

Program Evaluation RFP

Frequently Asked Questions

Given our submission is a partnership, we are wondering which forms are required to be submitted by each individual entity/organization. We are working together to develop a singular proposal response and budget, but we are wondering if we should plan to submit separate vendor certifications, price guarantees, and review of contract terms for each organization.

DPP requires that all required forms be submitted by the designated lead agency. The lead agency is the organization that will serve as the primary contracting entity with DPP and hold overall responsibility for the proposal, budget, and contract compliance. Partner organizations contributing to the proposal are not required to submit separate vendor certifications, price guarantees, or reviews of contract terms. However, their roles and responsibilities should be clearly described within the joint proposal and budget.

Does DPP have a limit for how much indirect cost may be accrued by each project?

While there is no strict indirect cost limit for DPP contractors, DPP encourages bidders to submit their lowest needed indirect costs as that will make their bid more competitive.

Is there a page limit for proposals?

There is no designated page limit for proposals.

What percentage of MBE/WBE/DBE participation is required to pass? Would participation by a woman-owned or minority-owned LLC count toward this percentage?

The Denver Preschool Program and our RFP process prioritize diversity, equity, and inclusion. Therefore, DPP treats this aspect of our scoring system as a yes-no designation, as it is binary, you either meet the criteria or you do not, with no middle ground. While no points are directly assigned to this category, in the event of a tie, it serves as a deciding factor. Offerors are expected to demonstrate their commitments to DEI within their proposals, emphasizing their strategies for promoting diversity, equity, and inclusion. Furthermore, we do not require businesses to certify for diversity status because the certification process can create barriers for the very minority or women-owned businesses this practice aims to assist.

Page 3 lists DPP's impact questions. The RFI provided a different list of research questions that DPP seeks to answer. Can you clarify which set of questions will guide the operations evaluation?

DPP utilized the RFI to gain insight into how DPP is moving from research questions toward impact questions. As outlined on page 3, DPP's impact questions will ultimately serve as the primary guide for the operations evaluation. While the RFI provided a broader set of research questions, those were intended to inform the transition and ensure alignment with stakeholder interests. For the purposes of this evaluation, the impact questions listed on page 3 will be the framework that directs our approach.

On page 8, the RFP states services will launch in January 2026 and pages 8 and 9 state that DPP may ask its current evaluator to fulfill the program year requirements if a new evaluator is selected. Given this should we plan for any data collection activities to begin in fall 2026? Should we budget for partial year evaluation activities in year 3 (fall 2029)?

Data collection should be planned for Spring 2026 and project wrap up and final reporting expected by December of 2029.

Do you have a preference for contract type (e.g., firm fixed price vs. time and materials)?

Contract type is considered as part of the overall proposal, and we encourage you to present the structure that best reflects your approach and strengths. Please put forward the option you believe most effectively supports the scope of work and demonstrates value.

Page 14 mentions providing contact information for prior project examples. Do you require contact information for every past project we list? In some cases, there has been staff turnover at client organizations, so we do not have current contact information for relevant projects.

No, we do not require contact information for every past project. Please provide contact information only for the most relevant projects, recognizing that in some cases client staff turnover may limit availability.

At the bottom of page 41, of the subject mentioned solicitation, there is an incomplete sentence, "With this in mind, DPP has established three main research priorities:" Would you be able to provide any missing information?

Thank you for catching this. The sentence at the bottom of page 41 was included in error and should have been deleted. Please disregard this incomplete sentence.

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How will the Catastrophic Event Assurance be evaluated? Would DPP please elaborate on what a firm should address in this document?

The Catastrophic Event Assurance will be evaluated on a binary basis: either it is provided or it is not. In reviewing the document, we look to ensure that the firm has a clear plan in place for responding to critical events, such as data breach, and established policies for continuity in the event of key personnel transitions.

May proposals include CVs or other relevant appendices?

Yes, proposals may include CVs and other relevant appendices as supporting materials.

The scope of work refers to the proposed evaluation “Project III.” Could you outline what ‘Project I,’ and ‘Project II’ are: purpose, status, and current evaluator? How do the data, timelines, or deliverables intersect with this new contract?

Project I, II (NORC) and Project IV (Butler Institute for Families at DU) are separate DPP evaluations with distinct purposes, timelines, and evaluators. Project III is intended to build upon these efforts while maintaining a unique focus. Data sharing and timelines will be coordinated across projects where relevant to ensure alignment and minimize duplication.

Who is currently under contract to evaluate any part of the Denver Preschool Program, and what are their primary focus areas?

DPP currently engages multiple evaluators with expertise in different areas of program evaluation. Each evaluator’s scope is defined by their project’s objectives (e.g., kindergarten readiness, longitudinal study, DPP operations and workforce evaluation). You can learn more at our website <https://dpp.org/about-us-impact/>

The RFP labels this contract “Project III” and lists five strategic Research Questions (RQs). Could you outline which RQs are assigned to Project I, Project II, and Project III respectively, particularly RQ1 (drivers of classroom quality) and RQ5 (linking investments to child outcomes)?

