



Department of Education and Early Learning REQUEST FOR INVESTMENT (RFI)

Project Title: 2018–19 School Year Seattle Preschool Program (SPP),
SPP Pathway Program Services and Community Center Initiative

Schedule

Schedule of Events	Date/Time	Where
RFI Release	December 4, 2017	Department of Education and Early Learning website: http://www.seattle.gov/education
RFI Release (public)	December 5, 2017	Daily Journal of Commerce
Information Sessions <i>(tours will also be provided for available community center space)</i>	<p><u>Info Session #1</u> Alki Community Center Date: Thursday, December 14, 2017 Info Session: 10:30am-12:00pm Facility Tour: 12:00pm-12:30pm</p> <p><u>Info Session #2</u> Delridge Community Center Date: Friday, December 15, 2017 Info Session: 9:30am-11:00am Facility Tour: 11:00am-11:30am</p> <p><u>Info Session #3</u> Seattle Municipal Tower Date: Monday, December 18, 2017 Time: 10:00am-11:30am</p>	<p>5817 SW Stevens St., Seattle, WA 98116</p> <p>4501 Delridge Way SW, Seattle, WA 98106</p> <p>700 Fifth Avenue, Seattle, WA 98104 17th floor, conference room 1716</p> <p>*Skype option will be available if requested by email to Leilani.DelaCruz@seattle.gov</p>
Questions and Answers Deadline	4:30 pm, January 5, 2018	Email all questions to Leilani.DelaCruz@seattle.gov
Response Deadline*	4:30 pm., January 12, 2018	See submission instructions in Section 2.3
Site Visits for Applicants	January 22, 2018 – January 26, 2018	
Notification to Successful Applicant(s)	February 16, 2018	
Anticipated Start of Contract Negotiations	February 16, 2018	
Contract Start Date	July 1, 2018	

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

The City reserves the right to modify this schedule.

Changes will be posted on the [DEEL website \(www.seattle.gov/education/\)](http://www.seattle.gov/education/)

City Project Manager for this RFI:

Leilani Dela Cruz; email Leilani.delacruz@seattle.gov or call (206) 684-3395

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

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1. Purpose and Background

The Department of Education and Early Learning (DEEL) is charged with helping to ensure that Seattle children are prepared to enter school, and with helping to close achievement and opportunity gaps, by providing high-quality early learning opportunities to 3- and 4-year-olds through the Seattle Preschool Program (SPP) and the SPP Pathway Program.

Additionally, through our partnership with Seattle Parks and Recreation (SPR), we are adding an element to this RFI process that will allow early learning programs, both currently in the program or those seeking to apply for the SPP and SPP Pathway Programs, to operate out of two SPR Community Center sites.

To achieve these aims, DEEL is requesting applications from qualified Applicants to deliver high-quality preschool services for the 2018–19 school year. Funding awarded through this RFI can only be guaranteed through the 2018-19 school year because this is the last year of the 2014 SPP Levy.

Current SPP or SPP Pathway providers who meet contract performance targets will receive continued funding through the remainder of the 2014 SPP Levy (2018-19 school year).

There are four options for responding to the RFI:

1. If your organization (Applicant) **meets all the Seattle Preschool Program (SPP) eligibility requirements (noted on pages 5 and 6), you can apply to become an SPP provider.** *You are also eligible to apply to operate out of one of SPR's community center sites by completing the Community Center Initiative application (Exhibit C).*
2. If your organization **does not currently meet the SPP eligibility requirements, you can apply to the SPP Pathway Program** (formerly known as the Step Ahead preschool program). Because this is the last year of the 2014 SPP Levy, providers can be on the SPP Pathway during the 2018-19 school year. During this time, the City will provide ongoing technical assistance, professional development and coaching to support Pathway providers in meeting the eligibility requirements for SPP. Your organization will be expected to work towards meeting full SPP eligibility requirements and apply to become an SPP provider for school year 2020–21 if the SPP Levy is renewed. *You are also eligible to apply to operate out of one of our community center sites by completing the Community Center Initiative application (Exhibit C).*
3. **If you are a current SPP or SPP Pathway program** you are eligible to apply to operate preschool classes out of one of the community center sites by completing the Community Center Initiative application (Exhibit C).
4. **If you are a current SPP program and want to expand** you are eligible to apply for additional classrooms or additional slots by submitting a cover letter stating your request and Exhibit B

1.1 Seattle Preschool Program Overview

On November 4, 2014, Seattle voters approved a four-year, \$58 million property tax levy to provide “accessible high-quality preschool services for Seattle children designed to improve their readiness for school and to support their subsequent academic achievement” (Ord. 124509, preamble). SPP will be

phased in during a four-year demonstration period according to the following classroom phase-in schedule:

Table 1: SPP Classroom Phase-In Schedule

School Year	2015–16	2016–17	2017–18	2018–19
Classrooms	15	32	53-60	75-85
Children	280	600	1,000-1,100	1,400-1,600

DEEL plans to fund up to 85 classrooms to accommodate up to 1,600 students in the 2018-19 school year. These targets include both continuing and new/expansion classrooms.

