



**Seattle Preschool Process Evaluation
Request for Proposal**

**Questions and Answers
Updated: 5/8/25**

#	Question(s)	Answer(s)	Date Received	Date Answered
1	Question: The RFP indicates that professional references are required for each team member, including sub-consultants. Does this include junior staff, like research assistants, or is it acceptable to provide references for key staff only? Or, would DEEL consider firm-level references for all partners?	Answer: Professional references are required for all key evaluation team members put forward in the proposal, including the Principal Investigator and staff leading significant portions of the project. References for junior staff (e.g., research assistants) whose expertise is not elevated in the proposal response (e.g., Team Composition and Competencies), are not required to list references. DEEL does not accept firm-level references in place of individual references for key personnel.	4/9	4/10
2	Question: Do you expect that the evaluator will collect primary data directly with children?	Answer: Primary data collection will depend on the evaluator’s proposed methods, but consultants are not required to collect primary data directly with children. DEEL will provide the evaluator access to preschool and K-3 child assessment data, described in the RFP Section 11: Data Appendix. However, if consultants want to propose assessments involving direct data collection they may do so.	4/9	4/10
3	Question: Do you anticipate data collection with families in different languages and if yes, what languages?	Answer: Primary data collection will depend on the evaluator’s proposed methods. A significant share (30%+) of the preschool and elementary school populations served by DEEL investments come from multi-lingual households. The most common languages spoken by families in SPP and Seattle public schools include Spanish, Somali, Chinese (Mandarin & Cantonese), Vietnamese, and Amharic. References provided in the RFP that may be useful in understanding the demographic characteristics of DEEL-supported preschool and elementary school populations	4/9	4/10



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		include the 2022 SPP Outcome Evaluation, 2024 School Based Investments Evaluation Appendix A, and DEEL’s most recent Annual Report .		
4	Question: Do you usually require IRB approval?	Answer: The City of Seattle does not have its own IRB process. For data collection involving Seattle Public Schools (SPS) staff, families, or students, DEEL requires consultants to submit a research application to the SPS Research and Evaluation department for approval. Information about this process is available on SPS’ website: https://www.seattleschools.org/departments/rea/apply-to-conduct-research/ . Otherwise, evaluators may also rely on their own internal IRB procedures as applicable.	4/9	4/10
5	Question: How long does the SPS research application process take?	Answer: We recommend planning for approximately one month of review in your proposal; however, there is not a standard timeline that DEEL can guarantee for the research application. DEEL will support evaluators in communicating with the SPS research team.	4/9	4/10
6	Question: if we meet all qualifications, are you open to consider applicant organizations from outside of Washington?	Answer: Yes, out of state applicants are welcome to submit a proposal. Project coordination with DEEL will take place virtually, and evaluators may propose either in person or virtual data collection methods. Non-local applicants should include in their proposal a clear and feasible plan for conducting primary data collection virtually (as applicable), including any discussion of tradeoffs, or incorporate travel into their cost proposal.	4/9	4/10
7	Question: Have you worked with an evaluator previously for this program?	Answer: DEEL has worked with multiple evaluation partners to evaluate SPP in the past. You can find links to recent external evaluations on page 19 of the Request for Proposals, and a full list on DEEL’s website . We have not yet worked with an external evaluator to evaluate our elementary school strategies.	4/9	4/10



