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Seattle Public Schools  
Contracting Services  
2445 Third Avenue South  
Seattle, WA 98134  
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**Request for Qualifications No. RFQ062082**

**Youth Programming Services**

**for**

**Seattle Public Schools**

**Instructions**

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**REQUEST FOR QUALIFICATIONS NO. RFQ062082**

**PROPOSAL CERTIFICATION FORM**

TO: Nancy Milgate, Contracting Services Manager

The undersigned provider hereby certifies as follows:

- 1. I read the Seattle School District's Request for Qualifications No. RFQ062082 and the following Addenda and to the best of my knowledge I complied with the mandatory requirements stated herein:

Addenda Number	Issue Date
_____	_____
_____	_____
_____	_____

- 2. I had the opportunity to ask questions regarding the Request for Qualifications, and that if such questions have been asked; they have been answered by the District.
- 3. That the proposer's response is valid for 90 days.

Dated at \_\_\_\_\_, this \_\_\_\_\_ of \_\_\_\_\_ year \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(UBI Number)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

## 1.0 INTRODUCTION

Seattle Public Schools (“SPS” or “District”) is requesting qualifications for community-based organizations (“CBO”) who provide youth programming and are interested in providing services for SPS schools. This RFQ is required for organizations that will receive school or district funds exceeding a total of \$9,999 (the total amount across schools if your organization supports multiple schools).

This RFQ will enable SPS to build a pre-qualified list of CBOs that understand and can meet basic legal requirements and have experience offering programs that are in line with our strategic plan, including a commitment and track record of supporting students of color furthest from educational justice.

This RFQ is not required if the organization or individual can verify they are on [the Creative Advantage Roster](https://www.creativeadvantageseattle.org/community-arts-partner-roster/) (<https://www.creativeadvantageseattle.org/community-arts-partner-roster/>) or that they went through a competitive process for direct service with youth between September 2017 and April 2020. The District will accept qualifications for this Roster on an on-going basis and will review submissions on a monthly basis June – August 2020 and on a quarterly basis thereafter.

Through this process, selected organizations will be pre-approved to provide youth programming services to schools but are not guaranteed any specific amount of work or a contract agreement with any school. Each school will use a building-based process to choose an organization from the approved list.

The District intends to pre-qualify multiple organizations and individuals to be placed on a roster to provide youth programming services.

**The roster will be in effect beginning September 1, 2020. CBOs approved for the roster will not need to re-submit qualifications and will remain on the roster from year to year unless otherwise determined by the District. Please note that pre-qualified placement on the roster does not guarantee any specific amount of work, and in fact may not award any work at all.**

This Request for Qualifications (RFQ) describes the selection process and documentation required for submitting Qualifications. Any firm failing to submit their qualifications in accordance with the procedures set forth in the Request for Qualifications may be considered nonresponsive.

The selection of the consultant for these services will proceed in the following manner:

- **Seattle Public Schools shall receive submittals on an on-going basis.**
- A screening by the District’s Review Committee will follow resulting in a list of pre-qualified organizations.
- Selection will be made solely on qualifications submitted. The District reserves the right to seek clarifications about the submittals.
- The Roster will be created and posted publicly on the District website.
- The District reserves the right to accept additional Qualification statements after the due date for upcoming projects in any given year that this roster remains active.

**The District will select the successful CBOs based on the best interests of the District, all factors considered. The District reserves the right to reject any or all proposals, waive minor irregularities and informalities, and make the award in its best interest.**

### 3.0 QUESTIONS AND COMMUNICATION

All communication and/or questions shall be submitted in writing at the dates and times indicated herein to:

**U.S. Mail:** Nancy Milgate  
Contracting Services  
Seattle Public Schools  
M/S 22-337  
P.O. Box 34165  
Seattle, WA 98124-1165

**Physical Location:** Nancy Milgate  
Contracting Services  
Seattle Public Schools  
M/S 22-337  
2445 Third Avenue S.  
Seattle, WA 98134-1923

Phone: (206) 252-0566

Fax: (206) 743-3018

E-mail: [contractingservices@seattleschools.org](mailto:contractingservices@seattleschools.org)

Proposals must be submitted ELECTRONICALLY via e-mail to [contractingservices@seattleschools.org](mailto:contractingservices@seattleschools.org), and the Subject Line of e-mail shall note the RFQ number and Project Title.

**In the event that a firm or CBO attempts to contact any official, employee, or representative of Seattle Public Schools in any manner contrary to the above requirements, said firm or CBO may be disqualified for further consideration.**

This prohibition does not apply to:

- Telephone calls to the District to request copies of this RFQ, to confirm attendance, or request directions relative to an interview notification received from the District;
- Delivery of written questions about the proposal;
- Discussion at the interview (if deemed necessary);
- Delivery of the firm's submittal.

