



Request for Qualification (RFQ): Seattle Preschool Program School Year 2024-25

Question and Answers
Updated: 10/30/23

Eligible Applicants

1. I see that it is now open for providers if they want to become a SPP program. I wanted to see if this is something that my learning center is able to apply for this year seeing that we still are not rated and we do not have a Early achievers coach due to whatever on their end. Is there some type of support that the Seattle preschool program is doing to support providers who haven't been rated which is out of their control. We would love to become a Seattle preschool program again for next school year.

Eligibility requirements for this RFQ do require an EA rating of 3 or higher. SPP encourages providers to contact your Early Achievers coach to create a plan to reach rating benchmarks in time for the next RFQ (Fall 2024). The EA process has been updated and is very reliant on providers' own capacity and ability to achieve the quality benchmarks in the process. Contacting your EA coach and creating a timeline of support together can help set expectations for rating by next fall. Please see [this resource from DCYF](#) on Early Achievers. Locate your EA coach by visiting [the Child Care Aware website](#). Lastly, you can contact [BrightSpark's provider services](#) for support navigating the rating process.

Date answered: 10/12/23

2. Is this application for new sites only, we do not need to apply if we already have SPP program, is that right?

If you don't want anything different for next year, you don't need to do anything.

Date answered: 10/12/23

3. Just to be clear if we are ok with our current SPP configuration - there is no need to do anything. Is that correct?

If you don't want anything different for next year, you don't need to do anything.

Date answered: 10/12/23

Process and Timeline

1. The application says to expect further instructions through email, what are those further instructions?

After you have finished the initial part of the application at the end it says, "you are about to submit this application, but you're not done yet." See below.



⚠️ You are about to submit this application, but you're not done yet. ⚠️

If you meet the Seattle Preschool Program criteria, then the form you are about to submit is just the 1st step in the application process. After submitting this portion of the application, you will receive an email from Submittable with instructions for your next steps. Your application will not be considered complete until you have followed the instructions in this email.

DEEL will not accept any applications after 5:00pm, November 8, 2023. Correcting mistakes or making edits after your application has been submitted is not allowed. For any technical questions about the platform, please visit [THIS WEBSITE](#).

Questions about the Application Form/Process?

Submit your questions to DEEL.funding@seattle.gov.

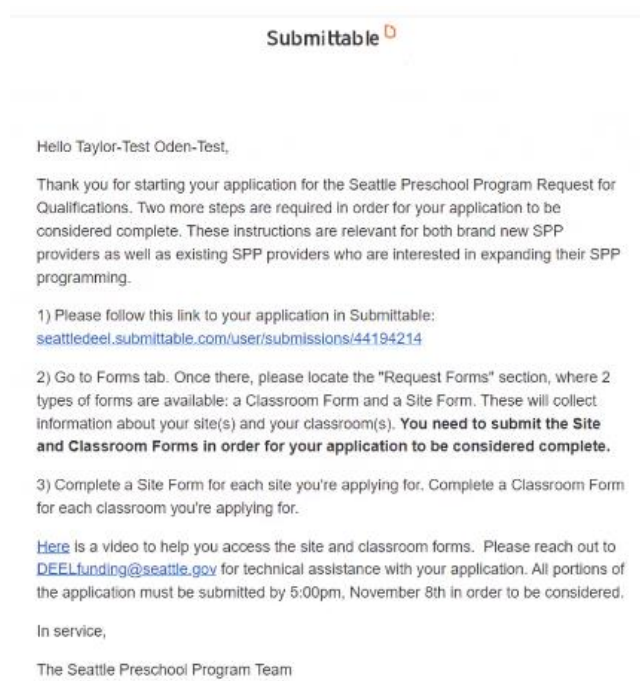
Not receiving emails from Submittable? Your email service provider will sometimes try to predict incoming spam mail on your behalf and filter it into your spam folder before you ever see it. If you're not receiving expected emails from notifications@email.submittable.com, you will want to safelist the address to help ensure that these emails reach you.

Safelisting an email address means explicitly telling your email service provider that emails from notifications@email.submittable.com are not spam or junk mail. [How can I safelist notifications from Submittable?](#)

Save Draft Submit

After you submit, expect to see a follow-up email like the one below explaining the next steps in the application process.

- Basically, you will be assigned 2 different forms in your submittal account to collect information about the site(s) and classroom(s) you are applying for.



The questions are branched so applicants aren't answering questions that aren't applicable to their situation. The follow-up information is focused on site information and classroom information. These questions don't typically require too much preparation, rather just information gathering.

