City of Seattle, Department of Neighborhoods, Office for Education Division
2011 Families and Education Levy

Request for Qualifications
Middle and High School
College and Career Readiness and Planning

INTRODUCTION

The Office for Education Division (OFE) in the Department of Neighborhoods (DoN) is requesting plans from organizations and individuals seeking to provide College and Career Readiness and Planning services to middle and high schools receiving investments from the City of Seattle Families and Education Levy (Levy) approved by voters in 2011.[1]

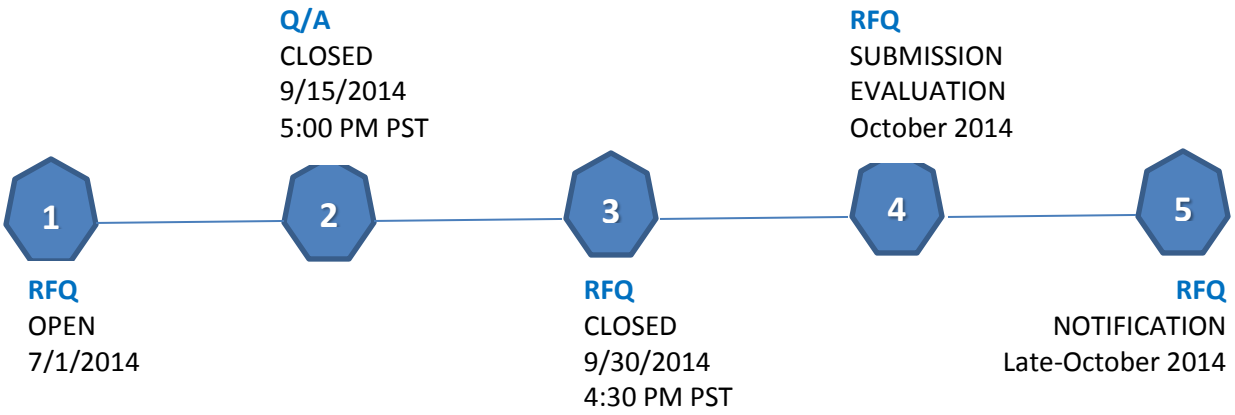
The purpose of this Request for Qualifications (RFQ) process is to identify individuals and organizations that meet OFE standards for providing Levy-funded programs and services. Entities approved through the RFQ process are then eligible to partner with middle and high schools awarded funds through the Request for Investment (RFI) process to deliver College and Career Readiness and Planning services to Levy focus students.[2]

IMPORTANT NOTES:

- In October 2013, OFE moved from one annual RFQ process to a new rolling application process where RFQ submissions can be submitted on an ongoing basis and will be reviewed by OFE quarterly.
- Individuals or organizations providing direct services or programming to students MUST complete the RFQ process.
- Vendors selling educational products (e.g. textbooks, curricula, intervention software applications) and applicants providing professional development services to school staff and/or parents do NOT need to complete the RFQ process.
- Individuals or organizations MUST be approved through the RFQ process to receive more than $5,000 in cumulative Levy-funding during a school year. Entities anticipating receiving $5,000 or less in cumulative Levy funding during a school year through school contracts do NOT need to complete the RFQ process.
- Once approved, an individual/organization will remain approved for the duration of the Levy, as long as it continues to achieve Levy outcome and indicator results.
- No Levy funding is awarded as part of the RFQ process, nor is there any guarantee of work to any entity that is successfully approved through this process.

RFQ TIMELINE	
July 1, 2014	Release 3rd Qtr. 2014 RFQ
Monday, September 15, 2014, 5:00 PM	Deadline to Submit RFQ Questions to OFE
Tuesday, September 30, 2014, 4:30 PM	RFQ Materials Due to OFE
October 2014	RFQ Submissions Reviewed and Evaluated (Note: OFE may contact the RFQ point of contact with questions as needed.)
Week of October 27, 2014	Notify Applicants of RFQ Determinations

[1] See Appendix A for a complete list of schools currently receiving Levy funding.
[2] Consult the Background section on Page 3 of this document for a description of "Levy focus students."



