



Seattle
Parks & Recreation

Seattle Parks & Recreation REQUEST FOR PROPOSALS (RFP) OUTDOOR PRESCHOOL PROGRAMS

MAILING ADDRESS AND CONTACT INFORMATION:

Seattle Parks & Recreation – Matrix & Partnerships
Attention: Katie Sifford, Early Learning Planning & Development Spec.
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WOMEN AND MINORITY BUSINESSES ARE ENCOURAGED TO SUBMIT A PROPOSAL

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1. RFP OVERVIEW

INTRODUCTION AND BACKGROUND

Seattle Parks and Recreation (SPR) is issuing a Request for Proposals (RFP) seeking interested service providers for the operation of outdoor preschool classrooms within preselected Seattle Parks.

Opportunities for outdoor learning are strongly aligned with SPR's mission to support healthy people, a thriving environment, and vibrant communities.

SPR conducted a pilot outdoor preschool program from 2016-2018 to consider the feasibility of hosting outdoor preschool classrooms in select Seattle Parks. Preschool classrooms were permitted at locations within four Parks: Camp Long (West Seattle), Jefferson Park (Beacon Hill), John C. Little Park (Beacon Hill) and Carkeek Park (Broadview).

The success of this pilot led to an RFP in 2018, resulting in the establishment and operation of classrooms at Camp Long, Carkeek Park, Jefferson Park, and Be'er Sheva. A fifth site, Northacres, was approved for establishment starting in 2019, but operation was unfortunately put on hiatus during the COVID-19 pandemic.

Due to unforeseen circumstances, established outdoor classrooms in the five parks mentioned above became available again in 2023.

For the 2025-2026 school year, and beyond, SPR is issuing a Request for Proposals (RFP) for outdoor preschool classrooms at the six parks listed below:

- Northacres Park
- Carkeek Park
- Jefferson Park
- Be'er Sheva Park
- Camp Long
- Lincoln Park

The six parks included in this RFP were selected based on a viability assessment to determine the following outdoor classroom criteria can be met:

- Safe and desirable early learning location/environment.
- Accessible by truck to drop portable toilet(s).
- Access to comfort station(s) for emergency lockdown.
- Accessible by foot or vehicle for pick-up and drop-off of participants.

Despite hosting an early pilot program, John C. Little Park has been excluded from consideration due to deteriorating site conditions and overuse.

The RFP packet will be publicly advertised and made available on the SPR website at:
<https://www.seattle.gov/parks/about-us/contracts-and-partnerships/partnership-opportunities>

TIMELINE

Written proposals must be submitted via email to katie.sifford@seattle.gov by **December 13, 2024, by 3:00PM**. Late proposals will not be accepted.

Questions can be sent directly to the RFP Contact via email at any point once the RFP is released.

Applicants are encouraged to review the maps provided in Appendix C and visit their park(s) of interest while creating their Proposal. If you wish to request an in-person site visit with SPR please send requests via email to katie.sifford@seattle.gov

RFP Release	November 18, 2024
RFP Virtual Open House/Drop-In Hours Virtual drop-in hours will be available via Microsoft Teams. All questions/answers provided during drop-in sessions will be posted online for all applicants to view.	November 22, 2024 (Join Here) 8AM-11AM
	November 26, 2024 (Join Here) 8AM-11AM
	December 4, 2024 (Join Here) 2PM-4PM
	December 9, 2024 (Join Here) 2PM-4PM
Deadline for Written Questions to SPR	December 11, 2024
Proposals Due	December 13, 2024, by 3:00PM
RFP Review Applicants may receive questions with a response timeline from the SPR Review Panel.	December 13-20, 2024
Applicants Notified	December 20, 2024, by 3:00PM

SPR reserves the right to modify this schedule at its discretion. Notification of changes will be posted on the RFP website or as otherwise stated. All inquiries regarding this RFP must be directed to the Katie Sifford at katie.sifford@seattle.gov.

BASIS OF SELECTION

Selection of the successful proposal(s) will be determined through an evaluation of Applicant(s)' ability to operate and support outdoor preschool programming at their identified park location based on the information submitted within the proposal(s).

The review panel will score each proposal per the criteria outlined in Section 6 and may seek additional clarification or information through written questions. The review panel will make a recommendation identifying the successful proposal to the Matrix & Partnerships Unit of SPR.

If SPR and the initial successful Applicant(s) are unable to negotiate a mutually acceptable agreement, SPR reserves the right to select another proposal for negotiation until the RFP process either terminates or results in an agreement.

AGREEMENT DURATION

Once a successful proposal is selected, SPR will negotiate a one-year License Agreement with an option to renew if all terms and conditions are met.

