



**Request for Investment: Seattle Preschool Program (SPP)  
Family Child Care (FCC) Pilot**

**Contract Period: July 1, 2017 – June 30, 2018**

**RFI Release Date: January 25, 2017**

**RFI Close Date: March 1, 2017**

**DEEL Project Manager: Mao Svy, [Mao.Svy@seattle.gov](mailto:Mao.Svy@seattle.gov)**

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**1. Program Objectives and Schedule**

**1.1 Objective of this RFI solicitation**

The Department of Education and Early Learning (DEEL) is seeking to contract for the 2017–18 school year with up to two organizations to serve as “Hub” agencies for the Seattle Preschool Program (SPP) Family Child Care Pilot (hereafter referred to as the “FCC Pilot”). The Hub will be responsible for:

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

This Hub-Network structure is intended to support participation of family child care providers within the Seattle Preschool Program. DEEL will allocate up to 50 SPP slots to the FCC pilot program for the 2017–18 school year. The number of Hubs and the number of preschool slots allocated will vary depending on the quality of the RFI responses and the capacity of the selected Hubs.

DEEL will compensate the Hub organization up to \$70,000 in base and performance pay for the 12-month contract period. Hubs will also be permitted to withhold up to 10% (\$1,000) of the preschool slot payment (\$10,000); the Hub will pay FCC providers at least 90% of the preschool slot payment. FCC providers will have access to DEEL-managed professional development and coaching, public health support, start-up funds, and other SPP provider resources as appropriate.

Details of responsibilities, qualifications and compensation of the Hub are outlined in subsequent sections of this RFI.

**1.2 RFI Timeline**

<b>Item</b>	<b>Date/Time</b>
RFI Release	January 25, 2017
RFI Information #1	February 1, 2017 (6:30pm – 7:30pm) at: Seattle Municipal Tower 700 5th Avenue, Suite 1700 Seattle, WA 98104
RFI Information #2	February 4, 2017 (2pm - 3pm) at: Seattle Municipal Tower 700 5th Avenue, Suite 1700 Seattle, WA 98104
Question and Answer Period	February 7 - 22 (Deadline: 4:30 pm, February 22, 2017)
RFI Closes (Applications Due)	Wednesday, March 1, 2017 at 4:30 pm

DEEL Project Manager: Mao Svy, [Mao.Svy@seattle.gov](mailto:Mao.Svy@seattle.gov), (206) 684-0169

### **1.3 Background on SPP and Levy Funding**

DEEL's mission, under the direction of Mayor Edward B. Murray, is to ensure that all Seattle children have the greatest opportunity to succeed in school and life, and to graduate from school ready for college or a career. DEEL achieves these goals by investing in high-quality early learning services, supporting programs that help children succeed in school, and increasing the capacity of early learning programs in underserved communities.

The vision of the DEEL Early Learning Division is "Every Child Flourishes." As part of achieving this vision, the City created SPP, a program whose goal is to provide "accessible high-quality preschool services for Seattle children designed to improve their readiness for school and to support their subsequent academic achievement." On November 4, 2014, Seattle voters approved a \$58 million property tax levy to fund a four-year SPP demonstration phase. The overarching goal of this phase is to learn how best to ramp up to high-quality universal preschool in Seattle and to ensure community and school-based preschool classrooms have the resources, education, and support to meet the needs of all children. SPP is currently in the second year of a four-year demonstration phase (school years 2015–16 through 2018–19).

In the first two years of SPP, DEEL contracted with Seattle Public Schools and community-based organizations to provide high-quality preschool services to SPP-eligible children. DEEL provides contracted agencies with access to professional development activities, in-classroom instructional coaching, health services, and selection and enrollment supports. Many children attend SPP classes at no cost to the family. Families with higher incomes pay tuition on a sliding scale.

SPP's four-year demonstration phase is being independently evaluated and is operating under a Continuous Quality Improvement (CQI) framework that aims to strengthen and improve the program's structure as it expands. DEEL has already implemented policy and programmatic changes to better support its pre-K providers and families.

The SPP Action Plan states that ***"After initial program start-up, the City will work to develop a Family Child Care (FCC) Pilot to assess whether and how partnering with FCC providers can be implemented in a way that achieves, in a cost-effective manner, the same quality standards as other types of providers."***

The two-year FCC Pilot will be independently evaluated to assess if the Hub-Network approach is cost effective and if the model supports achieving the City's goals related to kindergarten readiness.

## **2. SPP FCC Pilot Background Information**

This section provides an overview of the planning process for the FCC Pilot program.

