Education and Early Learning (DEEL) will publish updates to the timeline as needed.

The City reserves the right to modify this schedule.
Changes will be posted on the DEEL website (www.seattle.gov/education/)

City Project Manager for this RFI:
Mao Svy, mao.svy@seattle.gov, (206) 684-0169

Unless authorized by the Project Manager, no other City official or employee may speak for the City regarding this solicitation until award is complete. Any Applicant contacting other City officials or employees does so at Applicant's own risk. The City is not bound by such information.

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1. Purpose and Background

The Department of Education and Early Learning (DEEL) is charged with helping to ensure Seattle children are prepared to enter school and with helping to close achievement and opportunity gaps by providing high quality early learning opportunities to 3- and 4-year-olds. To achieve these aims, DEEL is requesting applications from qualified Applicants to deliver high-quality preschool services for the 2016–17 school year. The City of Seattle intends to utilize existing early learning programs that operate in Seattle insofar as the existing infrastructure supports high-quality preschool and positive student outcomes.
There are two options for responding to the RFI:

1. If your organization meets all of the Seattle Preschool Program (SPP) eligibility requirements (noted on page 5), **you can apply to become an SPP provider**.

2. If your organization does not currently meet the SPP eligibility requirements, **you can apply to the SPP Pathway** (formerly known as the Step Ahead preschool program). Providers can be on the SPP Pathway for up to 2 years. During this time, the City will provide ongoing technical assistance, professional development and coaching to support Pathway providers in meeting the eligibility requirements for SPP. Your organization will be expected to work towards meeting full SPP eligibility requirements and apply to become an SPP provider for school year 2017–18 or 2018–19.

Seattle Preschool Program Overview
On November 4, 2014, Seattle voters approved a four-year, $58 million property tax levy to provide "accessible high-quality preschool services for Seattle children designed to improve their readiness for school and to support their subsequent academic achievement" (Ord. 124509, preamble). SPP will be phased in during a four-year demonstration period at the following rate:

SPP Phase-In Schedule				
School Year	**2015–16**	**2016–17**	**2017–18**	**2018–19**
Classrooms	14	39	70	100
Children	280	780	1400	2000

DEEL plans to open up to 39 SPP classrooms (25 new classrooms) in the 2016-17 school year to accommodate up to 780 children.

SPP Pathway Overview
In order to identify potentially eligible programs that could benefit from capacity building and technical assistance support to meet SPP requirements, DEEL rebranded its existing Step Ahead program as the SPP Pathway program. DEEL seeks to also contract with a diverse group of providers to deliver SPP Pathway services in North, Central, Southeast and Southwest Seattle. Approximately $587,000 from the 2011 Families and Education Levy will be available for SPP Pathway for the 2016–17 school year to fund preschool classroom slots for up to 66 children.

Seattle Preschool Program (SPP) vs. SPP Pathway
Applying to be part of SPP is appropriate if the Applicant meets all eligibility requirements for the program (defined below). If not, the Applicant should consider the SPP Pathway, which will provide funding for children from families under 300% of the federal poverty level guidelines. Participating in the SPP Pathway will allow the Applicant time to meet SPP eligibility requirements in order to apply to be an SPP provider within the next two school years. The funding and support structures for SPP and SPP Pathway are different. Please see the tables below for more information.

Commitment to Racial Equity and Social Justice

Racial equity and social justice are at the core of the Seattle Preschool Program and SPP is dedicated to ensuring that every aspect of the program advances racial equity and social justice and aligns with the City's Race and Social Justice Initiative. Toward this end, DEEL involved the community in the RSJI review process during the development of SPP. DEEL has also made every effort to maximize accessibility to the review process through various community meetings as well as the formation of a Community Advisory Committee. This review process has informed several program elements found in the SPP Implementation Plan and the SPP Program Plan (see References, page 16). Additionally, the RFI application process has been developed keeping in mind the Community Advisory Committee's policy recommendation regarding provider contracting which specifically states that "the application should not be a barrier; it needs to be accessible and simplified."

Payment Overview

Seattle Preschool Program	Seattle Preschool Program Pathway

Full-day (6 hours/day): The payment per child starts at $8,563 for programs who meet the minimum qualifications for SPP (as outlined in Section 2, Minimum Qualifications) and serve 20 children per classroom.
 	
