

2022 Child Care Facilities Request for Proposals

Information Session

~~May 24, 2022~~ June 30, 2022

~~10:30 a.m. – 12:00 p.m.~~ 11:00 a.m. – 12:30 p.m.



Welcome

Please type your name and agency in the Chat for attendance purposes.

This PowerPoint deck will be posted on the [HSD Funding Opportunity](#) webpage within 5 business days.

This session will be recorded. A recording and Q & A will be posted on the [HSD Funding Opportunity](#) webpage within 5 business days.



What We Will Talk About Today

Guidelines

- Timeline
- What does the RFP fund?
- Highlights
- Eligible Activities
- Who can apply?
- Rating Criteria

Application

- Complete Applications
- How to submit your application
- What happens after submissions?
- Clarification to narrative responses
- Appeal process
- Tips
- Questions about the RFP
- How to get help
- Q and A



Timeline

Funding Process	Timeline
Funding Opportunity Announcement	Monday, May 16, 2022
Information Sessions	Tuesday, May 24, 2022, Thursday, June 30, 2022
Last Day to Submit Questions to HSD	Friday, June 17, Tuesday, July 12, 2022 by 5:00 p.m.
Application Deadline	Tuesday, June 28, Tuesday, July 19, 2022 by 12:00 p.m. noon PT
Planned Award Notifications	Thursday, August 4, Thursday, August 25, 2022
Contract Negotiations Begin	Friday, August 19, Friday, September 9, 2022



What Does the RFP Fund?

The Human Services Department (HSD) **Child Care Facilities Request for Proposal (RFP)** seeks to increase licensed capacity in preschool and child care facilities across the City of Seattle.

All applicants meeting eligibility requirements are encouraged to apply but the following programs and projects will be prioritized for funding:

- Programs that serve families most impacted by COVID-19
- Programs that serve low-income participants under HUD income limits (80% or less of area median income)
- Programs that increase number of subsidized children served



Highlights

- **Up to \$6,000,000** available
- Open and competitive funding process
- 1 application per agency per physical site
- Contract negotiations start ~~August 19~~ **Sep 9**, 2022
- Sites must be located within [Seattle city limits](#)



Eligible Activities

- Construction, renovation, or rehabilitation of facilities that increase the licensed capacity of direct service delivery space. “Direct service delivery space” means physical space which has as its primary purpose the delivery of in-person services. In some cases, non-direct service space may also be eligible when associated directly with eligible space and the related social services, such as kitchens, bathrooms, storage, or other space associated to the instructional space (classroom or home-based).
- Construction of new facilities that expands licensed capacity to serve children, either from the ground up or by substantially remodeling existing buildings.
- Design, construction, renovation, or rehabilitation of outdoor play space in accordance with state licensing regulations and best practice that expands licensed capacity to serve children.
- “Soft costs” or any project costs that are not construction but directly related to the development of an eligible facility (which may include design, project management, and permitting costs).
- Improvements that provide accessibility to persons with disabilities that are related to expanding licensed capacity to serve children.
- Acquisition costs may be considered an eligible funding activity if a provider can demonstrate they have fully secured enough funding to complete any rehabilitation work necessary to obtain their license from DCYF and become operational.



Who Can Apply?

HSD Agency Minimum Eligibility Requirements

- Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.
- Applicant must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.
- **Non-profit and for-profit center-based providers and preschools, and home-based agencies are eligible.** ~~Applicant must be incorporated as a private non-profit corporation in the State of Washington and must have been granted 501(C)(3) tax exempt status by the United States Internal Revenue Service, the applicant's~~ 501(C) (3) status **of non-profits** must be in good standing and must not have been revoked in the previous calendar year.
- OR, Applicant is a federally-recognized or Washington State-recognized Indian tribe
- OR, If the applicant is a public corporation, commission, other legal entity or authority established pursuant to RCW 35.21.660 or RCW 35.21.730, the applicant's status as a legal entity must be in good standing and must not have been revoked in the previous calendar year.



Rating Criteria

Rating Criteria: A. Proposed Project – 25 Points

- When completed, the project will directly contribute to a net increase in the licensed capacity served by the agency at the improved facility.
- Shows a realistic and comprehensive schedule for the project, demonstrating an ability to complete the project.
- Agency shows the ability to start the project promptly and be completed in a timely manner
- The project is a good value for an investment of funds.
- Attachments are included and complete:
 - Site control documents such as a Deed of Trust or lease
 - If site is leased, provide written authorization from the landlord to make tenant improvements outlined in the proposal
 - Copy of WA State DCYF Child Care License included
 - Completed project schedule form (Attachment 1)



Rating Criteria

Rating Criteria: B. Project Budget – 25 Points

- Demonstrates financial stability and management capacity to plan and implement its proposed project.
- Costs are reasonable based on the proposed level of services and outcomes.
- Agency has secured other funds that are necessary for the successful completion of the project.
- Budget is aligned with work plan and expenses tied directly to the proposed services. Costs included are only for the services to be funded through this RFP.
- Budget allows for challenges and prudent contingencies.