### **2.1 FCC Pilot Planning Overview**

In late summer 2015, DEEL appointed an Advisory Committee ("Committee") to recommend a model for FCC participation in SPP. The Committee, composed of FCC owners and other FCC stakeholders, met three times in late 2015 and early 2016. The Mayor's Office approved recommendations from the Committee in April of 2016. Further planning was conducted in the summer of 2016 and the City conducted a Racial Equity Toolkit analysis in the fall of 2016 on draft policies prior to finalizing the pilot program standards.

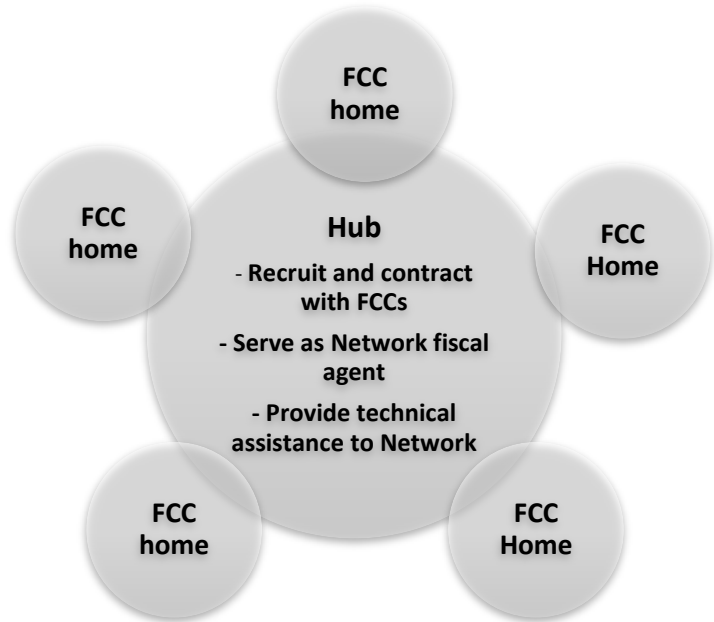
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The Committee’s primary recommendation for the FCC Pilot was to create a “Hub-Network model.” Using this model, DEEL selects an organization (Hub) to contract with DEEL directly for a specified number of SPP preschool slots. The Hub selects, contracts with, and supports family child care homes (Network) to serve the children. The Committee recommended the model to take advantage of the positive unique characteristics of FCCs, such as mixed-age classrooms and low child-teacher ratios, while providing a centralized technical assistance organization that can support FCCs in meeting SPP standards and requirements.

**2.2 FCC Hub Network Operating Structure and DEEL Supports**

The full scope of work is described in **Section 4**. At a fundamental level, the Hub will be responsible for three items:

1. Recruit and contract with a network of family child care homes
2. Serve as the fiscal agent for SPP child subsidies, managing finances for the Network
3. Provide technical assistance to FCCs and work closely with DEEL to ensure FCCs meet SPP program standards



A Hub Network will offer a set number (minimum 18, see note in Table 3) of SPP slots across the FCC homes participating in the Network.

DEEL will provide resources and support to the Hub in a similar manner to how it supports centers that have SPP classrooms. Supports are outlined in **Table 1**.

**Table 1:** DEEL Supports to the SPP Hub and Network

<b>Support Area</b>	<b>Support</b>
<p><b>Contract Management/Operations</b> <i>(see Attachment 1 for more information)</i></p>	<ul style="list-style-type: none"> <li>• DEEL will assign an Early Education Specialist to the Hub to support contracting and compliance with SPP program standards.</li> <li>• DEEL will provide the Hub with access to training in Teaching Strategies Gold (TSG), a required child-level assessment for SPP participants.</li> </ul>
<p><b>Professional Development/Coaching</b> <i>(see Attachment 1 for more information)</i></p>	<ul style="list-style-type: none"> <li>• FCC providers will have access to all DEEL-sponsored early childhood education (ECE) trainings.</li> <li>• A DEEL Coach will provide culturally-responsive instructional coaching to HUB-contracted FCC providers.</li> <li>• Coaching will be delivered in a collaborative format and focus on curriculum implementation, the learning environment, and adult-child interactions.</li> </ul>