Part I – Partner Entities Request for Qualifications (RFQ)

Individuals and organizations with expertise in College and Career Readiness and Planning are invited to participate in the RFQ process. The RFQ process was designed to determine which entities have a track record of successfully achieving positive academic outcomes tied to key Levy outcomes and indicators. RFQ-approved entities are then eligible to contract with Levy-funded schools for amounts exceeding $5,000 per school year.

The RFQ process issues pass/fail determinations with no limit on how many entities can be approved. OFE will review all RFQ responses and make a pass/fail determination for each applicant based on the pre-established criteria stated within this RFQ. OFE will approve any entity that meets the pre-established criteria.

Part II – Innovation and Linkage School Requests for Investment (RFI)[3]

Eligible schools participate in an RFI process to receive direct Levy-funding. Funded schools may then elect to partner with community-based entities approved through the RFQ process to implement their Levy-funded strategies. If selected as a partner, an RFQ-approved entity signs a contract with the Seattle School District on behalf of the school. The school then pays the RFQ-approved entity from its annual Levy award. In short, Levy funds flow from OFE to the funded school to the RFQ-approved entity. Please note that Levy-funded schools are not obligated to contract with entities as part of their Levy program implementation.

Please visit the OFE website (http://www.seattle.gov/office-for-education/funding-opportunities) for more information regarding the RFI process including deadlines and frequently asked questions.

Schools and community-based organizations or individuals that have been awarded Levy funding to date are listed here: http://www.seattle.gov/office-for-education/our-partners.

[3] See Appendix A for a complete list of schools currently receiving Levy investments.

BACKGROUND

Goals of the 2011 Families and Education Levy:

- 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

Levy investments will be used to advance the stated goals with a particular focus on closing the achievement gap for low-income students, students of color, and English Language Learners. Levy **focus students** are identified by one or more of the following risk factors:

- Failure to meet grade-level standard on state assessments
- Failure to make typical growth on Measures of Academic Progress (MAP)
- Failure to make gains on the state English proficiency test
- Failure to pass state End-of-Course exams
- Scoring at a Level 1 or 2 on the annual Washington English Language Proficiency Assessment or Placement Exam (WELPA)
- Failure to pass one or more core course(s) in middle and high school
- Poor attendance, defined by five or more absences per semester or ten or more absences per year, excused or unexcused
- School entry after the beginning of the year

Outcomes and Indicators:

Levy Middle School and High School Investments to be awarded through the RFI process will contribute toward the following **outcomes**:

- Students meeting grade-level standards on state tests (math, reading, science, writing)
- 9th graders promoting on time to 10th grade
- Students graduating on time (4 years)

The following **indicators** will be used by OFE to track student results:

- English Language Learners making state English proficiency test gains
- Students making annual typical growth in reading on MAP
- Students making annual typical growth in math on MAP
- Students in all grades passing all core courses
- Students in all grades having fewer than five absences per semester, excused or unexcused
- Students earning five or more credits per year

Through the RFQ process, OFE will identify the organizations with the capacity to improve these outcomes for Levy focus students.

COLLEGE AND CAREER READINESS AND PLANNING

While ensuring students graduate from high school is an important milestone, this is no longer a sufficient end-goal for our students. In order for young people to secure a livable wage and contribute to the civic community, they will need to obtain education beyond high school. The increasing importance of post-secondary education and job training in today's economy led to the addition of the College and Career Readiness and Planning strategy to the Levy investments.

Effective College and Career Readiness and Planning efforts must be a collaborative process among educators, students, families, and community stakeholders that supports students' academic and career explorations, goal setting, and educational planning.

A successful College and Career Readiness and Planning program will:

1) Strong Partnerships
   - Engage families as partners in their student's college and career planning.
   - Increase collaboration with schools, community-based organizations, businesses, and government to provide internships, work-based learning experiences, and other needed supports.
   - Increase collaboration with nearby colleges, universities, and technical schools to promote students' academic preparation, exploration of post-secondary opportunities, and exposure to the skills and knowledge required to be successful in college and in their careers.