Adjustments will be made to increase payment per child if:
• The following staff meet or exceed SPP educational levels:
  o Site Directors or site supervisors
  o Lead Teachers
  o Assistant Teachers
• The Applicant directly receives non-City funding from Head Start, ECEAP or DSHS Working Connections for students enrolled in an SPP classroom.
 	
Adjustments will be made to decrease payment per child if:
• Classrooms are licensed to serve fewer than 20 children
• Providers choose to serve less than their licensed capacity
 	
Note: The City has additional funds outside of the contract that may be made available to providers for:
• Classroom start-up
• Family engagement
• Program support for special populations
	Full-day (6 hours/day): The City will pay Applicants per child, based on five achievement levels (tiers) determined by the Applicant's Early Achievers (EA) rating:
	
	Tier 1 (EA Level 1): $7,973 per child
	Tier 2 (EA Level 2): $8,193 per child
	Tier 3 (EA Level 3): $8,413 per child
	Tier 4 (EA Level 4): $8,633 per child
	Tier 5 (EA Level 5): $8,851 per child
	
	Note: An Applicant who does not have an Early Achievers rating will automatically be paid at the Tier 1 level
	
	Note: Additional funds outside of the contract are available to providers for classroom start-up funds

Part-day (3.5 hours/day): SPP will not fund any part-day classrooms	**Part-day (3.5 hours/day)**: The City will pay the Applicant per child based on five achievement levels (tiers) determined by the Applicant's Early Achievers (EA) rating: Tier 1 (EA Level 1): $6,352 per child Tier 2 (EA Level 2): $6,570 per child

	Tier 3 (EA Level 3): $6,791 per child Tier 4 (EA Level 4): $7,011 per child Tier 5 (EA Level 5): $7,226 per child **Note: An Applicant who does not have an Early Achievers ratings will automatically be paid at the Tier 1 level** Note: Additional funds are available outside of the contract to providers for classroom start-up funds

2. Minimum Qualifications: SPP vs. SPP Pathway

Qualified Applicants will need to meet the following minimum qualifications to be eligible to contract with the City to provide preschool through one of these programs:

Category	Seattle Preschool Program Minimum Qualifications	SPP Pathway Minimum Qualifications
Licensing	• Licensed by the Washington Department of Early Learning (DEL) **–or–** • Exempt from licensing because entity is a public school or institution of higher education	• Licensed by the Washington Department of Early Learning (DEL) **–or–** • Able to become licensed by DEL within 2 years of contracting with the City for SPP Pathway **–or–** • Exempt from licensing because entity is a public school or institution of higher education
Early Achievers Rating	• Applicant must be enrolled in Early Achievers (EA) **–and–** • Hold a rating of Level 3 or above	• Applicant must be enrolled in Early Achievers (EA) **–or–** • Must be able to enroll and begin participating in Early Achievers (EA) within 3 months of contract start date or within 3 months of becoming licensed
Documentation	• Copy of Applicant's DEL License • Copy of Applicant's Early Achievers Certificate • Completed Exhibit A • Exhibit B—Site Level Information • Documentation of notification to SPS Alignment Coordinator (if applicable); documentation can include email notification, letter, etc.	• Copy of Applicant's DEL License (if available) • Completed Exhibit A • Exhibit B – Site Level Information (Excel spreadsheet) • If unlicensed: o Copy of Certificate of Occupancy or signed Lease Agreement

		• Documentation of notification to SPS Alignment Coordinator (if applicable); documentation can include email notification, letter, etc.
For sites located in Seattle Public Schools buildings only	Must notify SPS Alignment Coordinator Susan Hall (email: slhall@seattleschools.org) of application for SPP	Must notify SPS Alignment Coordinator Susan Hall (email: slhall@seattleschools.org) of application for SPP Pathway

3. Preschool Requirements

The following are preschool requirements for either SPP or SPP Pathway.

