



**City of Seattle**  
**Office for Education**  
Holly Miller, Director

Date: September 5, 2012

To: City Council's Government Performance and Finance Committee

From: Holly Miller, Director, Office for Education

**Re: Update on Families and Education Levy Request for Investments (RFI) Process**

### **2011 Families and Education Levy Overview**

This was the first year of planning and implementation for a new Levy with ambitious goals. During the Levy planning phase, the Levy Advisory Committee adopted a new goal that: "All children will graduate from school college/career ready." The Levy Advisory Committee recommended significant investments in early learning; supporting struggling elementary, middle and high school students; student planning for post-secondary options; and expansion of health programs. The City Council supported these recommendations, approved via Ordinance #123567, and also separately approved a Levy Implementation and Evaluation Plan (Ordinance #123834) and a Partnership Agreement (Resolution # 31385).

Contracts for the 2012-2013 School Year have been awarded on a competitive basis from the RFQ and RFI processes described further below. Levy investments will continue to be data and performance driven, and the Levy will continue using performance-based contracts tied to achieving specific indicator and outcome targets. Investments not achieving intended outcomes will be defunded. Levy funding is not intended to be used for capacity-building purposes, but used where there is a maximum impact and likelihood of achieving the intended academic outcomes.

### **Request for Qualifications and Request for Investment Process**

The Office for Education (OFE) has engaged in a two-step process this year to award 2012-2013 Elementary, Middle and High School Investments. The first step was a Request for Qualification (RFQ) process conducted in early 2012 which selected, via a pass/fail process, community organizations that had a track record of successfully achieving positive academic results tied to key Levy outcomes and indicators. Organizations expecting to receive less than \$5,000 in Levy funds per year from school contracts were exempt from the RFQ process. No Levy funding was awarded directly through the RFQ process. If an organization's RFQ submittal was not approved, that organization was ineligible to receive Levy funds in the 2012-13 school year from a school that was subsequently approved for funding through the Request for Investment (RFI) process described below. The second step was a school RFI process wherein eligible schools competed for Elementary Innovation, Middle School Innovation, Middle School Linkage, and High School Innovation funds. OFE also issued RFIs for Community-Based Family Support organizations and Elementary Health.

The Office for Education has made funding recommendations for all of the RFIs, described in further detail below. Contracts are in the process of being finalized. .

Separately, HSD issued, with OFE's review and input, RFIs for Early Learning Step Ahead Pre-School slots and an RFQ for Assessment. HSD has issued an Early Learning Professional Development RFQ and will be issuing an Early Learning Health/Mental Health RFI.

### **OFE RFI Evaluation Process**

#### Technical compliance

Each submittal was first reviewed for technical compliance to see if it met the submission requirements in the RFI. All of the school and Community-Based Family Support submittals were deemed to be technically compliant. One Elementary Health submittal was deemed non-compliant.

#### RFI evaluation

All of the submittals were reviewed by a panel of 5-6 evaluators (two from the Office for Education, one consultant, and two or three external reviewers). The RFI submittals were evaluated against multiple criteria, such as a Data Analysis Summary, a Work Plan Summary, Management and Oversight Plan, and Annotated Budget. Evaluators were given a period of time to individually review and score the proposals and reconvened after the scores were compiled and ranked to discuss the proposals. The evaluation panelists then conducted interviews at several school sites where additional information or clarification on school proposals was needed. The scores were adjusted as needed following the interviews. The panelists forwarded final recommendations to the OFE Director, who reviewed these and made final selections.

#### RFI Notification and Post-RFI Notification, Summer 2012

- For the school RFIs, the OFE Director and staff called principals, followed by e-mail notifications, and offered an opportunity for them to receive feedback by letter or in person.
- For the non-selected Community-Based Family Support and Elementary Health providers, OFE sent e-mail notification to providers and OFE staff followed up with a phone call or face-to-face visit to answer questions about the RFI application process.
- OFE posted on-line a list of awarded schools and award amounts.
- OFE hosted workshops on accessing and using School and Levy Data on June 25-26 and August 1-2 to help community-based organizations prepare for success during the next Request for Qualification cycle for the 2013-2014 school year.