2) Personalization and Planning
   - Provide an adult advocate to help students graduate and matriculate to post-secondary and career technical education opportunities.
   - Provide an effective and purposeful curriculum that supports a college-going culture.
   - Create a meaningful High School & Beyond Plan that enables students to set annual goals focused on college and career readiness and to measure progress toward achieving those goals.

3) Education and Exposure
   - Facilitate opportunities to build students' and families' college and career knowledge beginning in the middle school grades and continuing through 12th grade.
   - Inform students and families about the admission requirements, including high school courses and standardized testing, needed to pursue various post-secondary options.
   - Provide students and families with information about financing post-secondary education opportunities and the technical assistance required to complete the financial aid process.
   - Arrange opportunities for students and families to visit college campuses and/or meet with representatives from a range of post-secondary institutions and programs.

4) Case Management
   - Provide ongoing, intensive support for students most at risk for failure.
   - Work with school staff and other community-based staff to address academic and non-academic barriers to college and career readiness and planning.
   - Connect students and their families to college and career planning resources and supports in the community.

INFORMATION AND QUESTIONS

How to Locate RFQ Documents:
OFE will post a copy of the RFQ and answers to applicants' RFQ-related questions to the following website: http://www.seattle.gov/office-for-education/funding-opportunities

Approved RFQs from Previous Cycles may be Found Here:
http://www.seattle.gov/office-for-education/our-partners/community-based-organizations

If you need further information or have additional questions, please contact Kathryn Aisenberg, kathryn.aisenberg@seattle.gov or 206-684-8365.

INSTRUCTIONS TO RESPONDENTS

NOTE: All responses must be prepared at the sole expense of the respondent.

Response Guidelines:
Submit the following three attachments with all relevant sections. Attachment 2: RFQ materials exceeding the 6-page limit will be removed prior to evaluating the RFQ submission.

Item	Guidelines
Attachment 1: Cover Sheet	Use **1-page template** provided.
Attachment 2: RFQ Section A: Program Overview Section B: Key People Section C: Previous Experience Improving Student Outcomes Section D: Tracking to Success	Not to exceed a combined total of **six (6) pages** (8½" X 11"), typed or word-processed, size 12 font, with 1-inch margins, single- or double-sided.
Attachment 3: Data Sample	Attach document in Excel, Word, or PDF format. No page number restrictions.
Attachment 4: Women and Minority Inclusion	Not to exceed **one (1) page** (8½" X 11"), typed or word-processed, size 12 font, with 1-inch margins, single- or double-sided.

PROCESS AND CRITERIA FOR EVALUATING RFQs

Part 1: Technical Compliance Review

Each submission is first reviewed for technical compliance to see if it was received by the deadline, whether it was within the required page limit, if it included a data sample, and if it met other requirements in the RFQ. All technically compliant submissions are then submitted for evaluation.

All items listed in the checklist below are required to constitute a "technically compliant" RFQ submission. Any response lacking or with incomplete items may be deemed not technically compliant and may not be evaluated further. OFE reserves the right to waive immaterial defects or irregularities in any submittal and to contact applicants via phone if further clarification is needed. Additionally, OFE reserves the right to issue an RFQ approved/not approved determination based on the application submitted.

Please use this checklist to confirm required RFQ materials are submitted:

