



Request for Proposal (RFP)  
**Seattle Preschool Program (SPP)**  
**Miller Annex Preschool**

Contract Period: **January 1, 2018 – June 30, 2019**

RFP Release Date: **May 10, 2017**

RFP Close Date: **June 6, 2017**

DEEL Project Manager: **Katie Culler**, [katie.culler@seattle.gov](mailto:katie.culler@seattle.gov)

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## **1. Program Objectives and Schedule**

### **1.1 Objective of this RFP solicitation**

The Department of Education and Early Learning (DEEL) is seeking to select an early learning provider to operate four (4) Seattle Preschool Program (SPP) classrooms at the Miller Annex Preschool Center. The selected provider will:

- Enter into an occupancy agreement with Seattle Parks and Recreation (SPR) for the 2017-18 and 2018–19 school years. The occupancy agreement will begin on January 1, 2018 and end on June 30, 2019.
- For the 2017–18 school year, establish a preschool program that serves 40 children in two classrooms with the service period from January to August of 2018.
- For the 2018–19 school year, establish a preschool program that serves 80 children in four classrooms.

The Miller Annex Preschool Center is intended to be a high-quality preschool center that will operate within the Seattle Preschool Program system. The Miller Annex will serve a geographically underserved area of Seattle. To that end, DEEL is looking to partner with an early learning organization that has the capacity to build a high-quality program and a vision for how to engage with local community.

Details of the opportunity, required and desired qualifications, and application and proposal rating criteria are listed within this RFP. Applicants will have the opportunity to ask questions not clearly answered within the RFP document at scheduled information sessions or via email during the question and answer period.

### **1.2 RFP Timeline**

<b>Item</b>	<b>Date/Time</b>
RFP Release	<b>May 10, 2017</b>
RFP Information Session #1	<b>May 16, 2017 at 10am</b> Seattle Municipal Tower 700 5th Avenue, Suite 1700 Seattle, WA 98104
RFP Information Session #2	<b>May 18, 2017 at 5pm</b> Seattle Municipal Tower 700 5th Avenue, Suite 1700 Seattle, WA 98104
Question and Answer Period	<b>May 16, 2017 to May 30, 2017</b>
RFP Closes (Applications Due)	<b>June 6, 2017 at 4:30pm</b> at Seattle Municipal Tower 700 5th Avenue, Suite 1700 Seattle, WA 98104 Email copies to: <a href="mailto:katie.culler@seattle.gov">katie.culler@seattle.gov</a>

DEEL Project Manager: Katie Culler, [katie.culler@seattle.gov](mailto:katie.culler@seattle.gov), (206) 684-0169

### **1.3 Background on SPP and Levy Funding**

DEEL’s mission, under the direction of Mayor Edward B. Murray, is to ensure that all Seattle children have the greatest opportunity to succeed in school and life, and to graduate from school ready for college or a career. DEEL achieves these goals by investing in high-quality early learning services, supporting programs that help children succeed in school, and increasing the capacity of early learning programs in underserved communities.

The vision of the DEEL Early Learning Division is “Every Child Flourishes.” As part of achieving this vision, the City created SPP, the goal of which is to provide “accessible high-quality preschool services for Seattle children designed to improve their readiness for school and to support their subsequent academic achievement.” On November 4, 2014, Seattle voters approved a \$58 million property tax levy to fund a four-year SPP demonstration phase. The goal of the demonstration phase is to learn how best to ramp up to high-quality, universal preschool in Seattle and to ensure community and school-based preschool classrooms have the resources, education, and support to meet the needs of all children. SPP is currently in the second year of a four-year demonstration phase (school years 2015–16 through 2018–19).

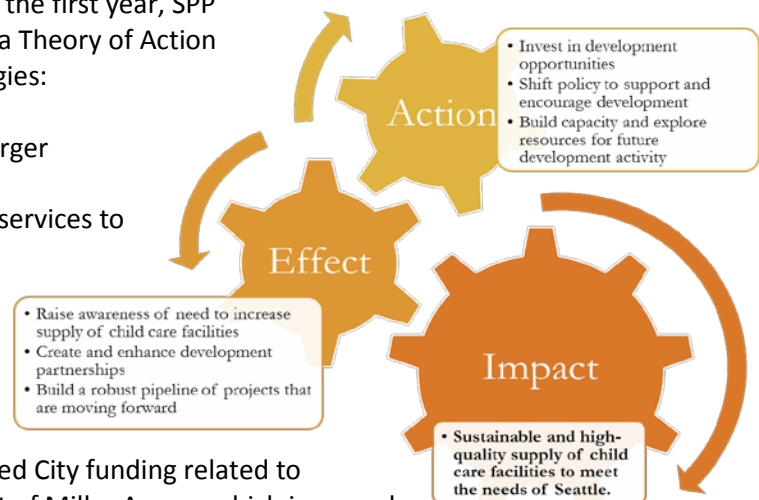
In the first two years of SPP, DEEL contracted with Seattle Public Schools and community-based organizations to provide high-quality preschool services to SPP-eligible children. DEEL provides contracted agencies with access to professional development activities, in-classroom instructional coaching, health services, and selection and enrollment supports. Many children attend SPP classes at no cost to the family. Families with higher incomes pay tuition on a sliding scale.