2. ELIGIBILITY REQUIREMENTS

PROVIDER ELIGIBILITY

Qualified applicants must intend to operate a licensed full-day or unlicensed half-day outdoor preschool program within the Seattle Park awarded in their contract. Applicants must be prepared to provide the following:

- City of Seattle Business License.
- Certificate of Insurance (COI).
- Background checks for all staff.

*Applicants are not required to hold a business license and COI at the time of proposal but will be required to obtain both prior to commencement of program services. See [Appendix B](#) for more information.

PROPOSED SCHEDULE, STAFFING PLAN, AND CLASSROOM RATIOS

Applicants should describe a proposed staffing plan, classroom ratio, and daily schedule for the proposed outdoor preschool program (See [Appendix B, Table B](#)), including:

- Daily preschool hours of operation, including set up and take down.
 - Including Full-Day, Half-Day, AM/PM options, etc.
- Before and after-school schedule, if applicable.
- Staffing Plan.
- Projected classroom ratio (student/staff).
- School year calendar.
- Summer calendar, if desired/applicable.

REPORTING OUTCOMES

SPR may gather data about student outcomes, attendance and other measures of student performance. SPR will require demographic information as described below.

- Number of students receiving scholarship/size of scholarships.
- Demographics of classroom by age, gender, ethnicity and language spoken at home.

ADDITIONAL CONSIDERATIONS

Licensure: Applicants are not required to apply for State licensure from DCYF.

Although there is a licensing process in place for outdoor classrooms, we understand that it can be very difficult to achieve and have opted to remove it as a requirement from this RFP. This does not mean that applicants should not include plans to seek licensure in their proposal.

More information regarding WA State Outdoor Nature-Based Child Care Programs (ONB) can be found at: <https://www.dcyf.wa.gov/services/early-learning-providers/licensed-provider/onb>.

3. CLASSROOM SITE PROPOSAL REQUIREMENTS

SITE AVAILABILITY

Applicants may only apply for sites that are listed in this RFP. SPR will determine appropriate locations for outdoor preschool classrooms within these parks.

SITE PLANS

Applicants should develop a written description of the proposed classroom setup and operation within the selected park. Applicants may include a site map/drawing to illustrate these plans but are not required to do so.

Site plans are required as part of the proposal (See [Appendix B, Table C](#)) and should include:

- Portable restroom location/use (ex. porta potty drops).
- Storage facilities (ex. knock boxes).
- Plans to use temporary tarpaulins or other types of cover.
- Plans to use any “imported” materials or program “furniture”.
- Plans for safe drop-off and pick-up of students.
- Any requests to use other areas of the select park for preschool programming/ activities.
- Emergency plans (including adverse weather).

MAINTENANCE AND SITE ALTERATIONS

Applicants may not engage in any alteration to the physical park environment without the written permission of the SPR contact person for the park in which they are located.

EMERGENCY PLANS

A plan for emergencies (weather, active shooter, and unhoused individuals/individuals in mental health crisis) will be required as part of the contract between SPR and the Applicant. In responding to the RFP, applicants do not have to submit their finalized emergency protocols but should discuss plans for communication with 911/emergency responders, SPR staff, and parents/guardians in the event of an emergency. After SPR has made final decisions on successful applicants to this RFP, SPR will meet individually with providers to develop site-specific Emergency Plans. These plans will be included in the executed license agreement

SITE LEAD

Applicants will designate a Site Lead for each park/classroom who will serve as the point of contact and communication with SPR staff.

MULTIPLE-SITE APPLICATIONS

Applicants may apply for more than one site in their proposal but must submit a separate site plan for each park.

4. APPLICATION INSTRUCTIONS

Please be sure to answer each question and submit proposal by **December 13th at 3:00pm**. No applications will be accepted after this due date and time.

PROPOSAL RESPONSE REQUIREMENTS

All proposals must include the following:

- A cover sheet that includes all relevant applicant information, contact information, and legal status. See APPENDIX A.
- A brief, concise summary of the proposed outdoor preschool program.
- Responses to questions in APPENDIX B, Tables One (Administrative Requirements), Two (Program Requirements) and Three (Site Plan Requirements).
- Proposals must be no more than 10 pages, one-sided and single-spaced.
- Proposals should include background information for your organization including the primary mission and history along with any other relevant information.

*See Section 6 for evaluation criteria and scoring rubric.

Proposals must be submitted electronically via email to katie.sifford@seattle.gov. For any questions about submitting your application, please contact Katie Sifford at the email above or by phone at 206-702-3253.

