Washington State Department of
CHILDREN, YOUTH & FAMILIES

REQUEST FOR APPLICATIONS

PROJECT TITLE:
2019-20 Early ECEAP Pilot

APPLICATION DUE DATE:
- November 11, 2019 by 5:00 p.m. to dcyf.hsco@dcyf.wa.gov

EXPECTED TIME PERIOD FOR CONTRACT*:
December 2019- February 28, 2020

APPLICANT ELIGIBILITY:
This Request for Application is open to those applicants that satisfy the minimum qualifications stated herein.

*Contract start date is subject to change

1. Introduction

1.1. Definitions

Applicant: An organization submitting an Application in order to attain a contract with DCYF.

Application: A formal offer submitted in response to this solicitation.

Contractor: An organization whose Application has been approved by DCYF and is awarded a fully executed, written contract for Early ECEAP services.

Department of Children, Youth, and Families (DCYF): The agency of the state of Washington issuing this Request for Applications (RFA).

Early Achievers: Washington's tiered quality rating and improvement system which helps early learning settings offer high-quality care.

Early Childhood Education and Assistance Program (**ECEAP**): Washington's state-funded comprehensive prekindergarten program for low-income children, and children with specific risk factors.

Early ECEAP: Washington's State Early ECEAP is funded under the federal Pre-School Development Birth to Five grant (PDG B-5) as a pilot project. Early ECEAP will provide an opportunity to serve more at-risk infants and toddlers with comprehensive early learning and family support services modeled after the successful Early Head Start center-based program funded at the federal level by the Office of Head Start.

Head Start: Federal comprehensive birth-to-three and pre-kindergartens programs for low-income children, and children with specific risk factors. This definition also includes Early Head Start, American-Indian/Alaska Native Head Start, and Migrant/Seasonal Head Start.

Tribal Early Learning Program: Comprehensive early learning program slots (birth to age five) administered and funded by a tribal sovereign nation in Washington State.

Request for Application (RFA): A formal document in which DCYF pre-identifies a service and a specific method for Applicants.

1.2. Purpose and Background

The Department of Children, Youth, and Families (DCYF) oversees the Early ECEAP Pilot project funded under the federal Pre-School Development Birth to Five grant (PDG B-5). Washington is

working to increase the availability of high-quality services for infants and toddlers, including child care for low-income working families. A key strategy funded in the Preschool Development Grant Birth through Five Initiative (PDG B-5) that Washington received is developing a design for Early ECEAP (Early Childhood Education and Assistance Program). Early ECEAP will provide an opportunity to serve more at-risk infants and toddlers with comprehensive early learning and family support services modeled after the successful Early Head Start center-based program funded at the federal level by the Office of Head Start.

The Department of Children, Youth, and Families (DCYF) created an Early ECEAP Design Team that includes representation from external and internal partners, including tribes. The Early ECEAP Design Team work will result in a framework and funding plan for future implementation. In 2019, the state legislature passed Senate Bill 5437 which calls for the development of a plan for phased implementation of Early ECEAP. The legislation also provides a framework for Early ECEAP policy, including that the pilot sites must be delivered through child care center and family home providers who meet minimum licensing standards and are enrolled in Early Achievers (Quality Rating and Improvement System, or QRIS). It also states the requirement to prioritize locations for the pilot sites with programs currently providing Early Head Start, Head Start or ECEAP, and to include a mix of urban, suburban and rural locations.

Beginning in December 2019, DCYF will use the Early ECEAP plan to launch Early ECEAP readiness trainings at 10 early learning pilot sites. Recommendations learned from the pilot sites will be used to inform an Early ECEAP launch in subsequent years. During 2019, this work is housed in the Head Start State Collaboration Office (HSSCO) within the Early Learning Programs Division at DCYF.