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<b>Support Area</b>	<b>Support</b>
<b>Public Health</b> <i>(see Attachment 1 for more information)</i>	<ul style="list-style-type: none"> <li>• Hub-contracted FCCs will have access to health services arranged through DEEL’s Early Learning Health contract with Public Health -- Seattle &amp; King County.</li> </ul>
<b>Other</b> <i>(see Attachment 1 for more information)</i>	<ul style="list-style-type: none"> <li>• DEEL will provide each Hub with access to start-funds for supplies and materials for the FCC homes.</li> <li>• FCCs may purchase curriculum materials, if needed.</li> <li>• FCCs will be compensated for release time related to professional development trainings and requirements. This compensation may be used to pay a substitute or as a stipend if no substitute is needed.</li> <li>• DEEL may make resources related to facilities development, special populations and teacher tuition reimbursement available to the Hub Network, depending on availability.</li> </ul>

**3. Scope of Work**

The Hub will be responsible for three areas of work, see **Table 3** for additional details:

1. Recruit and issue contracts between the Hub agency and a network of family child care homes
2. Serve as the fiscal agent for SPP child subsidies, managing finances for the Network
3. Provide technical assistance under DEEL guidance to ensure FCCs meet SPP program standards

**Table 3: Hub Responsibilities**

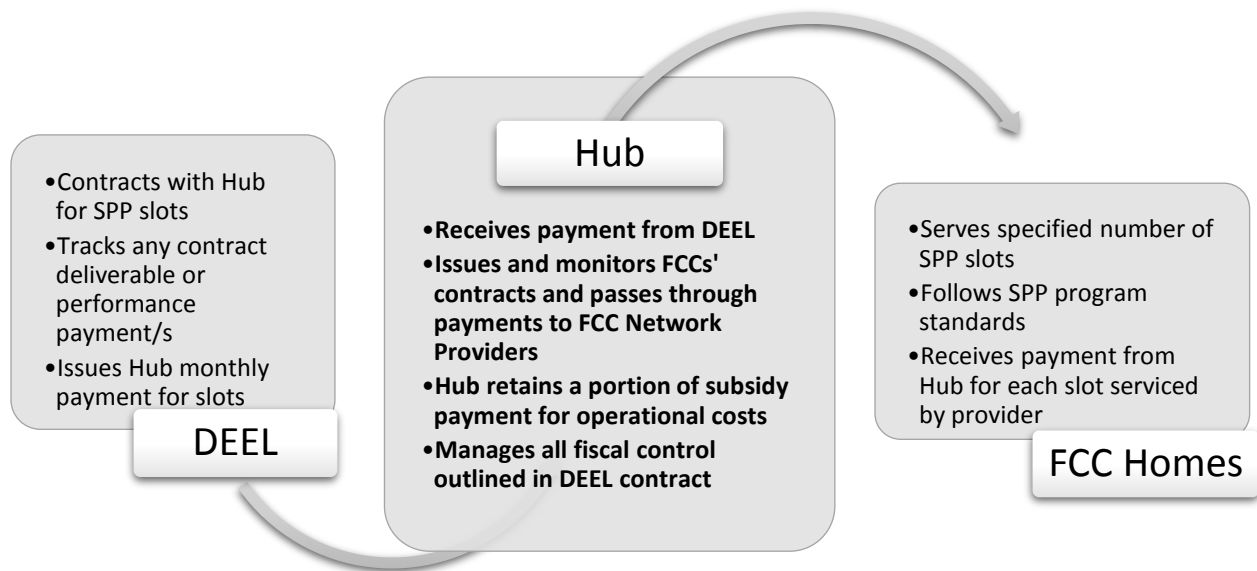
<b>Work Area</b>	<b>Hub Responsibilities</b>
FCC Provider Recruitment	<ul style="list-style-type: none"> <li>• Develop and implement an outreach plan that ensures access for FCC providers who primarily work with children of color.</li> <li>• Recruit enough FCC homes to serve at least 18 SPP-eligible children. If the Hub is unable to serve at least 18 SPP-eligible children, DEEL reserves the right to adjust Hub base pay.</li> <li>• The Hub is permitted to recruit up to five providers per 10 SPP slots. As an example, a Hub Network with 30 SPP slots could have a maximum of 15 FCC providers.</li> <li>• Communicate any recruitment barriers or challenges to DEEL and seek solutions for enrolling FCCs that serve high percentages of students of color.</li> </ul>
Hub Contracting and Financial Duties	<ul style="list-style-type: none"> <li>• Contract with the City of Seattle, develop and issue subcontracts with FCCs, develop subcontractor invoice procedures, and disburse SPP funds to subcontractors.</li> <li>• Serves as the SPP fiscal agent for FCCs.</li> <li>• Coordinate with DEEL on the development of a contract template for the FCC providers participating in the Network.</li> <li>• Disburse SPP funds allocated to FCCs within 30 days.</li> <li>• Maintain all fiscal records including accounting records, backup documentation, and subcontracts.</li> <li>• Prepare and submit monthly financial status reports to the City of Seattle.</li> <li>• Submit a financial disclosure certification at the end of the contract period, demonstrating appropriate use of funds and financial controls.</li> </ul>