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8	Question: You note that “Payment made upon receipt of deliverables” - how is this prorated? Is it a third for each phase?	Answer: We do not have a predetermined allocation for payment across deliverables. Payment terms will be negotiated during the contract negotiation phase and finalized before the contract begins.	4/11	4/15
9	Question: Have you all submitted an IRB/research protocols for this project in the past?	Answer: Please refer to questions 4 and 5, above, for more information about IRB and research protocols. Past DEEL evaluation partners have submitted protocols through both the SPS research application process and their own IRB processes, but protocols were not specific to the project that is the subject of this solicitation.	4/11	4/15
10	Question: How many firms attended the first information session webinar?	Answer: Approximately 15 firms/research groups were represented in the information session held on April 9.	4/11	4/15
11	Question: Could there be co-PIs on this project with one being a subcontractor?	Answer: Yes, we will accept proposals with two Principal Investigators (PIs), including arrangements where one PI is a subcontractor.	4/11	4/15
12	Question: Why did you decide to move away from Education NW after they did the last 3 evaluations?	Answer: While we have had a positive partnership with Education Northwest, and they have been selected through two separate competitive processes to conduct our recent SPP evaluations, it is our standard practice to issue open RFPs for external evaluations to invite new perspectives and expertise to our evaluation efforts. We place a strong emphasis on team qualifications and high quality, feasible, and cost-effective methods in our scoring process (see scoring criteria on RFP page 10). In addition to Education Northwest, we have recently worked with three other external research teams to evaluate SPP and FEPP Levy investments. A full list of past reports are available on our website at https://seattle.gov/education/reports-and-data#departmentreports	4/11	4/15
13	Question: How are you thinking about defining successful transitions?	Answer: DEEL is interested in learning how consultants would define a successful transition as part of their proposed evaluation approach, drawing from their subject matter expertise. In addition, the evaluation contract includes a two-month design phase during which the selected consultant will collaborate with a stakeholder advisory committee and DEEL strategic advisors to	4/11	4/15



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		co-develop shared definitions and refine evaluation priorities, including a shared definition of successful preschool to K-12 alignment. The intent is for this evaluation to be formative, rather than assessing fidelity to a previously designed framework.		
14	Question: Will DEEL support efforts to gather information about standard preschool transition practices across Seattle Public Schools, including from schools that do not receive FEPP funding?	Answer: Yes, DEEL will help facilitate access to relevant information and support coordination with Seattle Public Schools for primary data collection as needed.	4/11	4/15
15	Question: Is eligibility only extended to WA businesses and consultants?	Answer: Please see response to question #6, above.	4/11	4/15
16	Question: For the SPP Evaluation grant proposal, I see that each team member requires two professional references. Is it appropriate for multiple team members to use the same reference?	Answer: Yes, it is acceptable for multiple team members to use the same reference, as long as the reference is relevant to each individual's role on the project. Please note that we do not accept firm-level references, references should speak to the individual's qualifications and experience.	4/14	4/17
17	Questions: 1. Is it possible to get more information about the types of questions that are asked in the family and teacher surveys that would be made available for the evaluation? 2. Are preschool teachers, K-12 staff, and other relevant stakeholders permitted to accept compensation (e.g., gift cards) for their participation in focus groups or interviews?	Answers: 1. Information about the content of the two surveys is below: a. The family survey addresses family perceptions of their child's learning across key developmental domains (e.g., literacy, social-emotional); general satisfaction and feedback related to preschool environment (such as inclusion and safety); level of communication and engagement with child's teacher; and information about the child's kindergarten readiness and kindergarten transition supports received. Most questions are in Likert Scale format. b. Teacher survey primarily addresses teacher satisfaction and perceptions of training and coaching supports provided by DEEL, including quality of supports and self-efficacy in key subject matter areas. Questions also address capacity and working environment.	4/14	4/17



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		2. Yes, teachers and other stakeholders are permitted to accept compensation for focus group/interview participation.		
18	<p>Questions:</p> <ol style="list-style-type: none"> In the SPP Process Evaluation RFP, the preliminary evaluation question #2 asks: “What strategies do FEPP levy funded elementary schools currently use to support preschoolers’ transition to elementary school?” This question is followed by sub-question #2a: “How do these strategies compare to the standard approach to elementary school transition across Seattle Public Schools?” Regarding this sub-question #2a – is the expectation that, beyond the general description about kindergarten transition support that is provided in the SPS website, the funded evaluation consultant will find out/establish (via primary and/or secondary data collection) what the SPS standard elementary school transition approach is? Based on previous reports, specifically the Impact report - 11. SPP Impact Evaluation 2024 Technical Report (1).pdf, there is potential (with limitations) to match children in SPS kindergarten who were enrolled in/attended SPP sites for their preschool. Could you please confirm that matched secondary data can be made available to the selected evaluation consultant (probably via a DSA with SPS)? 	<p>Answers:</p> <ol style="list-style-type: none"> Yes, that is correct. Yes, student-level (proxied) SPS data for K-3rd grade with a variable for prior SPP enrollment will be available to the selected consultant through DSA with DEEL. 	4/15	4/17
19	<p>Questions:</p> <ol style="list-style-type: none"> What is the estimated number of preschool settings that feed into the 20 SBI-supported elementary Seattle public schools? 	<p>Answers:</p> <ol style="list-style-type: none"> Most SBI-supported elementary schools have onsite preschool classroom(s) operated by SPP (16/20). Lists of SPP providers and SBI-funded schools are available under “Program Evaluation References for Proposal Development” 	4/16	4/18



