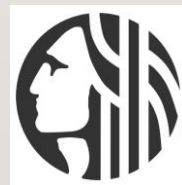


SEATTLE PRESCHOOL PROGRAM FAMILY CHILD CARE PILOT

REQUEST FOR INVESTMENT INFORMATION SESSION



2 OVERVIEW OF KEY DATES

- **Contract Period:** July 1, 2017 – June 30, 2018
- **RFI Release Date:** January 25, 2017
- **Question and Answer Period:** February 7 - 22 (Deadline: 4:30 pm, February 22, 2017)
- **RFI Close Date:** March 1, 2017
- **Interviews, if needed:** March 22-27, 2017
- **Notification to Successful Applicant:** by April 10, 2017
- **Contract Start Date:** June 30, 2017
- **DEEL Project Manager and Contact:** Mao Svy, Mao.Svy@seattle.gov

3 PRESENTATION OUTLINE

- I. Purpose and Background of the Pilot
- II. The Hub-Network Structure
- III. DEEL and Hub-Network Structure/Coordination
- IV. The Pilot Financial Structure
- V. Requirements and Primary Duties of the Hub Organization
- VI. Requirements and Primary Duties of the FCC Providers in the Network
- VII. Applying to this RFI
- VIII. Application Evaluation Criteria

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PURPOSE AND BACKGROUND OF THE FCC PILOT



5 SEATTLE PRESCHOOL PROGRAM (SPP) BACKGROUND

- On November 4, 2014, Seattle voters approved a \$58 million property tax levy to fund a four-year SPP demonstration phase. The overarching goal of this phase is to learn how best to ramp up to high-quality universal preschool in Seattle
- The SPP Action Plan states that “After initial program start-up, the City will work to develop a Family Child Care (FCC) Pilot to assess whether and how partnering with FCC providers can be implemented in a way that achieves, in a cost-effective manner, the same quality standards as other types of providers.”

6 GUIDING PRINCIPLES IN THE PILOT PLANNING PROCESS

- Family Child Care plays a unique and important role in Seattle child care. FCCs serve a high percentage of children of color.
- Family Child Care providers are different from centers in regards to mix of child ages, relationships with parents, and staffing.
- FCC owners/directors already work more than full time to manage both the business and implement the service delivery aspects of their operations.

7 FCC PILOT PLANNING 2015-2016

Recognizing the unique qualities of family child care, DEEL conducted a multi-year planning process to create the pilot, this included:

- A family child advisory committee, that met in 2015 and 2016, recommended the Hub-Network structure for pilot;
- Engagement and approval from the Mayor's office in the spring of 2016; and
- A racial equity toolkit analysis of the proposed pilot standards and policies in the fall of 2016, which included three community meetings.

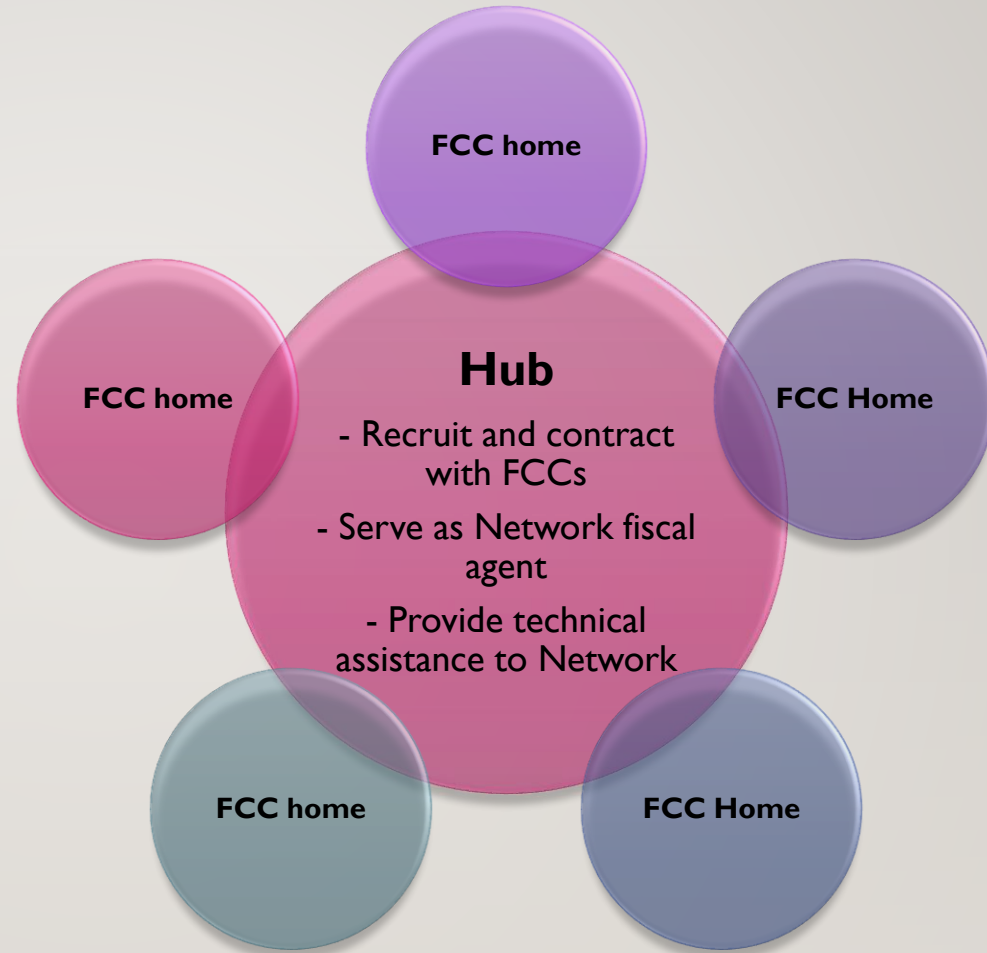
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THE HUB-NETWORK STRUCTURE



