



## REQUEST FOR PROPOSALS

### Consultant Contract

#### Project Title:

## Process Evaluation of Seattle Preschool Program Specialized Classrooms (Dual-Language & Special Education Inclusion) and Family Childcare Hub-Network Model

#### Procurement Schedule

Schedule of Events	Date/Time	Details
Solicitation Release	August 16, 2023	Department of Education and Early Learning website page: <a href="http://www.seattle.gov/education">http://www.seattle.gov/education</a>
Information Sessions	August 23, 10-11 a.m. PST August 24, 3-4 p.m. PST	Online Webinars Links to participate posted online: DEEL Funding Opportunities.
Q&A	Deadline to submit questions: September 18, 2023 11:59 p.m. PST	E-mail all questions to <a href="mailto:DEELfunding@seattle.gov">DEELfunding@seattle.gov</a> with "Question: SPP Process Evaluation RFP" in subject line.  Responses posted online: DEEL Funding Opportunities.
Proposal Submission Deadline	Friday, September 22, 2023 11:59 p.m. PST	Submission instructions included in Section 5, pg. 8
Interviews	October 12-13, 2023	Top 2 scoring consultants may be contacted to schedule an online interview.
Announcement of Successful Proposer(s)	October 26, 2023	
Anticipated Contract Negotiation Period	November 13 – December 15, 2023	
Anticipated Contract Execution	January 8, 2024	Contract execution timeline may be subject to change based on year end contracting and holiday schedules.

The City reserves the right to modify this schedule. Changes will be posted on the City's Funding Opportunities page on the DEEL website: <http://www.seattle.gov/education/for-providers/funding-opportunities>

# Procurement Contact Information

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

Delivery Address:  
Submit materials via email to [DEELFunding@seattle.gov](mailto:DEELFunding@seattle.gov). See detailed instructions on page 9.

## Table of Contents

1.	Purpose and Background.....	3
2.	Performance Schedule & Scope of Work .....	6
3.	Minimum Qualifications .....	8
4.	Desired Qualifications .....	8
5.	Response Materials and Submittal.....	8
6.	Selection Process.....	11
7.	Award and Contract Execution.....	12
8.	Contract Modifications.....	13
9.	Procedures and Requirements .....	13
10.	Reference Links .....	20
11.	DATA COLLECTION APPENDIX .....	21

# 1. Purpose and Background

## Solicitation Overview

DEEL seeks an evaluation consulting team to conduct a process evaluation examining the implementation and effectiveness of the Seattle Preschool Program's specialized and non-traditional classrooms: Dual Language Initiative, Special Education Inclusion (SPP Plus), and Family Childcare classrooms. This one-year contract period is January – December 2024. DEEL will accept proposals for a total cost of work up to \$250,000.

### Evaluation Purpose:

- Observe implementation patterns across Dual Language, SPP Plus, and Family Childcare classrooms.
- Explore the connection between specialized classroom settings and child outcomes (developmental progress and kindergarten readiness)
- Obtain recommendations for program improvement or adjustment to support child outcomes.

A breakdown of desired consultant qualifications is detailed on page 8 of this solicitation along with an anticipated scope of work detailed on page 6.

## About the Seattle Preschool Program (SPP)

The Seattle Preschool Program (SPP), first launched in the 2015- 2016 school year, provides high-quality, evidence-based preschool programming in partnership with a network of preschool providers throughout the city, including community-based providers, Seattle Public Schools, and Family Child Care (FCC) programs. SPP is funded by City of Seattle taxpayers through the Families, Education, Preschool, and Promise (FEPP) Levy, which aims to advance educational equity and eliminate educational disparities for children and youth furthest from educational justice<sup>1</sup> across the preschool to post-secondary continuum.

SPP provides a comprehensive approach to supporting Seattle children that includes preschool services and tuition; quality practice and professional development supports for early learning educators (coaching and training), comprehensive classroom supports including behavioral and developmental supports; organizational and facilities development; and childcare subsidies for families who need additional hours of care outside of SPP's six-hour instructional days.

SPP has the following core goals:

1. Seattle students have access to and utilize high-quality early learning services that promote success in kindergarten.
2. Support preschool providers to offer learning environments that are evidence-based, high-quality, culturally-responsive, and equitable.
3. Provide families with multiple ways to access high-quality early learning services.
4. Contribute to closure of race-based opportunity gaps.

Through the Seattle Preschool Program, DEEL engages in the following strategies to pursue targeted early learning outcomes:

- Preschool Services and Tuition Assistance: Provides access to free or affordable high-quality preschool, with a focus on meeting the needs of historically underserved populations.
- Quality Teaching: Supports quality improvement through culturally-responsive professional development, coaching, and data-driven decision-making.

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<sup>1</sup> Students furthest from educational justice include African American/Black, Hispanic/Latino, Native American, Pacific Islander, underserved Asian populations, other students of color, refugee and immigrant, homeless, English Language learners, and LGBTQ students.

- Comprehensive Support: Provides health supports and technical assistance to all partner preschool agencies and provides supplemental funding to partners to meet individualized needs of children and families.
- Organizational and Facilities Development: Supports quality environments and sustainable business practices through facilities and business-related investments.

Between 2015 and 2022, SPP has helped prepare over 6,500 children for kindergarten. 77% percent of children enrolled in SPP identify as Black, Indigenous, and People of Color (BIPOC), a proportion greater than the overall Seattle kindergarten population (53% BIPOC). 37% of SPP children are from immigrant and refugee backgrounds, and 50% are from homes with incomes under 185% of the Federal Poverty Level. SPP is projected to serve 2,198 children across 139 classrooms in the 2023-24 school year.

Additional information about SPP, including partner agencies, enrollment trends, implementation manual, and past program evaluations, can be found in Section 10: Reference Links on page 20 of this solicitation.

### **SPP Partnership with Family Childcare Providers (FCCs)**

The Seattle Preschool Program is a mixed-delivery model that incorporates multiple types of service providers, including community based-organizations operating as child care centers, family child care (or family home) providers, and Seattle Public Schools. DEEL contracts directly with community-based preschool agencies and Seattle Public Schools to implement the Seattle Preschool Program model. Preschool implementation by FCCs is facilitated by a hub-network structure, whereby DEEL contracts with hub agencies who coordinate SPP implementation through a series of sub-contracts with FCC providers.

DEEL currently works with two hub agencies: BrightSpark and Tiny Tots Early Learning Collaborative. Hubs are responsible for:

- Recruiting eligible Seattle FCC providers to participate in SPP;
- Serving as a fiscal agent and establishing contracts with recruited providers;
- Monitoring SPP implementation fidelity; and
- Providing technical assistance to the recruited “network” of Seattle FCC providers.

FCC providers in each hub participate in DEEL training and instructional coaching, and DEEL supports hub agencies with technical assistance to support contract monitoring and fidelity expectations. Business owners of Family Child Care are often the sole proprietor and sole staff member with children, which can make additional education and training requirements very burdensome on the business and business owner. FCC providers are therefore not expected to meet the same educational requirements as other SPP agencies: FCC providers are required to meet state FCC licensing requirements for teacher education (WAC 170-296A-1725 requires a high school diploma or equivalent), whereas lead teachers in SPP classrooms operated by community based organization and Seattle school district providers are expected to hold a Bachelor’s degree or higher in early childhood education.