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	<ol style="list-style-type: none"> 2. What types of data are accessible in terms of settings (existing data, such as demographics)? 3. Are there any state required transition activities? 4. Is there information about transition practices at the non-SBI elementary schools or would the contractor need to collect that? 5. Will the contractor be able to collect data from non-SBI schools? 6. What percentage of students enrolling in Kindergarten in SBI elementary schools come from SPP? 	<p>on the solicitation web page. Children from SPP or non-SPP preschools operated by family childcare and community-based providers may also enroll in SBI-funded elementary schools, but the total number of feeder preschools per school is not a data point we have readily available. The selected consultant will have access to student-level (proxied) elementary school data that identifies whether a student was formerly enrolled in SPP.</p> <ol style="list-style-type: none"> 2. RFP Section 11: Data Appendix (page 20) includes information about available secondary data. Please reach back out if there are additional questions about this list. 3. DEEL is not aware of any state or district-level vertical alignment requirements for preschool to kindergarten transition. 4. See Question 18, above. 5. The contractor will have access to secondary data of students at non-SBI schools. For primary data collection at SPS schools, both SBI and non-SBI, DEEL will support the selected consultant with submission of a research application the SPS Research and Evaluation team for approval. 6. An average of 40% of kindergarteners in SBI elementary schools come from SPP (ranging from 10 – 75%). 		
20	<p>Questions:</p> <ol style="list-style-type: none"> 1. Does each key staff member need to have led a prior work sample, or just the PI? 2. On the Minimum Qualifications response, should we describe how the co-PI meets minimum qualifications 1 and 2 in addition to the PI? 	<p>Answers:</p> <ol style="list-style-type: none"> 1. We don't require work samples led by each team member, only the PI is required to have led a prior work sample. However, we are looking for work samples that have each been authored/contributed to by at least one member of the proposed evaluation team, rather than firm-level work samples. It is beneficial for multiple team members to be represented across work samples to help the review panel understand team qualifications. 	4/16	4/18



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		<p>2. We encourage a description of the co-PI’s experience relative to minimum qualifications, as applicable, to help the review panel understand team qualifications. However, only qualifications by the PI representing the firm directly contracting with DEEL are required to pass the minimum qualifications screening.</p>		
21	<p>Question: What is the maximum allowable overhead rate an organization can charge?</p>	<p>Answer: We do not have any requirements regarding overhead rates. Please refer to the response to question 22 (3rd bullet), below, for additional information about cost proposal.</p>	4/18	4/22
22	<p>Questions:</p> <ol style="list-style-type: none"> 1. Would the Funder be able to share who serves on the advisory committee? <ol style="list-style-type: none"> a. Would the Funder be open to bidders proposing additional members? 2. Would the Funder please clarify whether a Principal Investigator and/or a Project Director would be considered Key Staff, and thus required to submit two professional references? 3. Would the Funder please clarify what materials should be included in the Cost Proposal (e.g., detailed budget, budget justification, payment schedule, etc.)? 	<p>Answers:</p> <ol style="list-style-type: none"> 1. We typically collaborate with the evaluation consultant to build an advisory committee specific to the evaluation project. Past and current advisory committees have included preschool and SPS administrators, preschool teachers, parents, subject matter experts (such as researchers) and DEEL frontline staff. We welcome and encourage bidders to recommend stakeholder perspectives to be included in the committee. DEEL will work with the selected consultant to finalize the advisory committee during the evaluation design phase of the project. 2. Yes, the PI/Project Director role is considered key staff and must provide professional references. 3. There is not a standard requirement for formatting of the cost proposal, but a strong cost proposal should include budget assumptions such as hourly billable rates for the evaluation team and key fixed costs (e.g., travel, data collection incentive payments, translation/interpretation). In addition, the bidder should specify the overall costs associated with major phases or tasks within the project (e.g., evaluation design, data collection, reporting) to provide the review panel with context about the budget assumptions relative to activities included in the proposed evaluation approach. A deliverables-based payment schedule will be 	4/18	4/22



