

**Request for Qualifications
Elementary, Middle and High School Expanded Learning Opportunities**

INTRODUCTION

The purpose of this Request for Qualifications (RFQ) is to identify organizations qualified to provide Elementary, Middle and High School Expanded Learning Opportunities to focus students, as later described in the Background section. The RFQ is the first part of a two-part process the Office for Education Division (OFE) in the Department of Neighborhoods (DON) is conducting to implement the City of Seattle Families and Education Levy (FEL) for Elementary, Middle and High School Expanded Learning Opportunities for elementary, middle and high school students in Seattle Public Schools. During the RFQ process, OFE will qualify organizations with expertise in Elementary, Middle and High School Expanded Learning Opportunities.

Part I – Partner Organization Request for Qualifications (RFQ)

There is no FEL funding to be awarded under this RFQ process; however, submitting a response to this RFQ is required in order for a school to select your organization to provide Elementary, Middle and High School Expanded Learning Opportunities in the next part of the process. Organizations with expertise in Elementary, Middle and High School Expanded Learning Opportunities are invited to participate in the RFQ process. The RFQ process is designed as a pass/fail review for an organization to submit their qualifications. OFE will then review the response and pass/fail the organization based on the pre-established criteria stated within this RFQ. OFE will pass any organization that meets the pre-established criteria without a limit on the number of organizations passed. There is no guarantee of work to any organization that is successfully qualified through this process.

Optional: Request for Program Information (RPI)

*As a service to schools interested in applying for FEL funds, OFE is compiling program information from RFQ respondents for schools to use and reference during the Innovation School Request for Investment (RFI) process. The program information requested from RFQ respondents is intentionally very similar to the information that schools will need in order to complete the RFI process. **This information will not be used in evaluating RFQs.***

Part II – Innovation School Request for Investment (RFI)

During the RFI process, OFE will invite schools to collaborate with organizations qualified through the RFQ process and apply for FEL funding to achieve specific results. Schools collaborating with organizations will only receive FEL funding for those qualified through the RFQ process. More information regarding the RFI process, including timelines, will be published on the OFE website.

Organizations qualified through the RFQ process, including their RFQ application and program information, will be posted on OFE's website: <http://www.seattle.gov/neighborhoods/education>

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TIMELINE

January 4, 2012	RFQ and Request for Program Information Issued
January 18, 2012 9:00-11:00 a.m.	Information Session: Miller Community Center Multi-Purpose Room 330 19th Ave E Seattle, WA 98112 (Map It)
February 1, 2012 5:00 p.m.	Deadline to Submit RFQ Questions to OFE
February 14, 2012 4:30 p.m.	RFQ and Request for Program Information Responses Due
February 16-21, 2012	RFQ Responses Reviewed and Evaluated
February 22-24, 2012	Telephone Clarification, as needed
February 27, 2012	Issue Notice of Intent to Publish Results
March 2, 2012	Send Notification of Results

BACKGROUND

Goals of the 2011 Families and Education Levy

- Children will be ready for school.
- All students will achieve academically and the achievement gap will be reduced.
- All students will graduate from school college/career ready.

FEL investments will be used to advance the stated goals but with a particular focus on closing the achievement gap for low-income students and students of color. Focus students are identified by the following risk factors:

- Failure to meet kindergarten readiness expectations as measured by the Seattle Early Education Collaborative (SEEC) assessments and WaKIDS
- Failure to meet grade-level standard on state assessments
- Failure to make typical growth on Measures of Academic Progress (MAP)
- Failure to make gains on the state English proficiency test
- Failure of any course in middle and high school
- Poor attendance, defined by missing more than 5 days per semester or more than 10 days per year, excused or unexcused
- School entry after the beginning of the year

The 2011 Families and Education Levy also specifically mentions English language learners as a priority for Levy funding.

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Outcomes and Indicators

Levy Investments will contribute toward the following outcomes:

- Children meeting age-level expectations on WaKIDS
- Students meeting grade-level standards on state tests (math, reading, science, writing)
- 9th graders promoting on time to 10th grade
- Students graduating on time
- Students graduating with Higher Education Coordinating Board (HECB) requirements for entry into college
- Students completing Career and Technical Education (CTE) course of study before graduation
- Graduates enrolling in post-secondary education
- Graduates with no need for remedial courses in college
- Graduates continuously enrolled in post-secondary education for one year

The following indicators will be used by OFE to track to student results:

- English language learners making gains on the Washington English Language Proficiency Assessment (WELPA)
- Students making annual typical growth on reading MAP
- Students making annual typical growth on math MAP
- Students passing all courses
- Students having fewer than 5 absences per semester
- 7th and 8th graders enrolling in the College Bound program

Through the RFQ process, OFE will identify the organizations with the capacity to improve these outcomes for focus students.