SPP’s four-year demonstration phase is being independently evaluated and is operating under a Continuous Quality Improvement (CQI) framework that aims to strengthen and improve the program’s structure as it expands.

### **1.4 Background on Facilities Levy Strategy**

As part of the SPP Action Plan, the City set aside \$8.5 million to support the expansion, renovation, or improvement of early education facilities. In the first year, SPP developed a facilities strategy that included a Theory of Action (*shown to the right*) and four focused strategies:

1. Direct investment in mixed-use or larger development projects;
2. A fund to provide pre-development services to providers;
3. A fund to provide support for capital projects for SPP;
4. A focus on policies that could enhance facility development.



The facility-related projects that have received City funding related to the first strategy include: the redevelopment of Miller Annex, which is owned and managed by Seattle Parks and Recreation (SPR); the development of licensed classrooms at SPR

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community centers; and, a partnership with LIHI, a low-income housing provider, a development of a new preschool in Lake City.

### 2. Miller Annex Preschool Center Background Information

The Miller Annex (“the Annex”) is owned by Seattle Parks and Recreation. It is connected to the Meany Middle School building on 19th Avenue in the Capitol Hill neighborhood (see **Attachment 1**). Meany Middle School is owned and operated by Seattle Public Schools and slated for a renovation in 2016-17 SY, with an anticipated opening as a comprehensive middle school by 2017–18 school year. The Annex itself is approximately 6,300 square feet and currently consists of two classrooms/programming spaces, a small kitchen, a gymnasium, and restrooms.

The building renovation includes two components (see **Attachment 2**):

1. Substantial alterations to the core of the building, which includes seismic, Americans with Disabilities Act (ADA) and energy-related improvements
2. Tenant improvements which create a four-classroom preschool center that should serve up to 80 children. The classrooms will range between 800-900 square feet and supporting spaces include a kitchen, laundry, two offices/meeting spaces, storage, child and staff bathrooms, as well as an adjoining, enclosed playground.

#### 2.1 Project Schedule

SPR and DEEL have been engaged in developing a partnership and assessing feasibility of a preschool center at the Miller Annex for over a year. We expect the project to have the following timeline, with the acknowledgement that delays can occur that may change timing of any of the steps in the Project Schedule. It is the selected provider’s responsibility to monitor the project schedule for changes. Table 2 outlines the anticipated project schedule.

**Table 2:** Project Schedule

Step	Event	Timing
1	Construction on the Annex begins	Late March, 2017
2	Provider RFP released	May 2017
3	Provider selected	June/July 2017
4	Provider and SPR sign occupancy agreement	July, 2017
5	Provider and DEEL sign SPP service contract	July/August 2017
6	Substantial completion of construction	Late August to Early September 2017
7	State licensing (process led by selected provider)	September – November 2017
8	Preschool operations begin	January 2018

### 3. Mandatory Responsibilities of Provider

The selected provider will be responsible for implementing two main areas of work: program development and service delivery. Details are outlined in Table 3 below:

**Table 3:** Provider Responsibilities

Work Area	Provider Responsibilities
Program Development	<ul style="list-style-type: none"> <li>• Enter into an occupancy agreement with Seattle Parks and Recreation (SPR).</li> <li>• Lead the state licensing process for the site, working with the WA State Department of Early Learning and SPR to have site licensed no later than December 2017.</li> <li>• Hire staff to administer the program. The site will operate two SPP classrooms from January to August 2018 and four SPP classrooms from September to June of the 2018–19 school year.</li> <li>• Furnish the classrooms spaces. The provider will be eligible for SPP Start-Up funds to support that effort (\$10,000 per classroom).</li> </ul>
Service Delivery	<ul style="list-style-type: none"> <li>• Adhere to all regulations, program standards and policies related to the Seattle Preschool Program. This includes hiring teachers that meet SPP teacher educational requirements, implementing one of the required curricula, and working closely with DEEL staff to engage in coaching, facilitate the implementation of a third-party evaluation, and ensure all contractual program and performance standards are met. (See <b>Attachment 3</b> for full list).</li> </ul>