You'll also be asked to upload your DCYF license and Early Achievers certificate. All of these forms can be saved and returned to later, but you will not have access to these forms until you have submitted your initial application for the agency.

Date answered: 10/16/24



2. So we have till November 8th to submit all components or just the initial application?

In order for your application to be considered complete, November 8 is the deadline to submit all components which includes: the agency application and the site and classroom forms.

Date answered: 10/16/24

3. Once we complete the application, we're added to a roster for consideration for funding if we meet all the criteria, but you also may not have enough funding to actually add new...that it may just be from the currently funded programs. Is that right?

Not necessarily. The roster is comprised of all new applicants as well as any of our existing partners that have a contract and want to expand. If new applicants meet the qualification criteria and receive a minimum of 70-point rating from a panel of reviewers, then they're added to the roster. There is not a preference given to existing partners.

We have funding for approximately 6 classrooms that could be awarded to anyone on that roster. There are three general priorities that are listed in the funding opportunity overview, specifically, geography, service to children who are farthest from educational justice and the additional services that your site offers (inclusion model programming, dual language, and services to children experiencing homelessness or in foster kinship care.)

Date answered: 10/16/24

Program Requirements

1. What reporting is required? Will it change?

Reporting requirements may change based on data that may need to be collected but it's unlikely to change from year to year. Most of the reporting expectations we have are around child participation: enrollment, attendance, child outcomes. Other reporting we require is participation in developmental screenings using ASQ online. Everything that is listed in the RFQ Overview at this point is all we're expecting for the 24-25 School Year.

Date answered: 10/16/24

2. I wanted to understand more about the performance pay structuring and what exactly that would mean.

15% of the contract total is withheld for performance payment. The current metrics for this school year are:

- 3 TSG checkpoints (fall, winter and spring).
- TSG Interrater Reliability for all educators who will be administering TSG or in the classroom 50% of the time. That is due either within 6 months of hiring of the educator or by March 31st.
- CLASS assessment in each SPP classroom.



We expect that to still be the case next year. There are opportunities for us to change the performance payment metrics from year to year. Performance payment points are responsive to the priorities of the program and what our providers and our community are experiencing.

Date answered: 10/16/24

3. What about site visits? Can you tell me more about what site visits we can expect.

Monthly, in-person site visits from the Early Education Specialist. They're to build relationships and ensure contract compliance. They're a partner to problem-solve, help set the provider up for success and support SPP implementation. Sometimes those visits may be virtual if needed. Education specialists will observe the classroom, but partner more directly with the director and teacher supervisor to anticipate challenges and problem-solve.

Monthly, in-person site visits from the Early Learning Coach. DEEL's coach supports the educators, support agencies' development of professional development plans, observe the classroom, offer resources and support. Their job is to help you professionally develop your educators and to support them in the classroom. That may involve problem-solving for a specific child, general behavior management coaching, identifying tools/resources. Coaches may support your existing PD structures and partner on what coaching should look like at your agency. Coaches are culturally responsive to what the educators need and are well-trained. They flex into school districts, centers, FCCs and other spaces.

External Evaluators. Cultivate Washington from UW will do CLASS assessments. Sometimes other evaluators may visit but none at this time.

Media Visits. These are optional for agencies and may allow the Levy Oversight Committee or the Mayor to visit, or other media. Agencies may coordinate with their own internal teams for these visits and they are totally optional. Sometimes they happen 3-4 times/year.

Date answered: 10/16/24

4. Are there requirements for spending in the classroom, for example educational supplies or an amount that has to be spent? Or documentation/reporting back requirements?

Most of our funding does not require backup documentation to be submitted in order to receive payment. We expect appropriate bookkeeping practices and the ability to submit documentation if needed. Overall, we set a standard of operation we expect you to meet. We offer payment for classroom maintenance (different amounts for classrooms that are continuing preschool classrooms vs brand new, never-operating classrooms. The rates can be found in the RFQ appendix,) and we offer payment for family support. We will ask generally how the funds were spent, but documentation is not required. As long as you meet the quality standard, you may spend the funds however you determine.

Date answered: 10/16/24

5. The required curriculum is either High Scope or Creative. We have our own proprietary curriculum. Would that be something that could potentially be considered or is it just we have to adapt to either of those curriculum?