Applying to be part of SPP is appropriate if the Applicant meets all eligibility requirements for the program defined in 2.1, Table 2: SPP and Pathway Minimum Qualifications and 2.2 Table 3: Program Requirements.

1.2 SPP Pathway Overview

To identify potentially eligible programs that can benefit from capacity building and technical assistance to meet SPP requirements, DEEL renamed its existing Step Ahead program the *SPP Pathway program*. DEEL seeks to contract with a diverse group of providers to deliver SPP Pathway services in North, Central, Southeast and Southwest Seattle. Approximately \$1,000,000 from the 2011 Families and Education Levy will be available for SPP Pathway programs in the 2018–19 school year to fund additional preschool classroom slots for up to 120 children.

If the Applicant does not meet the requirements for SPP, it should apply for the SPP Pathway program. See Eligibility requirements defined in 2.1, Table 2: SPP and Pathway Minimum Qualifications. SPP Pathway program funding will serve children from families under 300% of the federal poverty level guidelines. Participating in the SPP Pathway program will allow the Applicant 1 year to meet SPP eligibility requirements.

Applying to be part of SPP Pathway is appropriate if the Applicant meets all eligibility requirements for the program defined in 2.1, Table 2: SPP and Pathway Minimum Qualifications and 2.2 Table 3: SPP and Pathway Program Requirements.

1.3 SPP Community Center Initiative Overview

DEEL recognizes that lack of affordable and high-quality space is a barrier for many Seattle preschool operators. Preschool agencies may find it difficult to secure high-quality and affordable preschool space because of high demand for a limited number of appropriate locations, rising commercial rents, and Seattle Public School’s displacement of preschool programs due to rising enrollment pressures. The space problem also inhibits the ability of the Seattle Preschool Program to expand in a geographically balanced way within Seattle city limits.

To address this issue, one strategy included in this RFI involves a partnership between DEEL and Seattle Parks and Recreation (SPR). The partnership goal is to develop available SPR community center space into licensed preschool space. The space will be made available to either SPP or SPP Pathway preschool providers to either expand their preschool program or to secure a licensed facility to address their displacement or facility challenge.

Two new sites are anticipated to be open for the 2018-19 school year. Use of each location will require individual operating and occupancy agreements between the preschool provider and SPR, and will include a rental cost.

For the 2018-19 SPP school year, the two new sites are:

1. Alki Community Center - 5817 SW Stevens St., Seattle, WA 98116
2. Delridge Community Center - 4501 Delridge Way SW, Seattle, WA 98106

See **Section 3** for a description of each location, response instructions, and details on how DEEL will make decisions for the community center locations.

1.4 Commitment to Racial Equity and Social Justice

Racial equity and social justice are at the core of the Seattle Preschool Program, and the program is dedicated to ensuring that its every aspect advances racial equity and social justice and aligns with the City’s [Race and Social Justice Initiative](#) (RSJI). During the development of the SPP, DEEL involved the community in the RSJI review process, which influenced several program elements found in the SPP Implementation Plan and the SPP Program Plan (see References, page 24). DEEL maximized accessibility to the review process through various community meetings and the formation of a Community Advisory Committee). Additionally, this RFI application process was developed with the Community Advisory Committee’s policy recommendation in mind, which specifically states that *“the application should not be a barrier; it needs to be accessible and simplified.”*

2. SPP and Pathway Program

2.1 Minimum Qualifications

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

Table 2: SPP and Pathway Minimum Qualifications

Category	Seattle Preschool Program Minimum Qualifications	SPP Pathway Minimum Qualifications
Licensing	<ul style="list-style-type: none"> - Licensed by the Washington State Department of Early Learning (DEL) –or– - Exempt from licensing because entity is a public school or institution of higher education 	<ul style="list-style-type: none"> - Licensed by the Washington State Department of Early Learning (DEL) –or– - Able to become licensed by DEL within 6 months of contracting with the City for SPP Pathway –or– - Exempt from licensing because entity is a public school or institution of higher education
Early Achievers Rating	<ul style="list-style-type: none"> - Applicant must be enrolled in Early Achievers (EA) –and– 	<ul style="list-style-type: none"> - Applicant must be enrolled in Early Achievers (EA) –or–