Early ECEAP Pilot project is guided by the following principles:
- **Racial Equity:** Washington State is committed to closing opportunity gaps and eliminating race as a predictor of success.
- **90% Goal:** Washington State is committed to ensuring that 90% of children are ready for kindergarten by 2020 with both race and income no longer predictors of success.
- **Early ECEAP:** As determined by the Washington State Legislature **SENATE BILL 5437**, the department shall develop a plan for phased implementation of a birth to three early childhood education and assistance program pilot project for eligible children under thirty-six months old.

1.3. Objectives and Scope of Work

Objectives

Through this RFA process, DCYF will award 10 Early ECEAP Pilot sites to participate in readiness trainings for phased in implementation. Full implementation of Early ECEAP is dependent on

secured funding by 2020. If secured funding is achieved for full implementation, the 10 Early ECEAP Pilot sites that have successfully participated in the readiness trainings would be eligible for full implementation of the pilot under the directive of DCFY.

Scope of Work

Organizations that are selected as Contractors through this RFA must participate in foundational readiness training for phased in implementation. In the process, the contractor must demonstrate the capacity to provide program planning, management, and oversight to lead all components of Early ECEAP services. Having adequate funding and staffing to provide this Early ECEAP infrastructure requires that you are currently executing at least one of the following: Early Head Start, Head Start, Early Childhood Education and Assistance Program, Tribally-funded early learning, Child Care Centers, or Family Home Providers. All RFA applicants must meet minimum licensing standards and be enrolled in the Early Achievers program.

A contractor may request to have up to three Early ECEAP classrooms per location.

Successful Early ECEAP contractors must be able to demonstrate that they can develop and maintain culturally-competent systems for:

- Program planning and service system design for education; health and mental health services coordination; family engagement, leadership development, and support; and nutrition services in alignment with all Early ECEAP contractual requirements, including the Early ECEAP Performance Standards.
- Human resource policies and plans to recruit, select, train, and support staff who meet Early ECEAP qualifications, and to maintain the qualifications of all Early ECEAP staff in MERIT (Washington's Professional Development Registry), if currently using MERIT.
- Ongoing monitoring and continuous improvement of Early ECEAP services, including supporting sites to attain Early Achievers ratings of Level #3.
  - Expectations will be that Early ECEAP sites participating in the pilot will have 24 months to attain Early Achievers rating of level #3+.
- Health screening, health and mental health consultation and coordination, developmental screening and quarterly child development assessment.
- Family engagement and early learning classroom activities that reflect family beliefs, culture, language, and child rearing practices.
- Marketing, recruitment, and enrollment of potential Early ECEAP families.
- Administration, regular entry of information and use of data.
- Secure and confidential recordkeeping and reporting to DCYF.
- Fiscal management of Early ECEAP funds according to contractual requirements.
- Community assessment of needs for Early ECEAP services.
- Facility development/management.

- Transportation (optional) to enhance access for vulnerable children.

Sites where Early ECEAP children attend must obtain a child care license unless the site is operated directly by an Early ECEAP Contractor or subcontractor that is a governmental organization. For this purpose, school districts, educational service districts, tribes, and city and county governments are government organizations. *Contractors who fall into the definition above will remain exempt from DCYF child care licensing requirements in the 2019-20 school year, with the expectation to participate in or meet foundational health and safety requirements as required by the Early Start Act by July 2020.*

Slot Model: DCYF intends to award slots for children for comprehensive Early ECEAP health and mental health, nutrition, family support, and infant and toddler education services for low-income working parents blended with child care:

- **Extended Day** Early ECEAP must provide 1,380 annual hours of planned class operations for all enrolled children.