Complete	**Checklist Items:**
☐ Yes	**Attachment 1: Cover Sheet** completed.
☐ Yes	**Attachment 2: RFQ, Section A: Program Overview** completed.
☐ Yes	**Attachment 2: RFQ, Section B: Key People** completed.
☐ Yes	**Attachment 2: RFQ, Section C: Previous Experience Improving Student Outcomes** completed.
☐ Yes	**Attachment 2: RFQ, Section D: Tracking to Success** completed.
☐ Yes	**Attachment 2: RFQ,** section headings correctly labeled and ordered in RFQ response.
☐ Yes	**Attachment 2: RFQ,** does not exceed 6 typed pages (8½" X 11"), single- or double-spaced, with size 12 font and 1-inch margins.
☐ Yes	**Attachment 3: Data Sample(s)** – Data sample(s) included in RFQ document or attached as a separate file. Information submitted in MS Word, MS Excel, or Adobe PDF.
☐ Yes	**Attachment 3: Data Sample(s)** does not include identifiable student information and meets the guidelines outlined Attachment 3.
☐ Yes	**Attachment 4: Women and Minority Inclusion** completed.
☐ Yes	**Attachment 4: Women and Minority Inclusion** does not exceed one (1) page (8½" X 11"), single- or double-spaced, with size 12 font and 1-inch margins.
☐ Yes	Three (3) hard copies of complete **RFQ** document **(including Attachment 1: Cover Sheet, Attachment 2: RFQ, Attachment 3: Data Sample(s),** and **Attachment 4: Women and Minority Inclusion)** submitted to OFE's mailing or physical address (see RESPONSE SUBMISSION below).
☐ Yes	Complete **RFQ** document **(including Attachment 1: Cover Sheet, Attachment 2: RFQ, Attachment 3: Data Sample(s),** and **Attachment 4: Women and Minority Inclusion)** submitted electronically to EducationOffice@seattle.gov. Electronic copy must be in MS Word, MS Excel, or Adobe PDF.
☐ Yes	**RFQ electronic file submitted to OFE by the 4:30 p.m. deadline noted on page 2.**
☐ Yes	**RFQ hard copies submitted to OFE and postmarked by the deadline noted on page 2.**
☐ Yes	**RFQ COMPLETE**

Part 2: RFQ Evaluation:

A. All technically compliant RFQ submissions are then reviewed by a panel of internal evaluators.
B. A majority of evaluators have to recommend approval for an organization to be approved.
C. In order for an evaluator to recommend approval, the evaluator must have found that the organization met all of the qualifications for each criterion as laid out in the RFQ.
D. The RFQ submissions are evaluated using four categories in Sections B-D of Attachment 2 and Attachment 3:
   1. Key People
   2. Previous Experience Achieving Student Outcomes
   3. Tracking to Success, and
   4. Data Sample.

Applicants will be reviewed using the following rating criteria:

	RFQ Evaluation Criteria		Yes (1)	No (0)
	SECTION A Program Overview	Please briefly describe your organization and the program service or services you intend to provide to schools if selected to become a partner in implementing their Levy plans. **Responses to Section A will be required for technical compliance and will be reviewed by evaluators, but will not be scored.** *This section offers an opportunity for applicants to provide context evaluators may find helpful in understanding applicants' responses to the more technical questions in Sections B-D below.*		
ATTACHMENT 2: RFQ	**SECTION B**: Key People	B. 1 Applicant names an individual to lead the project.		
		B. 2 Applicant's project leader demonstrates at least one experience providing College and Career Readiness services.		
		B. 3 Applicant names key staff members who have demonstrated experience in providing College and Career Readiness and Planning opportunities. *(Does not apply to individual entities.)*		
	SECTION C: Previous Experience Improving Student Outcomes	C. 1 Applicant has experience serving populations similar to Levy focus populations.		
		C. 2 Applicant outlines specific challenges faced by their student population(s).		
		C. 3 Applicant identifies an appropriate strategy to address challenges faced by their focus students.		
		C. 4 Applicant demonstrates quantitative pre/post or comparative evidence that the service(s) provided achieve positive academic results, related to the Outcomes and Indicators listed in the Background section of the RFQ for students similar to Levy focus students.		
	SECTION D: Tracking to	D. 1 Applicant lists data points tracked as part of College and Career Readiness program implementation.		
		D. 2 Applicant has established systems and protocols for collecting		

		and/or accessing school-based student data.		
		D. 3 Applicant has experience evaluating school-based student data on a daily or weekly basis to inform program strategies and interventions.		
		D. 4 *Applicant demonstrates capacity to use data to identify an area of concern, implement a course correction, and report on the results of the altered College and Career Readiness strategy.*		
ATTACHMENT 3: Data Sample(s)		Applicant provides at least one data sample that demonstrates ability to use quantitative and/or qualitative data to inform work and/or measure progress towards goals.		