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Work Area	Hub Responsibilities
	<ul style="list-style-type: none"> <li>• Comply with all applicable laws and policies related to financial management of City funds.</li> </ul>
Hub Technical Assistance Duties	<p>Hubs develop and execute a technical assistance plan that includes:</p> <ul style="list-style-type: none"> <li>• A communication approach for the Hub-Network that includes how information will be shared regarding SPP-related program requirements (e.g. coaching, assessments, child eligibility) within the Network.</li> <li>• An approach to implementing a “train the trainer” model that allows DEEL to train Hub staff on required program elements like health screenings/child assessments so that staff can work directly with the FCCs to implement the requirements.</li> <li>• Fiscal technical assistance to FCCs, including general accounting, invoice processing, and recordkeeping support.</li> <li>• During startup, the Hub will oversee and support the process for establishing eligibility and monitoring compliance with SPP enrollment requirements.</li> <li>• Support to FCCs to meet DEEL program requirements.</li> <li>• Coordinating access to FCC homes for DEEL-contracted (third-party) program evaluators .</li> </ul>

The Hub will serve as the fiscal agent for the Network and will be responsible for paying the FCCs their portion of SPP preschool slot payments. **Attachment 2** outlines the fiscal controls needed to ensure prompt payment to FCCs. As the fiduciary agent, the Hub will need to execute contracts both with DEEL and the FCCs.

**Graphic 1:** Hub Role as Fiscal Agent



**Optional: Hub Professional Development participation**

If desired, the Hub may choose to be responsible for their FCC network’s coaching support. The following evidence must be provided to DEEL to ensure that the FCC Network receives coaching at the same level as SPP center-based programs:

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1. The Hub must develop a coaching plan which is approved by the DEEL Manager of Quality Practice and Professional Development; and
2. The individuals providing the coaching services must meet the same qualifications as coaches currently working for DEEL.

If these two steps are fulfilled, DEEL will negotiate additional compensation to the Hub to fund the coaching plan. Details on required elements to a coaching plan and coach qualifications are outlined in **Attachment 3**.

### 4. FCC Pilot Financial Structure

The FCC Pilot is structured to allocate sufficient financial resources to the Hub organizations so that they can provide recruitment, fiscal support, and technical assistance to the FCC Network.

#### 4.1 Hub Compensation

Hubs may receive three types of compensation: 1) base pay, 2) performance pay, and 3) a portion of the SPP preschool slot payment.

- 1) Hubs will earn \$52,500 in fixed base pay per contract year.
- 2) Hubs will earn up to an additional \$17,500 if it meets DEEL performance requirements and deadlines.
- 3) The Hub is also authorized to retain up to 10% of the SPP preschool slot payment (up to \$1,000/child).

**Table 2:** SPP Hub Compensation Illustration

DEEL Funding	Hub Compensation	Notes
Hub Base Pay – Fixed	\$52,500	Fixed payment
Hub Base Pay – Performance	\$17,500	Earned by meeting contract targets
Amount Per Preschool Slot	\$0 – \$1,000	Not to exceed 10% of slot payment
Total for 20 Children	\$52,500 – \$90,000	Range of total Hub compensation

#### 4.2 FCC Compensation

FCCs will be compensated based on the number of children they serve. Compensation is only for a 6-hour day and 180 days per year. FCCs are permitted to collect additional fees from parents for before and after school care. The Hub will provide FCCs with financial technical assistance to help with developing invoicing systems.

DEEL pays \$10,000 per SPP preschool slot; of this amount, FCCs will earn between \$9,000 (90%) to \$10,000 (100%) per child for the SPP year, depending on the HUB-Network financial agreements.

### 5. Qualifications of the Hub and Network

Two levels of requirements for the Hub Network will be reviewed in the RFI process:

- **Minimum Qualifications** – Qualifications required for participation in the FCC Pilot
- **Desired Qualifications** – Additional qualifications that DEEL prefers to see from the Hub Network.

Qualifications are listed for both the Hub and the FCCs that will be participating in the network. The **RFI does not require that all FCCs are recruited** prior to submitting the proposal. However, the FCC



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qualifications are listed as a guideline for Hubs as they recruit providers. Additionally, the application will ask for details for any providers that have been recruited prior to submitting the RFI proposal.