Partnership with FCC providers and the hub network model is intended to offer Seattle families with expanded access to high quality preschool opportunities while benefiting from the positive unique characteristics of FCCs, such as mixed-age classrooms, low child-teacher ratios, and cultural and linguistic alignment.

Data snapshot:

- SPP will operate at 22 FCC sites in the 2023-24 school year, led by 40 lead and assistant teachers.
- FCCs served 98 children (5% of the SPP population) in 2022-23.
- FCCs are predominantly led by teachers of color (95%), compared to CBOs (77%) and SPS preschools (42%). 64% of FCC providers are linguistically diverse (speak one or more language other than English),

compared to CBOs (54%) and SPS preschools (27%).<sup>2</sup>

- Outcome highlight: A lower proportion of children in FCC classrooms met TSG growth targets than children in SPS and CBO classrooms (by ~30 percentage points) (Source: 2022 Impact Evaluation, Education Northwest).

## **SPP Specialized Classrooms**

Seattle Preschool Program is dedicated to cultivating high quality learning environments that support children's individualized needs and developmental progress. SPP supports two types of specialized classrooms that are designed to promote equitable outcomes for dual- and multi-language learners and children with disabilities.

### *Dual-Language Initiative:*

Dual language early learning programs are an important component in providing culturally responsive programming, one of SPP's key strategies in building high quality learning environments that contribute to equitable educational outcomes. Many programs that have joined SPP in the years since it first launched in 2015 have been dual language programs. Dual language classrooms contribute to developing language, skills, and cultural competence for all young learners, especially dual language learners who speak a heritage language in the home.

As part of an effort to standardize how dual language programming is offered and provide training and supports for teachers and programs who provide it, DEEL launched a Dual Language Initiative in 2020. Each dual language classroom provides instruction in English and one additional primary language. Lead and assistant teachers from participating agencies engage in training for the program's Soy Bilingüe curriculum, and both teachers and site directors participate in dual language professional learning communities. Classrooms are also assessed, with the goal of all participating programs receiving dual language accreditation by 2027.

### Data snapshot:

- 22 classrooms (operated by 8 agencies) currently participate in the Dual Language Initiative, led by 43 lead and assistant teachers. Dual-language instruction is offered in 8 non-English languages: American Sign Language, Mandarin, Cantonese, French, Somali, Spanish, Tagalog, and Vietnamese.
- Dual-Language classrooms served 399 children (20% of SPP enrollment) in the 2022-23 school year.
- Outcome highlight: Approximately 36% of children enrolled in SPP speak a language other than English at home. In 2021-22, an SPP impact evaluation conducted by Education Northwest found that multi-language learners in SPP (across *both* DLI and non-dual language classrooms) attained TSG growth targets at higher rates in each of the six domains than children who were not multi-language learners.

### *Special Education Inclusion (SPP Plus):*

SPP Plus is an inclusive model of instruction for children with an Individual Education Program (IEP) and typically developing children to learn and grow together. Students with IEPs participating in SPP Plus receive daily specially designed instruction addressing mild to moderate functional and pre-academic needs within a regular early childhood or general education preschool setting.

Originally designed by the University of Washington's (UW) Haring Center for Inclusive Education, and still implemented by the Experimental Education Unit at UW where the model was first implemented, the SPP Plus model has now been adopted and expanded upon by Seattle Public Schools, which operates 23 of the 28 Plus classrooms in SY 23-24. SPP Plus students are provided opportunities to participate in high-quality early learning environments with a general education curriculum through specially designed instruction fitting a child's present

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<sup>2</sup> Source: 2021-22 SY enrollment data, reported in 2022 Seattle Preschool Program Impact Evaluation, Education Northwest.

level of performance. Classes include up to 18 students, five to seven of whom may receive services under an IEP.

Data snapshot:

- 28 classrooms (13 sites) operate the SPP Plus (Special Education Inclusion) model, led by 56 lead and assistant teachers.
- 436 children (21% of SPP enrollment) were served by SPP Plus classrooms in 2022-23; 116 had IEPs.
- Outcome highlight: In 2021-22, children with IEPs in SPP met kindergarten readiness standards across all six domains at lower rates than their peers without IEPs. However, when looking at readiness by individual domain, children with IEPs in SPP classrooms met standards at higher rates in all but one domain (language) than children in non-SPP classrooms (Source: 2022 Impact Evaluation, Education Northwest).

## 2. Performance Schedule & Scope of Work

The work for this contract will take place from January 2024 through December 2024. The contractor will perform the activities described in the Scope of Work either in person or virtually, with meetings with DEEL staff and program partners to be held via online platforms such as Microsoft Teams or Zoom.

There are three primary components of this evaluation: Evaluation Design, Implementation, and Reporting. This schedule may be altered based on discussions with the selected consultant and/or as part of the initial design phase. DEEL will structure the consultant agreement based on deliverables, not activities or time allotments. It is permissible to use effort to estimate cost, but the contract payments will be made upon receipt and approval of deliverables.

Phase	Scope of Work Elements	Anticipated Timing
Start-Up Phase	Contract Negotiation & Execution Period	November - December 2023
Work Phase 1 <b>Design</b>	Work with DEEL evaluation and early learning staff to finalize the evaluation design.  <b>Deliverables:</b> Evaluation Design and Work Plan.	January - February 2024
Work Phase 2 <b>Implementation</b>	Implement process evaluation as designed in Work Phase 1. Any planned primary data collection should occur between March and June.  <b>Deliverables:</b> Data collection protocols, Interim Progress Report.	March – August 2024
Work Phase 3 <b>Reporting</b>	Report evaluation findings and recommendations to DEEL staff and stakeholders.  <b>Deliverables:</b> Technical report with strategy recommendations, community-facing brief, presentations.	September – November 2024

### *Evaluation Design*

DEEL will provide the consultant with a finalized set of evaluation questions by the contract start date, informed by engagement with internal and external stakeholders connected to specialized classrooms and family childcare hubs. In the evaluation design phase, the successful contractor will collaborate with DEEL evaluation and Early Learning coaching and training staff to produce an evaluation design addressing the evaluation

questions. Recommended modifications to the evaluation questions by the consultant will be considered, if applicable.

Preliminary evaluation questions DEEL seeks to address in this evaluation are as follows:

#### Specialized Classrooms

1. How are Dual Language and Special Education Inclusion classrooms being implemented and supported?
  - a. To what extent are these programs being implemented with fidelity?
2. How do SPP Dual Language and Special Education Inclusion offerings support child outcomes?
3. To what extent are SPP Dual Language and Special Education inclusion models aligned with evidence-based practices in early childhood dual-language and special education instruction?