### 4.0 BACKGROUND

Seattle Public Schools understands that youth serving organizations are a tremendous asset to our schools, students, and communities. In order to partner more strategically and effectively in support of students,

SPS will require all youth-serving organizations receiving funds from Seattle Public Schools exceeding \$9,999 (the total amount across schools if your organization supports multiple schools) to complete this Request for Qualifications.

This RFQ is not required if the organization can verify they are on [the Creative Advantage Roster](https://www.creativeadvantageseattle.org/community-arts-partner-roster/) (<https://www.creativeadvantageseattle.org/community-arts-partner-roster/>) or that they went through a competitive process for direct service with youth between September 2017 and April 2020. If an organization is citing another competitive process/competitive roster as a reason for not completing the RFQ, that other roster must be for direct service with youth (e.g. if an organization does work in mental health and youth development but they are on a roster for the mental health work, they would need to complete this Request for Qualifications). Additionally, if an organization invoices and is paid from a school directly outside of the contracting process, such as a camp, they do not need to complete this roster.

The RFQ process is for organizations seeking to work with SPS schools starting in the 2020 – 2021 school year. This will enable SPS to build a list of community-based organizations that have:

- Experience offering youth programming;
- Meet basic legal requirements;
- Align with SPS’s strategic plan.

SPS is required to follow federal and state procurement requirements, as well as District policy, for expending funds, which means contracts above a certain amount must go through a competitive process. We are committed to supporting the academic success, and safety of students through innovative, effective, and compliant use of federal, state, city, and community resources. The RFQ process, and the resulting list of approved community-based organizations, will streamline the budgeting and contracting process for schools and community-based organization providers. This RFQ, formerly run by the City of Seattle’s Department of Education and Early Learning (DEEL), will be used to identify organizations and individuals that provide programs and services in schools. Once approved through the RFQ process, organizations will be eligible to contract with schools.

## 5.0 PROJECT INFORMATION

The District is seeking community-based organizations and individuals with experience providing youth programming to schools along with experience customizing programming to meet school and District specifications.

Organizations and individuals that are approved through this RFQ process will be included on a roster that will be available to schools to select from and partner with. Eligible schools may then conduct an informal process to select an organization from the roster. Once a school selects a CBO a Contract/Agreement must be in place between the organization and school/District before work starts (Memorandum of Understanding, Personal Services Contract, or Alignment Agreement).

**Please note that the District will select the successful firm/s based on the best interests of the District, all factors considered. The District reserves the right to reject any or all proposals, waive minor irregularities and informalities, and make the awards in its best interest.**

**6.0 SELECTION PROCESS**

**6.1 Method of Selection**

- An initial screening of the submittals by the Review Committee will be conducted to identify those organizations or individuals deemed to be qualified for placement on the Roster.
- Follow-up clarifications may be conducted by the Selection Committee to confirm qualifications, or to determine an organization’s ability to perform the services.
- The District will select organizations and individuals for the roster based solely on the written RFQ. Firms approved for the roster shall remain on the roster from year to year unless otherwise determined by the District.
- Pre-qualified placement on the roster does not guarantee any specific amount of work, and in fact may not award any work at all.

The following general selection criteria will be used in determining qualification:

<b>SELECTION CRITERIA</b>
Confirms that they can meet SPS compliance expectations/basic legal requirements.
Clearly articulates how programming supports SPS strategic plan.
Clearly articulates how programming will be developed in alignment with school goals and priorities.
Understands importance of clear communication and ability to overcome challenges to maintain strong partnerships.
Programming or services provided will support students of color who are furthest from educational justice.
Demonstrates organization’s ability to be culturally responsive and create a welcoming and inclusive environment.
Provides contact information for two references.

**6.2 Notifications**

The District will provide timely notifications to firms responding to the Request for Qualifications.

**6.3 Seattle Schools Right to Reject**

The District reserves the right to reject any and all proposals and re-advertise the RFQ at any time prior to approval of the recommended firm and the negotiated agreement. All costs incurred in the preparation of the Request for Qualifications process shall be borne by the proposing firm. **Proposals submitted in response to this Request for Qualifications shall become the property of the District and be considered public documents under applicable Washington State laws.**

The District reserves the right to modify the scope of services as a result of the written submittals and/or interviews.

#### 6.4 Procedures Requirements

Any firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

### 7.0 SUBMITTAL REQUIREMENTS

#### 7.1 General Submittal Requirements

The submittal requirements shall be as follows:

**SUBMITTAL METHOD:** The proposing organization or individual shall submit one ELECTRONIC copy of their Qualifications to Contracting Services at [contractingservices@seattleschools.org](mailto:contractingservices@seattleschools.org). The Subject Line of the e-mail shall note the RFQ number and Project Title. **Please combine sections below into one PDF with each section bookmarked within the PDF.**

The cover letter, table of contents, proposal certification form and bookmark tabs do not count toward the page limits. Project cut sheets, including photos, are included in the page limits. Submittals exceeding the page limits may be considered nonresponsive.

