



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

Question and Answers
Updated: 9/22/2023

Contracting

We would like to review the Evaluation Template in Boilerplate Section 25 Consultant Performance Evaluation (<http://www.seattle.gov/contracting/docs/ccPE.doc>) but the link appears to be broken. Can you direct us to the Evaluation Template?

The link to the consultant performance evaluation should now be fixed. View here:

<https://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Consulting/ccPerfEval.docx>

Date and origin of question: DEELFunding@seattle.gov inbox 9/18/23 Date answered: 9/21/23

We understand from RFP Section 8 Contract Modifications that the City cannot modify the “mutual indemnification” provision. While we understand that the City will not negotiate a contract allowing for mutual indemnification, can the City confirm that it will consider negotiating the Boilerplate Section

While we cannot modify the mutual indemnification provision, DEEL may consider other adjustments to the indemnity provision. 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 required to accept such proposed changes. Please refer to RFP Section 8: Contract Modifications for additional details.

Date and origin of question: DEELFunding@seattle.gov inbox 9/18/23 Date answered: 9/22/23

Insurance: Will DEEL consider proposed revisions to the insurance requirements for this contract?

Specific requests for adjusted insurance requirements would need to be reviewed by the City of Seattle Risk Management division, but typically insurance requirements set for consultant contracts are not negotiable.

Date and origin of question: DEELFunding@seattle.gov inbox 9/11/23 Date answered: 9/14/23

Insurance: Will DEEL consider removing the following requirement from the Insurance Requirements Transmittal Form: “At any time upon the City’s request, Agency shall also cause to be timely furnished a copy of declarations pages and schedules of forms and endorsements. In the event that the City tenders a claim or lawsuit for defense and indemnity invoking additional insured status, and the insurer either denies the tender or issues a reservation of rights letter, Agency shall also cause a complete and certified copy of the requested policy to be timely furnished to the City of Seattle.”

No, the insurance language referenced is City of Seattle policy.

Date and origin of question: DEELFunding@seattle.gov inbox 9/11/23 Date answered: 9/14/23

Budget and contract type: May DEEL please confirm that this project will be awarded as a fixed price contract with payment upon deliverables? Some of the language in the RFP and Q&A answers suggest that this project may be better suited as a Time & Materials contract, since DEEL requiring that offerors’ cost proposals include the estimated hours and cost of labor for each evaluation team member on an hourly basis, and the invoicing requirements in Boilerplate Section 6.1 include employee name, hourly rate, and number of hours worked.

Correct, the contract is fixed price, with payment on receipt of deliverables. DEEL asks for an hourly breakdown and anticipated cost of labor for the purposes of transparency about the proposed project budget. Please



disregard the example invoice in the contract boilerplate. A deliverables-based invoice template will be provided at the time of contracting.

Date and origin of question: DEELFunding@seattle.gov inbox 9/11/23 *Date answered:* 9/14/23

Are there any limitations on indirect costs? My organization has a federally-negotiated indirect cost rate that it must apply absent written notice of a cap on indirect costs.

There are no specific limitations on indirect costs. The evaluator will complete this project under a fixed price contract with payment upon deliverables. Deliverables compensation includes all direct, indirect, and fixed fees for the project. For more information about contracting, please reference the City of Seattle Consultant Agreement Boilerplate, linked under Reference Links and FAQ on the funding opportunities web page: <https://www.seattle.gov/education/for-providers/funding-opportunities/2023-spp-process-evaluation-rfp>.

Date and origin of question: DEELFunding@seattle.gov inbox 8/28/23 *Date answered:* 8/30/23

Will this project result in a fixed price or cost-reimbursable contract?

See response to the question above.

Date and origin of question: DEELFunding@seattle.gov inbox 8/28/23 *Date answered:* 8/30/23

The cost proposal requests estimated hours and hourly rates, but our team primarily works on a full-time-equivalent basis. Can we present costs on an FTE basis?

We prefer to see the cost of labor for each evaluation team member on an hourly basis, which typically factors in salary/compensation and overhead.