Category	Seattle Preschool Program Minimum Qualifications	SPP Pathway Minimum Qualifications
	<ul style="list-style-type: none"> - Hold a rating of Level 3 or above 	<ul style="list-style-type: none"> - Must be able to enroll and begin participating in Early Achievers (EA) within 3 months of contract start date or within 3 months of becoming licensed
Documentation <i>(cont. on pg. 6)</i>	<ul style="list-style-type: none"> - Copy of Applicant’s DEL License - Copy of Applicant’s Early Achievers Certificate - Completed Exhibit A— Seattle Preschool Program and SPP Pathway RFI Application - Completed Exhibit B—Site Level Information - If located in a Seattle Public Schools building, documentation of notification to SPS Alignment Coordinator; documentation can include email notification, letter, etc. 	<ul style="list-style-type: none"> - Copy of Applicant’s DEL License (if available) - Completed Exhibit A—Seattle Preschool Program and SPP Pathway RFI Application - Completed Exhibit B – Site Level Information (Excel spreadsheet) of this RFI If unlicensed: <ul style="list-style-type: none"> - Copy of Certificate of Occupancy or signed Lease Agreement - If located in a Seattle Public Schools building, documentation of notification to SPS Alignment Coordinator; documentation can include email notification, letter, etc.
For sites located in Seattle Public Schools buildings only	<ul style="list-style-type: none"> - Must notify SPS Alignment Coordinator Susan Hall (email: slhall@seattleschools.org) of application for SPP (provide documentation) 	<ul style="list-style-type: none"> - Must notify SPS Alignment Coordinator Susan Hall (email: slhall@seattleschools.org) of application for SPP Pathway (provide documentation)

2.2 Program Requirements

The following are preschool requirements for SPP and SPP Pathway:

Table 3: SPP and Pathway Program Requirements

Category	SPP	SPP Pathway
# of classrooms	1 or more	
Classroom size	Not to exceed 20 children per classroom	
Classroom demographics	<ul style="list-style-type: none"> - All students in the classroom are participating in SPP; this includes students also enrolled in Head Start and ECEAP - Mixed income classroom is required 	<ul style="list-style-type: none"> - Minimum of 8 children in the classroom are participating in SPP Pathway - Mixed income classroom is encouraged
	As defined in the SPP Implementation Plan, page 20: <ul style="list-style-type: none"> - <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. 	

Category	SPP	SPP Pathway
Child eligibility	<ul style="list-style-type: none"> - Seattle resident (lives within Seattle city limits) - 4 years old by August 31, 2017, regardless of income - 3 years old by August 31, 2017 and from a family with income below 300% of the Federal Poverty Level (FPL) 	<ul style="list-style-type: none"> - Seattle resident (lives within Seattle city limits) - 3 or 4 years old by August 31, 2017 and from a family with income between 110.1%–300% FPL
Student enrollment	Managed by City in most cases, see page 5-6 of the SPP Program Manual	Managed by Applicant: intake, eligibility determination and enrollment
Teacher: student ratio	Not to exceed 1 teacher per 10 students (1:10)	
Hours per day	<p>Full-day (6 hours/day): 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 per classroom in additional funds if key staff members (i.e., Teachers and Site Directors) meet or exceed SPP educational levels.</p>	<p>Part-day (3.5 hours) or *full-day (6 hours)</p> <ul style="list-style-type: none"> - Must be able to become a full-day SPP eligible program within one year of contract start date. - Full-day programs must be licensed <p>Full-day (6 hours/day): The City will pay Applicants per child, based on five achievement levels (tiers) determined by the Applicant’s Early Achievers (EA) rating: Tier 1 (EA Level 1): \$8,359 per child Tier 2 (EA Level 2): \$8,591 per child Tier 3 (EA Level 3): \$8,822 per child Tier 4 (EA Level 4): \$9,052 per child Tier 5 (EA Level 5): \$9,281 per child</p> <p>Part-day (3.5 hours/day): The City will pay the Applicant per child based on five achievement levels (tiers) determined by the Applicant’s Early Achievers (EA) rating: Tier 1 (EA Level 1): \$6,660 per child Tier 2 (EA Level 2): \$6,889 per child Tier 3 (EA Level 3): \$7,120 per child Tier 4 (EA Level 4): \$7,351 per child Tier 5 (EA Level 5): \$7,576 per child</p> <p>Note: An Applicant who does not have an Early Achievers rating will automatically be paid at the Tier 1 level.</p>
Days per year	180 days	Part-day (140 days) Full-day (180 days)
Curriculum	One of the SPP curriculums:	<ul style="list-style-type: none"> - Evidence-based curriculum