To be allocated slots through this RFA, Applicants must be able to do all of the following:
- Plan services;
- Hire staff;
- Attend Early ECEAP foundational readiness training(s);
- Recruit children;
- Be licensed and to attain Early Achievers ratings of Level #3
  - Expectations will be that Early ECEAP sites participating in the pilot will have 24 months to attain Early Achievers rating of level #3+.
- Attend an orientation and participate in all required Birth-3 ECEAP meetings (In-person/online)

1.4. Minimum Qualifications and Requirements
In order for an Application to be reviewed and scored, an Applicant must:
- Be licensed to do business in the state of Washington.
- Currently executing at least one of the following: Early Head Start, Head Start, Early Childhood Education and Assistance Program, tribally-funded early learning, Child Care Centers, or Family Home Providers.
- Applicants must meet minimum licensing standards and be enrolled in the Early Achievers Program.

1.5. Period of Performance
Any contract that may result from this RFA is expected to begin **December- February 28, 2020.** Contracted services resulting from this RFA shall be at the sole discretion of DCYF.

2. Application Information

2.1. RFA Coordinator

The RFA Coordinator(s) is the sole point of contact in DCYF for this RFA. All communication between an Applicant and DCYF shall be in writing with the RFA Coordinator listed below. DCYF may disqualify any Applicant who communicates to anyone besides the RFA Coordinators.

- RFA Coordinators: Isidro Rodriguez/Cathy Garland
- Email Address: dcyf.hsco@dcyf.wa.gov

DCYF considers all oral communications unofficial and non-binding on DCYF. Applicants should rely only on written statements issued by the RFA Coordinator.

2.2. Estimated Schedule of RFA Activities

RFA Released	October 18, 2019
Webinars/Application Conferences (Recommended: select one of Sections 1-2 to participate via Online).	Webinar Section 1: Overview and Exhibit A (choose one) • **Session 1:** 1:30-2:30pm, 10/22/19 **Webex- Click to Participate:** (Registration link) Meeting number (access code): 806 002 107 Meeting password: 6hnPt4Ti • **Session 2:** 1:00-2:00pm, 10/23/19 **Webex- Click to Participate**: (Registration link) Meeting number (access code): 807 264 776 Meeting password: 33ShrpyS
Submit questions regarding the RFA process (Optional)	No later than November 05, 2019 by 5:00 p.m.
Questions and Answers (Q&A) published on the Early ECEAP website	Q&As will be published on the following days: • Friday, October 25, 2019 • Wednesday, October 30, 2019 • Tuesday, November 07, 2019
Applications due (Required)	Monday, November 11, 2019 by 5:00 p.m.
Review Period	November 14-20th, 2019
Announce Successful Applicants	Early December 2019
Contract Effective Date	December-February 28, 2020

2.3. Questions about the RFA Process

DCYF will take questions through the Early ECEAP inbox dcyf.hsco@dcyf.wa.gov and during scheduled webinars through 5:00 p.m. **November 05, 2019**. Questions and answers (Q&A) will be published according to the Estimated Schedule of RFA Activities.

DCYF will email the written responses to each question to the party who submitted a question, and will post all questions and answers on the DCYF Head Start Collaboration Office website at https://dcyf.wa.gov/services/early-learning-providers.

2.4. Submission of Applications (Mandatory)

2.4.1. Completed applications must be submitted to dcyf.hsco@dcyf.wa.gov no later than **5:00 p.m., November 11**, 2019. See **Exhibit D:** Certification and Assurances for a completion checklist.

2.4.2. Allow sufficient time to ensure timely receipt of the Application by DCYF. Late or incomplete Applications will not be considered unless DCYF's email system is found to be at fault.

2.4.3. Submit Application sections as attachments to a single email. Exception: If the Applicant's email system will not submit all attachments in a single email, Applicants may send the Application in two emails.

2.4.4. For your email subject line, enter "Early ECEAP Application – YOUR ORGANIZATION NAME".

2.4.5. Submit Application sections in Microsoft Word or Excel as directed. Do not use PDF except where allowed.

2.4.6. For Microsoft Word Application sections, use the provided fields in Exhibit A: Application form with preset fonts. For all other text, use Calibri 12-point font with 1 inch margins, single spaced.