Category	SPP	SPP Pathway
# of classrooms	2 or more (may be in one or multiple locations)	1 or more
Classroom size	Not to exceed 20 children per classroom Note: SPP expects classrooms to serve 20 children. Classroom payments will be adjusted if there are less than 20 children in the classroom. (please see payment overview on page 4)	Not to exceed 20 children per classroom
Classroom demographics	• All students in the classroom are participating in SPP; this includes students also enrolled in Head Start and ECEAP • Mixed income classroom is required	• Minimum of 8 children in the classroom are participating in SPP Pathway • Mixed income classroom is encouraged
	Note: As defined in the SPP Implementation Plan, page 20: *Mixed-Income Classrooms:* Classrooms that include a mix of children who are categorically eligible for publicly funded programs (Head Start, Free/Reduced Lunch, ECEAP, TANF, etc.) as well as children from families with income that exceeds eligibility requirements for these programs.	
Child eligibility	• Seattle resident (lives within Seattle city limits) • 4 years old by Aug 31, 2016, regardless of income • 3 years old by Aug 31, 2016 and from a family with income below 300% of the federal poverty level (FPL)	• Seattle residents (lives within Seattle city limits) • ~~4 years old by Aug 31, 2016, regardless of income~~ • 3 years old or 4 years old by Aug 31, 2016 and from a family with income between 110.1%–300% FPL
Student enrollment	• Managed by City: intake, eligibility determination and student assignment • Managed by Applicant: classroom enrollment	• Managed by Applicant: intake, eligibility determination and enrollment

Teacher: student ratio	• Not to exceed 1 teacher per 10 students (1:10)	• Not to exceed 1 teacher per 10 students (1:10)
Hours per day	• Full-day: 6 hours	• Part-day (3.5 hours) or *full–day (6 hours) • Must be able to become a full-day SPP eligible program within two years of contract start date o *full-day programs must be licensed
Days per year	• 180 days	• Part-day (140 days) • Full-day (180 days)
Curriculum	• Creative Curriculum or High Scope	• Evidence-based curriculum • Must be able to adopt SPP curriculum within two years of contract start date
Classroom Teacher Requirements	• 1 Lead teacher • 1 Assistant teacher	• 1 Lead teacher • 1 Assistant teacher

Teacher Qualifications required to <u>meet</u> program standards Refer to sample SPP contract regarding requirements for additional staff.	Lead Teacher:* • Bachelor's Degree (BA) in Early Childhood Education Assistant Teacher:* • Associate's Degree in Early Childhood Education *Teachers who **do not meet** these requirements will have up to 4 years to meet them. Tuition assistance is available.	Lead Teacher: • Associate's Degree (AA) in Early Childhood Education (ECE) Assistant Teacher: • Child Development Associate (CDA)
Family Engagement	Providers must include a universal family engagement approach that integrates intentional parent/child activities and promotes children's academic, social, and emotional school readiness • Families will be provided with evidence-based activities which could include proven home-learning activities tied to the chosen curriculum models • Provider will host events throughout the school year to connect families to resources and information on topics such as child development and nutrition	Must be aligned with Early Achievers Family Engagement requirement. Please see page 19 of the EA Facility Companion: http://www.del.wa.gov/publications/elac-qris/docs/EA_facility_companion.pdf

Coaching	SPP and SPP Pathway providers must participate in DEEL-provided coaching that supports teachers in the classroom
Professional Development	SPP and SPP Pathway providers must participate in DEEL-provided professional development and training in: • Curriculum • Assessments • Content Training Note: See SPP Implementation Plan (page 19) for more information about Training

4. Response Materials and Submittal

Please prepare your RFI response according to the following instructions; provide all exhibits.

SPP and SPP Pathway RFI Response Requirements:

- 2016–17 Seattle Preschool Program (SPP) and SPP Pathway RFI Application (Exhibit A) and required application items listed on checklist at the end of the Application

- Exhibit B: Site Level Information

Response Submission:
Responses are due and **must be received by December 14, 2015, 4:30 p.m.**
Applicant must send the entire RFI response (Exhibits A and B) electronically (see below for email instructions).

In addition, please mail or hand-deliver nine (9) paper copies of the RFI Application (Exhibit A only).
The Applicant has full responsibility to ensure the response arrives at the City within the deadline. A response delivered after the deadline may be rejected.