Each project aligns with one or more of the five strategic research questions. Project III will focus on the operational and impact evaluation of these questions. Project I, II and Project IV examines these questions through a different lens. Our monthly meetings ensure the coordination across projects ensures coverage of all RQs and reduces duplicative evaluation.

- What factors drive quality in early childhood education?
- What increases access to quality early childhood education for parents/guardians?
- What actions and programs lead to more equitable outcomes for Denver’s early learners?
- What increases the ability of parents/guardians to have choice among quality early childhood education opportunities?

- What early childhood investments can best support positive child outcomes?

The RFP notes that the scope of work may vary from contract year to contract year. What decision process and timeline will DPP use to adjust the scope, and the associated contract, for Years 2 and 3?

Adjustments to scope will be based on DPP priorities, available data, and budget considerations tied to annual tax revenue forecasts. Any modifications will be communicated during the annual contract renewal process, with sufficient time for planning and negotiation.

Does DPP hold an umbrella IRB, or should the evaluator plan to obtain new approvals for each study component?

Evaluators should plan to secure their own IRB approvals for relevant study components. Coordination with existing evaluators will occur as needed.

Does DPP hold a Master Data Sharing Agreement with providers?

DPP providers sign DPP's Provider Agreement annually, however participation in DPP evaluation is not mandatory.

For any RQs being addressed by Project I or II, what level of coordination is expected with the Project III evaluator?

Coordination will include all monthly team meetings, shared findings and shared deliverable timelines. Data collection, survey design and/or focus group protocols etc., will happen independently.

Which external partners will share data, and do data-sharing agreements already exist?

Key partners may include Denver Public Schools, Head Start, and Colorado Childcare Assistance Program. Some agreements are in place; additional agreements may be required based on project needs.

What is the status of the planned central data repository, and what will the evaluator's role be?

DPP contracts with MetrixIQ to oversee our central data repository. Evaluators will be expected to request data in formats compatible with the repository.

Can DPP clarify what is meant by a "photo-based employee identification system"?

This requirement refers to identification badges with photos and basic identifying information for all personnel entering preschool facilities. A government-issued photo ID (e.g., driver's license) may also suffice.

Will a federal Public Trust Security Clearance satisfy the requirement for background checks? Can DPP specify which checks are required?

If working with minors, all evaluators must submit a fingerprint-based background check, which is a search of both the [Colorado Bureau of Investigation \(CBI\)](#) and [Federal Bureau of Investigation \(FBI\)](#) records. This ensures the highest standards of safety and accountability.

Can DPP confirm that this RFP covers one project (Project III) for which a line-item budget should be submitted?

Yes, this RFP covers only project III. Proposers should provide a detailed line-item budget for Project III.

Can the Offeror provide a schedule of deliverables with associated costs as the “line items”?

Yes. A schedule of deliverables with associated costs is an acceptable format.

Should incentives be considered Special Costs?

Incentives for evaluation of participants are mandatory and should be included in your proposed budget.

Are references required for Stage 1, or will DPP request these only from offerors advancing to Stage 3?

References are required in the RFP submission due September 23, 2025.

Can Contractors submit Reimbursement Requests based upon submission and approval of deliverables according to the agreed-upon schedule and costs?

Yes. Reimbursement Requests may be submitted upon completion and approval of deliverables, consistent with the agreed schedule and contract terms.

May we use 10-point Times New Roman or an equivalent sans serif font for tables and figures and headers/footers, or must every part of the proposal, without exception, be 12-point Times New Roman?

Yes, tables and footers can be 10-point Times New Roman font.

Page 13 says that proposals must respond to Section IV Scope of Work requirements in the order given. Can you tell us which pages this refers to, so that we include a response to all required sections?

SOW can be found on page 9 of the RFP.

Page 14 requests biographies, but it does not request resumes. Are we allowed to include resumes as an appendix?

Yes.

Page 14 requests biographies for organization leadership. Can you clarify what type of position this refers to—is this intended to include executive leadership, such as a senior vice president, contractual contacts, financial governance staff, etc., or are you looking for leadership on the project itself?

This should only include leadership on the project.

Given that this is a hard copy paper submission, are original, wet signatures required on the proposal cover page as well as Attachment A, and all 12 copies?

Electronic signatures are accepted.

The RFP includes language that DPP may contract separately with partners rather than through a lead agency. Will there be one contract or multiple contracts?

DPP generally contracts with a lead agency, which is responsible for compliance and subcontractor relationships. While DPP reserves the right to issue multiple contracts, if necessary, in practice we have typically contracted with a lead agency.

The RFP references DPP values and research investment principles. Could you clarify what applicants should align with when describing their evaluation approach?

DPP is currently in the process of updating its strategic plan (covering 2026 and beyond) and evolving its brand. Equity, commitment to providers and families, and alignment with our community remain central values. Applicants should align proposals with DPP's Strategic Research Agenda, which continues to guide evaluation efforts.

