

**2019 Food and Nutrition Part II:
Farm to Preschool and Out-of-School Time
Request for Qualification
Information Session #2
Friday, June 21, 2019**

Date 06/04/19

Human Services Department



City of Seattle

Session Agenda

- Introduction
- Timeline
- HSD's Theory of Change
- Background & Program Requirements
 - Service/Program Model
 - Eligibility Criteria
 - Populations
 - Service Components
 - Performance Measures
 - Key Staff
- Submission Instructions
 - HSD Online Submission Instructions
 - Complete Applications
 - Fiscal Documents
- Rating Criteria
- Tips
- Appeal Process
- Q & A



Introduction

- This 2019 Food and Nutrition Request for Qualifications is an open and competitive funding process
- Approximately \$233,612.00 is available through the Sweetened Beverage Tax
- Funding awards will be made for the period of January 1, 2020 to December 31, 2020



Timeline

- Funding Opportunity Announcement

Tuesday, May 21, 2019

- Information Session #1

Tuesday, June 4, 2019, 10:30 a.m. – 12:00 p.m.
Columbia Branch, Seattle Public Library
Columbia Meeting Room
4721 Rainier Ave S. Seattle, WA 98118

Information Session #2

Friday, June 21, 2019

Webinar Session

10:00 a.m. – 11:00 a.m.

Contact: Jules.Posadas@Seattle.gov

- Last Day to Submit Questions

Monday, June 24, 2019 by 4:00 p.m.