Waivers for curriculum, aside from High Scope and Creative Curriculum, may be granted if the site is rated a 4 or higher in EA, which demonstrates that clearly what you've got going on is working. DEEL would follow up with applicants during the RFQ process to inquire after implementation plans and instructional support that you already have in place, before we'd consider a waiver request. If a site is not rated a 4 in EA before the school year starts, the site would be expected to implement Creative Curriculum or High Scope and be fully prepared for that at the start of the school year.

Date answered: 10/16/24

6. Can you clarify the expectations for teachers who don't meet the qualifications upon hire?

The director will set up a professional development plan with that educator to say, "here's where we are, here is the list of qualifications you need to meet within 4 years. How do we want to get you here?" You will have support from your early learning coach at DEEL. Ultimately, the expectation resides on the agency and the educator to get from point A to point B. Offerings that DEEL can offer are not only consultation support, but we also have partnerships with schools in the Seattle area that offer scholarships and really tailored career navigation for educators to achieve these particular qualifications. We have an expedited path using Antioch University for meeting the most basic expectations. It's not a very transferable certificate that they offer, it just meets SPP expectations. So many teachers end up just getting their full bachelors over the course of 4 years and often fully funded by a myriad of funding sources, including SPP.

Date answered: 10/16/24

7. Do site directors also have a 4 year window to achieve lead teacher qualifications or are they expected just to have them to begin with?

Directors have four years to meet the qualifications as well. Scholarship funding is prioritized to lead teachers, however.

Date answered: 10/16/24

8. Can you talk a little bit more about family support? What does that look like?

Family support is up to you, we expect you to support families and meet their needs and create engagement opportunities. While we will be thought partners with you, we mostly just fund and ask you what you did. We do want you to be responsive to what your families need and meet them where they're at, so we don't have specific program expectations other than the implementation of the Seattle Preschool program, which involves supporting families, but there's not a specific list or qualifications to meet.

Families will likely engage with DEEL enrollment staff at some point. A note about enrolling families: DEEL will identify and enroll children in most SPP slots directly. During your first year, we can collaborate around what makes sense for your agency and families, though. However, if there are other variables that should impact who enrolls at your site (i.e. ECEAP, Head Start, rising toddlers, cultural/community alignment, dual language ratios) then the agency may conduct all of their own identification and enrollment. DEEL will still verify eligibility of children.



Date answered: 10/16/24

9. Is there opportunity for us to enroll our existing children in SPP? Or only if we blend with ECEAP/Head Start?

In order to receive funding in your contract, the child must be eligible for SPP, meaning they are 3 or 4 by August 31st, and they live within Seattle limits. They'll be included in your contract. For the first year, if they are already enrolled in your agency for 24-25 and they are not eligible, (either they are out of the age range or they are just outside of Seattle,) then they can definitely still participate in the classroom, but they will not be funded in your contract. We can only pay for children who are eligible for SPP. After the first year of SPP, either you will enroll your own children based on the previously mentioned allowances, or DEEL will enroll all children. You would direct families to apply online to SPP at seattle.gov/applyspp.

Date answered: 10/16/24

Budget

1. Can you just tell me a bit more about how tuition and billing works? And then does it mean that a center could not also charge for wrap care or how would that work?

Family Tuition: To be determined eligible, a family must submit information for their household regarding address, income, and age for the child. DEEL's enrollment team will review those documents and confirm eligibility for that child. Using the income documentation, we will determine a family's state median income (SMI) to dictate how much tuition a family will owe for the **6 hour SPP program**. The family should expect to receive a bill from the city every month for their monthly tuition amount, September and June included. We distribute the annual amount over 10 months equally even though we know September and June are short months for many classrooms.

Extended Child Care: That family will pay DEEL directly for their 6 hours of care, and if they participate before and after, (a 10 hour school day), then the agency can charge the family directly for their approximately 3 to 4 hours of extended care beyond that 6 hours. So the family will receive a 2nd bill from the agency. Agencies should set a childcare rate that's reflective of 3-4 hours of preschool aged child care (and should *not* plan to use their full-day rate for preschoolers.) DEEL's SPP contract is intended to pay for the 6-hour preschool day (approximately \$1200/mo/child.)

Billing/Invoicing: You will invoice us on a monthly basis. We have a 30-day prompt pay based on that invoice submission. Your contract will include slots for the whole classroom (let's say 20 children.) You will invoice us for 20 children each month, even if you only have 10 enrolled. Low enrollment means a coordinated effort with your Education Specialist and your Enrollment Coordinator, however your payment doesn't change based on enrollment except under extreme circumstances which will be discussed on a case-by-case basis.

Date answered: 10/16/24