

**REQUEST FOR INFORMATION
WA STUDENT ACHIEVEMENT COUNCIL
STUDENT FINANCIAL ASSISTANCE DIVISION**

RFI Title: SETuP

Response Date: May 23, 2022

Submit Response by email to: Marla Skelley, Associate Director for Compliance, SFA

E-mail: Marlas@wsac.wa.gov

Please contact the RFI Administrator by email

Section 1 – RFI Purpose

The Washington Student Achievement Council (WSAC), hereafter called WSAC is initiating this Request for Information (RFI) to inform agencies located in northwest part of Washington State interested in participating in a project to develop, implement, and administer a program of supplemental education transition planning for foster youth and unaccompanied homeless youth in Washington State as provided for in Chapter 28B.117 RCW. Responses will be used to determine who will be considered as viable vendors for the 2022-2023 contract year for SETuP beginning July 1, 2022.

Youth eligible for SETuP referral are Washington's foster youth and unaccompanied homeless youth between the ages of thirteen (13) and twenty-one (21). These youth remain eligible for continuing service following fulfillment of the permanent plan and through initiation of a postsecondary plan.

The purpose of the program is threefold: 1) to encourage current and former foster care youth and unaccompanied youth experiencing homelessness to prepare for, enroll in, and successfully complete higher education or a registered apprenticeship or pre-apprenticeship program; 2) to improve the high school graduation outcomes of foster youth and unaccompanied youth experiencing homelessness through coordinated P-20 and child welfare outreach, intervention, and planning; and, 3) to improve postsecondary outcomes by providing current and former foster care youth and unaccompanied youth who have experienced homelessness with the educational planning, information, institutional support, and direct financial resources necessary for them to succeed in higher education or a registered apprenticeship or pre-apprenticeship program.

Section 2 – Objectives and Scope of Work

The CONTRACTOR will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

1. The entity or entities shall provide supplemental educational transition planning to foster care youth in Washington state.
2. The nongovernmental entity or entities must facilitate the educational progress, graduation and postsecondary plan initiation of eligible youth. Youth eligible for referral are:
 - a. Not currently served by other programs under 28B.77.250.
 - b. Dependent pursuant to chapter 13.34 RCW.
 - c. Ages 13 through 21.
 - d. After high school completion, services are concluded within a time period specified in the contract to pursue engagement of continuing postsecondary support services provided by local education agencies, postsecondary education, community-based programs, or the Passport to Careers program.
3. The contracted entity or entities must improve the graduation rates and postsecondary plan initiation of eligible youth by two percent per year.
4. The supplemental transition planning shall include:
 - a. Consultation with schools and DCYF case workers to develop educational plans for and with participating youth.

- b. Age-specific developmental and logistical tasks to be accomplished for high school and postsecondary success.
 - c. Facilitating youth participation with appropriate school and local resources that may assist in educational access and success.
 - d. Coordinating youth, caregivers, schools, and social workers to support youth progress in the educational system.
5. The contracted entity or entities must have access to all paper and electronic education records and case information pertinent to the educational planning and services of youth referred and are subject to RCW 13.050.010 and 12.50.100.
6. The contracted entity or entities must report outcomes to the Council and DCYF semi-annually.
 - a. Consultation with schools and DCYF case workers to develop educational plans for and with participating youth.
 - b. Age-specific developmental and logistical tasks to be accomplished for high school and postsecondary success.
 - c. Facilitating youth participation with appropriate school and local resources that may assist in educational access and success.
 - d. Coordinating youth, caregivers, schools, and social workers to support youth progress in the educational system.
7. The contracted entity or entities must report monthly youth contact frequency and activities in which they participated.

Section 3 – Period of Performance

The period of performance of any contract awarded as a result of this RFI is scheduled to begin on or about July 1, 2022 and end on June 30, 2023.

Section 4 – Budget

The maximum budget for this contract is Fifty-eight thousand dollars (\$58,000). If there is more than one selected vendor, the value will be distributed among the eligible vendors.

Section 5 – Minimum Qualifications

Minimum qualifications include:

- The nongovernmental entity or entities shall have at least 10 years of working with foster care youth and assisting foster care youth in successfully making the transition from high school to a postsecondary plan, including postsecondary enrollment, career, or service.
- Licensed to do business in the State of Washington or provide a commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Bidder.
- Ten years experience serving foster youth and students who have experienced unaccompanied homelessness.
- Experience with providing postsecondary support to students who have experienced foster care or unaccompanied homelessness.

- Experience with working with postsecondary institutions, apprenticeship administrators, DCYF social workers, and other not for profit agencies supporting these students.
- Experience monitoring and measuring participants' progression.
- Experience filing required quarterly reports.

Vendors who do not meet these minimum qualifications will be rejected as non-responsive and will not receive further consideration.

Section 6 – Proposal Contents

The proposal is to be brief but should include:

1. **Letter of application** that provides specific examples of how the vendor meets each of the minimum desired qualifications.
2. **Staff resumes** outlining relevant experience
3. **Agency's experience** monitoring and measuring participants' progression.
4. **Provide an organizational** chart indicating lines of authority for personnel involved in performance of this potential contract.
5. **Agency's experience** working with postsecondary institutions, apprenticeship administrators, DCYF social workers, and other not for profit agencies providing support to foster youth and unaccompanied homeless youth, and other items described in this scope of work.

Section 7 – Administrative Requirements

7.1 RFI Administrator

Upon release of this RFI, all Vendor communications concerning this RFI must be directed only to the RFI Administrator listed below:

Marla Skelley (marlas@wsac.wa.gov)
 Washington Student Achievement Council (WSAC)

Vendors should rely only on written statements issued by the RFI Administrator. Responses to verbal requests for information or clarification will be considered unofficial until received in writing.

Questions regarding the RFI process must be submitted via email to the RFI Administrator listed above by Wednesday May 18, 2022. WSAC answers, only regarding the RFI process, will be posted online at wsac.wa.gov/contracts by COB Monday May 23, 2022. The name/company of the Vendor that submitted questions will not be identified.

7.2 RFI Timeline

This RFI is being issued under the following RFI timeline:

Activity	Timeline
RFI Issues	May 10, 2022
Process Questions from Vendors	May 18, 2022
RFI Responses Due from Vendors	May 23, 2022 By 3:00 PM Pacific Time

7.3 Cost of Response

Responders will not be reimbursed for any costs associated with preparing any response to this RFI.

7.4 Response Property of WSAC

All materials submitted in response to this RFI become the property of WSAC. WSAC has the right to use any of the content presented in any response to the RFI.

7.5 Public Records and Proprietary Information

Any information contained in the response that is proprietary or confidential must be clearly designated as such. The page and the particular exception(s) from disclosure 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. Marking the entire response as confidential will be neither accepted nor honored and may result in disclosure of the entire response. To the extent consistent with chapter 42.56 RCW, the Public Records Act, WSAC will maintain confidentiality of your information marked confidential or proprietary. If a request is made to view your proprietary information, WSAC will notify you of the request and of the date that the records will be released to the requester unless you obtain a court order enjoining that disclosure. If you fail to obtain the court order enjoining disclosure, WSAC will release the requested information on the date specified in its notice to you. WSAC's sole responsibility will be limited to maintaining the above data in a secure area and to notify you of any request(s) for disclosure for so long as WSAC retains your information in WSAC records. Failure to so label such materials, or failure to timely respond after notice of request for public records has been given, will be deemed a waiver by you of any claim that such materials are exempt from disclosure.

Thank you for your assistance and participation to this request.