ELEMENTARY, MIDDLE AND HIGH SCHOOL EXPANDED LEARNING OPPORTUNITIES

Expanded Learning Opportunities recognize that student learning is important both in and outside of the classroom. Successful Expanded Learning Opportunity programs may include, but are not limited to:

1. Implementing programs and activities that are aligned with academic content standards (Common Core Standards).
2. Providing students with the additional math or literacy learning opportunities aligned to their specific academic needs.
3. Providing opportunities for small group learning (one-on-one tutoring, homework help, targeted small group instruction).
4. Using appropriate assessments daily and weekly to track student learning and determine when modifications in instruction need to be made.

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5. Ensuring that staff have appropriate professional development and materials to provide academic support to a variety of students including, English language learners, immigrant, and refugee populations.
6. Implementing quality assessment tools to improve practice.
7. Providing targeted support during student transitions (PreK to K, 5th to 6th, 8th to 9th).

INFORMATION AND QUESTIONS

The City shall conduct an information session. Organizations are highly encouraged to attend but not required to attend in order to respond to this RFQ. The information session's purpose is to answer questions about the RFQ process and provide clarification, if needed. This information session is also a forum in which organizations may raise any concerns. Failure to raise concerns over any issues at this opportunity will be a consideration in any protest filed regarding such items that were known as of this information session. Please bring a copy of the RFQ with you if you attend the information session.

Date	Time	Location
January 18, 2012	9:00-11:00 A.M.	Miller Community Center Multi-Purpose Room 330 19 th Ave E Seattle, WA 98112

If you need further information or have additional questions, please contact Kacey Guin at 206-684-8365 or kacey.guin@seattle.gov. This document is also available electronically at <http://www.seattle.gov/neighborhoods/education>.

INSTRUCTIONS TO RESPONDENTS

NOTE: All responses must be prepared at the respondent's sole cost and expense.

Response Format

Excluding the Cover Sheet (Attachment 1) and sample data reports submitted in response to Question No. 4 under the Tracking to Success section, responses are not to exceed **five (5) pages** (8½" X 11"), single-sided, typed or word-processed, size 12 Arial font, with 1-inch margins. If you fail to follow these instructions, the City may continue to assess your response or may choose to reject your response. Responses that exceed 5 pages will not automatically be rejected, but instead any materials beyond the 5-page limit will be removed for purposes of the evaluation.

You do not need to rewrite the entire question, just the headings in the following order:

- Cover Sheet, Legal Status and Format
- Key People
- Previous Experience
- Tracking to Success
- Women and Minority Inclusion; Non-discrimination

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Your response should be a package that answers the following questions, in the order provided below:

Cover Sheet, Legal Status and Format

1. Has the Cover Sheet (Attachment 1) been completed?
2. Are all sections of the RFQ complete and within the required parameters?

A qualified response meets all of the criteria listed below:

- *Cover Sheet (Attachment 1) has been completed.*
- *All sections of the RFQ are complete and consistent with required format as described in the Instruction to Respondents section and demonstrate the qualifications described in each category below.*

Key People

1. Who are the key staff who will deliver the proposed elementary, middle and high school expanded learning opportunities and what related experience do they have achieving the Outcomes and Indicators described in the Background section?
2. Who is the person who will lead the project to its results? What skills and prior experience does he/she have?

A qualified response meets all of the criteria listed below:

- *Key staff have experience achieving the Outcomes and Indicators listed in the Background section for focus students.*
- *There is an identified person who will lead the project who has experience in project management.*

Previous Experience

1. Describe the demographics and characteristics of the population(s) you have worked with in the past most aligned with the focus students discussed in the Background section.
2. Describe experience and results (*not just activities*) within the past two years that you consider relevant to the Outcomes and Indicators described in the Background section. Include information about both direct service delivery and your effectiveness in partnering with schools and other organizations to achieve results relevant to the Outcomes and Indicators.
3. Please list contact information of funders, school staff, and community-based or other organizations that you have worked with in the past two years that you consider relevant to the outcomes described in your response to the last question.
4. What are the challenges and barriers your intended focus students face? Describe what your organization has done within the past two years to address the challenges and barriers to serving your intended focus students.

