

FAMILY CHILD CARE STUDY

REQUEST FOR PROPOSALS INFORMATION SESSION



2 OVERVIEW OF KEY DATES

- **Anticipated Contract Period:** March, 2018 – July/August, 2018
- **RFI Release Date:** January 25th, 2018
- **Question and Answer Period:** January 25 – February 9, 2018 (Deadline: 5:00 pm)
- **RFI Close Date:** February 16, 2018 by 5pm
- **Interviews, if needed:** February 27 and February 28, 2018
- **Notification to Successful Applicant:** March 9, 2018
- **DEEL Project Manager and Contact:** Cameron Clark, Cameron.clark@seattle.gov

3 PRESENTATION OUTLINE

- I. Background on DEEL and our work in Family Child Care
- II. Purpose of the Study
- III. Review of Scope of Work
- IV. Minimum and Preferred Qualifications
- V. Responding to the RFP
- VI. Application Evaluation Criteria
- VII. Questions

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BACKGROUND ON DEEL AND OUR WORK IN FAMILY CHILD CARE



5 BACKGROUND ON THE DEPARTMENT OF EDUCATION AND EARLY LEARNING (DEEL)

DEEL WAS CREATED IN 2015 AFTER THE PASSAGE OF THE SEATTLE PRESCHOOL PROGRAM LEVY, OUR WORK INCLUDES:

- The administration and oversight of the Seattle Preschool Program Levy, which funds the creation and expansion of the Seattle Preschool Program. The levy was adopted in 2014 and funds a 4-year, \$58 million investment.
- DEEL also administers/funds other early childhood programs from general fund and state dollars, including our state preschool program (ECEAP), a city child care voucher program (CCAP), Birth to Three programs such as home visiting and health investments, among others.
- The administration and oversight of the Families and Education Levy, funds investments in early learning, K-12 and health. Most recently, the levy passed in 2011 and funds a 7-year, \$235 million investment.
- DEEL also administers/funds other K-12 and higher education program from other funding sources. These include the Our Best program, a higher education program with Seattle Colleges, among others.



6 DEEL HISTORICAL ENGAGEMENT IN FAMILY CHILD CARE

DEEL has been engaged with Family Child Care (FCC) through the following initiatives:

1. FCCs have been eligible recipients of our Child Care Assistance Program (our city voucher program)
2. FCCs owners have engaged in a FCC curriculum (HighScope) training cohort (INSERT YEARS)
3. DEEL funded a Parent Child Home Program (PCHP) family child care pilot in the fall of 2017.
4. As part of the Seattle Preschool Program (SPP), DEEL began a pilot program in the 2017-18 school year to develop a structure for family child care participation in SPP.

7 BACKGROUND - MORE INFORMATION

See the links in the RFP for more detailed information (Section 13, pgs. 17-18) on DEEL and information on family child care.

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PURPOSE OF THE STUDY

9 STUDY PURPOSE

- DEEL wants to formally build out an approach and strategy to working and partnering with family child care.
- This study, along with the creation of a Family Child Care Advisory Council, are both intended to support our strategy development.
- DEEL believes it needs both more research (the FCC Study) and community input to know whether/if we are making the right investments and partnerships.


10 STUDY PURPOSE (CONTINUED)

The study is divided into several phases to ensure:

- We take a wider lens look at the family child care landscape in Seattle and understand some of the historical context for the FCC community. We also want to assess the utility of some of our current investments.
- The study will work closely with our Family Child Care Advisory Council to ensure the study has expert input and is sensitive to the family child care community.

II STUDY PURPOSE (CONTINUED)

From the RFP, pg. 4

- The City seeks an experienced Consultant or team with a strong track record of applying a racial equity lens to produce recommendations toward the City's developing of a family child care support strategy.
 - The City seeks to increase its understanding of the benefits and challenges of our current investments and activities with family child care providers.
 - The City seeks to enrich its discussions with the Family Child Care Advisory Council by introducing data and findings from a strategic evaluation.
 - The City seeks to develop a family child care strategy informed by data and evaluation and aligned with the needs of Seattle family child care community.
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SCOPE OF WORK



13 SCOPE

The consultant will utilize a mixed-methods approach to execute the evaluation, including both quantitative and qualitative approaches to understanding community experience and need. Methods may include key informant interviews, focus groups, surveys, secondary data analyses from the City of Seattle, DEEL, or other public and program sources.