2.4.7. Do not exceed word limits expressed in Application instructions.

2.4.8. Do not submit materials other than those requested in this RFA including Application documents. Additional materials will not be reviewed. The evaluation for existing Contractors will include a review of any DCYF monitoring data including ELMS data, submitted deliverables, and observations from monitoring visits.

2.4.9. Answer each question fully. References to other sections for additional information are not acceptable. Each question will be reviewed on its own merits. Applicants should be thorough when responding to questions to ensure their expertise and experience is well conveyed.

2.5. Application Requirements (Mandatory)

A complete Application consists of the following attachments to the email described in Section 2.4

2.5.1. Exhibit A: Application Form
- Submit a complete Application Form in Microsoft Word format
- Titled "Exhibit A: Application Form – – YOUR ORGANIZATION NAME"

2.5.2. Exhibit B: Letters of Support and Collaboration
- Required, Applicants may submit in either Microsoft Word or PDF format
- Titled "Exhibit B: Letters of Support and Collaboration – – YOUR ORGANIZATION NAME"

2.5.3. Exhibit C: Coordination with Neighboring Organizations
- Submit in PDF format with signatures
- Titled "Exhibit C: Coordination with Neighboring Organizations – – YOUR ORGANIZATION NAME"

2.5.4. Exhibit D: Certifications and Assurances
- Submit completed scanned document in PDF format
- Confirm it is signed by individual with authority to bind the organization

2.6. Proprietary Information/Public Disclosure

Materials submitted in response to this RFA shall become the property of DCYF. All Applications received shall remain confidential until the contract(s), if any, resulting from this RFA is signed by DCYF and the successful Contractor(s); thereafter, the Applications shall be deemed public records as defined in RCW 42.17.250 to .340, "Public Records."

Any information in the Application that the Applicant desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.17.250 to .340 must be clearly designated. The page and the particular exception from disclosure upon which the Applicant is making the claim must be identified. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right hand corner of the page.

DCYF will consider an Applicant's request for exemption from disclosure; however, DCYF will make a decision predicated upon Chapter 42.17 RCW and Chapter 143-06 WAC. Marking the entire proposal exempt from disclosure will not be honored. The Applicant must be reasonable in designating information as confidential. If any information is marked as proprietary in the proposal, such information will not be disclosed until the affected proposer has been given an opportunity to seek a court injunction against the requested disclosure.

A charge will be made for copying and shipping of documents requested through public disclosure, as outlined in RCW 42.56.070. No fee shall be charged for inspection of contract files, but 24 hours' notice to the RFA Coordinator is required. All requests for information should be directed to the RFA Coordinator.

2.7.   Revisions to the RFA

DCYF reserves the right to modify this RFA at any time. In the event it becomes necessary to revise any part of this RFA, an amendment will be provided to all who receive the RFA. For this purpose, the published Applicant questions and DCYF answers and any other pertinent information shall be considered an addendum to the RFA. DCYF reserves the right to cancel or to reissue the RFA in whole or in part, prior to execution of a contract.

2.8.   Diversity Participation

DCYF strongly encourages the participation of minority and women-owned businesses, veteran-owned businesses, and Washington small businesses as prime contractors or subcontractors. No preference will be included in the evaluation of proposals, no minimum level of participation by these businesses shall be required as a condition of receiving an award, and proposals will not be rejected or considered non-responsive on that basis.

3.   Evaluation and Contract Award

3.1.   Mandatory and Scored Explained

Items marked "Mandatory" must be included in order for the Application to be considered; however, these items are not awarded points. Items marked "Scored" are awarded points by the evaluation team.

3.2.   Responsiveness

All Applications will be reviewed to determine compliance with administrative requirements and instructions specified in this RFA. The Applicant is specifically notified that failure to comply with any part of the RFA may results in rejection of the Application as non-responsive. DCYF reserves the right at its sole discretion to waive minor administrative irregularities.

3.3.   Evaluation of Applications

Responsive Applications will be evaluated in accordance with the processes described herein. DCYF will designate evaluation teams which will score Exhibits A, B, C, and D.