RESPONSE SUBMISSION

Electronic responses are due and *must be received by* **the 4:30 p.m. deadline noted on page 2**. Three (3) hard copies are due and *must be postmarked* by the deadline on Page 2, or earlier.

Send electronic copies of the following documents to: EducationOffice@seattle.gov

- You will submit at most two files:

  1. **RFQ** in MS Word or Adobe PDF. Must include **Attachment 1: Cover Sheet, Attachment 2: RFQ,** and **Attachment 4: Women and Minority Inclusion.**
  2. **Attachment 3: Data Sample(s)** in MS Word, MS Excel, or Adobe PDF. *May be attached to RFQ or submitted as a separate document.*

- Please use the following naming convention for the electronic files:

  1. **Attachments 1, 2, and 4:** [ApplicantName]_CollegeCareer_RFQ.
     Ex: IZAFamilyServices_CollegeCareer_RFQ
  2. **Attachment 3:** [Applicant Name]_CollegeCareer_DataSample
     Ex: IZAFamilyServices_CollegeCareer_DataSample

- Use the same format for your e-mail Subject Heading: [ApplicantName]_CollegeCareer_RFQ

Mail or deliver three (3) hard copies:

By US mail: Office for Education
RFQ – College and Career
PO Box 94649
Seattle, WA 98124-4649

Hand-deliver or FedEx/UPS:	Office for Education Department of Neighborhoods RFQ – College and Career Seattle Municipal Tower 700 5th Avenue, Suite 1700 Seattle, WA 98104

RFQ APPEAL PROCESS

The Office for Education (OFE) will notify applicants in writing whether their RFQ was approved. Written notification will be sent via email to the email address submitted on the cover sheet.

Any applicant wishing to appeal the decision must do so in writing within four (4) business days of the email notification of OFE's decision. An appeal must clearly state a rationale based on one or more of the following criteria:

- Violation of policies or guidelines established in this RFQ
- Failure to adhere to published criteria and/or procedures in carrying out the RFQ process

Appeals must be sent to Holly Miller, Director, Office for Education, 700 5th Avenue, Suite 1700, P.O. Box 94649, Seattle, WA 98124-4649, Holly.Miller@seattle.gov.

The OFE Director (or her designee) will review the written appeal and may request additional oral or written information from the applicant. A written decision from the OFE Director (or her designee) will be sent within four (4) working days of the receipt of the appeal. This decision is final.

Request for Qualification
College and Career Readiness and Planning

ATTACHMENT 1: COVER SHEET

Applicant Information:

Applicant Name:	
Applicant Address Including city, state, zip code	
Web address, if applicable	

Primary Contact Information:

Contact Person			
Title			
Mailing Address Including city, state, zip code			
Day/Work Phone		Email address	

Secondary Contact Information:

Contact Person			
Title			
Mailing Address Including city, state, zip code *(If different from Primary Contact)*			
Day/Work Phone		Email address	

Signature Block:

Signed:	**Date:**
Describe your legal status and, if applicable, state of incorporation (for example, Washington State non-profit corporation, Washington State partnership, sole proprietorship):	

ATTACHMENT 2: RFQ

Note: For Attachment 2, applicants do not need to rewrite questions, rather just the headings in the following order:

- **Section A: Program Overview**
- **Section B: Key People**
- **Section C: Previous Experience Improving Student Outcomes**
- **Section D: Tracking to Success**

RFQ responses must address all sections and their questions in the order specified.

Section A: Program Overview: Please briefly describe your organization and the program service or services you intend to provide to schools if selected to become a partner in implementing their Levy plans.

Responses to Section A will be required for technical compliance and will be reviewed by evaluators, but will not be scored. *This section offers an opportunity for applicants to provide context evaluators may find helpful in understanding applicants' responses to the more technical questions in Sections B-D below.*

Section B: Key People

1. **Who is the person that will lead the project to its results? What skills and prior experience does the person have in executing College and Career Readiness and Planning strategies?**
2. **Who are the other key staff that will deliver the proposed College and Career Readiness and Planning opportunities?** Please name other key staff members and describe the related experience these individuals have in helping students achieve academically. *Note: Individual entities need not respond to this question*.

