



Seattle Preschool Program Impact Evaluation Request for Proposals (RFP)

Questions and Answers (Q&A)

Updated: 10/06/21

	Topic: Process and Timeline		
1	Question: How can we get a copy of this presentation?	Answer: This presentation, the slide deck and the questions and answers from this information webinar will be uploaded on to our DEEL Funding Opportunities site.	Date Answered: 9/17/21
2	Question: Can you please confirm the required page limit for the proposal?	Answer: Amendments were made on September 20th to the original RFP clarifying submission instructions and page limits. The amended RFP is available on the DEEL Funding Opportunities site. Please refer to details regarding page limits for individual components of the Proposal Response on page 9 of the RFP.	Date Answered: 9/22/21
3	Question: Will the slide deck be made available along with a recording of the presentation?	Answer: This presentation, the slide deck and the questions and answers from this information webinar will be uploaded on to our DEEL Funding Opportunities site.	Date Answered: 9/22/21
4	Question: Page 9 of the RFP has the page limits.	Answer: Please see amendments made on September 20 to the original RFP clarifying submission instructions and page limits.	Date Answered: 9/22/21
5	Question: I have a follow up question about the page limit. The page limit for each subsection of the proposal response adds up to 15, but the introduction to the section indicates 10 two-sided pages. I was also confused.	Answer: Please see amendments made on September 20th to the original RFP clarifying submission instructions and page limits.	Date Answered: 9/22/17
6	Question: I have a question about responses to questions. Will they be answered on a rolling basis as they come in? Are they all going to be answered in a batch?	Answer: Responses to questions will be provided within three to five business days from the date the question was received. Responses will be provided on a rolling basis. We will not wait after the deadline to answer all your questions. Keep checking the frequently asked questions (FAQ) section on the DEEL Funding Opportunities site.	Date Answered: 9/22/21



7	<p>Question: I tried to do the following:</p> <p>10.1 Registration into City Registration System. If you have not previously done so, register at http://www2.seattle.gov/ConsultantRegistration/. The city expects all firms to register.</p> <p>The link goes to a “file not found” page. I also searched for consultant registration and got no links to follow. How do I register our company?</p>	<p>Answer: September 20th amendments to the original RFP included removal of this requirement for proposers.</p>	<p>Date Answered: 9/22/21</p>
8	<p>Question: SRI has the following questions regarding the subject solicitation:</p> <p>Can you confirm the page limitations for the proposal response? The RFP initially states there is a limit of 10 double-sided pages (p. 9), but the max page count for the individual sections adds up to 15 pages and the RFP later states (p. 11) the limit is 12 pages. Additionally, do references count in page limitations?</p>	<p>Answer: Please see amendments made on September 20th to the original RFP clarifying submission instructions and page limits. Proposers should follow page limit instructions for individual components of the response packet, but there is not a page limit for the entire submission. References do not count in page limitations.</p>	<p>Date Answered: 9/22/21</p>
9	<p>Question: We have questions regarding the subject solicitation:</p> <p>Can we include resumes as a separate appendix?</p> <p>Are we permitted to include an appendix that would include supplemental information, ie, charts and tables that would not count against the proposal page limitation?</p>	<p>Answer: Yes. Please see October 1st RFP amendment specifying that proposals may include appendices with resumes or supplemental materials. Please note that reviewers may not have the capacity to closely review appendices and consider their contents in the scoring process, so appendices should be limited to information that is purely supplemental. Key information required in proposal guidelines should remain in the body of the proposal, within the specified page limits.</p>	<p>Date Answered: 10/1/21</p>
10	<p>Question: Is it allowable to include resumes for key staff in an appendix for this proposal?</p>	<p>Answer: Yes. Please see October 1st RFP amendment specifying that proposals may include appendices with resumes or supplemental materials. Please note that reviewers may not have the capacity to closely review appendices and consider their contents in the scoring process, so appendices should be limited to information that is purely supplemental. Key information required in proposal guidelines should remain in the body of the proposal, within the specified page limits.</p>	<p>Date Answered: 10/1/21</p>
11	<p>Question: Can you please clarify for the Minimum Qualifications document whether the page limit is</p>	<p>Answer: For the minimum qualification response, it is two pages total. Please note an addendum on page 9 of the Request for Proposal that clarified:</p>	<p>Date Answered: 10/6/21</p>



	2 pages total for all three minimum qualifications, or 2 pages for each minimum qualification?	<i>Supplemental materials, such as resumes or tables, are permitted in an attached appendix and do not count toward section page limits. However, please note that reviewers may not have the capacity to closely review appendices during the scoring process, so appendices should be limited to information that is purely supplemental. Key information required in proposal guidelines should remain in the body of the proposal, within the specified page limits.</i>	
12	Question: Can you please clarify the page limit for the Proposal Response document (described in section 6, pages 9-10)? Adding up the pages specified for 5A to 5E seems to be 15 pages maximum, but other phrasing in the RFP mentions 10 double-sided pages as well as a 12-page maximum.	Answer: Please see the addendum on the RFP posted on the Funding Opportunities Page on page 9. You should only refer to the page limits for each section.	Date Answered: 10/6/21