Below is the minimum points a Successful Applicant must receive in each section of the Application, along with a summary of total points that can be awarded:

Program Administration *Threshold for first consideration = 8 points*	Possible Points
Exhibit A 4. Sufficient total slots to support infrastructure	10
Total Points Available	10

Program Services *Threshold for first consideration = 80 points*	Possible Points
Exhibit A 5A. Program planning and service system design	15
Exhibit A 5B. Monitoring and continuous improvement	15
Exhibit A 5C. Early Achievers	10
Exhibit A 5D. Developmental screening and assessment	10
Exhibit A 5E. Marketing and recruitment	10
Exhibit A 5F. Human resources	10
Exhibit A 5G. Recordkeeping and reporting	10
Exhibit A 5H. Cultural relevance	10
Exhibit A 5I. Serving High Needs Community	10
Total Points Available	*100*

Financial Management *Threshold for first consideration = 24 points*	Possible Points
Exhibit A Section 6: Fiscal Management	30
Total Points Available	*30*

Program Administration *Threshold for first consideration = 36 points*	Possible Points
Exhibit A 7A. Organizational chart	5
Exhibit A 7B. Lead teacher	5
Exhibit A 7C. Family support staff	5
Exhibit A 7D. Contracting capacity	5
Exhibit A 7E. Disclosure of Improvement Plans (If, not under improvement plan)	5
Exhibit B: Letters of support and collaboration	20
Total Points Available	*45*

Sites *Threshold for first consideration = 24 points*	Possible Points
Exhibit C: Coordination with Neighboring Organizations/free from Service Area conflicts	30
Total Points Available	*30*

DCYF reserves the right to award the contract to the Applicants whose Applications are deemed to be in the best interest of DCYF and the state of Washington. DCYF may choose to fund all or a portion of slots requested in Applications.

Awarding of Slots

DCYF will considered applicants for the **10 Early ECEAP Pilot sites** in the following:

1. For applications meeting all of the 80 percent thresholds.
2. Pilot slots will be awarded based on this criterion to the highest scoring applicants:
   Guiding principles to identify Early ECEAP Pilot sites during a startup phase.

- Be licensed to do business in the state of Washington.
- Leadership commitment to Early ECEAP.
- Organizations who have the capacity Infrastructure in place to take on additional work.
- Fiscal Capability.
- Existing Capacity to Operationalize (Contracts and Service Delivery)
- Importance of supporting continuity of care (reduce staff turnover)
- Focus on High Need Communities supported by data:
  - Extreme Childcare Deserts
  - Child Welfare Referrals
  - Infant Mortality
  - Low-income Birth Rates
- Identify underserved areas and high needs communities.
- Providers are reflective of communities served.
- Equitable compensation and supports.
- Fidelity to EHS/ECEAP (In-good standing).
- Early Achievers and Child Care Licensing (In-good standing).
- Applicants must meet minimum licensing standards and be enrolled in the Early Achievers Program.
- Demonstrate openness to receiving and provide TA/Training/Coaching to staff.
- Staff Qualifications – Importance of Infant and Toddlers.
- Facilities- outdoor and indoor.
- Alignment to Child Welfare/ Indian C.W.
- Evaluate site transitions: Home Visiting-Head Start-ECEAP.
- Importance of philosophy and shared mission in serving children with high needs.
- Philosophy about how to work/involve parents.
- Sites serving parent with high risks i.e. substance abuse.
- Site has a strong connection with community.

- Partnerships with Social Service Providers- Mental Health Community, Community Health Services and Early Intervention Services.
- Currently executing at least one of the following: Early Head Start, Head Start, Early Childhood Education and Assistance Program, tribally-funded early learning, Child Care Centers, or Family Home Providers.