#### Family Childcare (FCC) Program

4. How is preschool being implemented and supported across SPP family childcare providers?
  - a. To what extent do family childcare providers implement the SPP model with fidelity?
  - b. What successes and challenges do family childcare providers demonstrate in implementing SPP with fidelity?
  - c. How do services provided by DEEL support family childcare hubs and providers?
5. How does SPP participation (including the supports provided by DEEL) affect the quality of FCC provider learning environments?
  - a. What factors may have contributed to lower kindergarten readiness outcomes observed among children who attend FCC preschools?

#### Continuous Quality Improvement

6. How can the implementation of SPP's specialized classrooms and FCC program be improved to support child outcomes?

#### *Data & Methods*

The evaluation should employ mixed methods (integrated qualitative and quantitative inquiry). The consultant may rely on a combination of primary data collection and secondary data provided by DEEL, as appropriate, to sufficiently address evaluation questions. Data that the selected consultant will have access to include child enrollment and demographic data, teacher demographic data, and child-level and classroom-level assessments. A complete overview of available data is detailed in Section 11 (page 21) of this solicitation.

#### *Reporting*

The consultant will be responsible for providing a suite of final evaluation products to disseminate major findings from the project for participants and other interested parties, such as DEEL Early Learning Division staff and department leadership. DEEL is open to a recommended approach from the consultant regarding presentation and sense-making of results to inform program and policy recommendations. At minimum, DEEL will expect the following:

- Technical Report – Final summative report that provides a comprehensive overview of methods, findings, and include conclusions/recommendations to inform strategic learning.
- Community Facing Brief – Brief, easily-digestible summary of evaluation findings designed to communicate results to a non-technical audience, including the general public.
- Power Point Summary Presentation – The Consultant will summarize the main findings and conclusion from the technical report in a PowerPoint format and present results in 3-4 presentations to key stakeholder groups.

### 3. Minimum Qualifications

The City has minimum qualifications for a Consultant to be eligible to submit an RFP response. The submittal response must show compliance with these minimum qualifications. Submittals that are not responsive to these qualifications shall be rejected by the City without further consideration:

1. Principal investigator has experience with a project of similar scope and budget.
2. Principal investigator has conducted evaluation(s) related to early childhood education within the last five years.
3. Consultant team has demonstrated experience conducting process evaluations to facilitate program improvements.
4. The selected consultant will need to show proof of the following business requirements:
  - WA State Business License
  - City of Seattle Business License
  - Insurance Documentation with general liability of at least \$1,000,000
    - An Acord Certificate of Insurance
    - Additional Insured Endorsement or Blanket Policy Wording showing the City of Seattle as an additional insured

These documents are not needed for the application process; however, they will be necessary during contract execution with the successful applicant.

### 4. Desired Qualifications

1. Consultant team has demonstrated experience applying mixed methods (integrated qualitative and quantitative methods) to evaluate program fidelity and outcomes.
2. Principal Investigator and/or key members of evaluation team have evaluation/research experience related to early childhood dual- and multi-language instruction.
3. Principal Investigator and/or key members of evaluation team have subject matter expertise and/or evaluation/research experience related to special education.
4. Consultant team demonstrates knowledge of multiple early childhood education delivery settings, including family home childcare.
5. Consultant team has demonstrated experience with data collection (interviews, focus groups, surveys, etc.) with populations that speak a primary language other than English.
6. Consultant team has knowledge and experience with culturally responsive evaluation practices, 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 have experienced barriers to participation in public programs.

### 5. Response Materials and Submittal

**Prepare your response as follows. Use the following format and provide all attachments. Failure to provide all information below on proper forms and in the order requested, may cause the City to reject your response.**

1. **Letter of interest (optional).**
2. **Proof of Legal Business Name (if applicable):** Provide a certificate or documentation from the Secretary of State in which you incorporated that shows your company legal name. Many companies use a “Doing Business As” name or nickname in daily business; the City requires the legal name for your company. When preparing all forms below, use the proper company legal name. Your company’s legal name can be verified through the State Corporation Commission in the state in which you were



established, which is often located within the Secretary of State's Office for each state. For the State of Washington, see

- 3. Consultant Questionnaire (mandatory):** Submit the following in your response, even if you sent one to the City for previous solicitations. [https://www.seattle.gov/documents/Departments/DEEL/FundingOpportunities/RFPs/2023/SPP%20Process%20RFP/fas\\_cpcs\\_consultant\\_questionnaire.docx](https://www.seattle.gov/documents/Departments/DEEL/FundingOpportunities/RFPs/2023/SPP%20Process%20RFP/fas_cpcs_consultant_questionnaire.docx)
- 4. Minimum Qualifications (mandatory):** Provide a response limited to 2 pages that lists each Minimum Qualification listed on Page 6, and exactly how you achieve each minimum qualification. The City will refer only to the information provided in this section to determine whether you meet minimum qualifications. The Project Manager is not obligated to check references or search other materials to make this decision.
- 5. Proposal Response (mandatory):** Please provide a proposal response that includes the elements (5A – 5E) outlined below. Your proposal should be comprehensible to an educated non-expert. Please respond fully to each prompt within the specified page limits. Supplemental materials, such as resumes or tables, are permitted in an attached appendix and do not count toward section page limits. However, please note that reviewers may not have the capacity to closely review appendices during the scoring process, so appendices should be limited to information that is purely supplemental.
  - 5A: Team Composition and Competencies:** Include a document listing all team members, including proposed partners and subcontractors, and their experiences and expertise related to this project. Please detail specific team members relative to each of the minimum and desired qualifications listed in Section 3, Minimum Qualifications, and Section 4, Desired Qualifications. *(Maximum 3 pages, minimum spacing 1.2 lines)*
  - 5B: Anticipated Evaluation Approach:** Describe how you would approach the scope of work, addressing the evaluation questions provided and listing any other questions you recommend to strengthen the work. In your description, please list team member roles as they pertain to the data collection, analysis and reporting, and explain how you anticipate centering race and social justice in your methods. *(Maximum 6 pages, minimum spacing 1.2 lines.)*
  - 5C: Stakeholder Engagement and Reporting:** Describe how you would engage stakeholders to support the quality of the evaluation, including how you would present evaluation findings to different audiences. What considerations would you highlight in this process and describe any best practice approaches you expect to utilize. *(Maximum 3 pages, minimum spacing 1.2 lines.)*
  - 5D: Proposed Communications and Project Management Protocols:** Include a description of how you would communicate the project status throughout the development of the deliverables to DEEL. *(Maximum 1 page, minimum spacing 1.2 lines)*
- 6. Cost Proposal (mandatory):** Please submit a detailed budget that include estimated hours by task and hourly rates for team members participating on the project.
- 7. Prior Work Samples (mandatory):** Provide at least three samples of work related to the scope of this project conducted by members of the proposed evaluation team. A work sample led by the proposed principal investigator must be included. If sub-consultants are used, provide additional relevant work samples for each. We encourage samples that relate to the scope of work described in this RFP and/or illustrate experience described in minimum and desired qualifications.
- 8. List of Professional References (mandatory):** For each team member and sub-consultant, provide

contact information for at least two professional references who can speak to the individual's experience doing work similar to the tasks assigned to this person in this proposal's work plan.