**5.1 Minimum Qualifications**

**Table 4:** Minimum Qualifications of the Hub Network

Area	Qualifications
<b>Hub Qualifications</b>	<ul style="list-style-type: none"> <li>• Must be an incorporated business or non-profit organization;</li> <li>• Organization must have a demonstrated track record of working with Seattle family child care homes;</li> <li>• Possesses financial management experience (i.e., managing large contracts or grants) including providing financial technical assistance to subcontractors;</li> <li>• Can prepare/distribute accurate financial reports to DEEL staff.</li> </ul>
<b>Network: Family Child Care Provider Qualifications</b>	<ul style="list-style-type: none"> <li>• Must be currently enrolled in Early Achievers;</li> <li>• Must currently meet state FCC licensing requirements for teacher education (WAC 170-296A-1725 requires a high school diploma or equivalent), and be willing to commit to working toward an Associate’s Degree in Early Childhood Education;</li> <li>• Must commit to serving at least one SPP-eligible child for the 2017–18 school year;</li> <li>• Must recruit eligible SPP children for all FCC Pilot slots;</li> <li>• Must commit to implementing one of the SPP curricula (HighScope or Creative Curriculum);</li> <li>• Must agree to participate in coaching and professional development provided by DEEL; and</li> <li>• Must agree to participate in SPP evaluations conducted by an evaluator hired by DEEL.</li> </ul>

**5.2 Desired Qualifications**

**Table 5:** Desired Qualifications of the Hub Network

Area	Qualifications
<b>Hub Desired Qualifications</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience providing technical assistance to the Seattle FCC community related to quality improvement initiatives, licensing, or other state/city early learning programs;</li> <li>• Demonstrated experience working directly or partnering with community-based organizations that predominately work with children of color;</li> <li>• Demonstrated experience working directly or partnering with community-based organizations that predominately work with children and families for whom English is not their first language;</li> <li>• Demonstrated experience serving as fiscal intermediary between a funder and a network of community-based organizations;</li> </ul>

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Area	Qualifications
	<ul style="list-style-type: none"> <li>• Demonstrated experience providing professional development and coaching services for family child care providers;</li> <li>• Knowledge of either HighScope or Creative Curriculum; and</li> <li>• A primary Hub staff member with education credentials that match the SPP lead teacher education requirement, that is, a Bachelor’s Degree in Early Childhood Education or similar.</li> </ul>
<p><b>Network: Family Child Care Provider Desired Qualifications</b></p>	<ul style="list-style-type: none"> <li>• FCCs participating in the Hub Network have a current Early Achievers rating of 3 or higher;</li> <li>• Owners, or lead teachers, in the FCCs participating in the Hub Network hold associate degrees or higher in early childhood education and their degrees and credits have been verified through the State’s MERIT system; and</li> <li>• FCCs participating in the Hub Network have a demonstrated record of serving children of color and/or children whose primary home language is a language other than English.</li> </ul>

**6. Response Materials and Submittal**

Please prepare your RFI response per the following instructions. If you are applying to this RFI, you must complete the Application, Exhibit A, Exhibit B, and Exhibit C. You may include attachments to support your application. Each attachment should be identified in Exhibit C. If the Hub is also interested in taking on a professional development role for the Network, the applicant should complete Exhibit D. The Application and Exhibits are described in **Table 6**.

**Table 6:** RFI Application Checklist

Item	Description
Application	Include contact information, as well as short answers to questions related to outreach, technical assistance, and financial strategies
Exhibit A – Hub Budget and Staffing Plan	Hub staffing, credentials, and operating budget
Exhibit B – Description of Recruited FCCs	List of qualifications for any recruited FCCs
Exhibit C – Attachments	Cover page describing any supporting documents attached to the application
<b>Exhibit D Optional – Professional Development</b>	Exhibit for Hubs wanting to provide coaching

Applicants are permitted to ask questions either in writing to the RFI project manager or at the information sessions. Questions will be taken between February 7 and February 22, 2017. Answers to all questions will be posted publicly within three business days.

Responses are due and must be received by March 1, 2017, 4:30 pm. Applicant must send the entire RFI response electronically (see below for email instructions).

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

The 2017–18 SPP FCC Pilot application narrative responses are limited to no more than 14 total pages (7 pages double-sided) and be on 8½” X 11” paper, typed or word-processed, minimum size 11 font, with 1-inch margins, double-sided, page-numbered, and stapled with the other attachments. Any pages exceeding this limit will be removed from the document and not considered during the evaluation process. Do not send responses with covers, binders, or flash drives.