	Topic: Scope of Work		
1	Question: In the past reports, there were CLASS, ECERS, and child assessments (PPVT, executive functioning, etc.) in the evaluation, is the expectation that the same scope of work for the data collection phase 3?	Answer: Please review the Data Collection Appendix on page 22 of the RFP. The planned assessments reflected in this appendix fall outside the scope of this solicitation, but the selected Consultant will have access to the data DEEL collects. We are also looking for proposals to include suggested alternatives or additions to DEEL's planned assessments as part of their anticipated evaluation approach. Any additional assessments proposed would be administered by the consultant in Phase 3 of the scope of work.	Date Answered: 9/15/21
2	Question: Would the task # 3 Data Collection, reflect the impact evaluation design specified in task # 1?	Answer: That is correct.	Date Answered: 9/15/21
3	Question: For the example evaluation questions you provide, is the expectation that we will focus on these evaluation questions or is there room to expand/adapt?	Answer: There is room to expand or adapt. Our expectation is that evaluation questions will be finalized during the design period (Phase 1) through stakeholder engagement.	Date Answered: 9/15/21
4	Question: You mentioned knowledge of King County history. Are you more interested in local organizations or are you open to a research organization that functions nationally?	Answer: We are absolutely open to national organizations to engage in this work. But I think it's important to understand some of our local context. We are also open to research teams that can collaborate to include this lens.	Date Answered: 9/15/21



5	Question: Who should provide professional references (two for each team member and sub-consultant)?	Answer: Yes, references should be provided for each consultant and sub-consultant team member proposed.	Date Answered: 9/17/21
6	Question: How do you envision stakeholder engagement given the ongoing impact of COVID and the delta variant, in person engagement comes challenging. Will there be an option for virtual engagement? How are you looking at that?	Answer: We'll be interested in proposer suggestions about how to navigate that, but we have been conducting stakeholder engagement virtually over the past year, so that is one acceptable tool.	Date Answered: 9/17/21
7	Question: I'm also interested in knowing about classroom observations and how they have been conducted with COVID. Will the answer to that be similar to the stakeholder engagement question, where you will be looking to the proposer to be proposing strategies to address those challenges?	Answer: In general, yes, we are looking for recommendations and suggestions around navigating COVID-related scenarios in the proposal. The new data collection for this work will begin during the Spring of next year (2022) at the earliest, so it is hard to know what the conditions will be with COVID-19. During the design phase of the contract (Phase 1), the selected Evaluator will have the opportunity to explore and solidify proposed classroom observation approaches.	Date Answered: 9/17/21
8	Question: Could the same professional reference be used for two team members, if appropriate?	Answer: Yes.	Date Answered: 9/17/21
9	Question: Are proposers required to subcontract with a women- and/or minority-owned business?	Answer: Subcontracting with WMBE firms is not required but is strongly encouraged. The City ordinance referenced in Section 10.23 of the RFP requires that contracted Consultants make affirmative efforts to assure equality of employment and contracting opportunity.	Date Answered: 9/22/21
10	Question: Page 8 of the proposal states that the consultant "will implement data collection as outlined in their Multiyear Impact Evaluation Design (Phase 1D)." However, the response to questions states that assessments reflected in the Data Collection Appendix "fall outside the scope of this solicitation, but the selected Consultant will have access to the data DEEL collects." Can you please clarify whether you expect the contractor to collect data as part of this solicitation? If so, can you please clarify what data are to be collected by the contractor (vs. DEEL)? And, if data are to be collected by the contractor, are the costs for data collection to be included in the \$350,000 budget?	Answer: Yes, we expect the Consultant to collect data, and the costs for data collection are included in the \$350,000 budget. The Anticipated Evaluation Approach (5B) and Assessments & Data Collection Protocols (5D) components of proposals should detail recommended mixed methods data sources in addition to DEEL's planned data collection as needed to fully address SPP Outcomes highlighted in the FEPP Levy Implementation and Evaluation Plan. Proposed data collection may include child and/or classroom-level assessments to capture outcomes or aspects of program quality not adequately addressed using available TSG and CLASS scores. Please see pages 4 and 7	Date Answered: 9/24/21



		<p>of the RFP for details about program outcomes and example evaluation questions addressing child, program, and system-level outcomes.</p> <p>For Phase 2 (Secondary Data Analysis), DEEL will make available to the Consultant all past assessment and survey data reflected in the Data Collection Appendix. Additional data collection by the Consultant is not expected in this phase.</p>	
11	<p>Question: Table B1 on page 24 of the RFP lists the SPP cohorts who have Smarter Balanced Assessment data in a given year. The 21-22 school year column does not include Cohort A students' SBA scores, although they will be in 5th grade. Will the 21-22 SBA data be available for Cohort A?</p>	<p>Answer: No, there was no match done for Cohort A.</p>	<p>Date Answered: 10/1/21</p>
12	<p>Question: In document 5 (the proposal response), section 5C is related to stakeholder engagement. Is this section meant to be specific to the SPP evaluation covered by this scope of work, or is this meant to be a more general statement about how to engage a stakeholder group?</p>	<p>Answer: 5C located on the top of page 10 of the Request for Proposal document is asking the applicant to describe a community engagement approach within the context of planning and implementing the evaluation in the RFP's scope of work, or specifically the evaluation of the Seattle Preschool Program.</p>	<p>Date Answered: 10/6/21</p>
13	<p>Question: In document 5 (the proposal response), section 5E asks for a description of how information would be presented to "...different target audiences specified in the Scope of Work." Can you clarify what these target audiences are? There is a list of audiences on page 8 ("FEPP Levy Oversight Committee, City Leadership, and SPP Program Directors") but it is not clear from the language if that is an exhaustive list of target audiences.</p>	<p>Answer: Also referenced on page 8 are audiences that include SPP providers, families and the general public. The question asks you to describe an approach to differentiating the presentation of evaluation information to stakeholders that may have different needs around the data and findings</p>	<p>Date Answered: 10/6/21</p>