### Package Checklist:

Package your response with each of the following items. This list assists with quality control before submittal of your final package. Addenda may change this list; check any final instructions before submitting:

1. Letter of Interest (optional)
2. Proof of Legal Name
3. Consultant Questionnaire
4. Minimum Qualifications
5. Proposal Response
6. Cost Proposal
7. Prior Work Samples
8. List of Professional References

### Submitting Responses:

- Responses are due and ***must be received before*** 11:59 p.m. PST on September 22, 2023.
- **Electronic submission:**  
Email to: [DEELfunding@seattle.gov](mailto:DEELfunding@seattle.gov)

Submit files only in MS Word or Adobe PDF or MS Excel. The Proposal Response (items 5A-5D) should be submitted as one file.

Please use the following naming conventions:

- Email subject: **[Consultant Name] SPP Evaluation Proposal**
- Attached files: **[ConsultantName]\_SPP\_Eval\_Item#\_Item**  
For example: StarConsulting\_SPP\_Eval\_1\_Letter of Interest
- If attachments are too large to send in a single email, proposal documents may be submitted in multiple emails. Please use the following naming convention for submissions across multiple emails:
  - Email subject: **Email [#] of [Total # of emails]: [Consultant Name] SPP Evaluation Proposal**  
For example: Email 1 of 3: Star Consulting SPP Evaluation Proposal
- We highly encourage online submission of proposals; however, we will accommodate those who may need to submit by mail or by hand if online submission poses a barrier.

For deliveries by mail or by hand, please contact us at [DEELFunding@seattle.gov](mailto:DEELFunding@seattle.gov) for accommodations with a minimum of 1 full business day notice.

- **Submittal Questions:** [DEELfunding@seattle.gov](mailto:DEELfunding@seattle.gov), email header "Question: SPP Evaluation RFP"

## 6. Selection Process

**6.1 Initial Screening:** The City will review the Proof of Legal Name, Minimum Qualification Sheet, and Consultant Questionnaire responses for completeness and eligibility. Submittals meeting criteria on this initial screening shall proceed to Step 2: Evaluating the Proposal Response, Cost Proposal, Prior Work Samples, and List of Professional References.

**6.2 Proposal Evaluation:** The City will evaluate proposals using the criteria below. Responses will be evaluated, scored, and ranked by a Consultant Evaluation Committee.

### Evaluation Criteria

Evaluation Area	Evaluation Criteria for Full Points	Scoring (Points)
Team Composition and Competencies	<ul style="list-style-type: none"> <li>The team meets or exceeds desired qualifications.</li> <li>Team member roles in the project are clearly articulated and their backgrounds aligned with the roles they will play in the evaluation.</li> </ul>	20
Anticipated Evaluation Approach	<ul style="list-style-type: none"> <li>Approach incorporates both qualitative and quantitative methods and fully addresses evaluation questions outlined in the Scope of Work.</li> <li>Provides a clear and feasible plan for data collection, analysis, and reporting within the given timeline and budget.</li> <li>Approach demonstrates knowledge of applicable early learning subject matter and populations to be engaged in the evaluation.</li> <li>Approach demonstrates a strong race and social justice focus.</li> <li>Articulates any limitations or potential biases in methodologies outlined and how the Consultant would seek to minimize or control for them.</li> </ul>	40
Stakeholder Engagement and Reporting	<ul style="list-style-type: none"> <li>Details a strategy to engage stakeholders in different phases of the evaluation to support quality, relevance, and actionability of findings.</li> <li>Describes an approach to stakeholder engagement and reporting that is culturally responsive and inclusive for multi-lingual or limited English proficiency populations.</li> <li>Describes a process for updating and collaborating with DEEL staff to support deliverable development and quality assurance.</li> </ul>	15
Cost Proposal	<ul style="list-style-type: none"> <li>Costs are clearly outlined for each phase of the project scope.</li> <li>Costs appear to be reasonable and commensurate to the project plan.</li> </ul>	10
Prior Work Samples	<ul style="list-style-type: none"> <li>Work samples are high-quality and demonstrate consulting team's ability to produce clear and actionable findings for various audiences.</li> <li>Work samples were authored by key members of the proposed evaluation team and demonstrate experience with the methodologies and subject matter applicable to the RFP scope of work and proposed evaluation approach.</li> <li>Work samples demonstrate ability to successfully conduct an evaluation of similar size and scope to this solicitation.</li> </ul>	15
<b>Total Base Score</b>		<b>100</b>
Interview (if applicable)	<ul style="list-style-type: none"> <li>Consultant team description of proposal aligns with materials submitted to the City.</li> <li>Principal Investigator and key personnel demonstrate strong understanding of subject matter and methodology proposed.</li> <li>Team provides clear responses to clarifying questions from the Evaluation Committee.</li> </ul>	15

- 6.3** The City may interview the top ranked firms from the proposal evaluation. If interviews are conducted, rankings of firms shall be determined by the City, using the combined results of interviews and proposal submittals. Consultants invited to interview are to bring the Principal Investigator(s) named by the Consultant in the Proposal, and are encouraged to bring other key personnel named in the Proposal. The Consultant shall not bring individuals who do not work for the Consultant or are not on the project team without advance authorization by the Procurement Contact. If interviews are conducted, they will be worth 15 additional points.
- 6.4 References:** The City may contact one or more references. The City may use references named or not named by the Proposer.
- 6.5 Selection:** City shall select the highest ranked Proposer(s) for award, including written proposal and the interview (if applicable). The City reserves the right to make a final selection based on the combined results and/or the overall consensus of the Consultant Evaluation Committee.
- 6.6 Contract Negotiations:** The City may negotiate elements of the proposal as required to best meet the needs of the City, with the apparent successful Proposer. The City may negotiate any aspect of the proposal or the solicitation. The City does not intend to negotiate the City’s Contract Boilerplate, which has been attached (see Reference Links).
- 6.7 Right to Award to next ranked Consultant.** If a contract is executed resulting from this solicitation and is terminated within 90-days, the City may return to the solicitation process to award to the next highest ranked responsive Consultant by mutual agreement with such Consultant. New awards thereafter are also extended this right.
- 6.8 Repeat of Evaluation:** If no Consultant is selected after the conclusion of all the steps, the City may return to any step in the process to repeat the evaluation with those proposals active at that step. The City shall then sequentially step through all remaining steps as if conducting a new evaluation process. The City reserves the right to terminate the process if no proposals meet its requirements.

## 7. Award and Contract Execution

DEEL will provide timely notice of an intent to award to all Consultants responding to the Solicitation.

### 7.1 Protests to Project Manager.

Interested parties that wish to protest any aspect of this RFP selection process shall provide written notice to the Procurement Contact. Note the City shall notify Federal Transit Administration if protesting a solicitation for contracts with FTA funds.