Should proposals include bios or full CVs for project staff?

At a minimum, bios of key personnel should be included to show qualifications and community engagement experience. Full CVs may be added at the proposer's discretion.

The RFP references “implementation fidelity.” What factors are expected in relation to this?

This refers to alignment with DPP's city contract requirements. Evaluators should ensure that operational effectiveness and fidelity to statutory requirements are assessed as part of the evaluation.

The RFP (p. 4), as part of Measurements, requests that applicants “... include a detailed explanation of proposed instruments, questionnaires, and evaluation approaches...”; does this mean that DPP wants applicants to submit a proposed survey and focus group instruments as part of the proposal? If so, could you advise whether these should be embedded within the narrative or as appendices?

Yes. Applicants are encouraged to propose instruments and protocols that reflect their approach. These should be included as appendices.

The RFP includes research questions related to both equitable access and family choice. How does DPP distinguish between these concepts?

Access refers to affordability, proximity, and availability of culturally relevant programs. *Choice* reflects families' ability to select the type of preschool that best fits their needs (e.g., Montessori, play-based). Both are important but distinct dimensions.

On page 12, the RFP asks that the evaluator, "Triangulate qualitative insights with relevant DPP operational data (e.g., enrollment trends, application completions, customer service metrics)." Can you please tell us more about the operational data that would be available for the study?

Data sources include enrollment and application data, customer service metrics (via Metrics IQ), household income, geographic and socioeconomic information, and soon, digital referral source data. Evaluators will also have access to other relevant operational datasets.

On page 11 under key activities, it states to create and disseminate a family survey with 5-10 questions in the spring. Do you have a specific focus in mind for this survey? And is there a particular reason for administering it in the spring?

Spring is historically the best time for family participation, given enrollment cycles and reduced holiday or summer disruptions. No specific focus is mandated; DPP encourages applicants to propose innovative survey approaches.

We understand that Dr. Vi-Nhuan Le from NORC at the University of Chicago and Dr. Diana Schaack from the University of Colorado, Denver are the current evaluators (incumbents) of the Denver Preschool Program, is that correct? If so, will they submit a proposal for this RFP?

Current evaluators for **Projects I and II** include the University of Denver and NORC. They were not invited to submit proposals for this RFP. This RFP is for DPP **Project III**.

What additional datasets are available (state or national)?

DPP has agreements to access Colorado Universal Preschool data, Denver Public Schools student data, and is finalizing agreements with the Colorado Child Care Assistance Program (CCCAP) and Head Start. Evaluators may propose additional datasets and DPP will support negotiations where possible.

How do you use the Colorado Shines data in your decision making regarding the DPP?

Participation in Colorado Shines is required for providers. Ratings inform tuition credit scales and quality improvement support. Data are also used to assess program quality and guide supports for providers.

Does DPP collect program-level data that can be shared? For example, is information such as curricula, class size, and/or detailed QRIS data tracked for DPP programs?

DPP does not mandate a curriculum, but provider agreements include evaluation participation. Program-level data are collected when providers opt into evaluations, though completeness depends on provider participation.

Do the Project I or II teams have plans to collect data from families in Spring 2026?

Yes, they do. During our monthly team meetings, all evaluators have a chance to share what they are working on to ensure alignment with projects and reduce over survey and sampling of DPP families and providers.

Will Project III evaluators be responsible for all five research questions, or are some assigned to Projects I and II?

All five research questions serve as a guiding framework across projects. Project III has a unique family- and operations-focused role but may also contribute perspectives on child outcomes in coordination with Projects I and II.

Can you please describe the unique focus of each of the four evaluations?

- Project I: Child outcomes, including kindergarten readiness.
- Project II: Longitudinal outcomes (K–12 and postsecondary).
- Project III: Family and operations evaluation (current RFP).
- Project IV: Workforce evaluation, including provider support and well-being.

Does the child assessment data that is collected annually include each child's DPP program and/or teacher?

Students are assigned Denver Public Schools identifiers, allowing linkage to demographic and program data. Assessment scores, program participation, and preschool enrollment information are available. Teacher-specific data are more limited due to turnover.

The RFP references community advisors. Who should be included?

DPP does not currently maintain a standing advisory group. Applicants are encouraged to propose structures and participants (e.g., parents, providers, or community advocates) appropriate to their evaluation design.

Where will the final FAQ be posted?

The FAQ will be posted on the DPP website by the published deadline (September 4). Additional questions may be submitted until September 2.

We are planning to submit a proposal in partnership with another organization. If we submit one proposal from two partner organizations, are we able to submit the separate cost component for each partner in the budget, as part of the total budget?

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Yes, you can submit separate cost components in the budget.

In preparing the budget, is there any guidance from DPP on a limit to the indirect/overhead rate that may be charged?

While there is no strict indirect cost limit for DPP contractors, DPP encourages bidders to submit their lowest needed indirect costs as that will make their bid more competitive.