A qualified response meets all of the criteria listed below.

- *Organization has experience providing services to intended focus students.*
- *Organization demonstrates evidence of achieving positive academic results, as measured by the Outcomes and Indicators listed in the Background section, for focus students.*

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Tracking to Success

1. Within the last two years, what data points have you tracked with regard to the experience described in response to the questions in the Previous Experience section above?
2. Has your organization used data to track, report, and continuously improve student outcomes? Please describe these efforts and whether/how they have improved student outcomes.
3. In the last two years, have you used daily or weekly academic, grade and/or attendance data to improve student outcomes? Please describe these efforts and whether/how they have improved student outcomes.
4. Please provide a sample data report that includes data points included in the Outcomes and Indicators listed in the Background section. Note that the data report will not be included in your 5-page response limit.

A qualified response meets all of the criteria listed below:

- *Organization has experience tracking data points that can be linked to achieving Outcomes and Indicators listed in the Background section for focus students.*
- *Organization demonstrates capacity to effectively use data to inform its work.*
- *Organization demonstrates ability to access and use daily or weekly academic, grade and/or attendance data.*

Woman and Minority Inclusion; Non-discrimination

While organizations qualified under this RFQ will not be awarded a contract with the City, Ordinance 123567 authorizing the FEL requires the City in agreements with any public entity, such as the School District, to encourage that entity to: (i) actively solicit small businesses, including women and minority-owned businesses for any subcontracting opportunities; (ii) employ a workforce reflective of the region's diversity, and (iii) comply with all the applicable requirements under local, state and federal law for non-discrimination in employment. Additionally, responders to this RFQ should be aware that Levy-funded contractors with the School District will be required to comply with all applicable requirements under local, state, and federal law.

1. If your program is selected by the school district, do you anticipate subcontracting or hiring additional employees? If the answer is yes, describe how you will perform outreach to include small businesses, including women and minority businesses, in subcontracting opportunities and any hiring policy or information demonstrating non-discrimination in hiring.

The response to this question is for informational purposes and will not be used to qualify or disqualify an organization. A successful response addresses the questions in this section.

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RESPONSE SUBMISSION

Responses are due and *must be received* by Tuesday, February 14, 2012 at 4:30 p.m. Please mail or hand-deliver **five (5) paper copies** of your RFQ **and** the electronic file(s) in PDF or Microsoft Word format to:

By US mail: Office for Education
RFQ – Elementary, Middle and High School ELO
P.O. Box 94649
Seattle, WA 98124-4649

Hand-deliver
or FedEx/UPS: Office for Education
RFQ – Elementary, Middle and High School ELO
Seattle Municipal Tower
700 5th Avenue, Suite 1700
Seattle, WA 98104

Electronic: EducationOffice@seattle.gov

Submittal
Questions: Contact Sue Rust at the Office for Education at 206-233-5118.

ORGANIZATION'S APPEALS PROCESS

Appeals of decisions may be made in writing to Holly Miller, Director, Office for Education, 700 5th Avenue, Ste. 1700, P.O. Box 94649, Seattle, WA 98124-4649, within two (2) business days from the date of the written notification of OFE'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 RFQ.
- Failure to adhere to published criteria and/or procedures in carrying out the RFQ process.

For the complete Appeals Process, see Attachment 2.

COVER SHEET

Organization Information:

Organization name: _____

Organization address: _____

Describe your legal status and, if applicable, state of incorporation (for example, Washington State non-profit corporation, Washington State partnership, sole proprietorship:

Application Components and Checklist (submit in this order)

- Cover Sheet
- Key People
- Previous Experience
- Tracking to Success
- Women and Minority Inclusion; Non-discrimination

Contact Information:

Contact person: _____
(please print clearly)

Title: _____

Mailing address: _____

Day/Work phone: _____ Email address: _____

Signature: _____ Date: _____

Additional information is provided in Attachment 3.

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ORGANIZATION'S APPEALS PROCESS**

An organization is any legal entity that has responded to a formal process (Request For Investments, Request For Qualifications, bid requests, notice of funding availability or similar process) conducted by the Office for Education in soliciting applications for the provision of defined services.