### 7.2 Protests – City Purchasing and Contracting Services.

The City has rules to govern the rights and obligations of interested parties that desire to submit a complaint or protest to this process. See the City website at <https://www.seattle.gov/purchasing-and-contracting/doing-business-with-the-city/solicitation-and-selection-protest-protocols>. Interested parties have the obligation to know of and understand these rules, and to seek clarification from the City. Note there are time limits on protests, and submitters have final responsibility to learn of results in sufficient time for such protests to be filed in a timely manner.

### 7.3 Limited Debriefs.

The City issues results and award decisions to all bidders. The City provides debriefing on a limited basis for the purpose of allowing bidders to understand how they may improve in future bidding opportunities.

#### **7.4 Instructions to the Apparently Successful Consultant(s).**

The Apparently Successful Consultant(s) will receive an Intent to Award Letter from the Project Manager after award decisions are made by the City. The Letter will include instructions for final submittals due prior to execution of the contract.

Once the City has finalized and issued the contract for signature, the Consultant must execute the contract and provide all requested documents within 10 business days. This includes attaining a Seattle Business License, payment of associated taxes due, and providing proof of insurance. If the Consultant fails to execute the contract with all documents within the 10-day time frame, the City may cancel the award and proceed to the next ranked Consultant, or cancel or reissue this solicitation. Cancellation of an award for failure to execute the Contract as attached may disqualify the firm from future solicitations for this same work.

#### **7.5 Checklist of Final Submittals Prior to Award.**

The Consultant(s) should anticipate the Intent to Award Letter will require at least the following documents. Consultants are encouraged to prepare these documents in advance, when possible, to eliminate risks of late compliance.

- Proof that Seattle Business License is current and all taxes due have been paid.
- State of Washington Business License.
- Certificate of Insurance
- Special Licenses (if any)

#### **7.6 Taxpayer Identification Number and W-9.**

Unless the Consultant has already submitted a Taxpayer Identification Number and Certification Request Form (W-9) to the City, the Consultant must execute and submit this form prior to the contract execution date.

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

## **8. Contract Modifications**

The City consultant agreement boilerplate is attached (see Reference Links).

The City has attached its boilerplate contract terms so Proposers can be familiar with the boilerplate and the non-negotiable terms before submitting a proposal. Questions about the City's boilerplate should be made in advance of submittal.

If a Consultant seeks to modify the Contract, the Consultant must request that within their Proposal response as taking an "Exception". The Consultant must provide a revised version that shows their proposed alternative contract language. The City is not obligated to accept such proposed changes. If you request Exceptions that materially change the character of the contract, the City may reject the Consultant's Proposal as non-responsive. The City cannot modify provisions mandated by Federal, State or City law: Equal Benefits, Audit (Review of Vendor Records), WMBE and EEO, Confidentiality, and Debarment, or mutual indemnification. Such Exceptions would be summarily disregarded.

Although the City may open discussions with the highest ranked apparent successful Proposer to align the proposal or contract to best meet City needs, this does not ensure negotiation of modifications proposed by the consultant through the exception process above.

## **9. Procedures and Requirements**

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

### **9.1 Registration into the Online Business Directory.**

If you have not previously done so, register at: <http://www.seattle.gov/obd> The City expects all firms to register. Women- and minority- owned firms are asked to self-identify (see section 7.26). For assistance, email [FAS\\_PC@seattle.gov](mailto:FAS_PC@seattle.gov).

### **9.2 Information Sessions.**

The City offers an optional information sessions at the time, date, and participation link on Page 1. Proposers are highly encouraged to attend but it is not required. Proposers will have the opportunity to ask clarifying questions or raise concerns about the solicitation. Failure to raise concerns over any issues at this opportunity will be a consideration in any protest filed regarding such items known as of this pre-proposal conference.

### **9.3 Questions.**

Proposers may submit written questions to [DEELfunding@seattle.gov](mailto:DEELfunding@seattle.gov) until the deadline stated on Page 1. Failure to request clarification of any inadequacy, omission, or conflict will not relieve the Consultant of responsibilities under in any subsequent contract. It is the responsibility of the interested Consultant to assure they receive issued responses to any questions.

### **9.4 Changes to the RFP.**

A change may be made by the City if, in the sole judgment of the City, the change will not compromise the City's objectives in this acquisition. A change to this RFP will be made by formal written addendum issued by the City's Project Manager and shall become part of this RFP.

### **9.5 Receiving Addenda and/or Question and Answers.**

It is the obligation and responsibility of the Consultant 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.

All submittals sent to the City may be considered compliant with or without specific confirmation from the Consultant that any and all addenda was received and incorporated into your response. However, the Project Manager reserves the right to reject any submittal that does not fully incorporate Addenda that is critical to the project.

### **9.6 Proposal Submittal.**

- a. Proposals must be received into the City no later than the date and time on Page 1 except as revised by Addenda. The Proposer has full responsibility to ensure the response arrives at the City within the deadline. A response delivered after the deadline may be rejected unless waived as immaterial by the City given specific fact-based circumstances.
- b. All pages are to be numbered sequentially, and closely follow the requested formats.
- c. The City has page limits specified in the submittal instructions section. Any pages that exceed the page limit will be excised from the document for evaluation purposes.
- d. The submitter has full responsibility to ensure the response arrives at the City within the deadline. A response delivered after the deadline may be rejected unless waived as immaterial by the City given specific fact-based circumstances.

### **Electronic Submittal.**

Please e-mail documents to [DEELfunding@seattle.gov](mailto:DEELfunding@seattle.gov) by the deadline listed on Page 1 or as otherwise amended.

- a. Title the e-mail and documents as indicated in section 5 so it won't be lost in an e-mail stream.
- b. Any risks associated with electronic submittal are borne by the Proposer.

- c. The City e-mail system will allow documents up to 20 megabytes.

### **8.7 Proposer Responsibility to Provide Full Response.**

It is the Proposer's responsibility to respond in a manner that does not require interpretation or clarification by the City. The Proposer is to provide all requested materials, forms and information. The Proposer is to ensure the materials submitted properly and accurately reflect the Proposer's offering. During scoring and evaluation (prior to interviews if any), the City will rely upon the submitted materials and shall not accept materials from the Proposer after the RFP/RFQ deadline; this does not limit the City's right to consider additional information (such as references that are not provided by the Proposer but are known to the City, or past City experience with the consultant), or to seek clarifications as needed.

### **9.8 Prohibited Contacts**

Proposers shall not interfere in any way to discourage other potential and/or prospective proposers from proposing or considering a proposal process. Prohibited contacts includes but is not limited to any contact, whether direct or indirect (i.e. in writing, by phone, email or other, and by the Proposer or another person acting on behalf of the Proposer) to a likely firm or individual that may discourage or limit competition. If such activity is evidenced to the satisfaction and in sole discretion of the City department, the Proposer that initiates such contacts may be rejected from the process.

### **9.9 License and Business Tax Requirements.**

The Consultant must meet all applicable licensing requirements immediately after contract award or the City may reject the Consultant. Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if required by law. Carefully consider those costs before submitting an offer, as the City will not separately pay or reimburse such costs.