APPLICANTS' RESPONSIBILITY TO PROVIDE FULL RESPONSE

It is each Applicant's responsibility to provide responses which do not require interpretation or clarification by SPR and to ensure that all requested materials, forms, and information are included. Each Applicant is responsible for ensuring their proposal is submitted properly. During scoring and evaluation (prior to interviews, if any), SPR will rely upon the submitted materials and shall not accept any unsolicited materials from the Applicant(s) after the RFP deadline. An Applicant(s)' failure to provide complete responses which conform to the requirements of this RFP may result in the rejection of the Proposal; however, SPR reserves the right to seek clarifications as needed, and to waive immaterial variations or defects in proposals.

PROPRIETARY AND CONFIDENTIAL MATERIAL

Washington State Law (RCW Chapter 42.56, the *Public Records Act*) all written materials prepared, owned, used, or retained by SPR relating to a governmental or proprietary program are **public records**. These records include, but are not limited to proposal submittals, agreement documents, financial documents, contract work product, or other written materials.

Washington's Public Records Act requires that public records must be promptly disclosed by SPR upon request unless a judge rules that the RCW referenced above or another Washington State statute exempts records from disclosure. Exemptions are narrow and explicit and are in Washington State Law (Reference RCW 42.56 and RCW 19.108). It is the responsibility of the

Applicant(s) to be familiar with the Washington State Public Records Act and the limits of record disclosure exemptions.

If you believe any records you are submitting to SPR, as part of your proposal, are exempt from disclosure you can request that SPR not release the records until SPR notifies you about the status of the identified disclosure(s). To make such a request, you must include it with your proposal, identify each record, and explain why the exemption(s) may apply.

SPR will not withhold materials from disclosure 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 in the Proposal. Only the specific records or portions of records properly listed on the Applicant's Proposal may be withheld pending notice. All other records will be considered fully disclosable upon request.

If SPR receives a public disclosure request for any records you have properly listed on the Proposal, SPR will notify you in writing of the request. While it is not a legal obligation, as a courtesy SPR will postpone disclosure for ten (10) business days, providing sufficient time for you to pursue a protective order and ruling from a judge (reference RCW 42.56.540). If you fail to obtain a court order within the ten (10) business days, SPR will release the documents.

By submitting a proposal, the Applicant acknowledges the obligation to identify any records within the proposal responses which an Applicant is requesting notice prior to disclosure. SPR has no obligation or liability if any of Applicant's materials, whether marked as exempt or otherwise, are publicly disclosed in response to a public disclosure request

PROTECTING APPLICANTS' MATERIALS FROM DISCLOSURE (PROTECTED, CONFIDENTIAL or PROPRIETARY)

The Applicant must determine and declare any materials it believes are eligible for redaction and wants to be exempted (redacted). This includes, but is not limited to, the Applicant's application, contract materials and work products.

- **How to Identify Material You Consider Exempt from Disclosure**

Proposal Submittals

If Applicant wishes to assert exemptions in the materials in Applicant's proposal related to its proprietary nature per RCW 42.56-270, Applicant must clearly identify its exemption request via the document below.

- **City's Response to a Public Records (PRA) Request**

The city will prepare two versions of Applicant's materials:

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

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

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

The Limited Redaction will be released only after Applicant has received a “third party notice” that allows Applicant the legal right under RCW 42 56-540 to bring a legal action to enjoin release of any records Applicant believes are not subject to disclosure.

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

- **Requesting Disclosure of Public Records**

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

5. ADDITIONAL RFP INFORMATION

QUESTIONS

Applicants may submit written questions until the deadline stated in the [RFP Timeline](#). All questions must be submitted via e-mail to: katie.sifford@seattle.gov. Failure to request clarification of any inadequacy, omission, or conflict will not relieve the Applicant(s) of responsibilities in any subsequent agreement. It is the responsibility of the interested Applicant(s) to ensure they receive responses to questions. Answers to all written questions received by the [deadline](#) will be posted on the website listed in this RFP so that all questions and answers are available to all potential Applicants.

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

CHANGES TO THE RFP BY ADDENDA

SPR may make changes to the RFP through written Addenda. Addenda will be posted by SPR to the web site listed in this document and shall become part of this RFP.

RECEIVING ADDENDA AND/OR QUESTIONS AND ANSWERS

It is the obligation and responsibility of the Applicant to obtain addenda, responses, or notices issued by SPR. Third-party services independently post SPR solicitations on their websites. SPR does not guarantee that such services have accurately provided all the information published by SPR, and Proposers are encouraged to check the web site regularly.

All submittals sent to SPR will be considered to have been made in response to the RFP, including all addenda, with or without specific confirmation from the Proposer that the addendum was received and incorporated. SPR may reject the submittal if it does not fully respond to a matter incorporated by an addendum.

COSTS OF PREPARING PROPOSALS

All costs incurred in the preparation and submission of a proposal are the responsibility of the Applicant.