### 4. Occupancy Agreement with Seattle Parks and Recreation

The selected provider will enter into an occupancy agreement with Seattle Parks and Recreation. Details will be determined and negotiated after the provider has been selected. The framework the occupancy agreement includes:

- The initial occupancy agreement will begin January 1, 2018 and end on June 30th, 2019
- SPR will negotiate a lease rate for the space, utilities (water, sewer, electric, heat) and SPR overhead. The estimated lease cost will range from \$5,000 to \$6,700/month (inclusive of utilities, overhead) with annual increases of 3%. The lease cost will be pro-rated in first year since the provider will only be operating two classrooms.
- Provider will be responsible for phone and internet services.
- Provider will be responsible for Janitorial services and general maintenance.
- SPR is responsible for maintenance of major systems (plumbing, electric, etc.) and building structure.
- Operation during summer months can be negotiated with SPR.
- SPR will conduct a site inspection a minimum of two times per year.

The occupancy agreement will not include any guarantees to the space beyond the 2018–19 school year, but may include an option to renew the agreement.

## 5. Qualifications of the Provider

DEEL will review two levels of requirements for the provider in the RFP process. The applicant must meet minimum qualifications for the proposal to be scored by the Review Committee.

- **Minimum Qualifications** – Qualifications required for selection through this RFP
- **Desired Qualifications** – Additional qualifications that will support applicant scoring and selection through this RFP process

### 5.1 Minimum Qualifications

1. Applicant can meet minimum requirements to participate in SPP, including an established Early Achievers rating of 3 or higher at another early learning site operated by the applicant (see **Attachment 4**).
2. Applicant has participated, within the last five years, in one of the following programs: SPP, SPP Pathway, Step Ahead, the Early Childhood Education and Assistance Program (ECEAP) or the City of Seattle Comprehensive Child Care Program (CCCP).

### 5.2 Desired Qualifications

**Table 5:** Desired Qualifications of the Applicant

Area	Desired Qualifications
<b>Organizational Capacity</b>	<ul style="list-style-type: none"> <li>• Track record of five or more years contracting with a publicly-funded early learning program</li> <li>• Demonstrated experience starting new early learning programs from the ground up</li> <li>• Strong knowledge of the Washington State Department of Early Learning’s (DEL’s) preschool licensing and Early Achievers processes</li> <li>• A current Early Achievers rating of four or higher at another site operated by the applicant</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• Demonstrated strong values in creating staff diversity and promoting racial equity in staff training and development</li> <li>• Detailed hiring plan that focuses on ensuring teachers meet SPP teacher education requirements</li> <li>• Demonstrated strong staffing model and proven staff retention</li> </ul>
<b>Family Engagement Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to implement a family engagement model that supports parental involvement in early learning and development</li> </ul>
<b>Fiscal Management</b>	<ul style="list-style-type: none"> <li>• Has a detailed operational budget that accounts for program start-up and the growth of the site from serving two classrooms in year 1 to four classrooms in year 2</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Program strategies that involve meaningful community partnerships</li> <li>• Provider has not previously received/benefited from a significant amount of SPP Levy facility funds</li> </ul>

## 6. Response Materials and Submittal

Please prepare your RFP response per the following instructions. You must complete the Application, Exhibit A and Exhibit C. **If you are not a current SPP provider**, you must also complete Exhibit B. The Application and Exhibits are described in **Table 6**.

**Table 6:** RFP Application Checklist

Item	Description
Application	Include contact information, as well as responses to all questions and directions in Sections 1, 2 and 3.
Exhibit A –Budget and Staffing Plan	Provide project staffing, credentials, and operating budget for the Miller Annex Preschool site
Exhibit B – SPP Qualifications	<b>Required exhibit for applicants not currently in the Seattle Preschool Program.</b> Current SPP Providers are not required to complete this section. <b>Fill out the exhibit using an existing site your agency currently operates.</b>
Exhibit C – Attachments	Provide cover page describing any supporting documents attached to the application

Applicants are permitted to ask questions either in writing to the DEEL RFP project manager Katie Culler, [katie.culler@seattle.gov](mailto:katie.culler@seattle.gov), (206) 684-0169, or at the information sessions. Questions will be taken between May 16 and May 30, 2017. Answers to all questions will be posted publicly within three business days at: <http://www.seattle.gov/education/all-programs/about-us/funding-opportunities>

RFP application are due and must be received by June 6, 2017 at 4:30pm. Applicants must send the entire RFP response electronically (see below for email instructions).

In addition, please mail or hand-deliver ten (10) paper copies of the complete RFP application, including exhibits and attachments. The applicant has full responsibility to ensure that the response arrives at the City by the deadline. A response delivered after the deadline may be rejected.

The Miller Annex RFP application narrative responses are limited to no more than 20 total pages (10 pages double-sided). It must 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 pages exceeding this limit will be removed from the document and not considered during the evaluation process. Do not send flash drives or responses with covers or binders.