**Table 7:** Application Delivery Instructions (*Application must be received by March 1, 2017*)

Hard Copies	Electronic Copies
<p><i>By US mail:</i>                      Department of Education and Early Learning                      RFI – SPP FCC Pilot                      PO Box 94665                      Seattle, WA 98124-6965</p> <p>Hand-deliver or FedEx/UPS:                      Department of Education and Early Learning                      RFI – SPP FCC Pilot                      Seattle Municipal Tower                      700 5th Avenue, Suite 1700                      Seattle, WA 98104</p>	<p>Submit files in MS Word or Adobe PDF formats only                      Name the electronic files as follows:                      [ApplicantName]_FCC Pilot_RFI_[Application Section]</p> <p>For example: StarApplicant_SPP_RFI_ExhibitB</p> <p>Use this format for Applicant’s email Subject Heading: [ApplicantName]_SPP_FCC Pilot</p>

For questions about submitting your RFI application, please contact: Mao Svy - Mao.Svy@seattle.gov, (206) 684-0169.

**7. Selection Process**

The application will go through a three-step process for full consideration:

- 7.1: Initial screening for technical compliance
- 7.2: Application evaluation
- 7.3: Interview

**7.1 Technical Compliance**

Applications will need to pass a technical compliance review prior to a formal scored review process. Table 8 outlines the technical review criteria and documentation required.

**Table 8:** RFI Technical Compliance

Compliance	Documentation
Must be an incorporated business or organization	Attach copy of 501(c)(3) status, tax return or other documentation that proves incorporated status

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<b>Compliance</b>	<b>Documentation</b>
Must demonstrate capacity to serve as the fiscal agent for SPP operational subsidies	Completed financial sections of the Application and Exhibit A.
Organization must have a demonstrated track record of working with Seattle family child care homes	Completed application and at least one of providing technical assistance for compliance to FCCs (Application questions)
Must demonstrate capacity to provide technical assistance to FCCs for compliance with SPP standards and policies	Completed application with a description of <i>at least one</i> example of providing technical assistance for compliance to FCCs (Application questions)

**7.2 Application Evaluation/Scoring Criteria**

For those applications that meet technical compliance requirements, a DEEL review panel will score each proposal based on the criteria listed in Table 9.

A high scoring application will have the following characteristics:

- Provides detailed descriptions of methods and approaches to support the Network of family child care providers;
- Demonstrates a sound understanding of the Seattle Preschool Program and policies related specifically to the SPP Family Child Care Pilot;
- Demonstrates the benefits of a Hub organization for a participating family child care program;
- Demonstrates a successful track record working with the specific focus populations applicants intend to serve;
- Clearly defined roles and individual duties for Hub staff.

**Table 9: Scoring Criteria**

<b>Scoring Criteria</b>	<b>Points</b>
<b>Background with FCC community and State early learning systems</b> <ul style="list-style-type: none"> <li>• Demonstrated history of engagement with the FCC community</li> <li>• Demonstrated understanding of how the FCC community is unique</li> <li>• Knowledge of early learning and Washington State Department of Early Learning systems such as Early Achievers (EA) and MERIT</li> </ul>	25
<b>Outreach to FCCs</b> <ul style="list-style-type: none"> <li>• An outreach plan for recruiting FCCs into the Network that is inclusive and equitable</li> <li>• The outreach plan has focused strategies to recruit FCC providers that serve predominately children of color or children that speak English as second language</li> </ul>	15
<b>Qualifications of any recruited FCCs</b> <ul style="list-style-type: none"> <li>• FCCs recruited for the Network have achieved a EA rating of 3 or higher</li> <li>• FCCs recruited for the Network have successfully completed the initial DEEL-sponsored HighScope training</li> </ul>	5
<b>Qualifications of teacher(s) for any recruited FCCs</b>	5

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Scoring Criteria	Points
<ul style="list-style-type: none"> <li>• Teacher(s) at FCC exceeds SPP FCC Pilot teacher education requirements</li> <li>• Teacher(s) have a demonstrated track record for five years or more serving three- and/or four-year-olds</li> </ul>	
<p><b>Services of Hub Organization</b></p> <ul style="list-style-type: none"> <li>• Proposal demonstrates a well-constructed, coordinated model for supporting FCCs in meeting SPP program standards</li> <li>• Proposal provides an approach within the technical assistance plan for implementing a train-the-trainer model that allows the Hub to directly support FCCs in assessments, SPP program standards, and health screenings</li> <li>• Proposal provides an approach for supporting FCCs in integrating SPP into the full-day, full-year FCC operating models</li> <li>• Proposal demonstrates the leveraging of other funds or existing programs to support the FCC Network</li> </ul>	25
<p><b>Financial Systems</b></p> <ul style="list-style-type: none"> <li>• Hub outlines a detailed financial management process for issuing payment to FCCs, maintaining financial records, and implementing fiscal controls</li> <li>• Hub technical assistance plan details effective strategies for supporting FCCs with invoicing and financial management</li> </ul>	25

**7.3 Interview**

DEEL may invite top-ranked organizations for an interview. If interviews are conducted, applicants will be required to bring their project manager (listed in the application). DEEL will use both application scoring and interview performance to determine the final rank order of applicants. If interviews are conducted, DEEL will reach out to the applicant to find a mutually agreeable time.

