



Puget Sound Educational Service District

Request for Qualifications No. 5800-13

Road Map Region Best Starts for Kids
Concept Development, Support and Grant-Writing

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1. INTRODUCTION

A. Purpose

The purpose of this Request for Qualifications (RFQ) is to solicit competitive quotes from qualified individuals or organizations to provide support with concept development and grant-writing for the Puget Sound Educational Service District (PSESD), Road Map Race to the Top-District (RTTT-D) Consortium Members, and community partners, in order to support applications for upcoming King CountyBest Starts for Kids grants.

[Best Starts for Kids](#) (BSK) is an initiative to improve the health and well-being of King County by **investing in prevention and early intervention** for children, youth, families, and communities. The levy will generate about \$65 million per year. It will be **the most comprehensive approach to early childhood development in the nation**, starting with prenatal support, sustaining the gain through teenage years, and investing in healthy, safe communities that reinforce progress.

King County will begin to release Requests for Proposals (RFPs) for BSK investments in spring 2017. This is an opportunity to leverage and sustain efforts of the [Road Map Region Race to the Top grant](#), which initiated partnerships to collaborate regionally for common student outcomes.

B. Funding Source

The source of funding for this procurement is 100% Race to the Top-District federal funds pursuant to CFDA #84.416. Funds must be used in accordance with the requirements of section 14005 and 14006 of the American Recovery and Reinvestment Act (ARRA), as authorized under P.L. 111-5, as amended by section 1832(b) of the Department of Defense and Full-Year Continuing Appropriations Act, 2011, and the Consolidated Appropriations Act of 2012 (Public Law 112-74, Division F, Title III); and applicable regulations including 34 CFR Parts 75, 77, 80 (except section 80.30(c), 81, 82, 84, 97, 98, and 99, and the Education Department debarment and suspension regulations in 2 CFR part 3485.

C. Correspondence/Submission Deadline

1. All responses shall be submitted via email to: Nola Oldenburg, Purchasing/Erate Administrator, Puget Sound ESD at noldenburg@psesd.org no later than **2:00 p.m. PST, Tuesday, February 7, 2017** to be deemed responsive. Late or incomplete Responses will not be considered.
2. All questions regarding this RFQ must be directed in writing by email to: Nola Oldenburg, Purchasing/Erate Administrator, Puget Sound ESD at noldenburg@psesd.org no later than **February 1, 2017**. Questions must include in the email subject line "BSK RFQ Questions" and an email address to which answers should be sent.

2. **CALENDAR OF EVENTS**

Last day to submit questions	February 1, 2017
Deadline for receipt of responses	February 7, 2017 2:00 p.m. PST
Tentative award date	February 13, 2017
Tentative start date	February 15, 2017

3. **BACKGROUND**

The Auburn, Federal Way, Highline, Kent, Renton, Seattle and Tukwila school districts competed together for the federal funding in the fall of 2012 as the “Road Map District Consortium.” The name is a reference to the districts’ participation in the Road Map Project, a collaborative effort to dramatically improve education in South Seattle and South King County.

The districts’ 320-page plan was among 16 winners selected from nearly 400 applications, the U.S. Department of Education said in December 2012. The PSESD region was one of only two applicants to win the maximum award of \$40 million. The PSESD is responsible for managing the grant’s implementation and function as the fiscal agent.

The winning plan covers 261 schools and 150,000 students, including 36,000 high-need children. The districts have used the grant to implement the following plans in an effort to help students “Start Strong,” be “STEM Strong” and “Stay Strong”

The Race to the Top grant sunsets in 2017. Best Starts for Kids provides an opportunity to leverage and sustain the partnerships and lessons learned through implementation.

Through this RFQ process, the PSESD, which is the fiscal agent for the Race to the Top grant, will appoint one or more individuals or organizations to support interested Consortium school districts and community partners in identifying potential projects for BSK grant applications, developing concepts, and writing proposals in response to BSK RFPs.

4. **SCOPE OF SERVICES**

A. *Best Starts for Kids Support*

- i. Conduct outreach to Consortium school districts and community partners to identify potential projects relevant to BSK investments.
- ii. Map existing services and needs for students and families in specific geographic regions of Seattle and South King County.
- iii. Collaborate with team members, including Road Map Region school districts, community partners, King County, and PSESD staff, to further develop project concepts, including specific mixes of services, costs, and potential leveraged funds.
- iv. Organize, coordinate and facilitate meetings and communication among district, community partner, King County and PSESD staff.
- v. Provide grant-writing expertise and serve as a resource to project team members.