READIBILITY

Applicants are advised that the City's ability to evaluate proposals depends on the Applicant's submittal document including organization, level of detail, comprehensive material, and readability.

CHANGES OR CORECTIONS TO PROPOSALS

Prior to the submittal closing date and time, Applicants may change their proposal, if initialed and dated by the Applicant(s). No changes are allowed after the closing date and time specified on the [RFP Timeline](#).

ERRORS IN PROPOSALS

Applicants are responsible for errors and omissions in their proposals. No such error or omission shall diminish the Applicant's obligations to the City under any resulting agreement.

WITHDRAWAL OF PROPOSALS

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

REJECTION OF PROPOSALS

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

EQUAL BENEFITS

Seattle Municipal Code (SMC 20.45) requires consideration of whether proposer(s) provide(s) 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.

WOMEN & MINORITY-OWNED BUSINESSES (WMBE)

The Mayor's Executive Order and City ordinance requires the maximum practicable opportunity for successful participation of minority and women-owned subcontracts. This ordinance will be one of the considerations involved during agreement negotiation. SPR expects all organizations to register at: <http://www.seattle.gov/obd>. Women and minority owned businesses and organizations are asked to self-identify. For assistance, call 206-684-0383.

ETHICS CODE

Please review the City Ethics code: http://www.seattle.gov/ethics/etpub/et_home.htm. For an in-depth explanation of the City's Ethics Code for Contractors, Concessionaires, Customers and Clients, visit: <http://www.seattle.gov/ethics/etpub/fagcontractorexplan.htm>.

COMMON ETHIC GUIDELINES

- **No gifts and gratuities.** Proposers shall not directly or indirectly offer anything (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, 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 Proposer. An example of this is giving sporting event tickets to a City employee who is also on the evaluation team of a Bid Response to which you submitted or intend to submit. The definition of what a "benefit" would be is broad and could include not only awarding an agreement but also the administration of the agreement or evaluating agreement performance. The rule works both ways, as it also prohibits City employees from soliciting items from Proposers.
- **Involvement of current and former City employees.** The Proposal 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 agreement. Update that information during the agreement.
- **No conflict of interest.** Proposers (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 Proposer's performance. SPR 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 agreements 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.

Any questions should be addressed to **Seattle Ethics and Elections Commission** at 206-684-8500.

6. SELECTION PROCESS

INITIAL SCREENING

SPR will do an initial screening of all proposals to determine if submissions follow the required format, instructions, meet or exceed minimum qualifications, and include all required information, forms and/or documents. All proposals that pass the initial screening will move forward to the Review Committee.

PROPOSAL EVALUATION

The Review Committee will evaluate, score and rank proposals using the criteria below.

REVIEW CRITERIA	POINTS
Administrative Requirements	10
Proposed Schedule and Calendar	10
Proposed Staffing Plan and Size of Program/Classroom Ratio	10
Detailed Site Plan (map optional)	20
Proposed Emergency Plan	10
Parent Engagement Plan	10
Community Outreach Plan	15
Race and Social Justice Commitment	15
TOTAL	100

ADDITIONAL/OPTIONAL CRITERIA	POINTS
Evidence of DCYF licensing application	5
Evidence of registered WMBE with City of Seattle	5
TOTAL	10

INTERVIEWS

The Review Committee may interview top-ranked applicants. Applicants invited to interview must bring the assigned Site Leader named in the proposal, as well as other key personnel. The applicant shall not bring individuals who do not work for the provider without advanced authorization by the RFP contact.

REFERENCES

SPR may request one or more references from Applicants.

SELECTION

SPR shall select the highest ranked Proposal(s) for award from the written proposals and interviews (if applicable). SPR reserves the right to make a final selection based on the combined results and/or the consensus of the Review Committee.

RIGHT TO AWARD TO NEXT RANKED APPLICANT

If an agreement is executed resulting from this solicitation and is terminated within 90-days, SPR may return to the RFP process to award to the next highest ranked responsive proposal by mutual agreement with such Applicant. New awards thereafter are also extended this right.

REPEAT OF EVALUATION

If no Applicant is selected at the conclusion of the process, SPR may return to any step in the process to repeat the evaluation with those proposals active at that step. SPR shall then sequentially step through all remaining steps as if conducting a new evaluation process. SPR reserves the right to terminate the process if no proposals meet its requirements.

SPR RIGHTS RESERVED

SPR reserves the right to reject all proposals and to re-advertise if desired. Any proposal which is incomplete, conditional, obscure, or which contains additions or deletions not called for, or includes irregularities of any kind, may be rejected. Protests regarding the City's decision of a respondent's qualification status shall be handled as outlined in the Protest Procedure section below.

SPR has the right to select portions of Proposals for further negotiation.