**Table 7:** Application Delivery Instructions (*Application must be received by June 6, 2017*)

Hard Copies	Electronic Copies
<p><i>By US mail:</i>                      Department of Education and Early Learning                      RFP – Miller Annex Preschool                      PO Box 94665                      Seattle, WA 98124-6965</p>	<p>Submit files in MS Word or Adobe PDF formats only. Name the electronic files as follows:                       [ApplicantName]_MillerAnnex_RFP_[Application Section]</p>
<p>Hand-deliver or FedEx/UPS:</p>	<p><i>For example:</i> Applicant_MillerAnnex_RFP_ExhibitB</p>



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Hard Copies	Electronic Copies
Department of Education and Early Learning RFP – Miller Annex Preschool Seattle Municipal Tower 700 5th Avenue, Suite 1700 Seattle, WA 98104	Use this format for applicant’s email subject heading: [ApplicantName]_MillerAnnex

For questions about submitting your RFP application, please contact: Katie Culler, katie.culler@seattle.gov, (206) 684-0234.

**7. Selection Process**

The application will go through a three-step process for full consideration:

- 7.1: Initial screening for technical compliance
- 7.2: Application evaluation
- 7.3: Interview (if necessary)

The top ranked applicants will be selected for an interview. The information garnered from interviews will be used along with scoring from the proposals to make the final selection.

**7.1 Technical Compliance**

Applications must pass a technical compliance review prior to being scored in a formal review process. Table 8 outlines the technical review criteria and documentation required.

**Table 8:** RFP Technical Compliance

Compliance	Documentation Required
Must be an incorporated business or organization	Attach copy of 501(c)(3) status, tax return or other documentation that proves incorporated status
Must demonstrate ability to participate in the Seattle Preschool Program	Either current participant in SPP ( <i>or</i> ) Evidence of current Early Achievers rating of 3 or higher and completion of Exhibit B
Organization must have a demonstrated track record of participating in a publicly supported early learning program within the last five years	Evidence of participation in SPP, SPP Pathway, Step Ahead, ECEAP or CCCP between 2012-2017

**7.2 Application Evaluation/Scoring Criteria**

Applications that meet technical compliance requirements will be scored by a DEEL review panel using the criteria listed in Table 9.

A high scoring application will have the following characteristics:

- Response information is presented clearly and aligns with scoring criteria listed in Table 9.
- Provides well-supported evidence, which may include examples and data, to support proposed strategies described in the application.

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- Demonstrates an understanding of the goals of the Seattle Preschool Program.

**Table 9: Scoring Criteria**

Scoring Criteria	Points
<p><b>Track Record of High Quality Early Learning Service</b></p> <ul style="list-style-type: none"> <li>• Three or more years of early learning experience is described in the application and the experience is supported by demonstrable evidence/data of past high quality preschool delivery assessments or other external reviews of your program (<i>use of classroom, child or other external assessment is encouraged</i>)</li> <li>• Assessment data demonstrates past effectiveness in improving outcomes for children of color</li> <li>• Described teacher/center practices that demonstrate inclusiveness in meeting the needs of the children you serve</li> </ul>	25
<p><b>High Caliber Workforce</b></p> <ul style="list-style-type: none"> <li>• A clear and well-articulated plan for hiring a high-quality center director and staff that demonstrates a reasonable timeline, and evidence and examples of how search elements will result in a quality preschool workforce</li> <li>• Professional development approach by the agency aligns with the professional development services offered through the Seattle Preschool Program</li> <li>• Describes at least three staff retention strategies rooted in best practices</li> </ul>	20
<p><b>Leveraging Partnerships to Enhance the Program</b></p> <ul style="list-style-type: none"> <li>• Community partnerships envisioned at the Miller Annex are clearly described and demonstrate (1) why they are needed by children and families and (2) how those same groups will benefit from them.</li> </ul>	15
<p><b>Demonstrated Impact on Kindergarten Readiness</b></p> <ul style="list-style-type: none"> <li>• Agency has a clear plan for supporting kindergarten readiness and using data to guide instruction</li> <li>• Agency has a family transition strategy that supports family knowledge and engagement with Seattle Public Schools</li> </ul>	15
<p><b>Strong Contracting and Financial Systems</b></p> <ul style="list-style-type: none"> <li>• Demonstrates sound financial accounting practices and systems</li> </ul>	5
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Demonstrates how the Miller Annex Preschool supports the long-term sustainability of your agency (<i>sustainability may include items such as financial, growth plan/s, and other connections between this opportunity and your business model</i>)</li> <li>• Demonstrates leadership roles in the early learning community beyond service delivery</li> <li>• Applicant has not had a significant amount of SPP levy funds committed to them for other projects.</li> </ul>	10

### **7.3 Interview**

DEEL may require top-ranked organizations to participate in an interview. If interviews are conducted, applicants will be required to bring their Executive Director and another colleague (listed in the application) that will be *directly* involved in early learning service delivery. DEEL will use both the application scoring and the interview performance to determine the final rank order of applicants. If interviews are conducted, DEEL will reach out to the applicant to find a mutually agreeable time.

