

MILLER ANNEX PRESCHOOL

REQUEST FOR PROPOSALS INFORMATION SESSION



2 OVERVIEW OF KEY DATES

- **Anticipated Contract Period:** January 1, 2018 – June 30, 2019
- **RFI Release Date:** May 10th, 2017
- **Question and Answer Period:** May 16 – May 30, 2017 (Deadline: 4:30 pm, May 30th)
- **RFI Close Date:** June 6, 2017
- **Interviews, if needed:** July 10-14th, 2017
- **Notification to Successful Applicant:** July 28, 2017
- **DEEL Project Manager and Contact:** Katie Culler, katie.culler@seattle.gov

3 PRESENTATION OUTLINE

- I. Background on the Re-Development of the Miller Annex
- II. Improvements and Project Schedule
- III. Commitment to the Seattle Preschool Program
- IV. Occupancy Agreement with SPR
- V. Responding to the RFP
- VI. Application Evaluation Criteria

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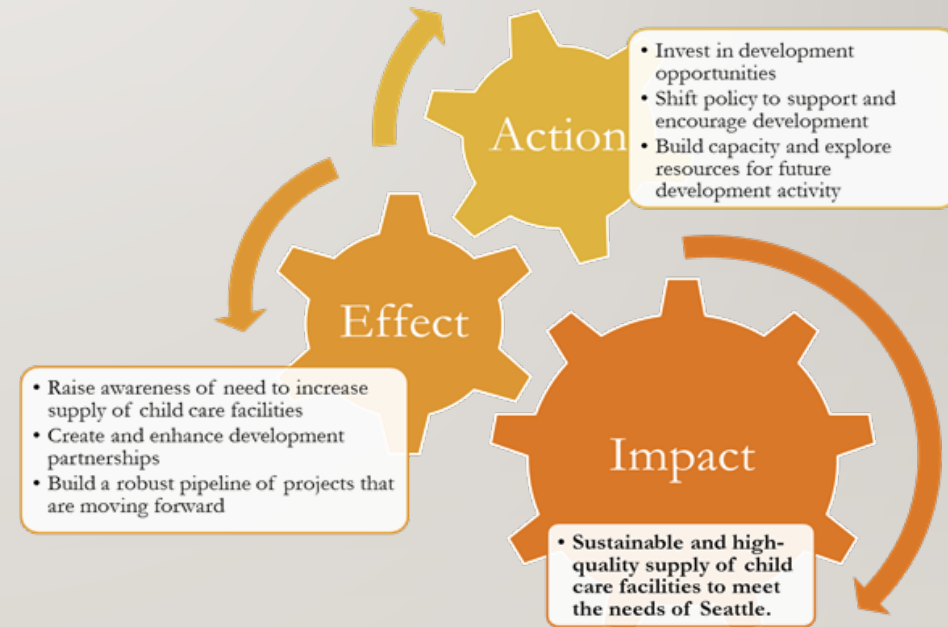
BACKGROUND ON THE RE- DEVELOPMENT OF THE MILLER ANNEX



5 BACKGROUND ON SPP FACILITIES INVESTMENTS

DEEL RECEIVED FUNDING AS PART OF THE SPP LEVY FOR FACILITY-RELATED INVESTMENT, THERE ARE THREE TYPES OF INVESTMENTS:

1. **Direct investment in mixed-use or larger development projects;**
2. A fund to provide pre-development services to providers;
3. A fund to provide support for capital projects for SPP;



6 DEEL AND SEATTLE PARKS AND RECREATION (SPR) PARTNERSHIP

- DEEL and SPR have been in discussion since fall of 2016 regarding the Miller Annex site.
- Funding for the redevelopment is a joint partnership, with SPR funding the substantial alterations to the building and DEEL funding the tenant improvements.
- SPR has led the project management for the re-development of the site and worked closely with DEEL on the design.