FCC PILOT HUB NETWORK

The Hub-Network concept was developed to remove the individual burden of each FCC to manage compliance with the Seattle Preschool Program. The Hub is intended to provide overall support to FCC participation.



ROLES IN A HUB NETWORK

The Hub

- Organization that contracts with DEEL for the SPP Pilot
- Recruits the network of FCC providers
- Serves as the fiscal agent for SPP child subsidies
- Provides technical assistance to the network for compliance with SPP program standards

Family Child Care Providers

(or “the Network”)

- Commits pre-K slots to the Seattle Preschool Program
- Implements one of the SPP curriculum and participated in professional development activities
- Contracts and works closely with the Hub to ensure compliance with SPP standards



DEEL AND HUB-NETWORK COLLABORATION



12 DEEL AND HUB COLLABORATION

- DEEL will contract with the Hub directly for a number of SPP slots. It is expected the Hub will provide at least 18 slots to DEEL across their network of FCCs.
- DEEL will have a designated Education Specialist that will serve as the point of contact to the Hub for all contract and programmatic related issues.
- The Hub should have one primary point of contact to DEEL to work closely with the Education Specialist.

13 OTHER DEEL RESOURCES FOR THE HUB NETWORK

- Contract Management Support
- Professional Development and Coaching
- Public Health Services
- Start Up Funds
- Other financial resources