**8. Award and Contract Start Date**

The specific start date to the contract will be negotiated between DEEL and the selected Hub organization. We expect the contract period will go through June 30, 2018.

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

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

The City will not pay for the costs of obtaining any of these documents. Once the City has finalized and issued the contract for signature, the Applicant must execute the contract and provide all requested documents within 10 business days. If the Applicant fails to execute the contract with all documents within the 10-day timeframe, the City may cancel the award and proceed to the next ranked Applicant,

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or cancel or reissue this solicitation. Cancellation of an award for failure to execute the contract may disqualify the Applicant from future solicitations for this same work.

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



W9 2013.pdf

## **9. City Instructions and Requirements**

This section details the City's, as represented by DEEL, instructions and requirements for your submittal.

### **9.1 Changes to the RFI/Addenda**

The City may make a change to this RFI if, in the sole judgment of the City, the change will not compromise the City's objectives. A change to this RFI will be made by written addendum issued by DEEL. Any Addenda shall become part of this RFI and will be posted to DEEL's webpage:

<http://www.seattle.gov/education/all-programs/about-us/funding-opportunities>

### **9.2 Proposal Submittal**

The Applicant has full responsibility to ensure their response arrives at DEEL within the deadline. A response submitted or delivered after the time fixed for receipt will not be accepted unless waived as immaterial by the City once given the specific fact-based circumstances. Responses arriving after the deadline may be returned unopened, or the City may accept the package and decide as to lateness.

### **9.3 License and Business Tax Requirements**

The organization needs to meet all licensing requirements that apply to its organization. Companies must license, report and pay revenue taxes for the Washington State Business License and Seattle Business License, if they are required to do so by the laws of those jurisdictions. For more information:

<http://www.seattle.gov/licenses/get-a-business-license>

### **9.4 Readability**

Organizations are advised that the City's ability to evaluate responses depends on the Applicant's submittal document, including organization, level of detail, comprehensiveness and readability.

### **9.5 Changes or Corrections to Application Submittal**

Prior to the submittal closing date and time, an organization may make changes to its response, if initialed and dated by the organization. No changes are allowed after the closing date and time.

### **9.6 Requesting Disclosure of Public Records**

To avoid disruption of the evaluation process, the City asks interested parties to refrain from requesting public disclosure of responses until the evaluation is complete and the City provides notification of results. With this preference stated, the City will continue to be responsive to all requests for disclosure of public records as required by state law.

### **9.7 Marking and Disclosing Material**

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, proposal submittals, agreement documents, contract work products, or other material. The State of Washington's Public Records Act requires that public records must be promptly disclosed by the City upon request unless a judge rules 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).

Organizations 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://www1.leg.wa.gov/LawsAndOrganizationRules>).

If you believe any records you are submitting to the City as part of your response are exempt from disclosure you can request that the City not release the records until the City notifies you about the pending disclosure. To make that request, in your response you must very clearly and specifically identify each record and the exemption(s) that may apply. 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 identified as exempt, the City will notify you in writing of the request and postpone disclosure, providing sufficient time for you to pursue an injunction and ruling from a judge. While it is not a legal obligation, the City, as a courtesy, allows 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.

### **9.8 Ethics Code**

Please familiarize yourself with the City Ethics code: <http://www.seattle.gov/ethics/etpub/faqcontractorexplan.htm>. Specific question should be addressed to the staff of the Seattle Ethics and Elections Commission at 206-684-8500 or via email: (Executive Director, Wayne Barnett, 206-684-8577, [wayne.barnett@seattle.gov](mailto:wayne.barnett@seattle.gov) or staff members Kate Flack, [kate.flack@seattle.gov](mailto:kate.flack@seattle.gov) and Mardie Holden, [mardie.holden@seattle.gov](mailto:mardie.holden@seattle.gov)).