Narrative responses within the 2016–17 Seattle Preschool Program Preschool and SPP Pathway RFI application must be limited to no more than 10 total pages (5 pages double-sided) and be on 8½" X 11" paper, typed or word-processed, minimum size 11 font, with 1-inch margins, double-sided, page-numbered, and stapled with the other attachments. Any responses exceeding this limit will be removed from the document and not considered during the evaluation process. Do not send responses with covers, binders, or flash drives.

Send hard copies:

By US mail: Department of Education and Early Learning
RFI – Seattle Preschool Program and SPP Pathway
PO Box 94665
Seattle, WA 98124-6965

Hand-deliver or FedEx/UPS: Map It
Department of Education and Early Learning
RFI – Seattle Preschool Program and SPP Pathway
Seattle Municipal Tower
700 5th Avenue, Suite 5300
Seattle, WA 98104

- **Send Electronic copy to:** ~~austin.fulgham@seattle.gov~~ frances.robinson@seattle.gov

  - Submit files in MS Word or Adobe PDF formats only
  - Name the electronic files as follows:

    [*ApplicantName*]_SPP_RFI_Item#_Item

    For example: *StarApplicant*_SPP_RFI_1_Application_Form

  - Use this format for Applicant's email Subject Heading:

    [*ApplicantName*]_SPP_RFI

For questions about submitting your RFI application, please contact: ~~**Austin Fulgham at** austin.fulgham@seattle.gov or 206-386-1050~~ Frances Robinson at frances.robinson@seattle.gov or 206-233-5092

5. Selection Process

5.1 Initial Screening: The City will review the Legal Status information in Section III of the 2016–17 Seattle Preschool Program Preschool and SPP Pathway RFI Application (Exhibit A) and Application's Required Items (see Checklist at end of Application) for completeness and eligibility. Those applications that meet the initial screening criteria shall proceed to the evaluation criteria outlined in Section 5.2.

5.2 Proposal Evaluation: The City will evaluate, score and rank applications using the criteria in Exhibits A and B below.

Evaluation Criteria for SPP and SPP Pathway Application:

EXHIBIT A, Section IV: Application		
	SPP and SPP Pathway Evaluation Criteria	**Points**
1. Program experience	• Demonstrates experience working with 3- and 4- year old children and their families for 2 or more years. • Utilizes an evidence-based curriculum or a curriculum that effectively meets the needs of the population served	10
2. Program success	• Provides evidence of child outcomes that demonstrates program's effectiveness • Has experience utilizing child-level assessments • Demonstrates regular use of child-level data to inform classroom practices	10
3. Program experience with engaging families	• Provides evidence of and plan for authentic partnerships with families that integrates intentional parent/child activities and promotes academic, social, and emotional school readiness • Evidence of family engagement curriculum • Evidence of supporting families with kindergarten enrollment information	10
4. Program experience working with diverse groups	• Demonstrates understanding of cultural competence and describes how it is incorporated into the program and service delivery • Demonstrates the ability to provide culturally competent services within diverse communities and shows an understanding of the challenges diverse communities face • Proven track record providing culturally and linguistically relevant services to diverse target populations	10
5. Qualified staff	• Demonstrates ability to hire qualified staff with educational background and experience in early learning	10

	• Demonstrates commitment to ongoing training and support for program staff • Evidence of program leaders with background and experience in implementing early learning programs and supervising educational staff	
		Subtotal: **50**