An approved response meets all of the criteria listed below:

- ❑ *Applicant names an individual to lead the project.*
- ❑ *Applicant's project leader demonstrates at least one experience providing College and Career Readiness services.*
- ❑ *Applicant names key staff members who have demonstrated experience in providing College and Career Readiness and Planning opportunities (does not apply to individual entities).*

Request for Qualification
College and Career Readiness and Planning

Section C: Previous Experience Improving Student Outcomes

1. **Whom do you serve?** Describe the demographics and characteristics of the population(s) you or your organization has served that most align with the Levy focus students discussed in the Background section of this RFQ.
2. **What are the challenges and barriers these students face and how do you address them?** Discuss the challenges and barriers and then describe at least one appropriate strategy you or your organization has employed within the past two years to help your students overcome these obstacles.
3. **What have you achieved as a result of your actions?** Describe the results your program has achieved within the past two years, in quantitative terms, and with pre/post or comparative information to provide context).
   - *Pre/post data example*: 10% of 5th grade students assessed at the beginning of a math unit demonstrated mastery of the four Washington state 5th grade math standards compared to 92% of the same students at the end of the unit. Mastery defined as correctly answering 85% or more of the questions.
   - *Comparative data example*: 95% of students served promoted to the next grade level compared to 75% of students in a similar classroom who did not participate in the program.
   - These results should be related to the Outcomes and Indicators listed in the Background section of this RFQ.

An approved response meets all of the criteria listed below.

- ❑ *Applicant has experience serving populations similar to Levy focus populations.*
- ❑ *Applicant outlines specific challenges faced by their student population(s).*
- ❑ *Applicant identifies an appropriate strategy to address challenges faced by their focus students.*
- ❑ *Applicant demonstrates quantitative pre/post or comparative evidence of achieving positive academic results related to the Outcomes and Indicators listed in the Background section of the RFQ for students similar to Levy focus students.*

Section D: Tracking to Success

1. **What data drive your work?** Please list the program and school-based data points you have tracked and/or reviewed to implement your College and Career Readiness program and improve its effectiveness. Examples of school-based data points may include students' classroom formative and cumulative assessment results, state assessment results, and school attendance, GPA, course grades, homework completion rates, and suspension/detention incidents.
2. **How do you manage data?** Please describe the systems/protocols you have in place to collect and/or partner with schools to access school-based student data.
3. **How do you routinely use data to inform your work?** Please detail how you have used **school-based** student data (e.g. homework completion, exit tickets, quiz grades, school attendance, etc.) on a **daily or weekly** basis to identify students' needs and to tailor your interventions to improve students' results.

- At a minimum, applicants must have prior experience collecting and reviewing at least one school-based student academic data element to be approved through the RFQ process.
- Entities are not required to demonstrate experience reviewing data for every single student served on a daily or weekly basis. An acceptable response may indicate that in-school data for only a subset of focus students are reviewed with such frequency. (Example: An organization may track school attendance for a group of 50 students served, but opt to rotate which specific 10-15 students are reviewed on a given day or week. Not all students served must be evaluated daily or weekly. OFE is looking for evidence that the organization is practiced in collecting and evaluating data to inform program practices.)

4. **How have you used data to make program adjustments?** Please describe an instance in which you used data to implement a course correction in your College and Career Readiness program strategy. Explain how you leveraged data to determine what change to make and then explain the results of your altered strategy.

An approved response must meet all of the criteria listed below:

- ❑ *Applicant lists data points tracked as part of College and Career Readiness program implementation.*
- ❑ *Applicant has established systems and protocols for collecting and/or accessing school-based student data.*
- ❑ *For applicants, providing direct services or programming to students: Applicant has experience evaluating school-based student data on a **daily or weekly** basis to inform program strategies and interventions.*
- ❑ *For applicants providing professional development services to school staff and/or parents: Applicant has experience evaluating school-based student data on a **regular and timely** basis to inform program strategies and interventions.*
- ❑ *Applicant demonstrates capacity to use data to identify an area of concern, implement a course correction, and report on the results of the altered College and Career Readiness strategy.*

ATTACHMENT 3: DATA SAMPLE(S)

Please provide at least one data sample that incorporates quantitative and/or qualitative data points included in the Outcomes and Indicators listed in the Background section. Data sample should demonstrate how the applicant uses data to inform their work and/or measure progress towards goals. The data sample(s) do **not** count towards your 6-page RFQ response limit.