- vi. Craft data, monitoring and evaluation plans based on BSK evaluation design.
 - vii. Write proposals in response to BSK RFPs.
 - viii. Monitor and communicate with PSESD on project scope, budget, dependencies, risks and issues.
 - ix. Monitor and report to PSESD on execution, provide regular status reports detailing progress.
 - x. Coordinate teams to ensure adequate completion of their deliverables.
- B. The total amount of funds available for all proposals to this RFQ is \$150,000. PSESD may make multiple awards; the grand total of all awards must fall within this budgeted amount.

5. GENERAL RESPONSE INSTRUCTIONS AND CONDITIONS

- A. Respondents that submit responses to this RFQ shall answer each of the requests for information in Section 6 in a concise and clear manner. Respondents shall provide full and succinct responses to the questions posed in this RFQ.
- B. All questions shall be answered in the order presented in this RFQ. Initiate each response by restating the question. A page limit of 10 pages in font no smaller than Times Roman 12-point.
- C. All responses to this RFQ shall become the property of the PSESD, and information submitted to the PSESD may be subject to disclosure. The PSESD reserves the right to use any and all ideas and concepts presented in any response submitted as a result of this RFQ, whether such response is accepted or not.
- D. The PSESD may request additional information from the Respondents during the course of the selection process. By submitting a response to this RFQ, the Respondent agrees to perform the work described in the submitted response. The PSESD may require additional technical and background information during the evaluation period, and/or may negotiate all elements, including fees, which are contained in or which relate to any offer. The PSESD may accept or reject any or all responses, or waive any informality or otherwise effect any agreement as the PSESD, in its sole judgment, may deem to be necessary and appropriate. By submitting an offer, the Respondent agrees to these terms.
- E. All unsuccessful Respondents will be notified after the award. Non-acceptance of any response will be devoid of criticism and of any implication that the response was deficient. Non-acceptance of any response will mean only that another was deemed to be more advantageous. Copies of all responses and support material will be retained by the PSESD.
- F. The PSESD shall not be liable for any expenses incurred by the Respondents in the preparation and presentation of the offers and may terminate the selection process at any time without prior notice.

6. REQUIRED INFORMATION TO BE PROVIDED

A. Response to this Request for Qualifications must be in the form of a response package and initiate each response by restating the question:

1. Begin your response with a cover letter that includes the name, address, e-mail address, and telephone number of a single individual within your organization who will be the PSESD’s primary contact concerning the response must be included. The cover letter shall state the top two reasons you or your organization should be selected, keeping in mind the specific qualifications required and described in this RFQ.
2. Please present you or your organization’s knowledge of and experience working with project and grants similar to those described in this RFQ. Please provide a list of previous clients for projects that are similar to the RFQ.
3. Please provide a description of the services you would provide and the results PSESD and King County organizations would obtain by using your services.
4. Please describe your experience with Seattle and South King County-area school districts listed in Section 3 and community-based organizations focused on improved educational outcomes for pre-K – 12 Road Map Region children and youth.
5. Please describe your organization’s experiences supporting organizations working with students of color and students from low-income and linguistically diverse communities. Describe your organization’s commitment to employing cultural competence and equity-based strategies in program design. If applicable, indicate whether individuals in your organization speak languages other than English and represent the high-need populations served in South King County.
6. Please describe you or your organization’s capacity to deliver services through August 31, 2017.
7. Please list the name and title of each person to be assigned to this project. Submit brief biographical profiles and qualifications for only those individuals who will be assigned to assist in this project. Respondents are advised that the inclusion of specific personnel shall be considered by PSESD to be a commitment by the organization that those designated persons will be available to perform the roles represented.
8. Please discuss any other factors not mentioned above that you believe should be considered by PSESD.
9. The expected completion date for services is August 31, 2017. Propose a total cost of providing services in the table below. Please prepare a budget with your best estimate for the following expense lines: personnel, travel, materials, technology, and other items:

Fiscal Year	Months	Cost Proposal	Not-to-Exceed
2016-2017	6.5 (2/15/17-8/31/17)		\$150,000

10. Complete, sign and include Exhibit A “Independent Contractor Qualification Form” with your response.

7. RESPONSE EVALUATION AND SELECTION

A. Evaluation Process

All responses will be subject to a thorough and comprehensive evaluation by the PSESD. A primary consideration shall be the effectiveness of the organization in the delivery of comparable or related services based on demonstrated performance. The evaluation will be based on the written response as submitted.

