



## Seattle Preschool Process Evaluation Request for Proposal

### Questions and Answers Updated: 4/15/25

| # | Question(s)   | Answer(s)   | Date Received | Date Answered |
|---|---|---|---------------|---------------|
| 1 | Question(s): The RFP indicates that professional references are required for each team member, including sub-consultants. Does this include junior staff, like research assistants, or is it acceptable to provide references for key staff only? Or, would DEEL consider firm-level references for all partners? | Answer(s): Professional references are required for all key evaluation team members put forward in the proposal, including the Principal Investigator and staff leading significant portions of the project. References for junior staff (e.g., research assistants) whose expertise is not elevated in the proposal response (e.g., Team Composition and Competencies), are not required to list references. DEEL does not accept firm-level references in place of individual references for key personnel. | 4/9           | 4/10          |
| 2 | Question(s): Do you expect that the evaluator will collect primary data directly with children?   | Answer(s): Primary data collection will depend on the evaluator's proposed methods, but consultants are not required to collect primary data directly with children. DEEL will provide the evaluator access to preschool and K-3 child assessment data, described in the RFP Section 11: Data Appendix. However, if consultants want to propose assessments involving direct data collection they may do so.  | 4/9           | 4/10          |
| 3 | Question(s): Do you anticipate data collection with families in different languages and if yes, what languages?   | Answer(s): Primary data collection will depend on the evaluator's proposed methods. A significant share (30%+) of the preschool and elementary school populations served by DEEL investments come from multi-lingual households. The most common languages spoken by families in SPP and Seattle public schools include Spanish, Somali, Chinese (Mandarin & Cantonese), Vietnamese, and Amharic. References provided in the RFP that may be useful in understanding the demographic                          | 4/9           | 4/10          |



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|   |  | characteristics of DEEL-supported preschool and elementary school populations include the <a href="#">2022 SPP Outcome Evaluation</a> , <a href="#">2024 School Based Investments Evaluation</a> Appendix A, and DEEL's most recent <a href="#">Annual Report</a> .  |               |               |
| 4 | Question(s): Do you usually require IRB approval?  | Answer(s): The City of Seattle does not have its own IRB process. For data collection involving Seattle Public Schools (SPS) staff, families, or students, DEEL requires consultants to submit a research application to the SPS Research and Evaluation department for approval. Information about this process is available on SPS' website: <a href="https://www.seattleschools.org/departments/rea/apply-to-conduct-research/">https://www.seattleschools.org/departments/rea/apply-to-conduct-research/</a> . Otherwise, evaluators may also rely on their own internal IRB procedures as applicable. | 4/9           | 4/10          |
| 5 | Question(s): How long does the SPS research application process take?  | Answer(s): We recommend planning for approximately one month of review in your proposal; however, there is not a standard timeline that DEEL can guarantee for the research application. DEEL will support evaluators in communicating with the SPS research team.   | 4/9           | 4/10          |
| 6 | Question(s): if we meet all qualifications, are you open to consider applicant organizations from outside of Washington? | Answer(s): Yes, out of state applicants are welcome to submit a proposal. Project coordination with DEEL will take place virtually, and evaluators may propose either in person or virtual data collection methods. Non-local applicants should include in their proposal a clear and feasible plan for conducting primary data collection virtually (as applicable), including any discussion of tradeoffs, or incorporate travel into their cost proposal.   | 4/9           | 4/10          |
| 7 | Question(s): Have you worked with an evaluator previously for this program?  | Answer(s): DEEL has worked with multiple evaluation partners to evaluate SPP in the past. You can find links to recent external evaluations on page 19 of the Request for Proposals, and a full list on <a href="#">DEEL's website</a> . We have not yet worked with an external evaluator to evaluate our elementary school strategies.   | 4/9           | 4/10          |



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| 8  | Question(s): You note that “Payment made upon receipt of deliverables” - how is this prorated? Is it a third for each phase? | Answer(s): We do not have a predetermined allocation for payment across deliverables. Payment terms will be negotiated during the contract negotiation phase and finalized before the contract begins.   | 4/11          | 4/15          |
| 9  | Question(s): Have you all submitted an IRB/research protocols for this project in the past?                                  | Answer(s): Please refer to questions 4 and 5, above, for more information about IRB and research protocols. Past DEEL evaluation partners have submitted protocols through both the SPS research application process and their own IRB processes, but protocols were not specific to the project that is the subject of this solicitation.   | 4/11          | 4/15          |
| 10 | Question(s): How many firms attended the first information session webinar?  | Answer(s): Approximately 15 firms/research groups were represented in the information session held on April 9.   | 4/11          | 4/15          |
| 11 | Question(s): Could there be co-PIs on this project with one being a subcontractor?   | Answer(s): Yes, we will accept proposals with two Principal Investigators (PIs), including arrangements where one PI is a subcontractor.   | 4/11          | 4/15          |
| 12 | Question(s): Why did you decide to move away from Education NW after they did the last 3 evaluations?                        | Answer(s): While we have had a positive partnership with Education Northwest, and they have been selected through two separate competitive processes to conduct our recent SPP evaluations, it is our standard practice to issue open RFPs for external evaluations to invite new perspectives and expertise to our evaluation efforts. We place a strong emphasis on team qualifications and high quality, feasible, and cost-effective methods in our scoring process (see scoring criteria on RFP page 10). In addition to Education Northwest, we have recently worked with three other external research teams to evaluate SPP and FEPP Levy investments. A full list of past reports are available on our website at <a href="https://seattle.gov/education/reports-and-data#departmentreports">https://seattle.gov/education/reports-and-data#departmentreports</a> | 4/11          | 4/15          |
| 13 | Question(s): How are you thinking about defining successful transitions?   | Answer(s): DEEL is interested in learning how consultants would define a successful transition as part of their proposed evaluation approach, drawing from their subject matter expertise. In addition, the evaluation contract includes a two-  | 4/11          | 4/15          |



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|    |  | month design phase during which the selected consultant will collaborate with a stakeholder advisory committee and DEEL strategic advisors to co-develop shared definitions and refine evaluation priorities, including a shared definition of successful preschool to K-12 alignment. The intent is for this evaluation to be formative, rather than assessing fidelity to a previously designed framework. |               |               |
| 14 | Question(s): Will DEEL support efforts to gather information about standard preschool transition practices across Seattle Public Schools, including from schools that do not receive FEPP funding? | Answer(s): Yes, DEEL will help facilitate access to relevant information and support coordination with Seattle Public Schools for primary data collection as needed.   | 4/11          | 4/15          |
| 15 | Question(s): Is eligibility only extended to WA businesses and consultants?  | Answer(s): Please see response to question #6, above.  | 4/11          | 4/15          |