Date and origin of question: DEELFunding@seattle.gov inbox 8/28/23 *Date answered:* 8/30/23

Other than the desired qualifications, are there other things you're looking for in a consulting firms (e.g., geographic location, demographic of the consulting team)

Beyond the desired qualifications listed in the RFP, DEEL is not formally seeking other consultant characteristics. The proposal response (see RFP page 9) requires a description of consulting team composition and competencies, in which consultants are asked to describe team member experience and expertise related to the project scope and desired qualifications. If a consultant were to describe features like geographic location or team demographics as supporting evidence of meeting desired qualifications, then these factors would be considered by the review panel. Please reference the proposal evaluation criteria (RFP page 11) for additional details.

Date and origin of question: SPP Process Eval RFP Information Session #1 8/23/23 *Date answered:* 8/25/23

Proposal Submission

We understand that the contract resulting from this solicitation will be fixed price, with payment upon receipt of deliverables. May offerors submit a proposed milestone deliverable payment schedule with their Cost Proposal?

Yes, offerors may (but are not required to) submit a proposed deliverable payment schedule.

Date and origin of question: DEELFunding@seattle.gov inbox 9/18/23 *Date answered:* 9/21/23

Given that Education Northwest conducted the 2021-2022 impact evaluation, are you able to share if they intend to bid for this proposal?

We do not know whether current or former evaluation partners intend to submit proposals for this project.

Date and origin of question: DEELFunding@seattle.gov inbox 9/13/23 *Date answered:* 9/18/23



Do all members of the proposed team need professional references? We intend to have a number of advisors that would provide content area expertise but would not be consistently involved in the project (e.g., they may only review a specific protocol).

We only require references from core members of the evaluation team. Please include a description of the advisors' qualifications in your proposal along with the rest of your evaluation team. You may attach resumes as well (optional).

Date and origin of question: DEELFunding@seattle.gov inbox 9/13/23 Date answered: 9/18/23

City Non-Disclosure Request: If an offeror is identifying any part of its bid/response as exempt from disclosure, may the offeror submit redacted versions of only those items that contain redactions? For example, if only Item 3 contains redactions, may we submit two versions of only Item 3 (Item 3 - Redacted and Item 3 – Nonredacted) and a single version of all remaining proposal items?

We are consulting our public disclosure team and expect to post a response to this question on 9/18.

Date and origin of question: DEELFunding@seattle.gov inbox 9/11/23 Date answered: 9/14/23

Women and Minority Owned Business Plan: Are offerors required to submit a WMBE Inclusion Plan with their proposals if they intend to include work by individual consultants in their proposals? If so, may DEEL provide a template and instructions for completing the WMBE Inclusion Plan?

A WMBE inclusion plan is not required for this project at proposal submission or at time of contracting. Please provide information about anticipated subconsultants and evaluation team members in applicable sections of your proposal.

Date and origin of question: DEELFunding@seattle.gov inbox 9/11/23 Date answered: 9/14/23

Registration of consultants: Are any individual consultants included in an offeror's proposal required to register with City's Online Business Directory before the proposal is submitted?

Business directory registration is not required before proposal submission. Business directory registration is highly encouraged for companies or organizations who contract with the City, as City departments may use the business directory to develop bid and contact lists for future opportunities.

Date and origin of question: DEELFunding@seattle.gov inbox 9/11/23 Date answered: 9/14/23

One of the criteria for pursuing the process evaluation for Seattle Public Preschools is a Washington State business license. As an entity at a university in Oregon, I do not believe we have a Washington State business license, but I was curious if entities, such as ours at a state university, would be exempt from that requirement?

Response updated 9/14/23: Regarding City of Seattle Business License: Public entities are not exempt from the business license requirement. However, if work is performed remotely, outside of Seattle, a City of Seattle business license would not be required per SMC 5.30.030(B).

Date and origin of question: DEELFunding@seattle.gov inbox 8/30/23 Date answered: 9/14/23

Do you prefer a letter of interest before applications are submitted, or along with the application?"