EXHIBIT B: Site Level Information		
High-Need Locations (30 points)	**SPP and SPP Pathway Evaluation Criteria**	**Points**
Sites physically located in areas where Seattle Public Schools (SPS) elementary schools have records of low academic achievement **OR** Sites not physically located within the priority attendance areas but have a 5+ year track record showing that at least 40% of their preschool enrollment consists of children who matriculate to Title I or Level 1 and Level 2 schools.	Proposed sites* located within the attendance area of Seattle Public Schools (SPS) elementary schools that meet one or more of the following criteria: • Has received funding through Title I, Part A of the federal *Elementary and Secondary Education Act* within the past five years • Based on SPS *School Segmentation District Reports,* has had an overall Segmentation Level of 1 or 2 within the past three years • Based on SPS *School Segmentation District Reports,* has had an overall Segmentation Level of 3 within the past three years with an Absolute Score below 60 • Is a new school whose population of students is above the SPS district-wide average for receiving free and reduced-price lunch, or for being English Language Learners ***Agencies can fill out one application for multiple sites, however, individual sites will be scored separately**	30
Sites within another SPS elementary and/or middle school attendance area	For information purposes only	Not scored
	Subtotal:	**30**
Serving Low Income Children (10 points)	**SPP and SPP Pathway Evaluation Criteria for Full Points**	
Provides ECEAP, Head Start, or Step Ahead Preschool	• Provides one or more of the listed programs that target low-income children and families	5
Provides Extended Day Care	• Provides childcare from 7:00 am - 6:00 pm year-round, including during the summer when preschool is not in session.	5
	Subtotal:	**10**

High Quality Practice (10 points)	**SPP Evaluation Criteria for Full Points**	**SPP Pathway Evaluation Criteria for Full Points**	
Rated as an EA Level 5	EA certification Level 5* with the following CLASS scores: • 6.0 for Emotional Support • 6.0 for Classroom Management • 4.5 for Instructional Support *If applicant is unable to provide written documentation of CLASS scores, the City will obtain them, with Applicant's permission, from DEL	Applicant is registered in Early Achievers and participating in Level 2 activities. Applicant does not have to be EA rated to receive full points	5
Provides Dual Language Classroom	• Program purpose is to support the development of bilingual, biliterate and bicultural children. Lessons, activities, and instruction are all delivered in two languages. • Evidence of staff that are fully bilingual and biliterate in English and the target language. • Evidence of classroom materials in both languages.		5
		Subtotal:	**10**
		TOTAL POINTS	**100**

Tiebreakers (2 points per question) **– Information will be gathered by DEEL staff**	
1. Agency operates preschool classrooms within the attendance area of a public school where English Language Learner population has exceeded 30% of the total school population within the past three years	2
2. Agency has the capacity to provide comparatively more classrooms for SPP and SPP Pathways in comparison to other applicants	2
3. Agency operates preschool classrooms within the attendance area of a public school where the percentage of incoming kindergarteners in the attendance area has increased by more than 10% over the past two years	2

5.3 **Site Visits:** DEEL staff will conduct site visits with the top finalists as determined by the selection criteria outlined in section 5.2. Site visits will consist of a program observation to verify information included in Exhibit B. The site visit may also include gathering additional information requested by the RFI Panel. The results of the site visits will be shared with the RFI Panel and may be considered as part of the Applicant's final ranking.

5.4 **Interviews:** The City may conduct interviews. Applicants invited to interview are to bring the assigned Project Manager named in the Applicant's Proposal, and may bring other key personnel named in the Proposal. The Applicant shall not bring individuals who are on the project team or who do not work for the Applicant without advance authorization by the City Project Manager.

5.5 **References:** The City may request one or more references. The City may use references named or not named by the Applicant.

5.6 **Selection:** The City shall select the Applicant(s) for award based on the application, site visits and interview (if applicable). In addition, the City intends to ensure that the selected providers meet the geographic and programmatic needs of the community. This will be evaluated on the basis of the applications received through this RFI process.

5.7 **Contract Negotiations.** The City may negotiate elements of the proposal with the initially-selected Applicant(s) as required to best meet the needs of the City. The City may negotiate any aspect of the proposal or the solicitation. The City does not intend to negotiate the contract's boilerplate sections.

6. Award and Contract Preparation

The City Project Manager will provide timely notice of an intent to award to all Applicants responding to the RFI Solicitation.

6.1 Protests/Appeals.

Protests: Interested parties that wish to protest any aspect of this RFI selection process shall provide written notice to the City Project Manager for this solicitation.

Appeals: DEEL will notify Applicants in writing of the acceptance or rejection of their submittal and, if appropriate, the level of funding to be allocated. Written notification will be via email to the address submitted in the application. Any Applicant wishing to appeal the decision must do so in writing within four (4) business days of the DEEL email notification. An appeal must clearly state a rationale based on one or more of the following criteria: 1) violation of the policies or guidelines established in this RFI or 2) failure to adhere to published criteria and/or procedures in carrying out the RFI process.