#### **Seattle Business Licensing and associated taxes.**

- a. If you have a "physical nexus" in the city, you must obtain a Seattle Business license and pay all taxes due before the Contract can be signed.
- b. A "physical nexus" means you have physical presence, such as: a building/facility/employee(s) in Seattle, you make sales trips into Seattle, your own company drives into Seattle for product deliveries, and/or you conduct service work in Seattle (repair, installation, service, maintenance work, on-site consulting, etc).
- c. We provide a Consultant Questionnaire Form in our submittal package items later in this RFP/RFQ, and it will ask you to specify if you have "physical nexus".
- d. All costs for any licenses, permits and Seattle Business License taxes owed shall be borne by the Consultant and not charged separately to the City.
- e. The apparent successful Consultant(s) must immediately obtain the license and ensure all City taxes are current, unless exempted by City Code due to reasons such as no physical nexus. Failure to do so will cause rejection of the submittal.
- f. The City of Seattle Application for a Business License and additional licensing information can be found this page here: <http://www.seattle.gov/licenses/get-a-business-license>
- g. You can find Business License Application help here: <http://www.seattle.gov/licenses/get-a-business-license/license-application-help>
- h. Self-Filing You can pay your license and taxes on-line using a credit card [www.seattle.gov/self/](http://www.seattle.gov/self/)
- i. For Questions and Assistance, call the Revenue and Consumer Protection (RCP) office which issues business licenses and enforces licensing requirements. The general e-mail is [rca@seattle.gov](mailto:rca@seattle.gov). The main phone is 206-684-8484.
- j. The licensing website is <http://www.seattle.gov/licenses>
- k. If a business has extraordinary balances due on their account that would cause undue hardship to the business, the business can contact the License and Tax Administration office at [tax@seattle.gov](mailto:tax@seattle.gov) to request additional assistance.
- l. Those holding a City of Seattle Business license may be required to report and pay revenue taxes to the City. Such costs should be carefully considered by the Consultant prior to submitting your offer. When allowed by

City ordinance, the City will have the right to retain amounts due at the conclusion of a contract by withholding from final invoice payments.

**9.10 State Business Licensing.** Before the contract is signed, you must have a State of Washington business license (a “Unified Business Identifier” known as a UBI#). If the State of Washington has exempted your business from State licensing (some foreign companies are exempt and sometimes, the State waives licensing because the company has no physical presence in the State), then submit proof of that exemption to the City. All costs for any licenses, permits and associated tax payments due to the State because of licensing shall be borne by the Consultant and not charged separately to the City. Instructions and applications are at <http://bls.dor.wa.gov/file.aspx> and the State of Washington Department of Revenue is available at 1-800-647-7706.

**9.11 Federal Excise Tax.** The City is exempt from Federal Excise Tax.

**9.12 No Guaranteed Utilization.**

The City does not guarantee utilization of any contract awarded through this RFP process. The solicitation may provide estimates of utilization; such information is for Consultant convenience and not a usage guarantee. The City reserves the right to 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 Consultant pool. Use of such supplemental contracts does not limit the right of the City to terminate existing contracts for convenience or cause.

**9.13 Expansion Clause.**

The contract limits expansion of scope and new work not expressly provided for within the RFP.

Expansion for New Work (work not specified within the original Scope of Work Section of this Agreement, and/or not specified in the original RFP as intended work for the Agreement) must comply with the following:

(a) New Work is not reasonable to solicit separately; (b) is for reasonable purpose; (c) was not reasonably known by the City or Consultant at time of solicitation or was mentioned as a possibility in the solicitation (i.e. future phases of work, or a change in law); (d) is not significant enough to be regarded as an independent body of work; (e) would not attract a different field of competition; and (f) does not change the identity or purpose of the Agreement.

The City may make exceptions for immaterial changes, emergency or sole source conditions, or other situations required in City opinion. Certain changes are not subject to these limitations, such as additional phases of Work anticipated during solicitation, time extensions, and Work Orders issued on an On-Call contract. Expansion must be mutually agreed and issued by the City through written Addenda. New Work performed before an authorizing Amendment may not be eligible for payment.

The City reserves the right to independently solicit and award any New Work to another firm when deemed appropriate or required by City policy.

**9.14 Effective Dates of Offer.**

Solicitation responses are valid until the City completes award. Should any Proposer object to this condition, the Proposer must object prior to the Q&A deadline on page 1.

**9.15 Cost of Preparing Proposals.**

The City is not liable for costs incurred by the Proposer to prepare, submit and present proposals, interviews and/or demonstrations.

**9.16 Readability.**

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



**9.17 Changes or Corrections to Proposal Submittal.**

Prior to the submittal due date, a Consultant may change its proposal, if initialed and dated by the Consultant. No changes are allowed after the closing date and time.

**9.18 Errors in Proposals.**

Proposers are responsible for errors and omissions in their proposals. No error or omission shall diminish the Proposer's obligations to the City.

**9.19 Withdrawal of Proposal.**

A submittal may be withdrawn by written request of the submitter.

**9.20 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.

**9.21 Incorporation of RFP/RFQ and Proposal in Contract.**

This RFP/RFQ and Proposer's response, including promises, warranties, commitments, and representations made in the successful proposal once accepted by the City, are binding and incorporated by reference in the City's contract with the Proposer.

**9.22 Independent Contractor.**

The Consultant works as an independent contractor. The City will provide appropriate contract management, but that does not constitute a supervisory relationship to the Consultant. Consultant workers are prohibited from supervising City employees or from direct supervision by a City employee. Prohibited supervision tasks include conducting a City of Seattle Employee Performance Evaluation, preparing and/or approving a City of Seattle timesheet, administering employee discipline, and similar supervisory actions.

Contract workers shall not be given City office space unless expressly provided for below, and in no case shall such space be provided for over 36 months without specific authorization from the City.

The City will not provide space in City offices for performance of this work. Consultants will perform most work from their own office space or the field.

**9.23 Equal Benefits.**

Seattle Municipal Code Chapter 20.45 (SMC 20.45) requires consideration of whether Proposers provide health and benefits that are the same or equivalent to the domestic partners of employees as to spouses of employees, and of their dependents and family members. The Consultant Questionnaire requested in the Submittal instructions includes materials to designate your equal benefits status.

**9.24 Insurance Requirements.**

Insurance requirements are provided as an Attachment. If attached, provide proof of insurance and additional insured endorsement policy language to the City before Contract execution. The apparent successful Proposer must promptly provide proof of insurance to the City upon receipt of the notice of intent to award.

Consultants are encouraged to immediately contact their Broker to begin preparation of the required insurance documents, if the Consultant is selected as a finalist. Proposers may elect to provide the requested insurance documents within their Proposal.

**9.25 Proprietary Materials.**

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

The State of Washington's Public Records Act requires that public records must be promptly disclosed by the City upon request unless 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).

Bidders/proposers 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://app.leg.wa.gov/rcw/default.aspx?cite=42.56>.

If you have any questions about disclosure of the records you submit with your bid, contact the Procurement Contact named in this document.