If including a letter of interest, it should be submitted as part of the full proposal package. See RFP Section 5: Response Materials and Submittal (page 8) for detailed proposal submission instructions.

Date and origin of question: SPP Process Eval RFP Information Session #1 8/23/23 Date answered: 8/25/23

Scope of Work



Are there stakeholder engagement bodies that DEEL works with for FCCs and specialized classrooms (e.g., advisory committees)? If so, can you share the composition (role, number) and frequency with which they meet?

We do not have established advisory bodies specific to the classroom settings. However, we have standing monthly or bi-monthly meetings with Seattle Preschool Program agency directors and FCC hub agencies.

Date and origin of question: DEELFunding@seattle.gov inbox 9/13/23 Date answered: 9/18/23

Are you able to provide more information about the classroom models for Dual Language Classrooms, SPP Plus Classrooms, and the FCC program (outside of the information provided in the Seattle Preschool Program Manual)? Are there existing assessments that measure fidelity to these models, or is it anticipated that the consultant will development fidelity measurements?

We do not have additional details beyond what is included in the RFP and SPP manual. DEEL plans to collect additional information about the SPP Plus and Dual Language classroom models, including potential fidelity markers, in Q4 of 2023 before this contract is executed. Any specific methods for observing fidelity would be developed by the consultant during the evaluation design phase.

Date and origin of question: DEELFunding@seattle.gov inbox 9/13/23 Date answered: 9/18/23

The 2021-2022 Annual Report noted biases with the TSG and WaKIDS child assessment tools. Is there any interest in exploring other assessment tools given these limitations, or does DEEL intend to use these assessments for this process evaluation?

TSG and WaKIDS data will be collected and recorded by DEEL on an annual basis, regardless of the methods used for this process evaluation. As these assessments are used in SPP impact evaluations, we lean toward including insights from these assessments in the process evaluation. However, we welcome proposals to incorporate alternative or supplemental assessments that would improve our understanding of the effectiveness of specialized classrooms and minimize biases.

Date and origin of question: DEELFunding@seattle.gov inbox 9/13/23 Date answered: 9/18/23

Are you able to share DEEL's annual and bi-annual family and teacher surveys?

We can share data collection protocols with the selected consultant during the contracting and evaluation design stages. Note that the teacher and family survey content can be customized in 2024 to support this evaluation.

Date and origin of question: DEELFunding@seattle.gov inbox 9/13/23 Date answered: 9/18/23

Can DEEL provide a copy of the data sharing agreement boilerplate for offeror's review?

Once the contract is awarded, we will work with the winning bidder on details regarding data sharing agreements.

Date and origin of question: DEELFunding@seattle.gov inbox 9/11/23 Date answered: 9/14/23

Does DEEL know the extent to which there is overlap of students who receive services between the three specialized classroom settings, such as dual language learners who may have also have an IEP?

The classroom settings are distinct (for example, there are no FCC providers who are Dual Language Initiative or SPP Plus providers). Below are some details that may help address your inquiry:

- Of the children in SPP Plus classrooms with IEPs, 18% have a non-English primary language. Of all children in those classrooms, 26% are multi-lingual learners.
- We are not able to track the IEP status of children who are not part of our inclusion classrooms (none of which are dual language) while they are in preschool. However, we do know that at kindergarten entry, about 8% of children previously enrolled in SPP dual language classrooms have an IEP. The trend is



slightly different for the ASL dual language classroom, where historically about 33% of the Deaf and Hard of Hearing children in the classroom have IEPs.

Date and origin of question: DEELFunding@seattle.gov inbox 9/5/23 *Date answered: 9/7/23*

Do child-level data (e.g., TSG, WaKIDS) and teacher-level data (e.g., demographics, qualifications, teacher survey) include identifiers that would make it possible to link them to classroom-level measures (e.g., CLASS, Soy Bilingüe)?

Yes, child-level and teacher-level data include classroom identifiers.

Date and origin of question: DEELFunding@seattle.gov inbox 9/5/23 *Date answered: 9/7/23*

We see that family survey data is identifiable at the preschool agency level. Could you confirm whether this means they are not identifiable at the classroom level?