## **8. Award and Contract Start Date**

The selected applicant will negotiate an occupancy agreement with SPR for a use period from January 2018 through June 30, 2019. The applicant will also be agreeing to an SPP services contract issued by DEEL for the same dates.

**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 for the contracting process with DEEL and SPR. The applicant(s) should anticipate the letter will request them to provide at least the following documents. DEEL encourages applicants to, when possible, be prepared 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 and copy of Endorsement naming the City as an additional insured
- Special licenses (if any)

The City will not pay for the costs of obtaining any of these documents. Once DEEL 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, DEEL 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.



Contract template

**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. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

## **9. City Instructions and Requirements**

This section details the City's, as represented by DEEL, instructions and requirements for your submittal.

### **9.1 Changes to the RFP/Addenda**

The City may make a change to this RFP if, in the sole judgment of the City, the change will not compromise the City's objectives. A change to this RFP will be made by written addendum issued by DEEL. Any Addenda shall become part of this RFP and will be posted to DEEL's webpage:

<http://www.seattle.gov/education/all-programs/about-us/funding-opportunities>

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### **9.2 Proposal Submittal**

The Applicant has full responsibility to ensure their response arrives at DEEL within the deadline. Responses arriving after the deadline may be returned unopened, or the City may accept the package and decide as to lateness once given the specific fact-based circumstances.

### **9.3 License and Business Tax Requirements**

The organization needs to meet all licensing requirements that apply to its organization. Companies must license, report and pay revenue taxes for the Washington State Business License and Seattle Business License, if they are required to do so by the laws of those jurisdictions. For more information:

<http://www.seattle.gov/licenses/get-a-business-license>

### **9.4 Readability**

Organizations are advised that the City's ability to evaluate responses depends on the applicant's submittal document, including organization, level of detail, comprehensiveness and readability.

### **9.5 Changes or Corrections to Application Submittal**

Prior to the submittal closing date and time, an organization may make changes to its response, if initialed and dated by the organization. No changes are allowed after the closing date and time. The City may ask the proposers clarifying questions after the deadline as needed.

### **9.6 Requesting Disclosure of Public Records**

To avoid disruption of the evaluation process, 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. With this preference stated, the City will continue to be responsive to all requests for disclosure of public records as required by state law.

### **9.7 Marking and Disclosing Material**

Under the State of Washington's Public Records Act (Release/Disclosure of Public Records – 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 products, or other material.

The 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).

Organizations 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/LawsAndOrganizationRules>).

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.

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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.

### **9.8 Ethics Code**

Please familiarize yourself with the City Ethics code: <http://www.seattle.gov/ethics/etpub/faqcontractorexplan.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](mailto:wayne.barnett@seattle.gov) or staff members Kate Flack, [kate.flack@seattle.gov](mailto:kate.flack@seattle.gov) and Mardie Holden, [mardie.holden@seattle.gov](mailto:mardie.holden@seattle.gov)).

### **9.9 No Gifts and Gratuities**

Organizations shall not directly or indirectly offer anything of value (such as retainers, loans, entertainment, 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 organization. An example is giving sporting event tickets to a City employee who was on the evaluation team of a solicitation to which you submitted a request. 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 organizations. Promotional items worth less than \$25 may be distributed by the organization to City employees if the organization uses the items as routine and standard promotions for the business.

### **9.10 Involvement of Current and Former City Employees.**

If an organization 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 organization with the response to this RFP or who will be working with the agency on the awarded contract, you must provide written notice in your response of the name of this current or former City official, employee or volunteer. If awarded a contract for a Levy program in the future, you must continue to update this information during the full course of the contract to the City contact provided in the contract. The organization is to be aware of and familiar with the City Ethics Code and educate organization workers accordingly.

### **9.11 No Conflict of Interest.**

The organization (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 the selection, negotiation, drafting, signing, administration or evaluation of the organization’s performance. The City shall make sole determination as to compliance.

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**10. Appeals Process**

DEEL will notify applicants in writing of the acceptance or rejection of the submittal, and, if appropriate, the level of funding to be allocated. 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 DEEL’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 RFP
- Failure to adhere to published criteria and/or procedures in carrying out the RFP process

Appeals must be sent by e-mail to [dwane.chappelle@seattle.gov](mailto:dwane.chappelle@seattle.gov) or by mail to Dwane Chappelle, Director, Seattle Department of Education and Early Learning, P.O. Box 94665, Seattle, WA 98124-6965.