Please note the following when submitting your data sample(s):

- Insert a header titled "[Applicant Name] Attachment 2: Data Sample" onto each page.
- Use the following file-naming convention if submitting your data sample(s) separately from your RFQ:

  RFQ Attachment 3: Data Sample:

  [Applicant Name]_CollegeCareer_DataSample

  Example: IZAFamilyServices_CollegeCareer_DataSample

Below is a list of example data applicants may submit.

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

Please do **NOT** include the following in your data sample(s):

- Identifiable student information in your submittal. For example, do not include student names, student IDs, or birthdates.
- Blank templates.
- Program flyers and brochures.
- Your agency's annual report.
- Studies or evaluations of your program.
- 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 RFQ.

ATTACHMENT 4: WOMAN AND MINORITY INCLUSION; NON-DISCRIMINATION

While applicants approved under this RFQ will not be awarded a contract with the City, Ordinance 123567 authorizing the Levy requires the City in agreements with any public entity, such as the School District, to encourage that entity to: (i) actively solicit small businesses, including women and minority-owned businesses for any subcontracting opportunities; (ii) employ a workforce reflective of the region's diversity, and (iii) comply with all the applicable requirements under local, state and federal law for non-discrimination in employment. Additionally, responders to this RFQ should be aware that Levy-funded contractors with the School District will be required to comply with all applicable requirements under local, state, and federal law. Please answer the following:

1. If your program is selected by the school district, do you anticipate subcontracting or hiring additional employees?

   If the answer is yes, describe how you will perform outreach to include small businesses, including women and minority businesses, in subcontracting opportunities and any hiring policy or information demonstrating non-discrimination in hiring.

NOTE: A response to this question is required for informational purposes. Content will not be used to approve or deny an applicant.

Appendix A: Elementary, Middle, and High School Families and Education Levy Investments

2014-15 School Year Awardees (29 total):

- **8 Elementary Schools** (awards of $324,000 per school)
  - Beacon Hill International School
  - Bailey Gatzert
  - Concord International
  - Graham Hill
  - Highland Park
  - Madrona K-8
  - Olympic Hills
  - Roxhill
  - Sanislo
  - South Shore PK-8
  - West Seattle
  - Wing Luke
- **16 Middle Schools** (awards range from $55,000 to $589,000 per school)
  - Aki Kurose
  - Broadview-Thompson K-8
  - Denny International
  - Eckstein
  - Hamilton International
  - Hazel Wolf K-8 (formerly Jane Addams K-8)
  - Madison
  - Madrona K-8
  - McClure
  - Mercer
  - Orca K-8
  - Pathfinder
  - Salmon Bay K-8
  - South Shore PK-8
  - Washington
  - Whitman
- **5 High Schools** (awards of $384,000 per school)
  - Cleveland
  - Franklin
  - Ingraham
  - Interagency Academy
  - West Seattle

Note: School contract funding amounts are subject to change annually based on inflation and school performance. Please visit OFE's website for more information: http://www.seattle.gov/education.

Appendix B: Additional Procedures and Requirements

This section details the City instructions and requirements for your submittal.

Changes to the RFQ/Addenda.
A change may be made by the City if, in the sole judgment of the City, the change will not compromise the City's objectives. A change to this RFQ will be made by written addendum issued by OFE and any Addenda and shall become part of this RFQ.

Proposal Submittal.
The submitter has full responsibility to ensure the response arrives at the City within the deadline. A response submitted or delivered after the time fixed for receipt will not be accepted unless waived as immaterial by the City given the specific fact-based circumstances. Responses arriving after the deadline may be returned unopened, or the City may accept the package and make a determination as to lateness.