Correct, they have not historically been identifiable at the classroom level, primarily for logistical reasons. However, we are open to pursuing strategies to identify respondents at the classroom level in future surveys.

Date and origin of question: DEELFunding@seattle.gov inbox 9/5/23 *Date answered: 9/7/23*

How many classrooms use ASL?

We have one ASL dual language classroom.

Date and origin of question: SPP Process Eval RFP Information Session #1 8/23/23 *Date answered: 8/25/23*

What assessments are being used to assess children in the classrooms?

Please refer to the RFP section 11: Data Appendix (page 21) for details about available secondary data, including assessments.

Date and origin of question: SPP Process Eval RFP Information Session #1 8/23/23 *Date answered: 8/25/23*

What evaluation efforts has DEEL had for the SPP, and if that work was contracted externally, who has held those contracts?

Please see the Reference Links section of the RFP (page 20) for past SPP evaluations.

Date and origin of question: DEELFunding@seattle.gov inbox 8/28/23 *Date answered: 8/30/23*

Does DEEL have a preference for in-person meetings and/or data collection for this project?

DEEL does not have a specific preference for in-person services, unless there are feasibility concerns associated with remote data collection. For example, we prefer in-person classroom observations, if applicable. Project management and coordination with DEEL is expected to primarily be conducted virtually.

Date and origin of question: DEELFunding@seattle.gov inbox 8/28/23 *Date answered: 8/30/23*

Will DEEL rely on the facilitator's IRB or does DEEL have a research review process?

DEEL does not have a research review process and historically DEEL has relied on consultants' IRB.

Date and origin of question: SPP Process Eval RFP Information Session #1 8/23/23 *Date answered: 8/25/23*

How flexible are the evaluation questions that will be provided by DEEL at the start of the contract?

DEEL's primary goal in providing evaluation questions to the consultant up-front is to limit the effort and time required to engage with stakeholders and determine the scope of inquiry. DEEL is open to recommended adjustments to evaluation questions during both the design phase and in consultant proposal responses, especially recommended adjustments that add specificity or serve to improve the rigor and actionability of findings. Flexibility will depend on how much the questions impact the evaluation scope.

Date and origin of question: SPP Process Eval RFP Information Session #2 8/24/23 *Date answered: 8/25/23*



Are there specific internal and external stakeholder groups evaluators should plan to engage?

DEEL is not requiring specific engagement with internal and external stakeholder groups. As part of the proposal process, DEEL expects recommendations from evaluators about ways to engage internal and external stakeholders to support the quality of the evaluation and disseminate findings. Examples of stakeholders include DEEL's Early Learning division leadership, DEEL coaches (coaches directly support SPP teachers with their teaching practice), SPP administrators and teachers. See Performance Schedule & Scope of Work: Reporting (RFP page 7) and Proposal Response item 5C: Stakeholder Engagement and Reporting (RFP page 9) for details.

Date and origin of question: SPP Process Eval RFP Information Session #1 8/23/23 Date answered: 8/25/23

What is the role of FCC Hubs in the evaluation design, recruitment, or data collection? Will the consultant be working only with DEEL directly, or will they also engage with Hubs?

The evaluator will have an opportunity to engage with both Hubs and FCC providers as needed based on the proposed evaluation design. For example, Hubs may be the subject of inquiry in primary data collection, or they may be an outreach partner to facilitate contact with FCC providers. Evaluators are welcome to recommend an engagement approach during the proposal and/or evaluation design process.

Date and origin of question: SPP Process Eval RFP Information Session #1 8/23/23 Date answered: 8/25/23

Will we need to secure data sharing agreements with any agencies or organizations?

The secondary data sources described in the RFP Data Appendix (page 21) can be accessed through a data sharing agreement with DEEL. Any additional secondary data not owned by DEEL will require a separate agreement with the applicable third party.

Date and origin of question: SPP Process Eval RFP Information Session #1 8/23/23 Date answered: 8/25/23



Appendix