The DEEL 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 Director (or his designee) will be sent within four (4) business days of the receipt of the appeal. This decision is final.

**11. Definitions of Key Terms and Reference Links**

**Table 11:** Definitions of Key RFP Terms

Term	Definition
Early Achievers	The Washington State Quality Rating and Improvement System, which is a voluntary program that assesses the quality level of licensed child care providers and provides support for quality improvement.
Meany Middle School	The comprehensive middle school operated by Seattle Public Schools. The school is currently slated to open in the 2017-18 school year and is physically connected to the Miller Annex Preschool.
Miller Annex Preschool Center	A four-classroom preschool center that will be opening in the 2017-18 school year and will provide preschool services as part of the Seattle Preschool Program.
Seattle Preschool Program	A City-managed preschool program funded by a 2014 Seattle tax levy. The program is currently operating within a four-year demonstration phase that ends in the 2018–19 school year.

**Table 11:** Links

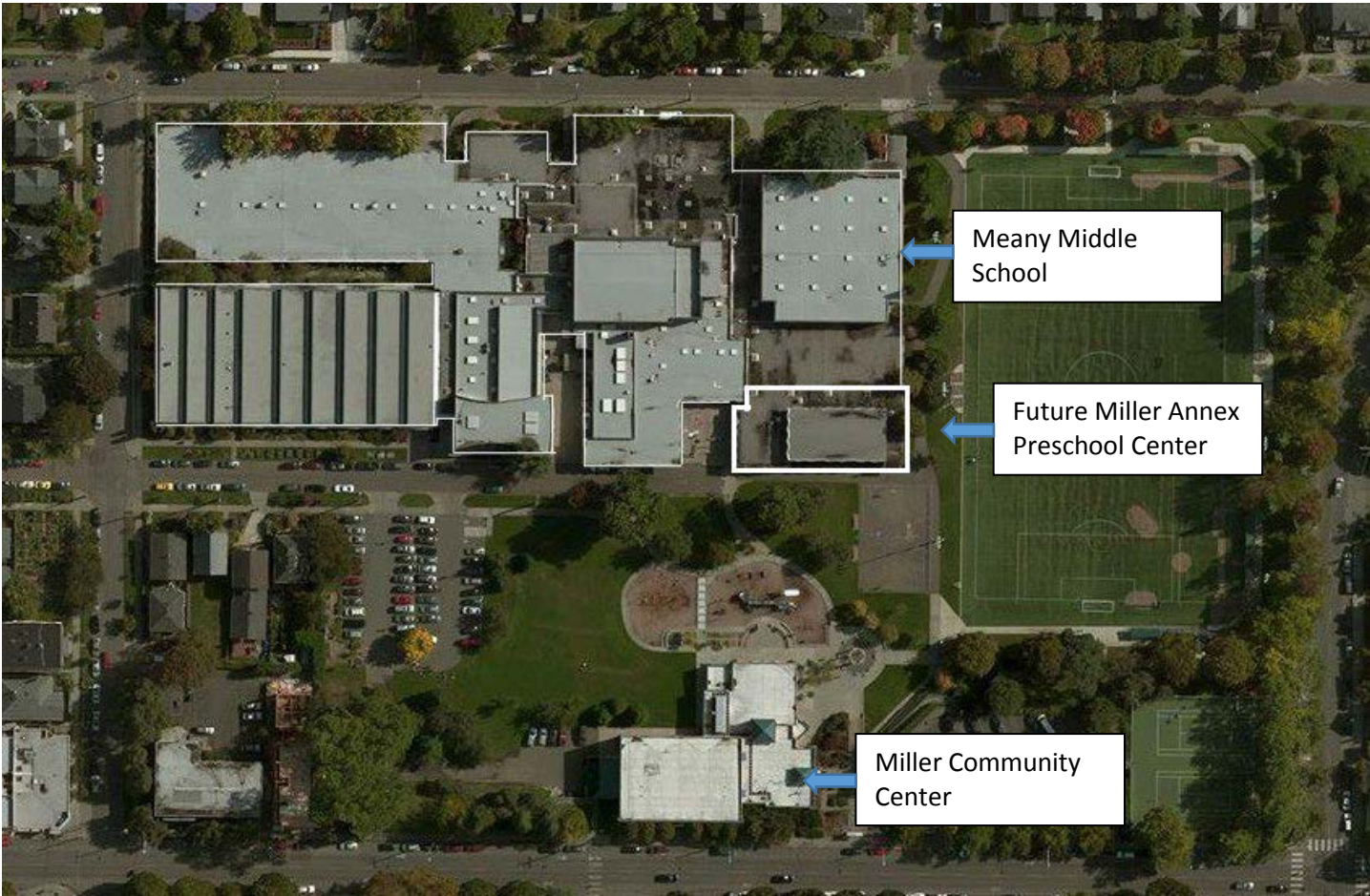
Item	Link
SPP Action Plan	<a href="https://seattle.legistar.com/View.ashx?M=F&amp;ID=4430846&amp;GUID=9A1CACA7-8948-4CDE-9EA3-0CD61226280A">https://seattle.legistar.com/View.ashx?M=F&amp;ID=4430846&amp;GUID=9A1CACA7-8948-4CDE-9EA3-0CD61226280A</a>
SPP Program Manual	<a href="http://www.seattle.gov/Documents/Departments/OFE/AboutTheLevy/EarlyLearning/SPP_ProgramManual_FINAL.pdf">http://www.seattle.gov/Documents/Departments/OFE/AboutTheLevy/EarlyLearning/SPP_ProgramManual_FINAL.pdf</a>