Category	SPP	SPP Pathway
	<ul style="list-style-type: none"> - Creative Curriculum - High Scope 	<ul style="list-style-type: none"> - Must be able to adopt SPP curriculum within two years of contract start date
Classroom Teacher Requirements	1 Lead teacher 1 Assistant teacher	
Teacher Qualifications required to meet program standards Refer to sample SPP contract regarding requirements for additional staff.	Lead Teacher:* <ul style="list-style-type: none"> - Bachelor’s Degree (BA) in Early Childhood Education or Bachelor’s with 30 ECE credits Assistant Teacher:* <ul style="list-style-type: none"> - Associate’s Degree in Early Childhood Education or other Associate’s degrees with 20 ECE credits <p>*Education degree and ECE credits in ECE must be verified as “approved” in MERIT.</p> <p><i>*Teachers who do not meet these requirements will have up to four years to meet them. Coursework tuition assistance is available through DEEL.</i></p>	Lead Teacher: <ul style="list-style-type: none"> - Associate’s Degree (AA) in Early Childhood Education (ECE) Assistant Teacher: <ul style="list-style-type: none"> - Child Development Associate (CDA)
Family Engagement	In alignment with the Early Achievers “Strengthening Families” framework, the provider will provide family support and engagement strategies. SPP Program Manual (page 10) SPP Pathway Program Manual (page 11)	
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"> - Curriculum - Assessments - Content Training 	

2.3 Response Materials for SPP and SPP Pathway

Please prepare your RFI response per the instructions outlined below. Provide all exhibits requested. See **Section 3.2** for response instructions for the Community Center Initiative.

If you are not a current SPP or SPP pathway provider and you are applying to SPP or SPP Pathway, **you must complete Exhibit A and Exhibit B.**

- **Exhibit A: Seattle Preschool Program (SPP) and SPP Pathway RFI Application** – This exhibit (Word document) asks for proposal contact information, which program your agency is applying to, and your agency’s legal status. It also includes several application questions. An application checklist is

provided at the end of Exhibit A to ensure all required forms and attachments are included in the proposal package.

- **Exhibit B: Site Information** – This exhibit (Excel Document) asks your agency to report information on your current program including curriculum, staff credentials, and Early Achiever status. A tab in the exhibit spread labeled *Additional Instructions* provides guidance for completing the document.

If you are a current SPP or SPP pathway provider and you are applying to expand your program, **you must submit a cover letter and complete Exhibit B.**

- **Cover Letter** – This is a Word Document prepared by the applicant that should include: 1) a short description of why you would like to expand, 2) an outline of your overall application including the number of new classrooms or slots, the locations and the type of programming (SPP or Pathway) and your 3) contact person for the application. Your cover letter should not exceed 2 total pages (1 page double-sided).
- **Exhibit B: Site Information** – This exhibit (Excel Document) asks your agency to report information on your current program including curriculum, staff credentials, and Early Achiever status. A tab in the exhibit spread labeled *Additional Instructions* provides guidance for completing the document.

Responses are due and must be received by January 12, 2018, 4:30 p.m. Applicant must send the entire RFI response (Exhibits A and B) electronically (**see below for email instructions**).

In addition, please mail or hand-deliver ten (10) paper copies of the RFI Application (Exhibit A only). **The Applicant has full responsibility to ensure the response arrives at the City within the deadline. A response delivered after the deadline may be rejected.**

The 2017–18 Seattle Preschool Program Preschool and SPP Pathway RFI application narrative responses must be limited to no more than 10 total pages (5 pages double-sided) and be on 8½" X 11" paper, typed or word-processed, minimum size 11 font, with 1-inch margins, double-sided, page-numbered, and stapled with the other attachments. Any pages exceeding this limit will be removed from the document and not considered during the evaluation process. Do not send responses with covers, binders, or flash drives.

Send hard copies:

By US mail: Department of Education and Early Learning
RFI – Seattle Preschool Program and SPP Pathway
PO Box 94665
Seattle, WA 98124-6965
(Must be received by January 12, 2018)

Hand-deliver [Map It](#)
or FedEx/UPS: Department of Education and Early Learning
RFI – Seattle Preschool Program and SPP Pathway and Community Center Initiative
Seattle Municipal Tower
700 5th Avenue, Suite 1700
Seattle, WA 98104

Send Electronic copy to: Leilani Dela Cru – leilani.delacruz@seattle.gov

Submit files in MS Word or Adobe PDF formats only

Name the electronic files as follows:

[ApplicantName]_SPP_RFI_Item#_Item

For example: *StarApplicant_SPP_RFI_1_Application_Form*

Use this format for Applicant’s email Subject Heading:

[ApplicantName]_SPP_RFI

For questions about submitting your RFI application, please contact: Leilani Dela Cruz – leilani.delacruz@seattle.gov or (206) 684-8556.

2.4 Selection Process

Initial Screening: The City will review the Legal Status information in Section III of the 2017–18 Seattle Preschool Program Preschool and SPP Pathway RFI Application (Exhibit A) and Application’s Required Items (see Checklist at end of Application) for completeness and eligibility. Applications that meet the initial screening criteria shall proceed to the evaluation criteria outlined in Table 4 and 5.