### **HSD RFI Evaluation Process – Step Ahead RFI**

#### Review Committee & Process

Each submittal was initially reviewed by three HSD staff for minimum eligibility qualification. For the Step Ahead RFI, 15 of 16 applications received were forwarded on to the review and rating process.

#### RFI Evaluation and Notification

Qualified proposal packets were forwarded to a 5-member review committee, including two external reviewers, which reviewed and rated applications. The RFI submittals were initially evaluated against multiple criteria such as Key People, Capacity and Experience, and Data Collection.

Evaluators met before averaging raters' individual scores for a composite score for each agency. Raters met to discuss individual ratings, revise points as necessary, and compile the average rating score for each applicant. Of the 15 applications reviewed, nine were forwarded to the interview and assessment phase of the evaluation. An interview team and an ECERS<sup>1</sup> team conducted interviews and site visit assessments at each agency. Based on the data gathered from the organization proposals, site assessments and their interviews, the team recommended that all nine of the applicants be funded and then forwarded these recommendations to the HSD Director and Division Director. The HSD Director made final selections.

RFI Notification

For the proposals that did not meet the requirements of the RFI after the first review of the written proposals, the Division Director contacted these agencies by phone. The applicants were then invited to a meeting with the Department Director, Division Director and Program Manager to review their proposal's strengths and challenges. For applicants who were recommended to be moved forward to the interview and site assessment, an e-mail was sent and phone calls were made. All applicants who participated in the interview and site assessment were awarded funding. A formal letter was sent and phone calls were made.

**HSD RFQ Evaluation Process – Early Learning Assessment RFQ**

Two applications were received. Following review for technical compliance, the applications were forwarded to three raters who reviewed the applications to discuss the scoring. One applicant for Peabody Picture Vocabulary Test (PPVT) assessment was approved.

**Results Summary**

The following charts summarize the 2012 funded agencies for Elementary Innovation, Middle School Innovation, Middle School Linkage, High School Innovation, Community-Based Family Support, Elementary Health, and the Early Learning Step Ahead RFI.

<b>Elementary Innovation School RFI</b>		
	<b>Funded School</b>	<b>2012-2013 SY Funding Level (2011 Levy)</b>
1	Beacon Hill	\$300,000
2	Madrona	\$295,000
3	Olympic Hills	\$295,000
4	Roxhill	\$300,000

<b>Middle School Innovation School RFI</b>		
	<b>Funded School</b>	<b>2012-2013 SY Funding Level (2011 Levy)</b>
1	Denny	\$450,000
2	Mercer	\$450,000
3	Washington	\$450,000

---

<sup>1</sup> ECERS = Early Childhood Environment Rating Scale

**Middle School Linkage School RFI**

	<b>Funded School</b>	<b>2012-2013 SY Funding Level (2011 Levy)</b>
1	Hamilton	\$150,000
2	Madison	\$225,000
3	Madrona K-8	\$150,000
4	McClure	\$150,000
5	Pathfinder	\$50,000
6	South Shore	\$150,000
7	Whitman	\$30,000

**High School Innovation School RFI**

	<b>Funded School</b>	<b>2012-2013 SY Funding Level (2011 Levy)</b>
1	Franklin	\$350,000
2	Ingraham	\$350,000
3	Interagency	\$350,000
4	West Seattle	\$350,000

**Community-Based Organizations to be funded in 2011 Levy by SPS from School RFIs**

OFE verified that CBOs partnering with schools selected for Levy funding were approved during the RFQ process. Below is a listing of these CBOs for the 2012-2013 SY:

<b>Organization</b>	<b>School(s)</b>
CDSA	Beacon Hill, Madrona
Children's Home Society of Washington	Madrona
City Year	Roxhill
College Success Foundation	Mercer, Washington
Communities in Schools	Pathfinder, Roxhill
Diplomas Now	Denny
El Centro de la Raza	Beacon Hill, Denny, Ingraham, Washington
Making Connections	Ingraham
Marilyn Moritz	Washington
Powerful Schools	Beacon Hill
Rainier Vista Boys & Girls Club	South Shore
Seattle Mental Health	Mercer
Seattle Parks and Recreation	Denny, Madrona, McClure, Mercer
Sound Discipline	Madrona
Sound Mental Health	Olympic Hills
Technology Access Foundation	Washington
Therapeutic Health Services	Madrona

University Tutors	Beacon Hill, Denny, Ingraham, Madison, Madrona, Roxhill, South Shore, Washington
YMCA	Hamilton, Madison, Madrona, Olympic Hills, Washington, West Seattle
Youth Care	Interagency

#### Community-Based Family Support RFI

	Funded Agency	2012-2013 SY Funding Level (2011 Levy)
1	Chinese Information and Service Center	\$150,000
2	Refugee Women's Alliance (ReWA)	\$150,000

#### Elementary Health RFI

	Funded Agency	2012-2013 SY Funding Level (2011 Levy)
1	Neighborcare Health (supports Highland Park and Roxhill Elementaries)	\$92,038
2	Odessa Brown Children's Clinic (supports Beacon Hill and Madrona K-8)	\$75,019

#### Step Ahead RFI

	Funded Agency	2012-2013 SY Funding Level (2011 Levy)
1	Causey's Learning Center	\$144,880
2	Chinese Information and Service Center	\$92,320
3	Community Day School Association	\$434,640
4	Denise Louie Education Center	\$418,640
5	El Centro de la Raza	\$235,978
6	Neighborhood House	\$161,560
7	Refugee Women's Alliance	\$284,708
8	Seattle School District	\$195,588
9	Sound Child Care Solutions	\$479,162

#### Next Steps

Beginning in September 2012, OFE will issue the next cycle of RFQs/RFIs for the 2013-2014 school year. Below is the anticipated schedule for release and conclusion of each RFQ/RFI process. The RFQs are being released in early September 2012 so that schools will have the approved RFQ provider list to refer to during the school RFI application period later this year.

	<b>RFI/RFQ</b>	<b>Expected Release Date</b>	<b>Expected Notification Date</b>
1	RFQ – Social, Emotional, Behavioral and Family Support	9/7/12	12/3/12
2	RFQ – Expanded Learning Opportunities	9/7/12	12/3/12
3	RFQ – College and Career Readiness and Planning	9/7/12	12/3/12
4	RFI – Summer Learning	9/25/12	1/14/13
5	RFI – Elementary Health	10/5/12	1/28/13
6	RFI – Interagency Health	10/22/12	2/11/13
7	RFI – Elementary School Innovation	12/5/12	4/3/13
8	RFI – Middle School Innovation	12/5/12	4/3/13
9	RFI – Middle School Linkage	12/5/12	4/3/13
10	RFI – High School Innovation	12/5/12	4/3/13
11	RFI – Dental Enhancement	12/5/12	3/25/13
12	RFI – Community-Based Family Support for Immigrant, Refugee and Native American Students	2/1/13	5/20/13

Other Work in Progress:

- Parent-Child Home Program services will be delivered via a contract between HSD and United Way. United Way will conduct an RFI process to select community-based organizations to provide PCHP services.
- HSD issued a Professional Development RFQ and expects to complete the evaluation by mid-September. An RFI process was held earlier this year but resulted in no successful bidders.
- HSD is currently drafting an Early Learning health/mental health RFI and this is expected to be issued on October 11 with final decisions made by December 2012.
- At the October 9, 2012 Levy Oversight Committee meeting, Public Health – Seattle & King County will present a plan and process for the Interagency Health and Dental Enhancement RFIs.
- OFE is drafting a Data Support contract with SPS.
- In January 2013, HSD expects to issue the next Step Ahead RFI.