7. AWARD AND AGREEMENT EXECUTION

The RFP Contact will provide timely notice of an intent to award to all Applicants that submit RFP proposals.

INSTRUCTIONS TO THE SUCCESSFUL RFP APPLICANT(S)

The successful Applicant(s) will receive an *Intent to Award* letter from the RFP Contact. The letter will include instructions regarding the contracting process and timeline to obtain all required documentation. Applicants should anticipate the letter will request them to provide evidence that the Applicant has applied for the required documentation below, and require them to have documents issued prior to the commencement of services:

- Current Seattle Business License
- Certificate of Liability Insurance

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

TAXPAYER IDENTIFICATION NUMBER AND W-9

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

AGREEMENT NEGOTIATION AND APPROVAL PROCESS

For the successful Applicant(s) selected, SPR will negotiate a one-year License Agreement with an option to renew annually if all terms and conditions are met and the partnership remains in good standing. This agreement will be negotiated between SPR and the awarded Providers (s) and will run September-August to encompass a full school year.

INSURANCE REQUIREMENTS

The successful Applicant(s) will be required to maintain insurance at its costs. The insurance must meet the requirements of the City's Risk Management Department, which may depend on the nature of the use and activities. It is anticipated that the successful Applicant(s) will be required to secure Commercial General Liability Insurance (CLI) coverages with minimum general liability limits of \$1,000,000 per occurrence, which may be satisfied with primary CGL insurance limits or any combination of primary and excess/umbrella limits. The City must be named as additional insured on all liability policies and proposer's insurance shall be primary irrespective of any insurance coverage maintained by the City.

PROTESTS

Completed proposals are due by the date specified on the RFP schedule. Selection of a successful Proposal is anticipated to occur by **December 20, 2024**, and SPR will provide each Applicant with written notice of the selection. Any Applicant wishing to protest or challenge the determination must do so within seven (7) calendar days of the notification of selection announcement.

All protests must be in writing and signed by the protesting party or its authorized agent(s). Such protests must state all facts and arguments on which the protesting party is relying on for its protest. Interested parties that wish to protest any aspect of the selection process shall provide written notice to the RFP Contact for this solicitation. An Applicant's failure to submit a timely notice of appeal constitutes Applicant's waiver of all rights to challenge the evaluation and selection.

APPEALS PROCESS

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

Appeals must be sent by mail or email to Kyle Bywater, SPR Matrix & Partnerships Manager, 4209 W. Marginal Way, Seattle, WA 98106 or kyle.bywater@seattle.gov. The Manager will review the written appeal and may request additional oral or written information from the applicant. A written decision from the SPR Manager will be sent within five (5) business days of receipt of the appeal. The decision is final.

APPENDIX A

Seattle Parks & Recreation

Proposal for Operation of Outdoor Preschool Programs

COVER SHEET

SECTION 1: APPLICANT INFORMATION

Applicant (Organization) Name: _____

Director/Owner Name: _____

Mailing Address: _____

Contact Phone: _____ Email: _____

To the best of my knowledge and belief, all information provided in this application is true and correct. I understand the terms and conditions of the Outdoor Preschool RFP and agree to meet City of Seattle requirements stated in the RFP if an award is made.

I certify that my organization has the capacity to meet program expenses that may arise to prepare or maintain outdoor preschool sites, and that the program outlined in our response will be valid until at least the end of the contract period.

I further certify that this proposal has been authorized by my organization's governing body.

Print Name: _____

Signature: _____ Date: _____

(Applicant Director, Owner, or Board Chair)

Applicant Involvement by Current and Former City Employees

Please refer to RFP Section 6 for information about the City Ethics Code.

Are any of the Applicant's principals, officers or employees who will perform work for the City current or former City of Seattle employees or volunteers? Yes No

If yes, identify the employee(s) by name: _____

Will any of the Applicant's principals, officers or employees who will perform work for the City work more than 1,000 hours (per rolling 12 months) within a City contract, combining the hours for work under this contract and any others? Yes No

If so, identify the worker(s) by name, and if the work pertains to an existing City Contract, identify the contracting department and name of City contract: _____

Does any principal, officer or employees of Applicant's firm who will perform work for the City 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 the selection, negotiation, drafting, signing, administration or evaluation of the Applicant's performance? Yes No

If yes, please identify worker(s) by name and identify their relationship (business, family, domestic, etc.): _____

SECTION 2: MAIN CONTACT INFORMATION (if different from above)

Contact Person: _____

Contact Phone Number (s): _____

Email Address: _____

SECTION 3: LEGAL STATUS (check all that apply)

___ Applicant meets all business licensing requirements that apply to its organization. *Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.*

___ Applicant is incorporated as a private non-profit corporation in the State of Washington and has been granted 501 (C) (3) tax exempt status by the United States Internal Revenue Service. The applicant's 501 (C) (3) status is in good standing and has not been revoked in the previous calendar year.