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

Table 4: SPP and Pathway Application Scoring Criteria, Application Questions

EXHIBIT A, Section IV: Application		
	SPP and SPP Pathway Evaluation Criteria	Points
Program experience	<ul style="list-style-type: none"> - Demonstrates experience working with 3- and 4- year old children and their families for 2 or more years - Utilizes an evidence-based curriculum or a curriculum that effectively meets the needs of the population served 	10
Program success	<ul style="list-style-type: none"> - Provides evidence of child outcomes that demonstrates program’s effectiveness - Has experience utilizing child-level assessments - Demonstrates regular use of child-level data to inform classroom practices 	10
Program experience with engaging families	<ul style="list-style-type: none"> - Provides evidence of and plan for partnerships with families that integrates intentional parent/child activities and promotes academic, social, and emotional school readiness - Evidence of family engagement curriculum - Evidence of supporting families with kindergarten enrollment information 	10
Program experience working with diverse groups	<ul style="list-style-type: none"> - Demonstrates understanding of cultural competence and describes how it is incorporated into the program and service delivery - Demonstrates the ability to provide culturally competent services within diverse communities and shows an understanding of the challenges diverse communities face - Proven track record providing culturally and linguistically relevant services to diverse target populations 	10
Qualified staff	<ul style="list-style-type: none"> - Demonstrates ability to hire qualified staff with educational background and 	10

EXHIBIT A, Section IV: Application		
	SPP and SPP Pathway Evaluation Criteria	Points
	<ul style="list-style-type: none"> experience in early learning - Demonstrates commitment to ongoing training and support for program staff - Evidence of program leaders with background and experience in implementing early learning programs and supervising educational staff 	
Subtotal:		50

Table 5: SPP and Pathway Application Scoring Criteria, Site Level Information

EXHIBIT B: Site Level Information		
	SPP and SPP Pathway Evaluation Criteria	Points
High-Need Locations	<ul style="list-style-type: none"> - Site(s) physically located within the attendance area of Seattle Public Schools' (SPS) elementary schools that have records of low academic achievement and that meet one or more of the following criteria: <ol style="list-style-type: none"> 1. Elementary school has received funding through Title I, Part A of the federal <i>Elementary and Secondary Education Act</i> within the past five years 2. Based on SPS <i>School Segmentation District Reports</i>, elementary school has had an overall Segmentation Level of 1 or 2 within the past three years 3. Based on SPS <i>School Segmentation District Reports</i>, elementary school has had an overall Segmentation Level of 3 within the past three years with an Absolute Score below 60 4. Elementary school is a new school whose population of students is above the SPS district-wide average for receiving free and reduced-price lunch, or for being English Language Learners - Site(s) not physically located within the priority attendance area(s) but have a more than five-year track record showing that at least 40% of their preschool enrollment consists of children who matriculate to Title I or Level 1 and Level 2 schools. <p>*Agencies can fill out one application for multiple sites; however, individual sites will be scored separately</p>	30
Outside City limit locations	<ul style="list-style-type: none"> - Site(s) within another SPS elementary and/or middle school attendance area. For information purposes, only. 	Not scored
Subtotal:		30
	SPP and SPP Pathway Evaluation Criteria for Full Points	
Serving Low Income Children	<ul style="list-style-type: none"> - Provides one or more of the listed programs that target low-income children and families (ECEAP, Head Start, or Step Ahead Preschool) 	5
	<ul style="list-style-type: none"> - Provides Extended Day Care from 7:00 am - 6:00 pm year-round, 	5

	including summer when preschool is not in session		
Subtotal:			10
	SPP Evaluation Criteria for Full Points	SPP Pathway Evaluation Criteria for Full Points	
High Quality Practice	- Rated as an EA Level 5* *If applicant is unable to provide written documentation of CLASS scores, the City will obtain them with Applicant’s permission from DEL	- Applicant is <u>registered</u> in Early Achievers and participating in Level 2 activities. Applicant does not have to be EA rated to receive full points	5
Provides Dual Language Classroom	Applicant’s program purpose is to support the development of bilingual, biliterate and bicultural children. Lessons, activities, and instruction are all delivered in two languages. Evidence of staff that are fully bilingual and biliterate in English and the target language. Evidence of classroom materials in both languages.		5
Subtotal:			10
TOTAL POINTS			100
Tiebreakers (2 points per question) – Information will be gathered by DEEL staff			
1.	Agency operates preschool classrooms within the attendance area of a public school where English Language Learner population has exceeded 30% of the total school population within the past three years		2
2.	Agency has the capacity to provide comparatively more classrooms for SPP and SPP Pathway than other applicants		2
3.	Agency operates preschool classrooms within the attendance area of a public school where the percentage of incoming kindergarteners in the attendance area has increased by more than 10% over the past two years		2

Site Visits: DEEL staff will conduct site visits with the top finalists as determined by the selection criteria outlined in Section 2.4. Site visits will consist of a program observation to verify information included in Exhibit B. The site visit may also include gathering additional information requested by the RFI Panel. The results of the site visits will be shared with the RFI Panel and may be considered as part of the Applicant’s final ranking.