License and Business Tax Requirements.
If selected by a school for any subcontract, the Applicant needs to meet all licensing requirements that apply to its Applicant. Companies must license, report and pay revenue taxes for the Washington State business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions. http://www.seattle.gov/rca/pdfs/BusLicApp.pdf

Readability.
Applicants are advised that the City's ability to evaluate responses is dependent on the Applicant's submittal document, including Applicant, level of detail, comprehensive material and readable.

Changes or Corrections to Proposal Submittal.
Prior to the submittal closing date and time, an Applicant may make changes to its response, if initialed and dated by the Applicant. No changes are allowed after the closing date and time.

Women and Minority Subcontracting.
It is the policy of the City, as directed through Mayor's Executive Order and City ordinance to provide the maximum practicable opportunity for successful participation of minority and women-owned subcontracts or workers. The City requires all Applicants agree to SMC Chapter 20.42, and requires Applicants to seek meaningful subcontracting opportunities and supply a plan for including minority- and women-owned firms.

Requesting Disclosure of Public Records.
The City asks interested parties to refrain from requesting public disclosure of responses until the evaluation is complete and the City provides notification of results in order to avoid disruption of the evaluation process. With this preference stated, the City will continue to be responsive to all requests for disclosure of public records as required by State Law.

Marking and Disclosing Material.

The State of Washington's Public Records Act (Release/Disclosure of Public Records)

Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act*) all materials received or created by the City of Seattle are considered ***public records***. These records include but are not limited to proposal submittals, agreement documents, contract work product, or other material.

The State of Washington's Public Records Act requires that public records must be promptly disclosed by the City upon request unless a judge rules that RCW or another Washington State statute specifically exempts records from disclosure. Exemptions are narrow and explicit and are listed in Washington State Law (Reference RCW 42.56 and RCW 19.108).

Applicants must be familiar with the Washington State Public Records Act and the limits of record disclosure exemptions. For more information, visit the Washington State Legislature's website at http://www1.leg.wa.gov/LawsAndApplicantRules).

If you believe any records you are submitting to the City as part of your response are exempt from disclosure you can request that the City not release the records until the City notifies you about the pending disclosure. To make that request, in your response you must very clearly and specifically identify each record and the exemption(s) that may apply. All other records will be considered fully disclosable upon request.

If the City receives a public disclosure request for any records you have properly and specifically identified as exempt, the City will notify you in writing of the request and postpone disclosure, providing sufficient time for you to pursue an injunction and ruling from a judge. While it is not a legal obligation, the City, as a courtesy, allows up to ten business days to file a court injunction to prevent the City from releasing the records (reference RCW 42.56.540). If you fail to obtain a Court order within the ten days, the City may release the documents.

Ethics Code.

Please familiarize yourself with the City Ethics code: http://www.seattle.gov/ethics/etpub/et_home.htm. Specific question should be addressed to the staff of the Seattle Ethics and Elections Commission at 206-684-8500 or via email: (Executive Director, Wayne Barnett, 206-684-8577, wayne.barnett@seattle.gov or staff members Kate Flack, kate.flack@seattle.gov and Mardie Holden, mardie.holden@seattle.gov).

No Gifts and Gratuities.

Applicants shall not directly or indirectly offer anything of value (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 that was on the evaluation team of a solicitation to which you submitted. The definition of what a "benefit" would be is very broad and could include not only awarding a contract but also the administration of the contract or the evaluation of contract performance. The rule works both ways, as it also prohibits City employees from soliciting items of

value 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.

Involvement of Current and Former City Employees.
If an Applicant has any employee or volunteer currently employed by the City or employed by the City in the past two years who is working or assisting the Applicant with the response to this RFQ or on completion of an awarded contract, you must provide written notice in your response of the current or former City official, employee or volunteer's name. If awarded a contract for a Levy program in the future, you must continue to update that information to the City contact provided in the contract during the full course of the contract. The Applicant is to be aware of and familiar with the Ethics Code, and educate Applicant workers accordingly.

Please contact the Office for Education at EducationOffice@seattle.gov if you have any questions.

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.