Four phases of work (see page 5 of the RFP):

1. Evaluation Plan
2. Landscape Analysis
3. Review of Current DEEL Initiatives
4. Strategy Recommendations

14 EVALUATION QUESTIONS

- See page 5 of the RFP for the evaluation questions by phases
- Also, as noted in the RFP, you are welcomed and encouraged to submit your own questions that you feel could support the goals of the study

15 DELIVERABLES AND ENGAGEMENT WITH FAMILY CHILD CARE ADVISORY COUNCIL

- Four deliverables are described in the RFP, each are intended to be either briefs or Powerpoints (not long, extensive reports). The evaluation plan can be 1-2 pages.
- The selected consultant will engage with our FCC Advisory Committee for each deliverable while it is in the draft stage to both get their feedback but also support strategic conversations.


16 BUDGET

- The budget for this study is \$80,000.
- You will be asked to provide a time and expense budget for the RFP process, but the study contract will be deliverable-based.

MINIMUM AND PREFERRED QUALIFICATIONS



MINIMUM QUALIFICATIONS

- Consultant (or sub-consultant) has conducted evaluations related to the early childhood field within the last three years.
 - Consultant (or sub-consultant) has demonstrated experience conducting evaluations that used both quantitative and qualitative methodologies.
 - Consultant (or sub-consultant) has knowledge and experience conducting evaluations with a racial equity lens, including demonstrated ability to conduct data collection approaches that deliver the perspectives of communities that have been historically marginalized in government policy, including: communities of color, linguistically diverse communities, immigrant communities, and other communities that experience barriers to participation in public programs.
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19 PREFERRED QUALIFICATIONS

- Consultant (or sub-consultant) has expertise working on a project of similar size, scope, and budget.
- Consultant (or sub-consultant) has knowledge and experience conducting evaluations with an early learning focus, particularly projects that have included family child care/home visiting or family, friends and neighbor (FFN) care as a primary focus.
- Consultant (or sub-consultant) can demonstrate competencies in executing evaluations that informed the development and/or refinement of publicly-funded programs or investment strategies.

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RESPONDING TO THE RFP



21 A COMPLETE APPLICATION

A completed proposal will contain the following (see page 7 of the RFP):

- Letter of Interest (optional)
- Proof of Legal Name
- Minimum Qualifications
- Consultant Questionnaire (see embedded form)
- Proposal Response (see Proposal Response Section, above)
- Cost Proposal
- Prior Work Samples
- List of Professional References (two for each team member and sub-consultant).

22 COMPLETE APPLICATION

- Please note the page limitations for the proposal response section

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APPLICATION EVALUATION CRITERIA



24 REVIEW PROCESS AND INTERVIEWS

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.***

EVALUATION CRITERIA (PAGE 8 IN RFP)

Proposal Section Number	Evaluation Criteria for Full Points	Scoring (Points)
5A. Team Composition and Competencies	<ul style="list-style-type: none"> The team meets or exceeds minimum qualifications The team meets or exceeds desired qualifications 	20
5B. Project Work Plan	<ul style="list-style-type: none"> Work plan describes a thoughtful approach that is aligned with the evaluation questions in the Scope of Work section Approach names team members responsible for each task/subtask. Plan demonstrates use of a race and social justice lens in the work 	35
5C. Proposed Communications and Timeline	<ul style="list-style-type: none"> Proposed communications and timeline align with the deliverable schedule detailed in the Scope of Work. 	10
6. Cost Proposal	<ul style="list-style-type: none"> Costs appear to be reasonable and within the Scope of Work. 	10
7. Prior Work Samples	<ul style="list-style-type: none"> Work samples are high-quality and relevant to the Scope of Work. 	20
8. List of Professional References	<ul style="list-style-type: none"> Proposal provides a list of at least two professional references for each team member and sub-consultant. 	5 (meets) 0 (does not meet)

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APPLICATION DUE: FEBRUARY 16TH, 2018 (BY 5PM)

Questions taken until February 9th, 2018. Email Cameron Clark at Cameron.clark@seattle.gov. No phone calls please.