Appeals must be sent by mail or email to Dwane Chappelle, Acting Director, Department of Education and Early Learning, 700 5th Avenue, Suite 5300, P.O. Box 94665, Seattle, WA 98124-6965 or dwane.chappelle@seattle.gov. The DEEL Acting Director (or his designee) will review the written appeal and may request additional oral or written information from the applicant. A written decision from the DEEL Acting Director (or his designee) will be sent within four (4) business days of the receipt of the appeal. This decision is final.

6.2 Debriefs. For a debriefing, contact the City Project Manager.

6.3 Instructions to the Initially-Selected Applicant(s). The Initially-Selected Applicant(s) will receive an *Intent to Award Letter* from the City. The Letter will include instructions regarding the contracting process. The Applicant(s) should anticipate the Letter will request them to provide at least the following documents. Applicants are encouraged to be prepared, when possible, to provide these documents to eliminate the risk of late compliance.

- Current Seattle Business License and documentation that all taxes due have been paid
- State of Washington Business License
- Certificate of Insurance
- Special licenses (if any)

The City will not pay for the costs of obtaining any of these documents. Once the City has finalized and issued the contract for signature, the Applicant must execute the contract and provide all requested documents within 10 business days. If the Applicant fails to execute the contract with all documents within the 10-day timeframe, the City may cancel the award and proceed to the next ranked Applicant, or cancel or reissue this solicitation. Cancellation of an award for failure to execute the contract may disqualify the Applicant from future solicitations for this same work.

6.4 Taxpayer Identification Number and W-9. Unless the Applicant has already submitted a *Request for Taxpayer Identification Number and Certification* (Form W-9) to the City, the Applicant must submit this form prior to the contract execution date.

W9 2013.pdf

7. RFI Information

This section details City instructions and requirements for Applicant's submittal. The City reserves the right to, in its sole discretion, reject any Applicant response that fails to comply with the instructions.

7.1 Information Session(s). The City offers an optional information session(s) at the date(s) time(s), and location(s) noted on page 1. Applicants are highly encouraged to attend, but are not required to attend to be eligible to submit a proposal. DEEL staff will be available at the information session to answer questions about the solicitation and clarify issues; the session is also an opportunity for Applicants to raise concerns. If a protest is filed regarding an issue that was known at the time of the information session(s) but was not brought up as a concern during a session, DEEL will take this into consideration during the review of the protest.

7.2 Technical Session to Estimate Provider Payments. The City will offer an optional technical session at the date, time, and location noted on page 1. Applicants who are interested in determining what their estimated City payment would be are highly encouraged to attend, but are not required to attend to be eligible to submit a proposal. DEEL staff will be available at the technical session to answer questions and provide initial estimates. Applicants will need to bring a completed Exhibit B to the session in order for City staff to estimate payment amounts.

7.3 Questions. Applicants may submit written questions to the City Project Manager until the deadline stated on page 1. The City prefers that these questions be submitted through e-mail. Applicants awarded funding will be expected to accept the terms of a contract resulting from this RFI process, so any clarifying questions must be asked before the Questions and Answers deadline listed on Page 1. It is the responsibility of the interested Applicant to assure they receive responses to any issued questions.

7.4 Changes to the RFI/Addenda. A change to this RFI will be made by formal written addendum issued by the City's Project Manager. Addenda shall become part of this RFI and will be posted on DEEL's Website.

7.5 Receiving Addenda and/or Questions and Answers. It is the obligation and responsibility of the Applicant to learn of addenda, responses, or notices issued by the City. Some third-party services independently post City of Seattle solicitations on their websites. The City does not guarantee that such services have accurately provided all the information published by the City.

The City Project Manager may reject an Applicant's submittal if it does not fully incorporate information issued via an addendum.

7.6 Applicant Responsibility to Provide Full Response. The Applicant shall provide all requested materials, forms and information. During scoring and evaluation (prior to interviews if any), the City will rely upon the submitted materials and shall not accept materials from the Applicant after the RFI deadline. This does not limit the City's right to consider additional information (such as references known to the City but not provided by the Applicant, or past City experience with the Applicant), or to seek clarifications as needed.