### **9.9 No Gifts and Gratuities**

Organizations shall not directly or indirectly offer anything of value (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 organization. An example is giving sporting event tickets to a City employee who was on the evaluation team of a solicitation to which you submitted a request. The definition of what a "benefit" would be is very broad and could include not only awarding a contract but also the administration of the contract or the evaluation of contract performance. The rule works both ways, as it also prohibits City employees from soliciting items of value from organizations. Promotional items worth less than \$25 may be distributed by the organization to City employees if the organization uses the items as routine and standard promotions for the business.

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

If an organization has any employee or volunteer currently employed by the City or employed by the City in the past two years who is working or assisting the organization with the response to this RFI or on completion of an awarded contract, you must provide written notice in your response of the name of the current or former City official, employee or volunteer. If awarded a contract for a Levy program in the future, you must continue to update that information to the City contact provided in the contract during the full course of the contract. The organization is to be aware of and familiar with the City Ethics Code and educate organization workers accordingly.

**9.11 No Conflict of Interest.**

The organization (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 the selection, negotiation, drafting, signing, administration or evaluating of the organization’s performance. The City shall make sole determination as to compliance.

**10. Appeals Process**

DEEL will notify applicants in writing of the acceptance or rejection of the submittal, and, if appropriate, the level of funding to be allocated. Written notification will be sent via email to the email address submitted on the cover sheet.

Any applicant wishing to appeal the decision must do so in writing within four (4) business days of the email notification of DEEL’s decision. An appeal must clearly state a rationale based on one or more of the following criteria:

- Violation of policies or guidelines established in this RFI
- Failure to adhere to published criteria and/or procedures in carrying out the RFI process

Appeals must be sent by e-mail to [dwane.chappelle@seattle.gov](mailto:dwane.chappelle@seattle.gov) or by mail to Dwane Chappelle, Director, Seattle Department of Education and Early Learning, P.O. Box 94665, Seattle, WA 98124-6965.

The DEEL Director (or his designee) will review the written appeal and may request additional oral or written information from the Applicant. A written decision from the DEEL Director (or his designee) will be sent within four (4) business days of the receipt of the appeal. This decision is final.

**11. Definitions of Key Terms and Reference Links**

**Table 11:** Definitions of Key RFI Terms

Term	Definition
Hub Network	The operating structure for the SPP Pilot. It includes a Hub organization serving as a financial intermediary (handling monetary responsibilities) and technical assistance provider to a Network of FCC providers that participate in the Seattle Preschool Program
Hub	The central organization contracted with the Seattle Department of Education and Early Learning (DEEL) to manage the Hub Network



**Seattle Preschool Program Family Child Care Pilot RFI**

Term	Definition
Family Child Care provider	A provider that operates child care out of a state-licensed, home-based facility
Seattle Preschool Program	A four-year pre-K demonstration program in the City of Seattle that aims to bring high quality, full day pre-K services to three- and four-year-olds.
FCC Pilot	The Seattle Preschool Program Family Child Care Pilot that will develop a model for FCC participation in the Seattle Preschool Program
SPP Action Plan	The guiding plan, passed by the Seattle City Council in 2014, for the implementation of SPP
Base Compensation	Compensation to the Hub that is not tied to any performance targets
Performance Pay	Compensation to the Hub that is received only when the Hub meets performance targets outline in the City-Hub contract
SPP Child Slot Payment	Annual payment the City provides to Seattle Preschool Program providers for serving an eligible SPP child
Fiscal Agent or Fiscal Intermediary	An agency or organization that handles the monetary responsibilities of a contract with a funding organization. The fiscal agent will be responsible for paying subcontractors.
SPP Eligible Child	A four-year-old who resides in the City of Seattle or a three-year-old who resides in the City of Seattle and has a family income of less than 300% of the federal poverty level.

**Table 11:** Links

Item	Link
SPP Action Plan	<a href="http://www.seattle.gov/Documents/Departments/OFE/AboutTheLevy/EarlyLearning/SPP_118114a.pdf">http://www.seattle.gov/Documents/Departments/OFE/AboutTheLevy/EarlyLearning/SPP_118114a.pdf</a>
FCC Pilot Recommendations	<a href="http://www.seattle.gov/documents/departments/ofe/aboutthelevy/earlylearning/fcc-sppipilotfinalrecommendation-march2016.pdf">http://www.seattle.gov/documents/departments/ofe/aboutthelevy/earlylearning/fcc-sppipilotfinalrecommendation-march2016.pdf</a>

**12. Attachments**

1. Attachment #1: DEEL Resources for the FCC Pilot
2. Attachment #2: Fiscal Control Expectations of the Hub
3. Attachment #3: Coaching Qualifications and Responsibilities