***Marking Your Records Exempt from Disclosure (Protected, Confidential, or Proprietary)***

As mentioned above, all City of Seattle offices ("the City") are required to promptly make public records available upon request. However, under Washington State Law some records or portions of records are considered legally exempt from disclosure and can be withheld. A list and description of records identified as exempt by the Public Records Act can be found in RCW 42.56 and RCW 19.108.

If you believe any of the records you are submitting to the City as part of your bid/proposal or contract work products, are exempt from disclosure you can request that they not be released before you receive notification. To do so you must complete the City Non-Disclosure Request Form ("the Form") provided by the City (see page 4 on the Consultant Questionnaire) and very clearly and specifically identify each record and the exemption(s) that may apply. (If you are awarded a City contract, the same exemption designation will carry forward to the contract records.)

The City will not withhold materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. Do not identify an entire page as exempt unless each sentence is within the exemption scope; instead, identify paragraphs or sentences that meet the specific exemption criteria you cite on the Form. Only the specific records or portions of records properly listed on the Form will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

If the City receives a public disclosure request for any records you have properly and specifically listed on the Form, the City will notify you in writing of the request and will postpone disclosure. While it is not a legal obligation, the City, as a courtesy, will allow you 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.

The City will not assert an exemption from disclosure on your behalf. If you believe a record(s) is exempt from disclosure you are obligated to clearly identify it as such on the Form and submit it with your solicitation. Should a public record request be submitted to Purchasing for that record(s), you can then seek an injunction under RCW 42.56 to prevent release. By submitting a bid document, the bidder acknowledges this obligation; the proposer also acknowledges that the City will have no obligation or liability to the proposer if the records are disclosed.

***Requesting Disclosure of Public Records***

The City asks bidders and their companies to refrain from requesting public disclosure of bids until an intention to award is announced. This measure is intended to protect the integrity of the solicitation process particularly during the evaluation and selection process or in the event of a cancellation or re-solicitation. With this preference stated, the City will continue to be responsive to all requests for disclosure of public records as required by State Law. If you do wish to make a request for records, visit <https://www.seattle.gov/public-records/public-records-request-center>.

### **9.26 Ethics Code.**

Familiarize yourself with the City Ethics code: [http://www.seattle.gov/ethics/etpub/et\\_home.htm](http://www.seattle.gov/ethics/etpub/et_home.htm). For an in-depth explanation of the City's Ethics Code for Contractors, Vendors, Customers and Clients, visit: <http://www.seattle.gov/ethics/etpub/faqcontractorexplan.htm>. Any questions should be addressed to Seattle Ethics and Elections Commission at 206-684-8500.

#### **No Gifts and Gratuities.**

Consultants 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 Consultant. An example of this is giving sporting event tickets to a City employee who is also on the evaluation team of a solicitation to which you submitted or intend to submit. The definition of what a "benefit" would be 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 Consultants.

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

The Consultant Questionnaire within your submittal documents prompts you to disclose any current or former City employees, official or volunteer that is working or assisting on solicitation of City business or on completion of an awarded contract. Update that information during the contract.

#### **Contract Workers with over 1,000 Hours.**

The Ethics Code applies to Consultant workers 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 Consultant is to be aware and familiar with the Ethics Code accordingly.

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

Consultant (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 Consultant performance. The City shall make sole determination as to compliance.

#### **Campaign Contributions (Initiative Measure No. 122)**

Elected officials and candidates are prohibited from accepting or soliciting campaign contributions from anyone having at least \$250,000 in contracts with the City in the last two years or who has paid at least \$5,000 in the last 12 months to lobby the City. See Initiative 122, or call the Ethics Director with questions.

### **9.27 Background Checks and Immigrant Status.**

Background checks will not be required for workers that will be performing the work under this contract. The City has strict policies regarding the use of Background checks, criminal checks, immigrant status, and/or religious affiliation for contract workers. The policies are incorporated into the contract and available for viewing on-line at <http://www.seattle.gov/purchasing-and-contracting/social-equity/background-checks>.

### **9.28 Notification Requirements for Federal Immigration Enforcement Activities.**

Prior to responding to any requests from an employee or agent of any federal immigration agency including the Immigration and Customs Enforcement (ICE), the U.S. Department of Homeland Security (DHS), Homeland Security Investigations (HSI), Enforcement Removal Operations (ERO), Customs and Border Protection (CBP), and U.S. Citizenship and Immigration Services (USCIS) regarding your City contract, Consultants shall notify the Project Manager immediately.

Such requests include, but are not limited to:

- a. requests for access to non-public areas in City buildings and venues (i.e., areas not open to the public such as staff work areas that require card key access and other areas designated as “private” or “employee only”); or
- b. requests for data or information (written or oral) about workers engaged in the work of this contract or City employees.

No access or information shall be provided without prior review and consent of the City. The Consultant shall request the ICE authority to wait until the Project Manager is able to verify the credentials and authority of the ICE agent and will direct the Consultant on how to proceed.

## 10. Reference Links

Background about the Seattle Preschool Program (SPP):

- Seattle Preschool Program web page: <https://www.seattle.gov/education/for-parents/child-care-and-preschool/seattle-preschool-program>
- Seattle Preschool Program Manual: [https://www.seattle.gov/documents/Departments/DEEL/FundingOpportunities/RFPs/2023/SPP%20Process%20RFP/2023\\_24\\_SPP\\_Manual\\_Final.pdf](https://www.seattle.gov/documents/Departments/DEEL/FundingOpportunities/RFPs/2023/SPP%20Process%20RFP/2023_24_SPP_Manual_Final.pdf)
  - SPP Plus Inclusion classrooms: page 24
  - Dual-Language classrooms: pages 24-26
- Seattle Preschool Program Providers: <https://earlylearning.powerappsportals.us/parentportal/all-providers/>
  - Family Childcare Provider hubs:
    - BrightSpark: [https://earlylearning.powerappsportals.us/parentportal/provider-details/?id=14f06b75-be7e-e711-8139-e0071b6a4261~BrightSpark%20\(formerly%20CCR\)](https://earlylearning.powerappsportals.us/parentportal/provider-details/?id=14f06b75-be7e-e711-8139-e0071b6a4261~BrightSpark%20(formerly%20CCR))
    - Tiny Tots Early Learning Collaborative: <https://earlylearning.powerappsportals.us/parentportal/provider-details/?id=f48f38c9-c07e-e711-8139-e0071b6a4261~Tiny%20Tots%20Early%20Learning%20Collaborative>

Reporting & Evaluation:

- 2021-22 DEEL Annual Report (see pages 18-23 for preschool enrollment and outcome trends): [https://www.seattle.gov/documents/Departments/DEEL/Results/Reports%20and%20Data/FEPP%20Levy%20Reports/2022\\_DEEL\\_Annual%20Report\\_WEB\\_Release070623.pdf](https://www.seattle.gov/documents/Departments/DEEL/Results/Reports%20and%20Data/FEPP%20Levy%20Reports/2022_DEEL_Annual%20Report_WEB_Release070623.pdf)
- Seattle Preschool Program Process Evaluation:
  - School Readiness Consulting (SRC) – 2021: [https://www.seattle.gov/documents/Departments/DEEL/Results/Reports%20and%20Data/SPP%20Reports/SPP\\_Process%20Report\\_12212021.pdf](https://www.seattle.gov/documents/Departments/DEEL/Results/Reports%20and%20Data/SPP%20Reports/SPP_Process%20Report_12212021.pdf)
  - School Readiness Consulting (SRC) – 2019: [https://www.seattle.gov/documents/Departments/DEEL/Results/Reports%20and%20Data/SPP%20Reports/2019\\_SPP\\_Process\\_Eval\\_SRC.pdf](https://www.seattle.gov/documents/Departments/DEEL/Results/Reports%20and%20Data/SPP%20Reports/2019_SPP_Process_Eval_SRC.pdf)
- Seattle Preschool Program Impact Evaluation:
  - Education Northwest – 2022: <https://www.seattle.gov/documents/Departments/DEEL/Results/Reports%20and%20Data/SPP%20Reports/2022-SPP-Evaluation-Technical-Report.pdf>
  - National Institute for Early Education Research (NIEER) - 2015-19: <https://nieer.org/research-report/seattle-pre-k-program-evaluation>

Proposal Submission and Contracting References:

- Consultant Questionnaire:  
[https://www.seattle.gov/documents/Departments/DEEL/FundingOpportunities/RFPs/2023/SPP%20Process%20RFP/fas\\_cpcs\\_consultant\\_questionnaire.docx](https://www.seattle.gov/documents/Departments/DEEL/FundingOpportunities/RFPs/2023/SPP%20Process%20RFP/fas_cpcs_consultant_questionnaire.docx)
- Insurance Requirements:  
[https://www.seattle.gov/documents/Departments/DEEL/FundingOpportunities/RFPs/2023/SPP%20Process%20RFP/Exhibit\\_Insurance\\_Requirement%20Transmittal\\_Form.pdf](https://www.seattle.gov/documents/Departments/DEEL/FundingOpportunities/RFPs/2023/SPP%20Process%20RFP/Exhibit_Insurance_Requirement%20Transmittal_Form.pdf)
- Consultant Agreement Boilerplate:  
[https://www.seattle.gov/documents/Departments/DEEL/FundingOpportunities/RFPs/2023/SPP%20Process%20RFP/COS\\_Boilerplate\\_Consultant\\_2022.pdf](https://www.seattle.gov/documents/Departments/DEEL/FundingOpportunities/RFPs/2023/SPP%20Process%20RFP/COS_Boilerplate_Consultant_2022.pdf)

## 11. DATA APPENDIX

### Available Data

The tables below describe the data the selected consultant will have access to via a data sharing agreement with DEEL, in addition to any primary data collection proposed.

**Table 11a: SPP Data available to Consultant for Evaluation**

Category	Data Available	Data Collection Partner
Child-Level	<ul style="list-style-type: none"> <li>• Teaching Strategies Gold (TSG) is a preschool observation-based assessment system to measure child progress towards kindergarten readiness and tailor instruction to children’s identified areas of strength and need; data is collected by SPP teachers and submitted twice per year.</li> <li>• Attendance</li> </ul>	Preschool Providers
Child-Level	<ul style="list-style-type: none"> <li>• Child demographic data</li> </ul>	Collected by DEEL
Child-Level	<ul style="list-style-type: none"> <li>• WaKIDS kindergarten readiness assessment scores linked to child demographics and SPP participation</li> </ul>	Seattle Public Schools
Program Level	<ul style="list-style-type: none"> <li>• Teacher demographic data (entered by providers into DEEL’s Early Learning Management System)</li> <li>• Teacher qualifications and educational attainment</li> </ul>	Preschool Providers
Program Level	<ul style="list-style-type: none"> <li>• Preschool classroom quality assessments (CLASS). DEEL contracts with UW to collect and share assessment data across a sample of classrooms annually.</li> </ul>	University of Washington
Program Level	<ul style="list-style-type: none"> <li>• Soy Bilingüe Preschool Assessment, available for Dual Language Initiative classrooms</li> </ul>	Center for Linguistic and Cultural Democracy (CLCD)
Program-Level	<ul style="list-style-type: none"> <li>• Family Survey: Annual to bi-annual, anonymous, identifiable at the preschool agency level</li> <li>• Teacher survey: Annual to bi-annual, identifiable at the individual level</li> </ul>	Collected by DEEL
Program-Level	<ul style="list-style-type: none"> <li>• Contract monitoring data such as performance pay benchmarks, continuous improvement goals, and narrative reporting.</li> </ul>	Collected by DEEL

**Table 11b: Data Source Details**

Data Source	Definition
<b>CLASS</b>	Classroom Assessment Scoring System Pre-K (CLASS Pre-K). This is conducted yearly by Cultivate Learning at University of Washington and will continue under that partnership.
<b>Family Survey</b>	The family survey collects feedback from families about family engagement, satisfaction with SPP, and input on growth they observed in their children.
<b>Teacher Survey</b>	The teacher survey, administered by DEEL, includes questions about teacher experiences in SPP, retention-related indicators, and satisfaction with SPP and SPP coaching and training supports.
<b>Soy Bilingüe Preschool Assessment</b>	<p>The Soy Bilingüe Preschool Assessment is the central tool used in the Soy Bilingüe Dual Language Preschool Classroom Accreditation, which is a strengths-based process for observing, documenting, and recognizing the work of dual language and language responsive classrooms. The 102 items of the assessment are dividing into six parts:</p> <ol style="list-style-type: none"> <li>1. Parent and Community Collaboration,</li> <li>2. Linguistically and Culturally Relevant Environment,</li> <li>3. Interactions during Schedule Components,</li> <li>4. Child Nurturing and Guidance, and</li> <li>5. Assessment and Planning</li> <li>6. Indigenous Language</li> </ol> <p>Additional information is available in the SPP Manual, pages 24-25 (provided in Section 10: Reference Links above)</p>
<b>TSG</b>	Teaching Strategies Gold (TSG) is a formative assessment that looks at 6 domains up to three times a year and compares them to "Widely Held Expectations" for children their age. SPP teachers collect observations and score the children. SPP teachers are required to attain inter-rater reliability certification. Previously required three times per year, Winter administration of TSG was made optional in SY 2019-20.
<b>WaKIDS</b>	The Washington Kindergarten Inventory of Developing Skills (WaKIDS) is administered by Kindergarten teachers in October of the Kindergarten year. WaKIDS assesses incoming kindergartners' readiness in six domains: social emotional, physical, language, cognitive, literacy and math. Kindergarten readiness is based on readiness in all six domains. It uses a sub-set of the constructs used in Teaching Strategies Gold. Through a data sharing agreement with Seattle Public Schools, DEEL receives annual WaKIDS scores for all kindergartners with detailed student-level demographics, including flags for previous SPP students for longitudinal tracking.