7.7 No Guaranteed Utilization. The City does not guarantee that any contract(s) will be awarded through this RFI process. The solicitation may provide estimates of utilization; such information is for Applicant convenience and not a contractual guarantee. The City reserves the right to make multiple or partial awards, and/or to order work based on City needs. The City may turn to other appropriate contract sources or supplemental contracts to obtain these same or similar services. The City may re-solicit for new additions to the Applicant pool. Use of such supplemental contracts does not limit the right of the City to terminate existing contracts for convenience or cause.

7.8 Right to Award to Next-Ranked Applicant. The City reserves the right to issue multiple or partial awards, and/or to order work based on City needs. The City may turn to other appropriate contract sources or supplemental contracts to obtain these same or similar services. If an executed contract resulting from this solicitation is terminated within 90 days, the City may return to the solicitation process to award the next highest ranked responsive Application by mutual agreement with such Applicant. New awards thereafter are also extended this right.

7.9 Negotiations. The City may open discussions with the initially-selected Applicant(s) to negotiate costs to align the proposal with the City's SPP or SPP Pathway needs.

7.10 Effective Dates of Offer. Solicitation responses are valid until the City completes the award process. Should any Applicant object to this condition, the Applicant must object prior to the Questions and Answers deadline on page 1.

7.11 Cost of Preparing Proposals. The City is not liable for costs incurred by the Applicant to prepare, submit, or present proposals, interviews and/or demonstrations.

7.12 Readability. The City's ability to evaluate proposals is influenced by the organization, detail, comprehensive material and readability of the format of the response.

7.13 Changes or Corrections to Proposal Submittal. No changes are allowed after the closing date and time. However, prior to the submittal due date, an Applicant may change its proposal, if initialed and dated by the Applicant.

7.14 Errors in Proposals. Applicants are responsible for errors and omissions in their proposals. If there is an error or an omission in the RFI submittal, the Applicant is still responsible for fulfilling its obligations to the City.

7.15 Withdrawal of Proposal. A submittal may be withdrawn by written request of the Applicant.

7.16 Rejection of Proposals. The City may reject any or all proposals with no penalty. The City may waive immaterial defects and minor irregularities in any submitted proposal.

7.17 Incorporation of RFI and Proposal in Contract. This RFI and the Applicant's response are binding and may be incorporated by reference in the City's contract with the Applicant. This includes promises, warranties, commitments, and representations made in the successful proposal once accepted by the City.

7.18 Equal Benefits. Seattle Municipal Code Chapter 20.45 (SMC 20.45) requires consideration of whether Applicants provide benefits equally to the spouses and domestic partners of their employees.

7.19 Insurance Requirements. Applicants will need to provide proof of insurance as defined by the City before their contract start date. The City will remind the initially-selected Applicant of this in the *Intent to Award* letter.

7.20 Proprietary and Confidential Material. Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act*) all materials received or created by the City of Seattle are ***public records***. These records include but are not limited to bid or proposal submittals, agreement documents, contract work products, or other bid material. Some records or portions of records are legally *exempt from disclosure* and can be redacted or withheld. The Public Records Act (RCW 42.56 and RCW 19.108) describes those exemptions. Applicants must familiarize themselves with the Washington State Public Records Act (PRA) and the City of Seattle's process for managing records.

The City will try to redact (black out) anything that seems obvious for redaction in the City's opinion. For example, the City will redact Social Security Numbers, federal tax identifiers, and financial account numbers before records are made viewable by the public. However, this does not replace an Applicant's own obligations to identify any materials Applicant wishes to have redacted or protected under the Public Records Act.

Protecting Applicant's Materials from Disclosure (Protected, Confidential, or Proprietary)
The Applicant must determine and declare any materials it believes are eligible for redaction and want to be exempted (redacted). This includes, but is not limited to, the Applicant's application, contract materials and work products.

How to Identify Materials You Consider Exempt from Disclosure

Proposal Submittals
If Applicant wishes to assert exemptions in the materials in Applicant's proposal related to its proprietary nature per RCW 42.56.270, Applicant must clearly identify its exemption request via the document below.