7 THE MEANY CAMPUS



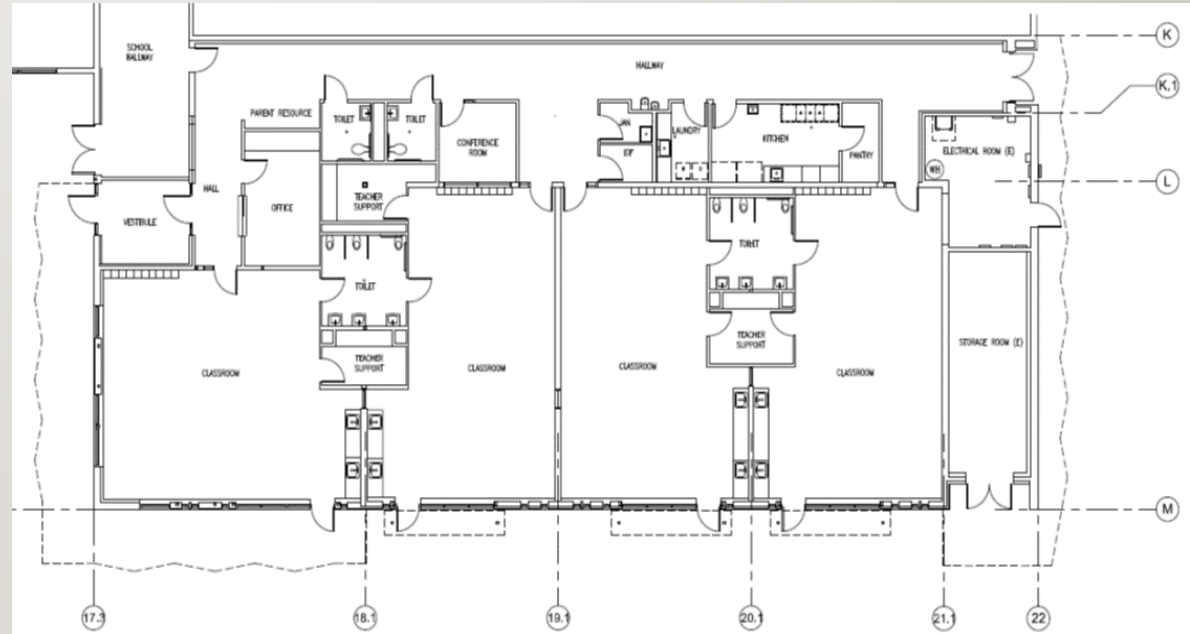
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IMPROVEMENTS AND PROJECT SCHEDULE



FLOOR PLAN

The improvements will create four classrooms that should be licensed for 20 children each (between 800-900SF). The site will also have an office, conference room, teacher support rooms and kitchen. The playground will be directly adjoining the site to the west.



EXTERNAL RENDERING

The center will have a secure, direct entry and add windows along the west facing exterior of the building. Three of the classrooms will be in the original gym portion of the Annex and have higher ceiling heights. Classrooms will have direct exits into the playground.



PROJECT TIMELINE

Step	Event	Timing
1	Construction on the Annex begins	Late March, 2017
2	Provider RFP released	May 2017
3	Provider selected	June/July 2017
4	Provider and SPR sign occupancy agreement	July, 2017
5	Provider and DEEL sign SPP service contract	July/August 2017
6	Substantial completion of construction	Late August to Early September 2017
7	State licensing (process led by selected provider)	September – November 2017
8	Preschool operations begin	January 2018

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COMMITMENT TO THE SEATTLE PRESCHOOL PROGRAM



13 SERVICE COMMITMENTS IN 2018 AND 2019

- The selected agency will have to commit to participating in the Seattle Preschool Program while operating out of the Miller Annex Preschool Location
- In the 2017-18 school year, the operations are expected to start in January of 2018 and end in August of 2018. The agency will be responsible for operating two SPP classrooms.
- In the 2018-19 school year, the agency will operate on the normal SPP schedule (September through June). The agency will be responsible for operating all four SPP classrooms.