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

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

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

Contract Negotiations. The City may negotiate elements of the proposal with the initially-selected Applicant(s) as required to best meet the needs of the City. The City may negotiate any aspect of the proposal or the solicitation. The City does not intend to negotiate the contract’s boilerplate sections. A copy of the sample contract that includes the boilerplate section is available at <http://www.seattle.gov/education/about-us/funding-opportunities>.

3. SPP Community Center Initiative

As an additional component in 2018-19, DEEL is adding the opportunity to operate out of community centers as part of this RFI process. The spaces will be made available to preschool providers to either expand their preschool program or secure a licensed facility to address a displacement or licensing situation. For successful applicants to each site, **SPR will negotiate an occupancy agreement with the preschool agency.**

Two sites are available for 2018-19. Each is described below:

Alki Community Center 5817 SW Stevens St., Seattle, WA 98116

Alki Community Center is located two blocks south of one of Seattle's most popular destinations: Alki Beach in West Seattle. Built 1954, the small brick building is connected to Alki Elementary School and adjacent to Alki Playground, which is used by the school and nearby residents. The center features a multipurpose room, a child care room, a kitchen, office space, and a lobby with a pool table and seating area. Community center patrons use the school gym and playground when school is out. The playground features a playfield used for soccer and other sports, tennis courts, restroom building and a tiny tots kids play area.



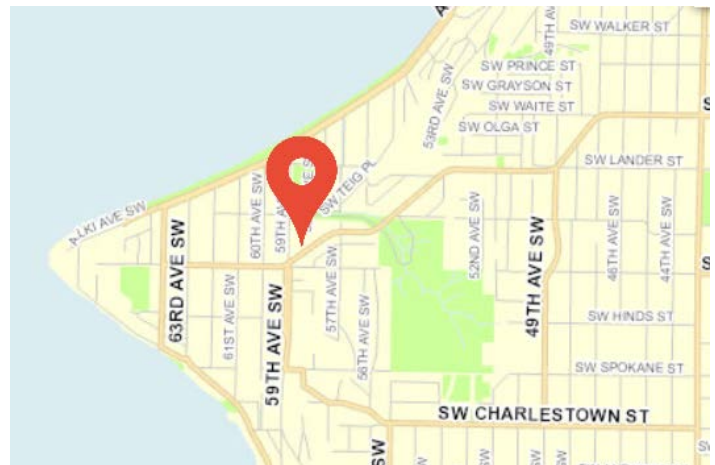
The preschool classroom space is accessed through the main building. The room has ample storage, bathroom access is to main community center restrooms. There is an existing playground on-site with some preschool age equipment but is publicly accessible. There is one classroom space available which will be shared with the community center school-age care program.

Projected Licensed Capacity: up to 20

Public Transportation Access: Metro Bus - #50; #37, #56X (Peak only); #775 (DART)

Estimated Monthly Lease costs: \$1458.00

- Assumes 8 hours/day, 180 days, September-June.



- Lease adjustment of \$121.50 per slot if licensed capacity is less than 20.
- Non-exclusive use outside of program hours.
- Utilities included.
- Assumes use of kitchen facilities for snack prep at no additional cost

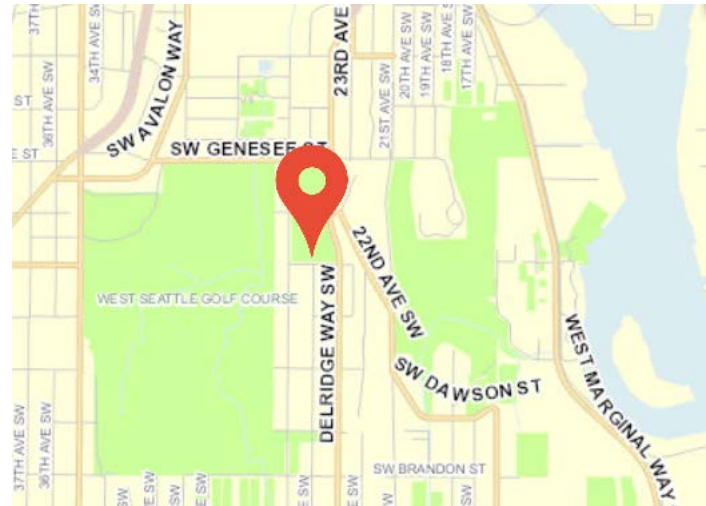
Lease Length: 1 year, potential renewal for additional 1 year (end of SPP Levy)

Delridge Community Center
4501 Delridge Way SW, Seattle, WA 98106

Built in 1992, Delridge Community Center opens to a lush, green playfield in West Seattle's diverse north Delridge neighborhood, within walking distance of the West Seattle Golf Course and Camp Long. The lobby acts as a gathering space and entertainment room, with ample seating, a flat screen TV, as well as ping pong and foosball. Just opposite the lobby is the preschool room, and nearby is the Rec Tech Room that houses 12 computers for public use. The center also has a teen room, dance/multipurpose room, kitchen, fitness room, child care room and a full-sized gym with a basketball court and four shower rooms. Art installations created by teens and other artwork are visible both inside and outside the facility.