City's Response to a Public Records Act Requests

The City will prepare two versions of Applicant's materials:

- Full Redaction: A public copy that redacts (blacks out) standard exemptions as required by the PRA and the materials or text that Applicant identified as exempt.

- Limited Redaction: A copy that redacts (blacks out) only the standard exemptions required by the PRA, but does not redact (black out) the Applicant-identified exemptions.

The Full Redaction version is made public upon contract execution and will be supplied without any notification to Applicant.

The Limited Redaction will be released only after Applicant has received a "third party notice" that allows Applicant the legal right under RCW 42.56.540 to bring a legal action to enjoin the release of any records Applicant believes are not subject to disclosure.

If the original requestor wants to see the Limited Redacted or original versions, the City will provide Applicant with "third party notice." Applicant will then have 10 business days to obtain a temporary restraining order while Applicant pursues a court injunction. A judge will determine the status of Applicant's exemptions and the Public Records Act.

Requesting Disclosure of Public Records
The City asks Applicants and their companies to refrain from requesting public disclosure of proposal records until an intention to award is announced. This shelters the solicitation process, particularly during evaluation and selection or if a cancellation occurs with re-solicitation. With this preference stated, the City will continue to respond to all requests for disclosure of public records as required by State Law.

7.21 **Ethics Code.** Please familiarize yourself with the City Ethics code: http://www.seattle.gov/ethics/etpub/et_home.htm. Attached is a pamphlet for Applicants, Customers, and Clients. Address any questions to Seattle Ethics and Elections Commission at 206-684-8500.

contractor-vendorbrochure[1].pdf

No Gifts and Gratuities. Applicants shall not directly or indirectly offer anything (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work, or meals) to any City employee, volunteer or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Applicant. An example is giving sporting event tickets to a City employee on the evaluation team of a solicitation to which Applicant has submitted. The definition of what is a "benefit" is broad and could include not only awarding a contract but also the administration of the contract or evaluating contract performance. The rule works both ways, as it also prohibits City employees from soliciting items from Applicants. Promotional items worth less than $25 may be distributed by the Applicant to City employees if the Applicant uses the items as routine and standard promotions for the business.

No Conflict of Interest. Applicant (including officer, director, trustee, partner or employee) must not have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluating Applicant performance. The City shall make sole determination as to compliance.

Gifts and Conflicts of Interest

Involvement of Current and Former City Employees. The City requires Applicant to disclose any current or former City employee, official or volunteer that is working or assisting on solicitation of City business or on completion of an awarded contract.

Contract Workers with over 1,000 Hours. The Ethics Code applies to employees of the Applicant that perform over 1,000 cumulative hours on any City contract during any 12-month period. Any such employee must abide by the City Ethics Code. The Applicant is to be aware and familiar with the Ethics Code accordingly.

7.22 Background Checks and Immigrant Status. The City has strict policies regarding the use of background checks, criminal checks and immigrant status for contract workers. The policies are available for viewing on-line at http://www.seattle.gov/business/WithSeattle.htm

8. References

Seattle Preschool Program Action Plan	http://www.seattle.gov/Documents/Departments/OFE/AboutTheLevy/EarlyLearning/SPP_118114a.pdf
Seattle Preschool Program Implementation Plan	~~http://www.seattle.gov/Documents/Departments/OFE/AboutTheLevy/EarlyLearning/SPPImplementationPlan-April1-PostCommittee.pdf~~ http://www.seattle.gov/council/issues/preschoolforall/docs/cb-118363-attachment-a---spp-implementation-plan---amended.pdf
Seattle Preschool Program Plan	http://www.seattle.gov/Documents/Departments/OFE/AboutTheLevy/EarlyLearning/SPP%20Program%20Plan%202015-16%20Final.corrected.pdf
Step Ahead/SPP Pathway Program Manual	See link to Seattle Preschool Program Providers and Pathways 2016-17 on the following page: http://www.seattle.gov/education/about-us/funding-opportunities
Sample SPP Contract	See link to Seattle Preschool Program Providers and Pathways 2016-17 on the following page: http://www.seattle.gov/education/about-us/funding-opportunities