___ Applicant is a public corporation, commission or authority established pursuant to RCW 35.21.660 or RCW 35.21.7301.

___ Applicant has a fiscal sponsor and has been granted and has been granted 501 (C) (3) tax exempt status by the U.S. Internal Revenue Service

- Name of fiscal sponsor: _____
- IRS Employer Identification Number (EIN): _____

APPENDIX B

Proposal Questionnaire

➤ TABLE A: ADMINISTRATIVE REQUIREMENTS

Applicant Name and Address	Provide legal name and address.
Name and Contact Information for Application Contact Person	Name, Title, Email and Phone Number for Application Contact Person.
Insurance	Applicant will provide proof of Commercial General Liability (CGL) insurance policy or the equivalent with a minimum liability of \$1,000,000 each occurrence combined single limit bodily injury and property damage (CSL) including a \$500,000 sublimit per occurrence for Abuse and Molestation. Applicant must list the City of Seattle as additional insured and provide proof of this on either insurance form CG 20 10 or CG 20 26 or equivalent. Such proof must be provided to SPR prior to the commencement of program services.
City of Seattle Business License	Applicant will need to indicate their willingness to acquire a business license. License must be in place prior to commencement of services.
Proposed Park(s)	Applicant will name the park(s) proposed in their application. Please note if you are applying for multiple locations but only wish to operate one classroom please provide which park site would be your priority selection.

➤ TABLE B: PROGRAM REQUIREMENTS

Annual Reporting (Demographic Data)	<ul style="list-style-type: none">• # of students receiving scholarship• Total \$ amount of scholarship awarded• Enrollment by age, gender, ethnicity, and language spoken at home
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Schedule & Calendar	<ul style="list-style-type: none"> • Daily preschool hours of operation, including “admin hours” for set up and take down before/after school • Before and after school schedule, as applicable • School-year calendar, including holidays, breaks and any other calendar variations • Summer calendar, as applicable
Documentation	<ul style="list-style-type: none"> • Evidence of City of Seattle Business License (if available) • Evidence of Certificate of Insurance (if available)
Size of Program and Staffing Plan	<ul style="list-style-type: none"> • # of separate morning and afternoon sessions per classroom. • # of students per session • # of teachers/adults per classroom • Total number of students/site • Total number of adults/site • Overall staffing plan for site
Parent Relations	Applicant will submit Parent Information Guide/Handbook to SPR prior to completion of a contract, if selected. Parent Handbook should include provision requiring parents to address all complaints to Site Lead(s) and/or Executive Director who may then discuss compliant with SPR, as appropriate. Any complaints received directly from parents by SPR will be redirected to provider.
Community Outreach	Applicant will describe plans for community outreach and goals for gender, ethnicity and economic diversity.
Fees	Monthly fees will be calculated based on program hours, with potential for fee reduction by means of public benefit offset:

	<ul style="list-style-type: none"> • \$1,004.40 - 6hr/day program • \$669.60 - 4 hour/day program • \$585.90 - 3.5 hour/day program • \$502.20 - 3 hour/day program <p>Additional fees will be charged on a direct service/cost basis for maintenance and site alterations.</p>
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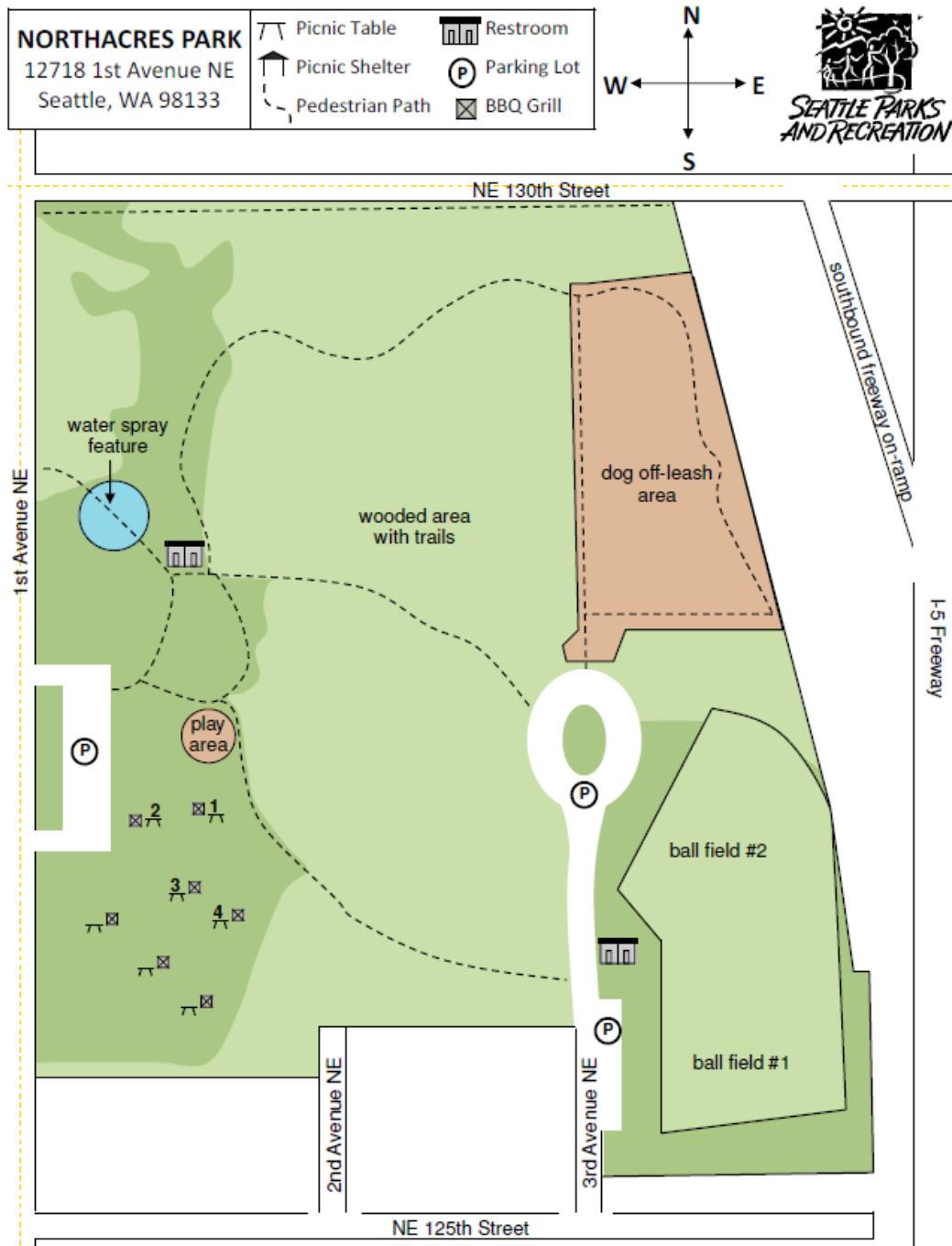
➤ **TABLE C: SITE PLAN REQUIREMENTS**

<p>Site Plans</p> <p>*Must include narrative description of site plans, may be accompanied by maps/drawings (but not required).</p>	<ul style="list-style-type: none"> • Portable restrooms • Storage facilities • Plans to use tarpaulin or other kinds of temporary cover • “Imported” materials or program “furniture” • Proposal to use other areas of the park for preschool programming • Pick-up and drop-off, including time periods for these activities and parking number/location requested • Plan for adverse weather shelter
Emergency Plan	<p>Proposal should detail Provider plan for the following scenarios and include communication plan with 911/emergency responders, SPR staff and participant families/guardians.</p> <ul style="list-style-type: none"> • Adverse weather • Active Shooter • Unhoused individual • Individuals in mental health crisis
Site Lead	Applicants will designate a lead for each site who will serve as point of contact and with SPR staff.