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		negotiated with the selected consultant during contracting and is not required for the proposal.		
23	<p>Questions:</p> <ol style="list-style-type: none"> 1. Section 5. Response Materials and Submittal, #5 (page 8), as well as the Overview of online submission process (page 9) make reference to elements 5A-5E, however, page 8 only lists elements 5A through 5D. Is the 5E element a typo or is there an element missing in page 8? 2. List of professional references. Do you only need the name and contact information of the references or do you want letters of reference included? If the latter, are they to be submitted as supplemental materials? 3. How many and who are/have been typically the members of the stakeholder advisory committee? Not the names, but their relationship to the project. Also, can we offer to include our own advisors into the advisory committee? 	<p>Answers:</p> <ol style="list-style-type: none"> 1. The reference to element 5E was a typo, there are only four required elements (5A through 5D) listed in Section 5. Please disregard any mention of a 5E element. 2. We only need the name and contact information for references. 3. Please see response to question 22 (sub-question 1), above. Advisory committees in the past have typically had 8-10 members. 	4/18	4/22
24	<p>Question: What indirect cost or F&A rate should we include on our proposal budget?</p>	<p>Answer: Please see responses to questions 21 and 22 (3rd bullet), above, regarding cost proposal.</p>	4/21	4/22
25	<p>Questions:</p> <ol style="list-style-type: none"> 1. How detailed should the progress report be? Is it primarily to report on the evaluator's progress on the evaluation plan, or should it include an analysis of preliminary findings? 2. Is the selected evaluator expected to analyze each of the administrative data sets listed on page 20 of the RFP, or will the evaluator have flexibility in analyzing the data that they deem 	<p>Answers:</p> <ol style="list-style-type: none"> 1. The primary purpose of this deliverable is to describe the evaluator's progress in implementing the evaluation plan. While an analysis of preliminary findings is not required, DEEL encourages inclusion of high-level, early insights or data analyses completed if the data collection and analysis schedules allow. Details of the progress report deliverable will be negotiated during contracting. 	4/22	4/24



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	<p>most helpful in answering the research questions?</p> <p>3. If the funds for this work originate from a grant received by DEEL, will there be any compliance obligations for the contractor that flow down from the governing grant or contract? If yes, can you please share this information?</p> <p>4. Are there any restrictions on the use of funds?</p>	<p>2. The evaluator will have flexibility in determining which data sets are most useful for addressing the research questions. The list on page 20 is intended to illustrate what’s available, not to prescribe a required analysis of every dataset.</p> <p>3. This contract is fully funded by the City of Seattle’s FEPP Levy. For more information about compliance obligations established by the City of Seattle for consultant contracts, please refer to the Consultant Agreement Boilerplate and insurance requirements documents linked in in section 10 of the Request for Proposals.</p> <p>4. DEEL does not anticipate restrictions on use of funds that would be applicable to the scope of this evaluation. There are certain restrictions on use of City of Seattle funds (e.g., alcohol, conflicts of interest, etc.) that can be discussed in detail during contract negotiations. More information can be referenced in the City of Seattle’s Consultant Guidelines.</p>		
26, 27	Question: What is the Department of Education and Early Learning allowed indirect rate?	Answer: Please see responses to questions 21 and 22 (3 rd bullet), above, regarding cost proposal.	4/23	4/24
28	Question: Will it be possible to link child-level TSG scores with WaKIDS, MAP, and/or SBA data for children who attended SPP?	Answer: Yes, all of the above.	4/23	4/24
29	<p>Question: I am a part of a [university research team] and am interested in submitting for this RFP for the SPP Evaluation. Under minimum qualifications, it states that:</p> <p><i>The selected consultant will need to show proof of the following business requirements:</i></p> <ul style="list-style-type: none"> • <i>WA State Business License</i> • <i>City of Seattle Business License</i> • <i>Insurance Documentation with general liability</i> <p>I have and am PI on a couple large federal grants involving vulnerable children and youth, have carried</p>	<p>Answer: Because this evaluation project is administered as a consultant contract, the City of Seattle’s policy for consultant contracts requiring a business license and liability insurance applies. We have contracted with university research teams in the past that have complied with these requirements. You may submit a proposal without proof of business license and insurance, but if selected you will need to meet these requirements for contracting. Please see additional information in the City consultant contract guidelines.</p>	4/24	4/28