Data Sources

2018 Washington State Health Assessment (PDF)

https://childcaredeserts.org/index.html

https://www.americanprogress.org/issues/early-childhood/reports/2018/12/06/461643/americas-child-care-deserts-2018/

https://eclkc.ohs.acf.hhs.gov/culture-language/article/making-it-work-implementing-cultural-learning-experiences-american-indian

https://eclkc.ohs.acf.hhs.gov/culture-language/article/administrators-managers-support-dual-language-learners

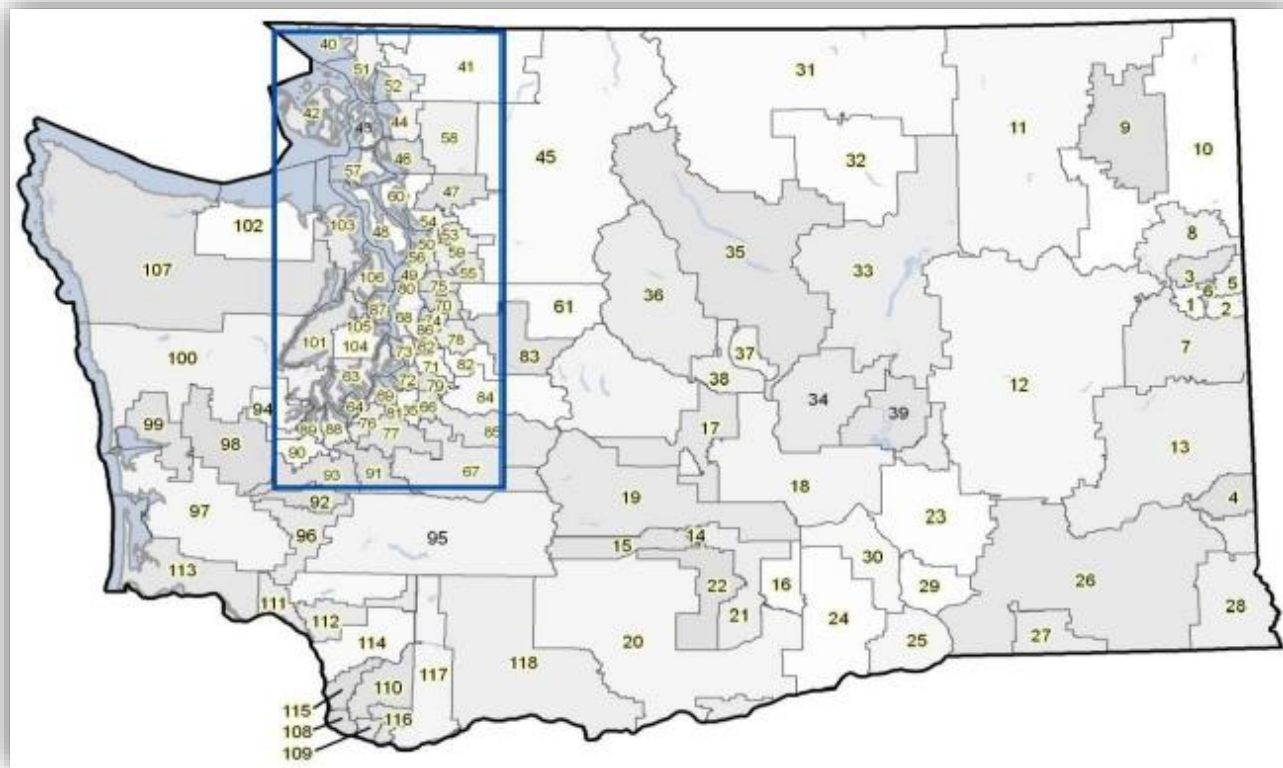**Extreme access deserts for high-quality child care- Washington State 2018**
This list includes all zip codes in WA state that the Early Learning Data Store (ELDS) has identified as *extreme access deserts* for high-quality child care. Extreme access deserts are an indicator of extreme need and do not represent the full unmet need for child care in a community.