B. Evaluation Criteria

All responses must be complete, in the required format, and be in compliance with all of the requirements of this RFQ. Responses meeting this requirement will be evaluated on the basis of the following criteria:

Respondent’s experience in supporting concept development and grant-writing in service of PreK-12 student outcomes	Required
Respondent’s qualifications, experience and results in providing similar types of services to clients with multiple partners involved per project. Includes experience building shared outcomes and accountability among diverse groups, service mapping, building multi-agency budgets, analyzing educational data, designing data collection to support continuous improvement of programs, and working with public and private funders.	45 points
Respondent’s capacity and willingness to collaborate with the PSESD, districts, community partners, and King County and other funders to employ cultural competence and equity-based strategies in program design.	30 points
Cost	25 points
Grand Total	100 points

Selection will be based on determination of which response will best meet the needs of the PSESD and the requirements of this RFQ.

C. Selection of Winning Response

The selection of a winning response will be based in a competitive selection of responses received. The PSESD may accept or reject any or all responses, or waive any informality or otherwise effect any agreement as the PSESD, in its sole judgment, may deem to be necessary and appropriate. PSESD reserves the right to elect, in its sole discretion, to make multiple awards. The number of awards shall be based on the anticipated need and service, and awardees will be selected upon point totals awarded through the proposal scoring process.

8. CONTRACT GENERAL TERMS AND CONDITIONS

The submission of a response is an offer to enter into a contract that, upon acceptance by PSESD, obligates the Awarded Contractor to comply with the contract's General Terms and Conditions outlined on Attachment A.

Attachment A GENERAL TERMS AND CONDITIONS

1. **Alterations and Amendments.** This agreement may be amended only by mutual agreement of all parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.
2. **Assignment.** Neither the PSESD nor the Contractor shall assign this Contract, either in whole or in part, without the prior written consent of the other party, which shall not be unreasonably withheld. Any assignment permitted under this clause does not relieve either party from its duties or obligations under this contract.
3. **Background Checks.** In accordance with Washington State laws, any Puget Sound ESD Contractors who will have contact with or near children are required to pass a fingerprint-based background check through both the Washington state patrol and the federal bureau of investigation before they begin work.
4. **Certification Regarding Debarment, Suspension, and Ineligibility.** Federal funds are the basis for this contract. The Contractor certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency.
5. **Changes in Status.** In the event of substantive change in the legal status, organizational structure, or fiscal reporting responsibility of the Contractor, Contractor agrees to notify the PSESD of the change. Contractor shall provide notice as soon as practicable, but no later than thirty (30) days after such a change takes effect.
6. **Confidentiality.** The Contractor acknowledges that student data, material and information which originates from this contract, and the student assessment data, material and information which will come into its possession in connection with performance under this contract, consists of confidential data owned by the PSESD or confidential personally identifiable data subject to the federal Family Educational Rights and Privacy Act or other privacy laws, and that disclosure to or use by third parties would be damaging. The Contractor, therefore, agrees to hold all such material and information in strictest confidence, not to make use thereof other than for the performance of this contract, to release it only to authorized employees and agents requiring such information and not release or disclose it to any other party. The Contractor agrees to release such information or material only to employees and agents who have signed a written agreement expressly prohibiting disclosure.
7. **Disputes.** In the event that a dispute arises under this contract, the parties agree the dispute shall be submitted to a mediator in advance of litigation.

8. **Entire Agreement.** This written contract constitutes the mutual agreement of the Contractor and the PSESD in whole. No alteration or variation of the terms of this contract and no oral understandings or agreements not incorporated herein shall be binding.
9. **Governing Law.** This contract shall be construed and interpreted in accordance with the laws of the State of Washington and the venue of any action brought hereunder shall be in Superior Court for King County.
10. **Indemnification / Hold Harmless.** The Contractor shall defend, indemnify and hold the PSESD, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the Contractor's and/or subcontractor's performance of this agreement, except for injuries and damages caused by the sole negligence of PSESD.

The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of this agreement by the Contractor, their agents, representatives, employees or subcontractors.

11. **Independent Capacity.** The parties intend that an independent contractor relationship will be created by this contract. The Contractor and his/her employees or agents performing under this contract are not employees or agents of the PSESD. The Contractor will not hold himself/herself out as nor claim to be an officer or employee of the PSESD by reason hereof, nor will the Contractor make any claim or right, privilege, or benefit which would accrue to such employee under law. Conduct and control of the work will be solely with the Contractor.
12. **Insurance.**
 - a. **Commercial General Liability.** The contractor shall provide Commercial General liability insurance written on an occurrence basis with limits no less than \$2,000,000 combined single limit per occurrence for personal injury, bodily injury and property damage. Coverage shall include, but not be limited to: blanket contractual; products/completed operations; broad form property damage; and employer's liability.
 - b. **Proof of Insurance.** Certificates and or evidence satisfactory to the PSESD confirming the existence, terms and conditions of all insurance required above shall be delivered to the PSESD within five (5) days of the Contractor's receipt of a request for proof. The policy(ies) of insurance required to be maintained in accordance with this contract shall not be cancelled or given notice of non-renewal nor shall the terms and conditions thereof be altered or amended without thirty (30) days written notice being given to the PSESD.
13. **Payments.** No payments in advance or in anticipation of services to be provided under this contract shall be made by the PSESD. All payments to the Contractor are conditioned upon (1) Contractor's submission of a properly executed and supported invoice for payment, including such supporting documentation of performance and supporting documentation of costs incurred or paid, or both as is otherwise provided for in the body of this contract under Duties of the PSESD, and (2) Acceptance and certification by the PSESD or designee of satisfactory performance by the Contractor.

