

Seattle Public Schools Request for Qualifications
Attachment 1-
Compliance Expectations, Alignment and Programming

Please submit this form along with the other documents outlined in Request for Qualifications RFQ032502.

Organization Contact Information

Organization Name	
Organization Primary Contact	
Primary Contact Email Address	
Organization Secondary Contact	
Secondary Contact Email Address	
Contact Phone	
Mailing Address	
Organization URL	

Compliance Expectations

In order to contract with Seattle Public Schools, the Community-Based Organization (CBO) must understand and agree to the following requirements of Seattle Public Schools. Please check the boxes to indicate your understanding and agreement.

- ☐ The CBO must have and provide proof of a state-approved business license and a W9-Federal Tax ID Number
- ☐ The CBO must have and provide proof of insurance (requirements stated in the RFQ section 8.2)
- ☐ CBO staff must complete the Sexual Misconduct Training prior to working in a District school or with District Students www.seattleschools.org/misconductvideo
- ☐ Prior to beginning work with students of the District, the CBO must ensure that each official, agent, employee, and volunteer have satisfied the District's background check requirements. All paid and volunteer CBO personnel who work directly with District students must pass an annual criminal background check in accordance with SPS policies and procedures <https://www.seattleschools.org/departments/community-partnerships/forms/background-checks/>
- ☐ If applicable, the CBO must reserve agreed upon space in the school using the Master Library portal (unless your program operates during the school-day in a classroom in collaboration with a District teacher)
- ☐ If applicable, the CBO must enter into a data sharing agreement with the District prior to accessing student education records or Personally Identifiable Information protected under FERPA
- ☐ The CBO must provide contact information for two references that can speak to their work as an organization.
- ☐ A Personal Service Contract must be fully executed between a CBO and school/District before work starts. (See attachment 2 for a sample of the Personal Service Contract in the RFQ)
- ☐ The CBO acknowledges that they will provide a budget outline attached to their PSC that

includes the number of staff to implement the program, a brief description of roles and responsibilities of each staff member, staffing hours (include up to 8 hours for Professional Development/Orientation provided by SPS), non-personnel expenditure (Supplies, materials: provide brief description), and anticipated misc. costs (note: award does not cover overhead).

Award will be based on final enrollment and chart listed in Section 5.0 Project Information of the RFQ

Alignment and Programming. (The complete answers for all questions must not exceed 10 pages)

1. Which whole child element from the list below best describes your programming? We understand that many organizations cover multiple categories; please choose the one that is most closely aligned to your programming:

<input type="checkbox"/> Academic Learning	<input type="checkbox"/> Family Engagement & Support
<input type="checkbox"/> Basic Needs	<input type="checkbox"/> Health & Wellness
<input type="checkbox"/> Behavior/Social Emotional Learning	<input type="checkbox"/> Racial/Cultural Identity
<input type="checkbox"/> College & Career Readiness	<input type="checkbox"/> Readiness and Transitions
<input type="checkbox"/> Expanded Learning	<input type="checkbox"/> School Culture & Climate
2. Briefly describe your organization's programming:
3. How will the organization collaborate with the school/s to ensure that work is being done in alignment with the school's Continuous School Improvement Plan?
<https://www.seattleschools.org/about/continuous-school-improvement-plans/>
4. If you currently or previously have provided services to any K – 12 school or surrounding area, please list those schools and the staff you worked with and describe the nature of the existing partnership or services for students (note that past experience is not a requirement).
5. If you previously provided services to any SPS school, was a contract or partnership ever terminated? If yes, please explain.
 - a. If a contract/partnership you had with a school was terminated, please provide information on how you propose avoiding termination of a contract in the future.