PILOT FINANCIAL STRUCTURE



PILOT FINANCES

Hub

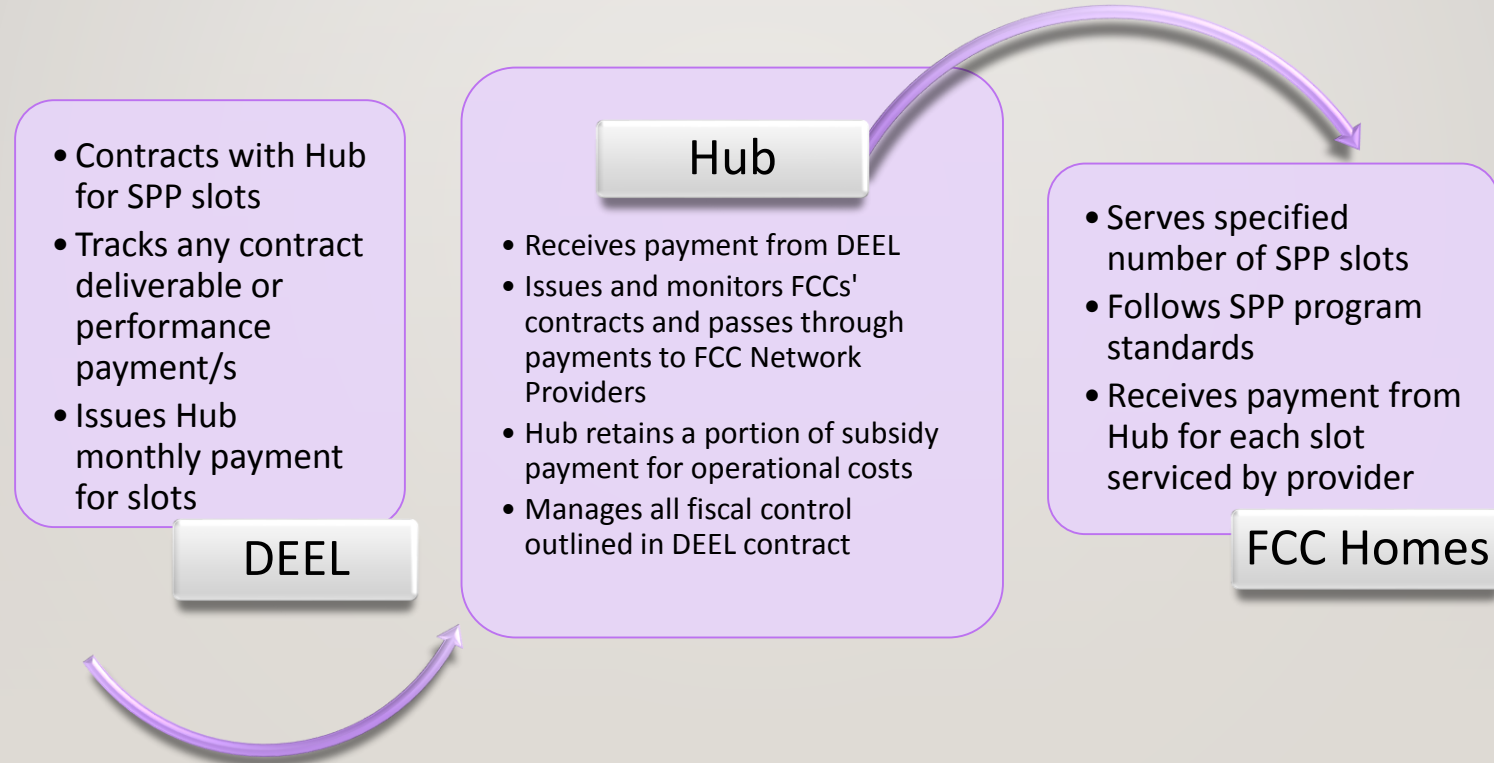
- Hub is eligible to receive up to \$70,000 in direct base pay for the 2017-18 school year. A percentage of the base pay will be tied to performance indicators
- Hub is also eligible to keep up to 10% of the SPP child subsidy payments to fund Hub operations

Family Child Care Homes

- Eligible to receive up to \$10,000 per SPP eligible child for the SPP school year. The school year follows the public school calendar and is for 6 hours a day.
- FCC homes are permitted to receive additional funds for SPP children for before and after school care, either from private pay or other subsidy programs

HUB ROLE AS THE FISCAL AGENT

The Hub will have the contract with DEEL and serve as the fiscal agency for SPP child subsidies.



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REQUIREMENTS AND PRIMARY DUTIES OF THE HUB ORGANIZATION



18 PRIMARY AREAS OF WORK

1. Recruitment of FCC Providers
2. Establishing and Monitoring Contracts with FCCs
3. Providing Technical Assistance to FCCs

19 HUB SCOPE OF WORK: PROVIDER RECRUITMENT

Work Area	Hub Responsibilities
FCC Provider Recruitment	<ul style="list-style-type: none">• Develop and implement an outreach plan that ensures access for FCC providers who primarily work with children of color.• Recruit enough FCC homes to serve at least 18 SPP-eligible children. If the Hub is unable to serve at least 18 SPP-eligible children, DEEL reserves the right to adjust Hub base pay.• The Hub is permitted to recruit up to five providers per 10 SPP slots. As an example, a Hub Network with 30 SPP slots could have a maximum of 15 FCC providers.• Communicate any recruitment barriers or challenges to DEEL and seek solutions for enrolling FCCs that serve high percentages of students of color.