## **12. Attachments**

- **Attachment #1:** Miller Annex and Meany Campus
- **Attachment #2:** Miller Annex Floorplan
- **Attachment #3:** SPP Program Requirements Summary
- **Attachment #4:** SPP Minimum Qualifications for Providers

**Seattle Preschool Program: Miller Annex Preschool Request for Proposals**

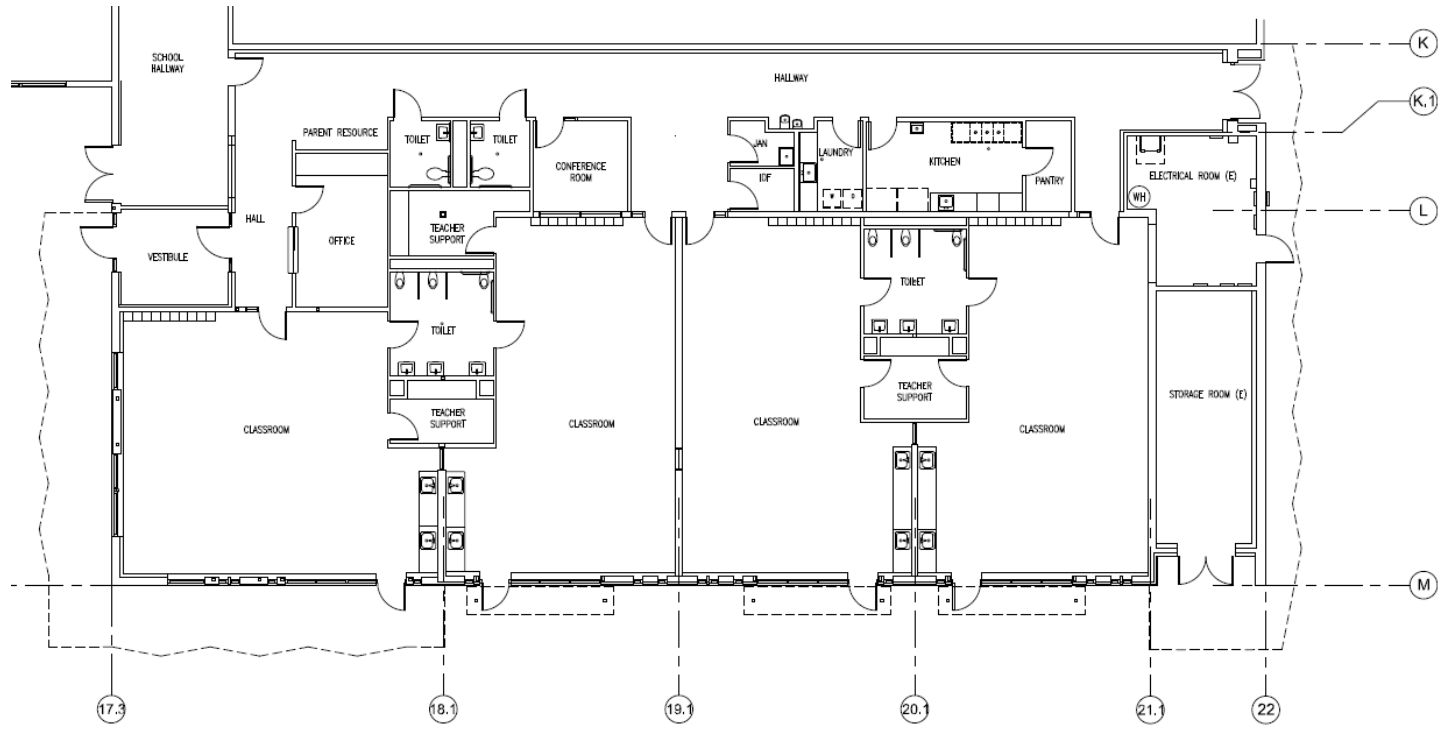
**Attachment #1: Miller Annex and Meany Campus (330 19<sup>th</sup> Avenue E, Seattle, WA 98122)**