1. The Office for Education (OFE) will notify all respondents in writing of the acceptance or rejection of the response or proposal, and, if appropriate, the level of funding to be allocated. Written notification will be via email to the email address submitted on the cover sheet.
2. Within two (2) working days from the date of the written notification of OFE's decision, the respondent may submit a written appeal to the Director of OFE. An appeal must clearly state a rationale based on one or more of the following criteria:
 - Violation of policies or guidelines established in this RFQ.
 - Failure to adhere to published criteria and/or procedures in carrying out the RFQ process.
3. The OFE Director (or her designee) will review the written appeal and may request additional oral or written information from the appellant organization. A written decision from the OFE Director (or her designee) will be sent within two (2) working days of the receipt of the appeal. This decision is final.

Appeals of decisions may be made in writing to Holly Miller, Director, Office for Education, 700 5th Avenue, Ste. 1700, P.O. Box 94649, Seattle, WA 98124-4649

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Instructions, Procedures and Requirements.

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

Changes to the RFQ/Addenda.

A change may be made by the City if, in the sole judgment of the City, the change will not compromise the City's objectives. A change to this RFQ will be made by written addendum issued by OFE and any Addenda and shall become part of this RFQ.

Proposal Submittal.

- a. Responses are to be received into the City no later than the date and time given on page 7 except as revised by Addenda.
- b. All pages are to be numbered sequentially. The format should follow closely that requested in this RFQ.
- c. The City has page limits specified in the submittal instructions. Any pages that exceed the page limit will be removed from the document for purposes of evaluation.
- d. The submitter has full responsibility to ensure the response arrives at the City 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 given the specific fact-based circumstances. Responses arriving after the deadline may be returned unopened, or the City may accept the package and make a determination as to lateness.

License and Business Tax Requirements.

If selected by a school for any subcontract, 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 (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.

**Organization Responsibility to Provide Full Response.**

It is your responsibility to provide a full and complete response that does not require interpretation or clarification by the City. The organization is to provide all requested materials, forms and information. The Organization is to ensure the materials submitted properly and accurately reflect the Organization's offering. The City will rely upon the submitted materials and shall not accept materials from the Organization after the RFQ deadline; this does not limit the City right to request additional information or to seek clarifications as needed.

Readability.

Organizations are advised that the City's ability to evaluate responses is dependent on the Organization's submittal document, including organization, level of detail, comprehensive material and readable.

Changes or Corrections to Proposal 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.

Rejection of Responses.

The City reserves the right to reject any or all responses at any time with no penalty. The City also has the right to waive immaterial defects and minor irregularities in any submitted proposal.

Women and Minority Subcontracting.

It is the policy of the City, as directed through Mayor's Executive Order and City ordinance to provide the maximum practicable opportunity for successful participation of minority and women-owned subcontracts or workers. The City requires all organizations agree to SMC Chapter 20.42, and requires organizations to seek meaningful subcontracting opportunities and supply a plan for including minority- and women-owned firms.

Proprietary and Confidential Material.**Requesting Disclosure of Public Records.**

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 in order to avoid disruption of the evaluation process. With this preference stated, the City will continue to be responsive to all requests for disclosure of public records as required by State Law.

City of Seattle Families and Education Levy Attachment 3
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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 product, 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. The City will not withhold materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. Do not identify an entire page as exempt unless each sentence is within the exemption scope; instead, identify paragraphs or sentences that meet the specific exemption criteria you cite on in the Organization Questionnaire. *Only* the specific records or portions of records properly listed on the Organization Questionnaire will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

If the City receives a public disclosure request for any records you have properly and specifically 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.

Ethics Code.

Please familiarize yourself with the City Ethics code: http://www.seattle.gov/ethics/etpub/et_home.htm. Attached is a pamphlet for Organizations, Customers and Clients. 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 or staff members Kate Flack, kate.flack@seattle.gov and Mardie Holden, mardie.holden@seattle.gov).



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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, 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 that was on the evaluation team of a solicitation to which you submitted. 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.

Involvement of Current and Former City Employees.

If an Organization has any current or former City employees, official or volunteer, working or assisting on solicitation of City business or on completion of an awarded contract, you **must** provide written notice to City Purchasing of the current or former City official, employee or volunteer's name. The Organization Questionnaire within your submittal documents prompts you to answer that question. You must continue to update that information to City Purchasing during the full course of the contract. The Organization is to be aware and familiar with the Ethics Code, and educate Organization workers accordingly.

No Conflict of Interest.

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 selection, negotiation, drafting, signing, administration or evaluating Organization performance. The City shall make sole determination as to compliance.