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HUB SCOPE OF WORK: CONTRACTING AND FINANCIAL RESPONSIBILITIES

Work Area	Hub Responsibilities
Hub Contracting and Financial Duties	<ul style="list-style-type: none">• Contract with the City of Seattle, develop and issue subcontracts with FCCs, develop subcontractor invoice procedures, and disburse SPP funds to subcontractors.• Serves as the SPP fiscal agent for FCCs.• Coordinate with DEEL on the development of a contract template for the FCC providers participating in the Network.• Disburse SPP funds allocated to FCCs within 30 days.• Maintain all fiscal records including accounting records, backup documentation, and subcontracts.• Prepare and submit monthly financial status reports to the City of Seattle.• Submit a financial disclosure certification at the end of the contract period, demonstrating appropriate use of funds and financial controls.• Comply with all applicable laws and policies related to financial management of City funds.

21 HUB SCOPE OF WORK: TECHNICAL ASSISTANCE TO THE NETWORK

Work Area	Hub Responsibilities
Hub Technical Assistance Duties	<p>Hubs develop and execute a technical assistance plan that includes:</p> <ul style="list-style-type: none">• A communication approach for the Hub-Network that includes how information will be shared regarding SPP-related program requirements (e.g. coaching, assessments, child eligibility) within the Network.• An approach to implementing a “train the trainer” model that allows DEEL to train Hub staff on required program elements like health screenings/child assessments so that staff can work directly with the FCCs to implement the requirements.• Fiscal technical assistance to FCCs, including general accounting, invoice processing, and recordkeeping support.• During startup, the Hub will oversee and support the process for establishing eligibility and monitoring compliance with SPP enrollment requirements.• Support to FCCs to meet DEEL program requirements.• Coordinating access to FCC homes for DEEL-contracted (third-party) program evaluators.

REQUIREMENTS AND PRIMARY DUTIES OF THE FAMILY CHILD CARE ORGANIZATIONS



23 PRIMARY RESPONSIBILITIES OF THE FCCS PARTICIPATING IN THE NETWORK

- Commit to serving at least one eligible SPP child for the 2017-18 school year
- Implement one of the SPP curriculums, either Creative Curriculum or High Scope
- Enter into, and adhere to, a contractual relationship with the Hub organization
- Participate in all SPP required activities, such as professional development, coaching and evaluation

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APPLYING TO THIS RFI



25 MINIMUM QUALIFICATIONS

- Must be an incorporated business or non-profit organization;
- Organization must have a demonstrated track record of working with Seattle family child care homes;
- Possesses financial management experience (i.e., managing large contracts or grants) including providing financial technical assistance to subcontractors;
- Can prepare/distribute accurate financial reports to DEEL staff.
- **SEE ALSO:** Minimum criteria for any recruited FCCs

26 APPLICATION INSTRUCTIONS

A complete proposal consists of a completed application and three required application exhibits. A fourth exhibit, Exhibit D, is also required if the Hub wants to oversee coaching and professional development.

Item	Description
Application	Include contact information, as well as short answers to questions related to outreach, technical assistance, and financial strategies
Exhibit A – Hub Budget and Staffing Plan	Hub staffing, credentials, and operating budget
Exhibit B – Description of Recruited FCCs	List of qualifications for any recruited FCCs
Exhibit C – Attachments	Cover page describing any supporting documents attached to the application
Exhibit D Optional – Professional Development	Exhibit for Hubs wanting to provide coaching

27 APPLICATION INSTRUCTIONS: MAIN APPLICATION

The main application involves a cover sheet and series of short answer essay questions. The application shows the questions to respond to, the word limit, and the characteristics of a high scoring response. **Below** is an example of one of the questions.

Questions to Address	Word Limit	Characteristics of High Scoring Response
<ul style="list-style-type: none">• Why are you interested in being a Hub for this pilot?• Describe how your organization has worked with the FCC community in the past. Provide up to three examples that include the nature of your work, timing, and any details related to the FCCs you have engaged.• What principles or major learnings have you established from your work with FCCs?• What principles or major learnings do you think will be most important in the FCC Pilot?	750	<ol style="list-style-type: none">1. Response shows knowledge of Seattle's FCC community2. Response provides detailed overview of past activities with FCCs3. Response demonstrates knowledge of and wisdom about the uniqueness of FCCs as compared to center-based care

28 APPLICATION INSTRUCTION: EXHIBIT A

Exhibit A will ask you to list your staffing proposal (*make sure you see Attachment A and B for staffing requirements*) as well as your anticipated budget. Instructions for completing the exhibit are on the first excel tab.