The ELDS calculates extreme access deserts by comparing counts of children under age 5 who are eligible for subsidized services (ECEAP, Head Start, Early Head Start, and Subsidy) to counts of children under 5 who are actually served by these services at providers rated at quality in Early Achievers. Provider quality is estimated for unrated providers based on the percentage of rated providers in the same county who are rated **at** quality. This list is based on the December 2018 Early Learning Data Store (ELDS) extract.

Zip Code	County
98001	King County
98023	King County
98032	King County
98037	King County
98057	King County
98087	King County

98108	King County
98168	King County
98178	King County
98198	King County
98204	Snohomish County
98208	Snohomish County
98387	Pierce County
98408	Pierce County
98445	Pierce County
98498	Pierce County
98499	Pierce County
98662	Clark County
98663	Clark County
98664	Clark County
98684	Clark County
98901	Yakima County
98902	Yakima County
98908	Yakima County
98942	Yakima County
98944	Yakima County
99205	Spokane County
99207	Spokane County
99208	Spokane County
99301	Franklin County
99326	Franklin County
99336	Benton County
99337	Benton County
99352	Benton County
99353	Benton County
99354	Benton County

23 locales with the highest rates of child maltreatment
(measured as screened-in referrals)

Locales are single school districts or groups of school districts. If school districts are grouped into a single locale, the following rules were used:

> i. The total population within the grouping had to be at least 20,000 people.
> ii. The school districts grouped were part of a single Educational Service District.
> iii. The school districts grouped were similar in character (for example, they had similar proportions of students receiving school lunches).

Rate = rate of child abuse and neglect, this is the rate per 1,000 children in the population, as calculated by RDA in their Risk and Protective Factors profiles that are updated annually (see **here**)
Locale = this is simply the ID number of the locale
Victims of Child Abuse and Neglect in Accepted Referrals, Five Year Rates

The children (age birth-17) identified as victims in reports to Child Protective Services that were accepted for further action, per 1,000 children (age birth-17). Children are

counted more than once if they are reported as a victim more than once during the year. A "referral" is a report of suspected child abuse which may have multiple listed victims.

These data are reported by locale. Locales are school districts or groups of school districts that, when added together, include 20,000+ residents. At this threshold we are able to report rare events.

Rate = rate of child abuse and neglect, this is the rate per 1,000 children in the population, as calculated by RDA in their Risk and Protective Factors profiles that are updated annually.

Locale Number = this is simply the ID number of the locale

Rate	Locale	School Districts
68.26	1	Spokane
66.61	111	Longview
66.13	28	Asotin-Anatone, Clarkston
64.48	92	Centralia
63.22	99	Aberdeen, Cosmopolis, Hoquiam
62.61	112	Kelso
61.2	105	Bremerton
59.47	107	Brinnon, Cape Flattery, Crescent, Queets-Clearwater, Quilcene, Quillayute Valley
59.09	20	Bickleton, Goldendale, Mabton, Mount Adams
58.91	97	Boistfort, North River, Ocosta, Pe Ell, Raymond, South Bend, Willapa Valley
57.6	10	Cusick, Evergreen (Stevens), Loon Lake, Mary Walker, Newport, Selkirk, Summit Valley, Valley, Wellpinit
57.35	9	Chewelah, Colville
55.43	113	Naselle-Grays River, Ocean Beach, Wahkiakum
53.98	102	Port Angeles, Sequim
53.73	54	Marysville
53.38	76	Clover Park
53.29	32	Okanogan, Omak
52.33	45	Concrete, Darrington, Granite Falls, Index, Sultan
51.94	51	Ferndale
50.62	11	Columbia (Stevens), Curlew, Inchelium, Keller, Kettle Falls, Northport, Onion Creek, Orient, Republic
49.95	69	Tacoma
49.28	94	Griffin, Shelton
49.18	100	Grapeview, Hood Canal, Mary M Knight, North Beach, Pioneer, Quinault, Southside, Taholah, Wishkah Valley