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	out evaluations with schools, and were not required to have these licenses as the evaluation went through our IRB. Would it still be possible to submit a proposal without these licenses?			
30	Question: Would the Funder please clarify whether professional references are limited to funders or clients? Or, may professional references also include others, such as colleague or former colleagues, who are able to speak to the key staff’s ability to carry out the proposed scope of work?	Answer: Please include at least one professional reference from a funder or client. The second reference may be from a colleague or former colleague in a supervisory position who can speak to staff’s ability to carry out the proposed scope of work.	4/24	4/28
31	<p>Questions:</p> <ol style="list-style-type: none"> 1. Is DEEL able to provide us with the emails of SPP providers (i.e., the directors of community providers, the ECE coordinators/ECE leads of Seattle Public preschools, and owners of the family childcare providers)? Relatedly, is DEEL able to provide us with the teachers’/caregivers’ emails within those providers? 2. We understand that a student-level (proxied) SPS data for K-3rd grade will be available to the selected consultant. Will there be a commensurate child-level SPP data that links TSG data to preschool providers be available? For both files, will the provider and school be identifiable to the consultant or will that information be de-identified? 3. For the teacher and family survey data, can the responses be linked to individual providers and schools? 4. We understand that the budget should “include estimated hours by task and hourly rates for team members participating on the project.” Would it be possible to share fully loaded rates and costs 	<p>Answers:</p> <ol style="list-style-type: none"> 1. Yes, DEEL will provide contact information for SPP providers and teachers as needed for data collection purposes. 2. Yes, the consultant will have access to child-level (proxied) TSG data as well. For both preschool and elementary school data, providers and schools will be identified. 3. Yes, for both. 4. Fully loaded rates and costs (your staff’s billable rates) are the number we are looking for. Exact salary rates are not necessary. Thank you for clarifying. 	4/24	4/28



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	instead? If not, could DEEL sign a NDA to get exact salary rates?			
32	Question: As our organization is a political subdivision of the state, operating out of Renton, WA, we are curious as to how our proposal would relate to the following “Business Requirements”, specifically the City of Seattle Business License, the Acord Certificate of Insurance and Additional Insured Endorsement?	Answer: Any consultant contracted by the City of Seattle is required to obtain a City of Seattle Business License Tax Certificate. Even if the organization is based outside Seattle, they must obtain a license if you conduct business within the city limits. Similarly, the insurance requirements referenced are required for any entity contracted by the City, including other government entities. If a government entity is self-insured, DEEL will need adequate documentation of self-insurance status.	4/28	4/30
33	Question: Is it okay if the minimum qualifications and the team composition have redundant information, particularly for the principal investigator qualifications? Or should we assume that those rating the proposals will consider information included in the Minimum Qualifications when considering Team Composition and Competencies.	Answer: The review panel will consult both the Minimum Qualifications and Team Composition and Competencies to inform their score. However, it is acceptable to duplicate some information between these two items if responding in this way is more convenient.	4/28	4/30
34	Question: We noticed Section 5D, Project Communications, is not included in the scoring rubric. Would Seattle DEEL please clarify how Project Communications may be factored into the proposal evaluation process?	Answer: The Project Communications response is factored into the “Stakeholder Engagement and Reporting” evaluation area.	4/29	4/30
35	Question: Can you please clarify if DEEL is seeking a Fixed Price or Time and Materials proposal? We note the verbiage in the Boilerplate: Total compensation under this Agreement shall not exceed Written Dollars, \$xxx,xxx.xx unless modified by a written amendment to this Agreement. The parties agree that the hourly rate includes all direct, indirect, and fixed fees for the project. However, in Section 2. Performance Schedule & Scope of Work of the RFP it states: DEEL will structure the consultant agreement based on deliverables, not activities or time allotments. It is permissible to use effort to estimate	Answer: This is a fixed price contract. We will adjust the confounding language from the boilerplate in the final contract.	4/30	5/6