The second tab will ask you to project the number of slots you anticipate in your network and the percentage of the SPP child subsidy the Hub will withhold.

Description	Amount
Projected # of children to be served (18-50)	20
% of slot payment to be retained (0%–10%)	10%
Description	Amount
Base payment	\$52,500
Performance payment	\$17,500
Slot payment holdback (max 10%)	\$20,000
Total anticipated funding	\$90,000

Project # of slots in network

Project percentage the Hub will retain from SPP subsidy (max 10%)

29 APPLICATION INSTRUCTION: EXHIBIT A

The third tab will ask you to fill out your expected personnel and consultants that will be staffing the Hub. The financial information will automatically populate the final tab, which is the expected operating budget for the Hub.

Employee Costs	\$0
Consultant Costs	\$0
Goods and Services	\$0
Office Supplies	
Educational Materials	
Equipment	
Contractors/Consultants	
Business Office Expenses	\$0
Phone/Fax/Email	
Photocopying/Printing	
Equipment Lease	
Other Costs (Please specify)	\$0
Other #1	
Other #2	
Other #3	
Overhead/Indirect Costs (max 15%)	\$0
Total	\$0

Will auto populate after completing the personnel tab

Other budget areas will have to be manually entered.

30 APPLICATION INSTRUCTIONS: EXHIBIT B

- Exhibit B will ask the Hub to describe any FCCs already recruited for the network. This is not required. The description will ask for EA rating, education information, and potential # of slots to commit to the Network.

Name of FCC Provider	Address	Director Name	Director Education Level	Enrolled in Early Achievers (y/n)	Early Achievers Rating (if rated)	# of potential slots to dedicate to Pilot
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3 | APPLICATION INSTRUCTIONS: EXHIBIT C

You are permitted to submit any supporting attachments, Exhibit C will ask you to list and describe any attachments to your proposal.

#	Attachment Name	Brief Description
1		
2		

32 APPLICATION INSTRUCTIONS: EXHIBIT D

- If you are interested in the Hub assuming a coaching role, you must completed Exhibit D. See Attachment 3 for requirement related to coaching. If this Exhibit is submitted, it will ***only be reviewed by QPPD team after*** the independent evaluation panel has recommended you to be on the Hub organizations for the Pilot.

EVALUATION CRITERIA



34 APPLICATION SCORING

Scoring Criteria	Points
Background with FCC community and State early learning systems <ul style="list-style-type: none">• Demonstrated history of engagement with the FCC community• Demonstrated understanding of how the FCC community is unique• Knowledge of early learning and Washington State Department of Early Learning systems such as Early Achievers (EA) and MERIT	25
Outreach to FCCs <ul style="list-style-type: none">• An outreach plan for recruiting FCCs into the Network that is inclusive and equitable• The outreach plan has focused strategies to recruit FCC providers that serve predominately children of color or children that speak English as second language	15
Qualifications of any recruited FCCs <ul style="list-style-type: none">• FCCs recruited for the Network have achieved a EA rating of 3 or higher• FCCs recruited for the Network have successfully completed the initial DEEL-sponsored HighScope training	5

35 APPLICATION SCORING (CONT)

Scoring Criteria	Points
Qualifications of teacher(s) for any recruited FCCs <ul style="list-style-type: none">• Teacher(s) at FCC exceeds SPP FCC Pilot teacher education requirements• Teacher(s) have a demonstrated track record for five years or more serving three- and/or four-year-olds	5
Services of Hub Organization <ul style="list-style-type: none">• Proposal demonstrates a well-constructed, coordinated model for supporting FCCs in meeting SPP program standards• Proposal provides an approach within the technical assistance plan for implementing a train-the-trainer model that allows the Hub to directly support FCCs in assessments, SPP program standards, and health screenings• Proposal provides an approach for supporting FCCs in integrating SPP into the full-day, full-year FCC operating models• Proposal demonstrates the leveraging of other funds or existing programs to support the FCC Network	25
Financial Systems <ul style="list-style-type: none">• Hub outlines a detailed financial management process for issuing payment to FCCs, maintaining financial records, and implementing fiscal controls• Hub technical assistance plan details effective strategies for supporting FCCs with invoicing and financial management	25

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APPLICATION DUE: MARCH 1ST BY 4:30 PM

Questions taken until February 22nd. Email Mao Svy at mao.svy@seattle.gov. No phone calls please.