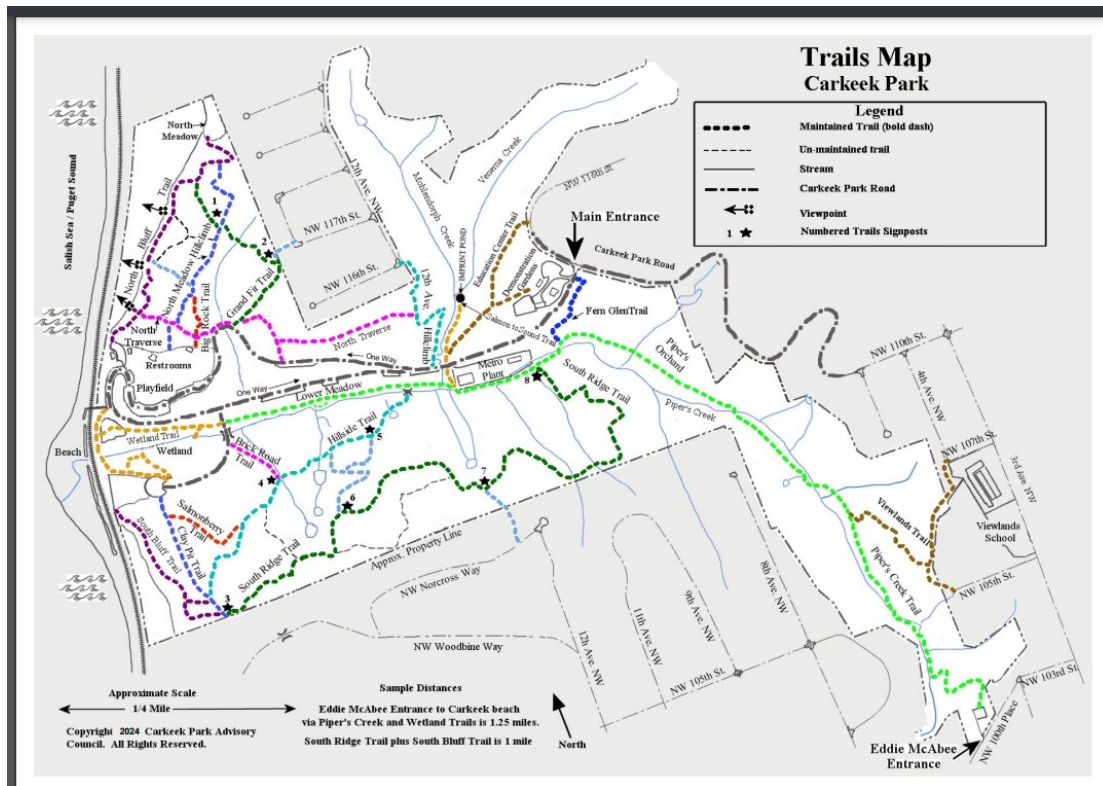
APPENDIX C

SITE MAPS

NORTHACRES PARK: 12718 1st Ave NE, Seattle, WA 98125



CARKEEK PARK: 950 NW Carkeek Park Rd, Seattle, WA 98177



**Classroom location in field near Education Learning Center (ELC) and parking lot.*

JEFFERSON PARK: 3801 Beacon Ave S, Seattle, WA 98108



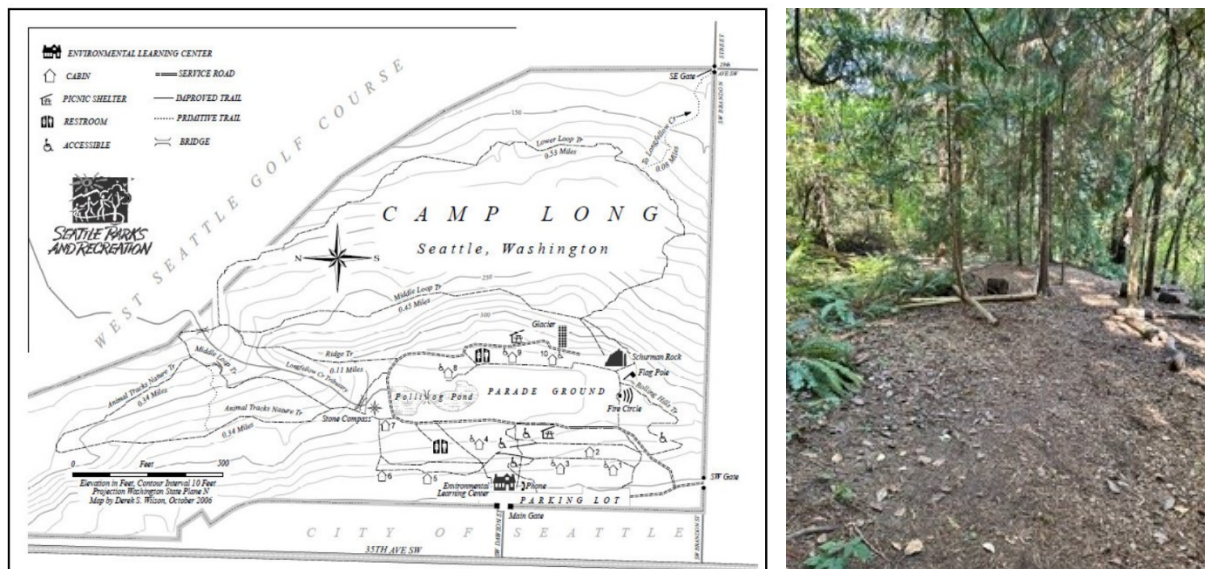
**Classroom location in SW end of park near the horticulture facility.*

BE'ER SHEVA: 8650 55th Ave S, Seattle, WA 98118



**Classroom location in NW end of park near entrance to Rainier Beach Urban Farm & Wetlands*

CAMP LONG: 5200 35th Ave SW Dawson, Seattle, WA 98126



**Classroom location is near NW comfort stations*

LINCOLN PARK: 8011 Fauntleroy Wy SW, Seattle, WA 98136



THIS IS THE END OF THE RFP PACKAGE.