Seattle Preschool Program: Miller Annex Preschool Request for Proposals

Attachment #2: Future Miller Annex Preschool Floorplan and Rendering



**Seattle Preschool Program: Miller Annex Preschool Request for Proposals**

**Attachment #3: SPP Program Standards**

Category	Seattle Preschool Program Standards
# of classrooms	1 or more
Classroom size	Not to exceed 20 children per classroom
Classroom demographics	<ul style="list-style-type: none"> <li>All students in the classroom are participating in SPP; this includes students also enrolled in Head Start and ECEAP</li> <li>Mixed-income classroom is required</li> </ul>
	<p>As defined in the SPP Implementation Plan, page 20:</p> <ul style="list-style-type: none"> <li><i>Mixed-Income Classrooms:</i> 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.</li> </ul>
Child eligibility	<ul style="list-style-type: none"> <li>Seattle resident (lives within Seattle city limits)</li> <li>4 years old by August 31, 2017, regardless of income</li> <li>3 years old by August 31, 2017 and from a family with income at or below 300% of the Federal Poverty Level (FPL)</li> </ul>
Student enrollment	Managed by City in most cases, see pages 4–6 of the SPP Program Manual
Adult: Child ratio	Not to exceed 1 teacher per 10 students (1:10)
Hours per day	<p><b>Full-day (6 hours/day):</b> Providers are paid on both a per-student and classroom basis. The per-student amount ranges from \$10,000 to \$13,000, depending on whether the student is dually enrolled in Head Start or ECEAP. This amount includes all funding sources.</p> <p>In addition to the per-student amount, providers will receive up to \$39,000 in additional funds if key staff members (i.e., teachers and site directors) meet or exceed SPP educational levels.</p>
Days per year	180 days
Curriculum	<p>One of the SPP curricula:</p> <ul style="list-style-type: none"> <li>Creative Curriculum for Preschool</li> <li>HighScope Preschool Curriculum</li> </ul>
Classroom Teacher Requirements	<ul style="list-style-type: none"> <li>1 lead teacher</li> <li>1 assistant teacher</li> </ul>
<p>Teacher Qualifications required to <u>meet</u> program standards</p> <p>Refer to sample SPP contract regarding requirements for additional staff.</p>	<p>Lead teacher*:</p> <ul style="list-style-type: none"> <li>Bachelor’s degree (BA) in Early Childhood Education or bachelor’s degree and 30 Early Childhood Education (ECE) credits, as determined through Washington State’s MERIT education verification process</li> </ul> <p>Assistant teacher*:</p> <ul style="list-style-type: none"> <li>Associate’s Degree in Early Childhood Education or other Associate’s degrees with 20 ECE credits, as determined through the State’s MERIT education verification process</li> </ul> <p>*Education degree and ECE credits must be verified as “approved” in MERIT. Teachers who <b>do not meet</b> these requirements will have up to four years to meet them. Coursework tuition assistance is available through DEEL.</p>

**Seattle Preschool Program: Miller Annex Preschool Request for Proposals**

Category	Seattle Preschool Program Standards
Family Engagement	The provider will provide family support and engagement strategies in alignment with the Early Achievers “Strengthening Families” framework.  See SPP Program Manual (page 10) and SPP Pathway Program Manual (page 10)
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: <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Assessments</li> <li>• Content Training</li> </ul>

**Attachment #4: SPP Minimum Standards for Agencies**

Category	Seattle Preschool Program <u>Minimum Qualifications</u>
Licensing	<ul style="list-style-type: none"> <li>• Licensed by the Washington State Department of Early Learning (DEL)</li> </ul> <p>–or–</p> <ul style="list-style-type: none"> <li>• Exempt from licensing because entity is a public school or institution of higher education</li> </ul>
Early Achievers Rating	<ul style="list-style-type: none"> <li>• Applicant must be enrolled in Early Achievers (EA)</li> </ul> <p>–and–</p> <ul style="list-style-type: none"> <li>• Hold a rating of Level 3 or above</li> </ul>
Documentation Required	<ul style="list-style-type: none"> <li>• Copy of applicant’s DEL License</li> <li>• Copy of applicant’s Early Achievers Certificate</li> <li>• Completed Exhibit B—Site Level Information</li> <li>• Documentation of notification to SPS Alignment Coordinator (if applicable); documentation can include email notification, letter, etc.</li> </ul>