Except as otherwise provided in this contract, (1) All approvable invoices for payment due to the Contractor shall be paid within thirty (30) calendar days of their submission by the Contractor, and (2) All expenses necessary to the Contractor's performance of this contract shall be borne in full by the Contractor.

Contractor must submit invoices within 30 days of providing services. Invoices submitted after this date may be subject to non-payment.

14. **Registration with Department of Revenue.** The Contractor shall be registered with the Department of Revenue and be responsible for payment of all taxes due on payments made under this contract.
15. **Records, Documentation and Reports.** The Contractor shall maintain complete financial records relating to this contract and complete records documenting the services rendered under the contract, including all books, records, documents, magnetic media, receipts, invoices, and all other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.
16. **Rights in Data.** Data that originates under this contract shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the PSESD. In the event any data which originates under this contract is not considered a "work for hire" under the U.S. Copyright laws, Contractor hereby, irrevocably assigns all rights, title, and interest in such data, including all intellectual rights, to the PSESD effective from the moment of creation of such data. Data shall include, but not be limited to, notes, minutes, reports, documents, pamphlets, articles, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions, photographs, and other items in any format, form, or medium. Ownership includes ownership of all intellectual concepts and properties embodied in data, the right to copyright, patent or register data, and the right to transfer these rights.

Data which is delivered under this contract, but which does not originate thereunder, shall be transferred to the PSESD with a nonexclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others to do so: PROVIDED, that such a license shall be limited to the extent which the Contractor has a right to grant such a license. The Contractor shall exert all reasonable effort to advise the PSESD, at the time of delivery of data furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document that was not produced in the performance of this contract. The PSESD shall receive prompt written notice of each notice or claim of copyright infringement received by the Contractor with respect to any data delivered under this contract. The PSESD shall have the right to modify or remove any restrictive markings placed upon the data by the Contractor.

17. **Severability.** If any provision of this contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect other provisions of this contract which can be given effect without the invalid provision, and to this end the provisions of this contract are declared to be severable.
18. **Subcontracting.** The Contractor shall not enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of the PSESD.

19. **Termination for Convenience.** Except as otherwise provided in this contract, the PSESD Superintendent or Designee may, by ten (10) days written notice, beginning on the second day after the mailing, terminate this contract in whole or in part. The notice shall specify the date of termination and shall be conclusively deemed to have been delivered to and received by the Contractor as of midnight the second day of mailing in the absence of proof of actual delivery to and receipt by the Contractor. If this contract is so terminated, the PSESD shall be liable only for payment required under the terms of the contract for services rendered or goods delivered prior to the effective date of termination.

EXHIBIT A

RFQ 5800-13 Independent Contractor Qualification Form

- I. **Identification of potential Independent Contractor** (may be individual's or company name, but must be same as on Social Security or Federal EIN document):

Name of Record: _____ Telephone: _____

Address: _____
Street/PO Box City State Zip Code

- II. **Assessment of Qualifications/Situation.** Answer the following questions by checking the "yes" or "no" spaces provided. (Additional information may need to be provided in order for the individual to be considered for contractor status; all are then subject to the IRS criteria test.)

A) Potential contractor presents himself/herself to the public as providing services to anyone desiring to purchase them. Yes____ No____

B) State of Washington UBI# or attach a copy of your pending online application: #_____

C) Potential contractor maintains an accounting of all business related expenses. Yes____ No____

D) I understand that I am responsible for setting my prices. Prices set below my costs may result in a loss which the ESD cannot be expected to cover. Yes____ No____

E) 1) I have been an employee of PSESD. If yes, dates of last employment
2) Have you retired from any Washington State public retirement system? Yes____ No____

- III. **Potential contractor certification/signature.** I hereby certify under penalty of perjury that the above is true and accurate. I understand this information will be used to evaluate whether or not I will be able to perform work for Puget Sound ESD as an independent contractor or as a temporary employee.

Signature: _____

Date: _____

Human Resources Office Use Only

Individual determined to be: Temporary employee _____ Contractor _____

Human Resources Approval: _____ Date: _____

Fingerprints required: _____