The center grounds and adjacent Delridge Playfield feature open space, trees for shade, a play area, wading pool, outdoor fitness area, a skatepark, tennis courts, soccer and baseball fields. Benches and picnic tables with BBQ pits can also be found throughout the park. The preschool classroom space is accessed through the main building. The room has ample storage, bathroom access is to main community center restrooms. There is an existing playground on-site with some preschool age equipment. There is one classroom space available which will be shared with the community center school-age care program.



Projected Licensed Capacity: Up to 20

Public Transportation Access: Metro Bus - #50, #120, #125

Estimated Monthly Lease costs: \$1458.00

- Assumes 8 hours/day, 180 days, September-June.
- Lease adjustment of \$121.50 per slot if licensed capacity is less than 20.
- Non-exclusive use outside of program hours.
- Utilities included.
- Assumes use of kitchen facilities for snack prep at no additional cost

Lease Length: 1 year, potential renewal for additional 1 year (end of SPP Levy)

3.1 Minimum Qualifications

If you are applying to SPP or SPP Pathway programs for 2018-19 through this RFI, your proposal will first be rated to determine programmatic eligibility. Your response materials to the SPP Community Center

Initiative will be rated only after your program has been offered an award for SPP or SPP Pathway programs.

Minimum Qualifications to apply to the SPP Community Center Initiative:

(1a) A current provider in the Seattle Preschool Program and SPP Pathway Program during the 2017-18 school year;

or

(1b) A Seattle preschool provider that is offered an award through this Request for Investment process for the 2018-19 School Year Seattle Preschool Program or SPP Pathway Program.

3.2 Response Materials

Please prepare your RFI response per the following instructions:

If you are applying to the Community Center Initiative **but are not a current SPP or SPP Pathway provider, you will need to complete Exhibits A, B, and C.** See **Section 2.3** for response instructions for the SPP and SPP Pathway.

If you **are already a SPP or SPP Pathway provider**, and want to apply for the Community Center Initiative, then you are **only required to complete Exhibit C.**

If you are applying to the Community Center Initiative, **you must complete Exhibit C.**

- **Exhibit C: Community Center Initiative Application** – This exhibit asks your agency to select which sites you are applying to and provides the application questions to be completed with related instructions for the proper submission format. The end of the exhibit includes a checklist of documentation and items that need to be complete to receive consideration.

The Community Center Initiative portion of the RFI application (**Exhibit C**) must be limited to no more than 15 total pages (8 pages double-sided) and be on 8½" X 11" paper, typed or word-processed, minimum size 11 font, with 1-inch margins, double-sided, page-numbered, and stapled with the other attachments. Any pages exceeding this limit will be removed from the document and not considered during the evaluation process. Do not send responses with covers, binders, or flash drives.

3.3 Selection Process

The SPP Community Center Initiative will follow the steps below to determine which programs will be offered community center sites:

1. Determine if Applicant meets Minimum Qualifications described in Section 3.1
2. DEEL assigns SPP Community Center Initiative Priority Category based on Applicant's response materials, and
3. RFI Review Committee scores application responses from Exhibit C.

Applicants can apply for as many available community center sites as they choose. For each location offered through the SPP Community Center Initiative, DEEL will establish a rank order of applicants for the location. The agency whose application is ranked first will receive an offer to operate out of the location.

If an agency is ranked first for more than one community center location, the agency will be offered the first option at their preferred site. DEEL will have the discretion to offer sites to second ranked applicants if the first ranked applicant has accepted an offer at another site.

Application Scoring: There will be two components used to establish the rank order for each site location. The first will be the **SPP Community Center Initiative Priority Levels**. (Table 6.) The Priority Levels were developed to meet the following goals:

1. Maintain current SPP classes that are facing displacement situations
2. Support SPP Pathway providers that are experiencing facility issues
3. Add new SPP slots through making city-owned space available to community-based organizations

If more than one agency is in the same Priority Level for the same location, the rank order will then be further established by scoring the Exhibit C questions in the application. Scoring criteria for the Exhibit C questions are outlined in Table 7.