Rating Criteria

Rating Criteria: C. Provider Capacity – 20 Points; Project Management 15, Data and Administration 5

Project Management

- Has experience with child care center construction, renovation, and/or expansion.
- Has identified a well-qualified project team that may include an architect, project manager, and/or general contractor. External team members are not required to receive funding.

Data and Administration

- Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded.
- Applicant has experience collecting data and identifies the specific data it collects.
- Applicant has procedures in place to keep data private and secure.



Rating Criteria

Rating Criteria: D. Equitable COVID-19 Recovery – 30 Points

- Program describes how they serve communities most disproportionately impacted by COVID-19
- Program provides developmentally and culturally appropriate services
- Program serves low-income families
- Program primarily serves Seattle residents, or families with members who work in Seattle
- Describes how children and families will benefit from the project
- Describes how the project fits with the agency's long-term plan



Complete Applications

Must include completed:

- Signed Application Cover Sheet
- Narrative Response
- A completed Attachment Packet (Attachments 1, 2, and 3)
- Site Control Documents
- Copy of WA State DCYF License

Do not include:

- any materials not requested with your application
- any private personal identifiable information that would constitute special handling or breach of confidentiality



How To Submit Your Application

- Applications can be submitted via online portal or email (either one, not both)
- **No faxed, mailed or in-person submissions**
- Applications must be complete and on-time. **HSD is not responsible for ensuring that applications are received by the deadline.**
- Applications due: ~~June 28~~, **July 19, 2022 by 12:00 p.m. (Noon)**



How To Submit Your Application:

1. Online Portal: <http://web6.seattle.gov/hsd/rfi/index.aspx>
 - ❖ Upload application early in case of internet connectivity issues
 - ❖ Not an online application – can't save your work
 - ❖ Upload files up to a maximum of 100 MB
 - ❖ Accepts: .pdf .doc .docx .rtf .xls .xlsx
 - ❖ System automatically sends a confirmation to your email

Trouble with portal, email:

HSD_RFP_RFQ_Email_Submissions@seattle.gov



How To Submit Your Application

2. Email: HSD_RFP_RFQ_Email_Submissions@seattle.gov

- ❖ Email attachments are limited to 30 MB
- ❖ Subject heading must be titled: **2022 Child Care Facilities**
- ❖ Any risks associated with submitting a proposal by email are borne by the applicant
- ❖ Applicants will receive an email acknowledging receipt of their application



What Happens After Submissions?

- Rating committee:
 - reviews and scores written applications
 - may ask clarifying questions
(~~June 29 – August 1~~ July 20 – August 22)
 - makes funding recommendations
- Agencies may be asked to submit documents for fiscal review
- HSD Director considers funding recommendations
- All applicants notified by ~~August 4~~, August 25, 2022
- Appeals
- Final notifications



Clarification To Narrative Responses

- Raters may want to clarify responses in narrative
- Cannot be for documents or attachments not submitted by RFP deadline
- Coordinator will send questions to the Agency Primary Contact
- Agencies have 3 business days to respond



Appeal Process

- Applicants have right to protest/appeal certain decisions in the award process
- Grounds for appeals:
 - Violation of policies outlined in the [HSD Funding Process Manual](#)
 - Violation of policies or failure to adhere to guidelines or published criteria and/or procedures established in the funding opportunity
- Appeals Deadlines:
 - must be received within 4 business days from the date of written award/denial status
 - HSD Director's written decision will be made within 4 business days of appeal receipt. The HSD Director's decision is final.
- No contracts will be executed until the appeal process has closed. An appeal may not prevent HSD from issuing an interim contract for services to meet important client needs.



Tips

- Follow the required format
- Not required to retype questions or rating criteria in narrative
- Be specific and answer all parts of the questions
- Use scoring criteria
- Double check your budget numbers (use Excel template)
- Have someone review your application
- Start early and allow lots of time for submission process
- Submit all required attachments (use Attachment 1 - Application Submission Checklist)



Questions About The RFP?

- Submit RFP questions: (via email only)
Ken Astrein & Ramlah Ringold Olt, RFP Coordinators
childcarefacilities@seattle.gov
- All Q & A will be posted on [HSD Funding Opportunity](#) webpage (5 business days)
- Only written answers are official responses
- Deadline for receiving questions:
~~June 17~~ July 12, 2022 by 5 p.m.



How To Get Help

Help submitting your application

Online submission system issues/questions:

HSD_RFP_RFQ_Email_Submissions@seattle.gov



Reminder

If you have not, please type your name and agency in the Chat for attendance purposes.

This PowerPoint deck will be posted on the [HSD Funding Opportunity](#) webpage within 5 business days.



Questions?