14 SPP PARTICIPATION AND REQUIRED ACTIVITIES

Work Area	Provider Responsibilities
Program Development	<ul style="list-style-type: none">• Enter into an occupancy agreement with Seattle Parks and Recreation (SPR).• Lead the state licensing process for the site, working with the WA State Department of Early Learning and SPR to have site licensed no later than December 2017.• Hire staff to administer the program. The site will operate two SPP classrooms from January to August 2018 and four SPP classrooms from September to June of the 2018–19 school year.• Furnish the classrooms spaces. The provider will be eligible for SPP Start-Up funds to support that effort (\$10,000 per classroom).
Service Delivery	<ul style="list-style-type: none">• Adhere to all regulations, program standards and policies related to the Seattle Preschool Program. This includes hiring teachers that meet SPP teacher educational requirements, implementing one of the required curricula, and working closely with DEEL staff to engage in coaching, facilitate the implementation of a third-party evaluation, and ensure all contractual program and performance standards are met. (See Attachment 3 for full list).

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OCCUPANCY AGREEMENT WITH SEATTLE PARKS AND RECREATION



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OCCUPANCY AGREEMENT – TIME PERIOD

- The selected provider will enter into an occupancy agreement with Seattle Parks and Recreation. Details will be determined and negotiated after the provider has been selected.
- The agreement will extend from the beginning of operations until June, 2019.
- There may be an opportunity to extend the lease at the discretion of SPR, but there are no guarantees to the space after the end of the initial term.

17 OCCUPANCY AGREEMENT - FINANCES

- SPR will negotiate a lease rate for the space, utilities (water, sewer, electric, heat) and SPR overhead. The estimated lease cost will range from \$5,000 to \$6,700/month (inclusive of utilities, overhead) with annual increases of 3%. The lease cost will be pro-rated in first year since the provider will only be operating two classrooms.
- Provider will be responsible for phone and internet services.
- Provider will be responsible for janitorial services and general maintenance.

RESPONDING TO THE RFP



19 A COMPLETE APPLICATION

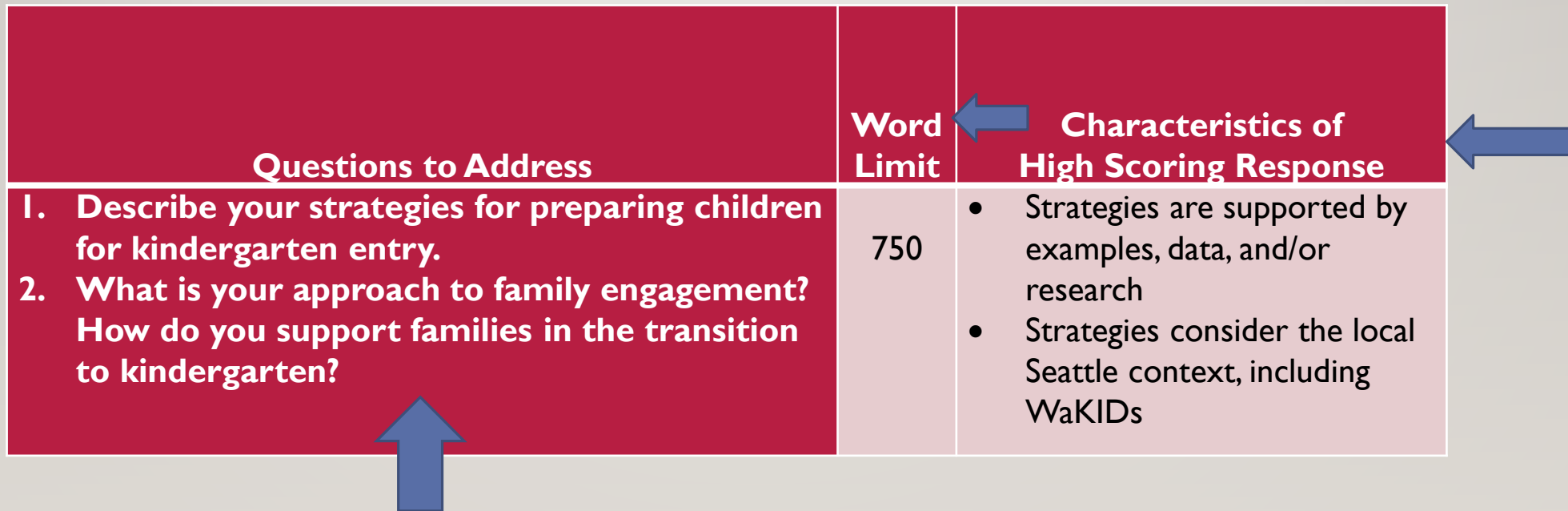
A completed proposal will contain the following:

1. Application – Respondent will fully complete the application (3 sections), mindful of the word limits for each section.
2. Exhibit A: Operating budget – Respondent will complete both the anticipated operating budget for 2017-18 and 2018-19. These include revenue, staffing costs, and other administrative costs.
3. Exhibit B: ***For applicants not currently a SPP Provider***, complete the exhibit to document the credentials of a current site you are operating to demonstrate your qualification for SPP.
4. Exhibit C: Attachments – please list all attachments. Note **required documentation** in **Table 8** of the RFP and **Section 3** of the Application.

20 APPLICATION FORMAT

The largest section of the application is the short answer portion. Note the format:

Questions to Address	Word Limit	Characteristics of High Scoring Response
<ol style="list-style-type: none">1. Describe your strategies for preparing children for kindergarten entry.2. What is your approach to family engagement? How do you support families in the transition to kindergarten?	750	<ul style="list-style-type: none">• Strategies are supported by examples, data, and/or research• Strategies consider the local Seattle context, including WaKIDs



21 EXHIBIT B

- Exhibit B is only required for agencies not currently participating in the Seattle Preschool Program.
- Exhibit B mirrors RFI materials in SPP application process
- Please use an existing early learning agency you operate to completed the exhibit, the purpose is to demonstrate your qualifications for SPP

APPLICATION EVALUATION CRITERIA



23 REVIEW PROCESS AND INTERVIEWS

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 (if necessary)

The top ranked applicants will be selected for an interview. The information garnered from interviews will ***be used along with scoring from the proposals to make the final selection.***

EVALUATION CRITERIA (TABLE 9 IN RFP)

Scoring Criteria	Points
<p>Track Record of High Quality Early Learning Service</p> <ul style="list-style-type: none"> • Three or more years of early learning experience is described in the application and the experience is supported by demonstrable evidence/data of past high quality preschool delivery assessments or other external reviews of your program (use of classroom, child or other external assessment is encouraged) • Assessment data demonstrates past effectiveness in improving outcomes for children of color • Described teacher/center practices that demonstrate inclusiveness in meeting the needs of the children you serve 	25
<p>High Caliber Workforce</p> <ul style="list-style-type: none"> • A clear and well-articulated plan for hiring a high-quality center director and staff that demonstrates a reasonable timeline, and evidence and examples of how search elements will result in a quality preschool workforce • Professional development approach by the agency aligns with the professional development services offered through the Seattle Preschool Program • Describes at least three staff retention strategies rooted in best practices 	20

25 EVALUATION CRITERIA (CONTINUED)

Leveraging Partnerships to Enhance the Program <ul style="list-style-type: none">• Community partnerships envisioned at the Miller Annex are clearly described and demonstrate (1) why they are needed by children and families and (2) how those same groups will benefit from them.	15
Demonstrated Impact on Kindergarten Readiness <ul style="list-style-type: none">• Agency has a clear plan for supporting kindergarten readiness and using data to guide instruction• Agency has a family transition strategy that supports family knowledge and engagement with Seattle Public Schools	15
Strong Contracting and Financial Systems <ul style="list-style-type: none">• Demonstrates sound financial accounting practices and systems	5
Other <ul style="list-style-type: none">• Demonstrates how the Miller Annex Preschool supports the long-term sustainability of your agency (sustainability may include items such as financial, growth plan/s, and other connections between this opportunity and your business model)• Demonstrates leadership roles in the early learning community beyond service delivery• Applicant has not had a significant amount of SPP levy funds committed to them for other projects.	10

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APPLICATION DUE: JUNE 6TH BY 4:30 PM

Questions taken until March 30th, 2017. Email Katie Culler at katie.culler@seattle.gov. No phone calls please.