Table 6: Community Center Selection Priority Levels

Priority Level	Description
1	Current SPP or SPP Pathway provider that is either displaced or at high risk for displacement <i>(or)</i> Current SPP Pathway provider for whom facility is a primary barrier to meeting SPP requirements <i>(and)</i> The displaced or Pathway facility is in the current middle school attendance zone of the community center space the agency is applying to
2	Current SPP or SPP Pathway provider that is either displaced or at high risk for displacement <i>(or)</i> Current SPP Pathway provider for whom facility is a primary barrier to meeting SPP requirement
3	Successful Applicant to SPP that is either displaced or at high risk for displacement
4	Current SPP or SPP Pathway Provider (2017-18 SY) that will be expanding the net number of pre-K classrooms in SPP through operating out of a community center site
5	Successful applicant to the SPP Program that will be expanding their pre-K through operating out of a community center site
6	Successful Applicant to the SPP Pathway Program that will be expanding their pre-K through operating out of a community center site

Key Definitions: The following are definitions used in setting the priority levels in **Table 6:**

- **Displaced Provider** – A provider currently operating this school year (2017-18) who can document that they have been officially displaced for the next school year (2018-19).
- **High Risk for Displacement** – Provider can document correspondence with landlords/site owners that shows their current space (for school year 2017-18) may not be available to the provider to operate out of for the entire 2018-19 school year. In addition to the documentation provided by the applicants, a reference check will be completed to ensure that applicants are in good standing with the Seattle Public Schools, if a provider is in a SPS building.
- **Successful Applicant** – Provider offered award for 2018-19 SY SPP or SPP Pathway programs through this RFI process.
- **Current Provider (SPP or SPP Pathway)** – Contracted for SPP or SPP Pathway program(s) in 2017-18 school year (SY).
- **Pathway Provider with Facility Barrier** – Provider who can document that their current facility in the Pathway program is unable to get licensed by DEL due to facility-related issues the provider is unable to correct.
- **Expanding their pre-K** – Agency will not be closing or maintaining a current pre-K classroom if successful in being selected for the community center space, but will instead be adding additional pre-K classrooms.

If two or more applicants to the same site are in the same priority category, DEEL will need additional scoring categories to rank order the applications. The RFI Review Panel will score the questions, which are part of **Exhibit C** in the RFI application.

Table 7: Scoring for Exhibit C Questions

Item	Description	Points
Leveraging Local Resources	Agency can effectively articulate how it will implement preschool at the site that will connect with local resources and partnerships within the community center and surrounding neighborhood.	30
Organizational Stability	Agency demonstrates leadership has been stable for multiple years, has a board of directors, fundraising plan, a long-term strategic plan, and other pieces of infrastructure related to organizational stability.	30
Commitment to Racial Equity	Agency can describe racial equity strategies used in its preschool operations (e.g. hiring process) and programmatic approach (e.g. implementation of curriculum). Agency is a Woman and Minority Owned Business Enterprise (WMBE) or can demonstrate the use of WMBE business as part of the program operations.	30

4. Award and Contract Preparation

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

Protests/Appeals.

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

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

Appeals must be sent by mail or email to Dwane Chappelle, Director, Department of Education and Early Learning, 700 5th Avenue, Suite 1700, P.O. Box 94665, Seattle, WA 98124-6965 or dwane.chappelle@seattle.gov. 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.

Debriefs. For a debriefing, contact the City Project Manager: Leilani.delacruz@seattle.gov or call (206) 684-3395.

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

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

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

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.

5. RFI Information

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

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

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

Changes to the RFI/Addenda. A change to this RFI will be made by formal written addendum issued by the City's Project Manager. Addenda shall become part of this RFI and will be posted on DEEL's website, <http://www.seattle.gov/education/about-us/funding-opportunities>.

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

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

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

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

new additions to the Applicant pool. Use of such supplemental contracts does not limit the right of the City to terminate existing contracts for convenience or cause.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

How to Identify Materials You Consider Exempt from Disclosure

Proposal Submittals

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

City’s Response to a Public Records Act (PRA) Requests

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

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

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

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

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

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

Requesting Disclosure of Public Records

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

Ethics Code. Please familiarize yourself with the City Ethics code:

http://www.seattle.gov/ethics/etpub/et_home.htm. Attached is a pamphlet for Applicants, Customers, and Clients. Address any questions to Seattle Ethics and Elections Commission at 206-684-8500.



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

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



Gifts and Conflicts
of Interest

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

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

Background Checks and Immigrant Status. The City has strict policies regarding the use of background checks, criminal checks and immigrant status for contract workers. The policies are

available for viewing on-line at <https://www.seattle.gov/city-purchasing-and-contracting/social-equity/background-checks>

6. References

The following reference documents will be available online at <http://www.seattle.gov/education/providers/funding-opportunities>:

- SPP Action Plan
- SPP Program Plan
- SPP Implementation Plan
- SPP Program Manual
- Step Ahead/SPP Pathway Program Manual
- Sample SPP Contract