**Each proposal is to be a maximum of ten (10) pages (8-1/2" x 11") single sided, not smaller than 12-point type.**

#### 7.2 Contents of the Proposal

1. Signed Proposal Certification Form (page 3 of the RFQ). This does not count towards the page limit.
2. Table of contents (maximum 1 page).
3. Separate section: General Business Information. This section does not count towards the page limit.

Provide proof of eligibility requirements:

- WA Business License
- Federal Tax ID Number
- Certificate of Insurance with endorsement pages.

4. Separate section: Compliance Expectations. Please complete Attachment 1: Seattle Public Schools Request for Qualifications: Compliance Expectations, Alignment and Programming, and Alignment to Strategic Plan.
5. Separate section: Alignment and Programming. Please complete Attachment 1.
6. Separate section: Alignment to Strategic Plan. Please complete Attachment 1.
7. Two professional references, including one from a K – 12 school if applicable.

Please note if more space is needed in a section, you may send completed responses in a separate attached document, as long as it is within the **10-page limit**.

Please also note that the District reserves the right to ask questions and seek clarifications about the Proposal, to request post-proposal modifications.

## 8.0 CONTRACT AND CONTRACTING PROVISIONS

### 8.1 Standard Form of Contract

The District's Personal Services Contract is included as Attachment 2 for informational purposes only (do not submit a contract with your qualifications submittal). **Please note: The District reserves the right to reject any firm that is not willing to accept the District's terms and conditions as noted in the standard form of contract.**

### 8.2 Additional Contract Document Requirements

The selected firm(s) shall be required to provide the following documents to the District **prior** to execution of a contract:

- W-9 Form
- Washington State Business License
- COVID-19 Vaccination Information
- Certificate of Insurance including endorsement pages with at least \$1 million in general liability coverage and name Seattle School District No. 1 as additional insured.

General liability insurance coverage of at least \$1M will be required. Projects that include direct unsupervised access to students may require at least \$1M sex abuse/molestation coverage.

### 8.3 Protest Procedures

1. Any actual or prospective Vendor who is aggrieved in connection with the solicitation or award of this contract may protest to the District in accordance with the procedures set forth herein. Protests based on the terms in this Request for Proposal, which are apparent prior to the date established for submitting the proposal must be received seven (7) days prior to the submittal deadline. Protests based on other events must be received within three (3) working days after the aggrieved person knows, or should have known, of the facts and circumstances upon which the protest is based; provided, however, that in no event shall a protest be considered if all proposals are rejected or if the protest is received after the award for this contract.
2. In order to be considered, a protest shall be in writing and shall include: the name and address of the aggrieved person; the contract title under which the protest is submitted; a detailed description of the specific grounds for protest and any supporting documentation; and the specific ruling or relief requested. The written protest shall be mailed to:

JoLynn Berge  
Assistant Superintendent of  
Business and Finance  
Seattle School District No.1  
MS 33-300  
P.O. Box 34165  
Seattle, WA 98124

Or delivered to:

JoLynn Berge  
Assistant Superintendent of  
Business and Finance  
Seattle School District No.1  
MS 33-300  
2445 3<sup>rd</sup> Avenue South  
Seattle, WA 98134

And shall be labeled: "Protest"

Upon receipt of a written protest, the District shall promptly consider the protest. The District may give notice of the protest and its basis to other persons, including Proposers involved in or affected by the protest; such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by mutual agreement of the aggrieved person and the District, the District will promptly issue a decision in writing stating the reasons for the action taken. A copy of the decision shall be mailed by certified mail, return receipt requested, or otherwise promptly furnished to the aggrieved person and any other interested parties. The District decision may be appealed to the Superintendent's designated representative, Noel Treat, Chief Human Resources Officer, not more than two (2) working days after receipt of the decision by written notice together with all supportive evidence, received at Seattle School District No. 1, MS 33-157, 2445 3<sup>rd</sup> Avenue South, Seattle, WA 98134. The Superintendent's decision shall be final and conclusive. **Due to COVID-19 work conditions, any protest response will be delivered by email.**

3. Strict compliance with the protest procedures set forth herein is essential in furtherance of the public interest. Any aggrieved party that fails to comply strictly with these protest procedures is deemed, by such failure, to have waived and relinquished forever any right or claim with respect to alleged irregularities in connection with the solicitation or award. No person or party may pursue any action in court challenging the solicitation or award of this contract without first exhausting the administrative procedures specified herein and receiving the District's final decision.
4. Any Proposer submitting a proposal shall be deemed to have accepted these procedures.

### **End of Request for Qualifications**

#### ATTACHMENTS:

Attachment 1: Seattle Public Schools Request for Qualifications: Compliance Expectations, Programming and Alignment to Strategic Plan Fillable Form

Attachment 2: Sample Personal Services Contract (**For reference only, not required at this time as part of submittal.**)