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	cost, but the contract payments will be made upon receipt and approval of deliverables. So does DEEL consider this to be a Fixed Price or Times and Materials proposal?			
36	<p>Question: In the City of Seattle Consultant Questionnaire the Business History section on page 5 states: Provide and/or attach a list of contracts your local firm held in the past five years, with sufficient detail for the City to understand the depth and breadth of your experience, with a particular emphasis on contracts with public agencies. . . . Specify the name/contact that can serve as a reference for each.</p> <p>The bulleted item beneath says: If you have many such contracts, simply list.</p> <ul style="list-style-type: none"> • If we have many contracts does “simply list” mean it is not necessary to include the detail? Does it also mean we don’t need to provide the reference contact? 	<p>Answer (Updated 5/8): Please include a brief description and/or extended project title and reference contact of the 5 most recent and relevant contracts, and the rest are not required to include detail and reference. If selected for the contract, we may follow up for additional references on a case -by-case basis.</p>	5/1	5/8
37	<p>Questions:</p> <ol style="list-style-type: none"> 1. Will incentives be allowable when recruiting for focus groups and/or interviews? If so, we will plan to budget for these. 2. Page 8 of the RFP reads: “Provide at least three samples of work related to the scope of this project conducted by members of the proposed evaluation team. A work sample led by the proposed principal investigator must be included. If sub-consultants are used, provide additional relevant work samples for each.” – how many additional relevant work samples are required for sub-consultants? 	<p>Answers:</p> <ol style="list-style-type: none"> 1. Yes, incentives are allowable. See also: response to Question 17, above. 2. Please include at least one additional work sample from each sub-consultant. If a sub-consultant is a co-PI, the sub-consultant work sample may be included as one of the three required work samples. 	5/1	5/6
38	<p>Question:</p>	<p>Answer: Yes. DEEL typically anonymizes the site ID for privacy purposes, but data associated with the site (agency type, teacher</p>	5/1	5/6



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	We understand that demographic data for elementary students are tagged for SPP participation. Is the SPP site that each child attended identified in the data that will be made available?	demographics, CLASS scores, etc.). See also: response to Question 31, above.		
39	Question: Do you currently administer a survey to SPP directors? If so, would the evaluator have access to it?	Answer: We have administered one SPP director survey in the past and can make this data available to the consultant. While we do not have a regularly-scheduled director survey, DEEL may administer a director survey in SY 25-26. If this is the case, DEEL can include questions from the consultant in the survey and/or the consultant may propose administration of a separate director survey.	5/1	5/8
40	Question: Are agencies that currently receive SPP funding eligible to apply?	Answer: Please refer to the City of Seattle’s consultant contracting guidelines , pages 17-21, regarding conflicts of interest. While agencies receiving SPP funding are not technically excluded from submitting a proposal based on the RFP minimum qualifications, the review panel will review potential conflicts of interest in submitted proposals on a case-by-case basis before making a final recommendation for contracting. It is likely that an agency providing direct services relevant to the evaluation scope would be determined as having a conflict of interest.	5/5	5/8
41	Questions: 1. Minimum qualifications - must all person involved (ie. principal and subcontractors) submit WA biz license, city license, insurance, consultant questionnaire? 2. Work samples - do we need to provide 3 work samples for each subcontractor?	Answers: 1. Only the principal firm is required to submit eligibility materials during the RFP process. If selected for the contract, the principal firm must ensure that all subconsultants comply with obligations and requirements applicable to the subcontracted work, including insurance requirements. Documentation for subcontractors may be requested during contracting. 2. Please see response to question 37, above.	5/5	5/8