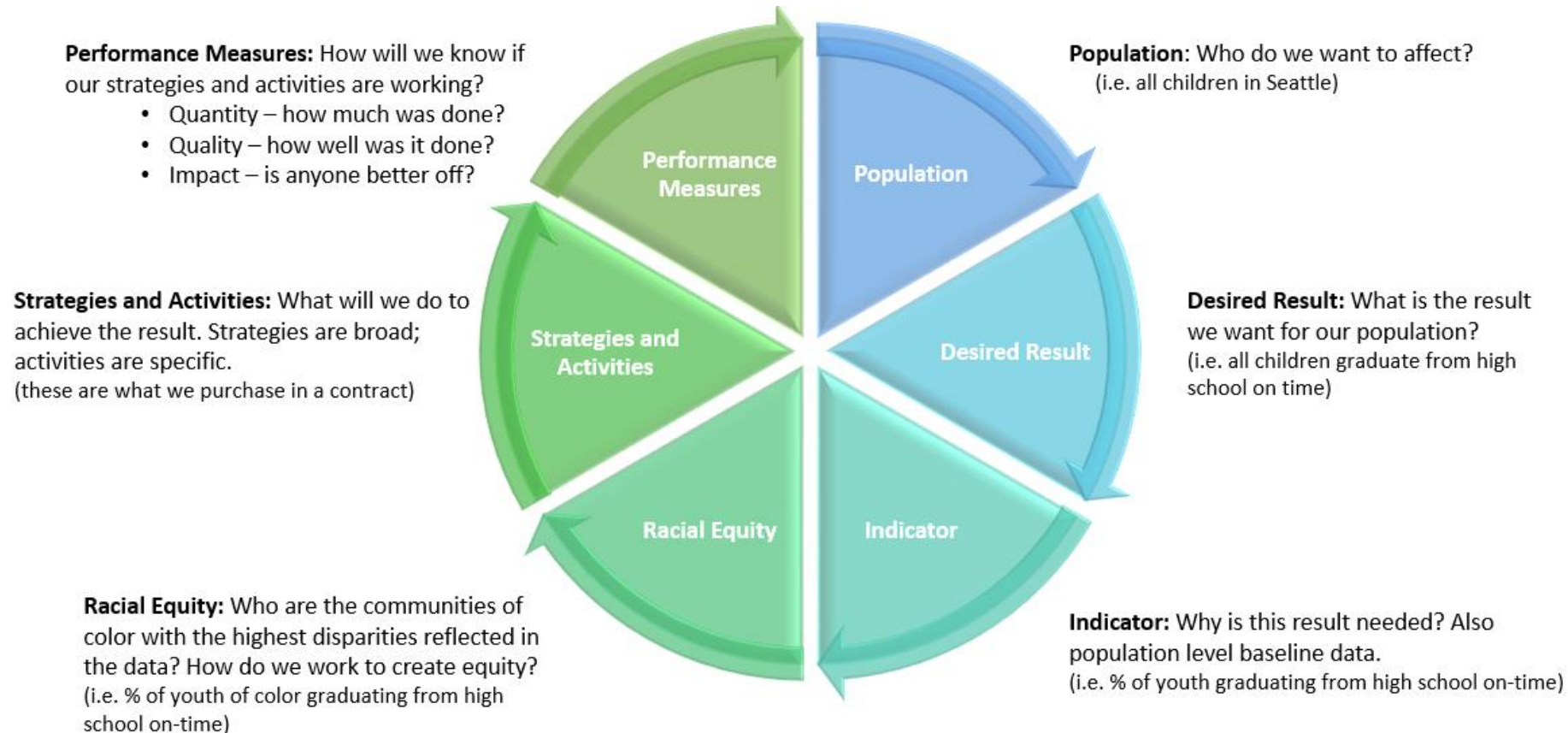
Timeline

- Application Deadline **Monday July 1, 2019
by 4:00 p.m.**
- Review & Rating Process **July 2, 2019 to July 25, 2019**
- Tentative Interviews and Site Visits **July 23, 2019**
- Award Announcement **August 23, 2019**
- Appeal Process **August 26, 2019 – September 5, 2019**
- Contract Start Date **January 1, 2020**



HSD Theory of Change

Uses Results-Based Accountability and leads with race



Background & Program Requirements (pg. 7)

- Background
- Service/Program Model
- Eligibility Criteria
- Populations
- Service Components
- Performance Measures
- Key Staff



Background & Program Requirements (pg. 7)

- In Seattle, about 13% of adults reported experiencing food insecurity.
- Seattle families with children experienced even higher rates of food insecurity, from 22% of families with young children (Best Starts for Kids Survey) to 51% of low-income families with children (Seattle Shopping and Wellness Survey).
- In 2010, the Seattle Farm to Table Partnership was formed to make healthy foods affordable to senior congregate and home-delivered meal programs and child care centers by cooperatively purchasing fresh produce directly from local farmers.



Service/Program Model (pg. 8)

The Farm to Preschool and Out-of-School time RFQ is focused on investing in two bodies of work:

1. Food Procurement

2. 2020 Program Design Process



Client Eligibility (pg. 8)

- Clients who receive services funded by this RFQ must live within the city of Seattle and be low income
- Below 400% of the Federal Poverty Level (FPL)



Population (pg. 8-9)

Priority Population is identified as a group (or groups) comprising a specific demographic (seniors, youth, families, etc.) or having a specific issue in common (behavioral health, violence-involved, etc.). The Priority Population for this investment opportunity is

- **low-income Seattle children and families**

Focus Population is identified as specific racial or ethnic groups within the priority population and with data showing the highest disparities in the investment area. Given the most recent data, Focus Populations for this investment opportunity are individuals and communities who identify as:

- **American Indian/Alaska Native**
- **Black/African American**
- **Native Hawaiian/Pacific Islander**



Service Components (pg. 9)

1. Food Procurement

- Including, but not limited to:
 - Assisting preschool and out-of-school time (OST) programs in ordering food from local farmers
 - Delivering food to preschool and OST programs
 - Connecting preschool and OST programs with local farmers for learning opportunities
 - Focus on procuring food from farmers of color and immigrant and refugee farmers



Service Components (pg. 9)

2. Program Design Process

- Including, but not limited to:
 - Convene a group of stakeholders to create the program design plan
 - Gather community input and program participant feedback to guide the program design plan



Performance Measures (pg. 9-10)

Service-dependent quantity, quality, and impact measures may include, but are not limited to:

Quantity

- Number of preschool and OST program sites receiving food orders
- Number of food orders per site placed by preschool and OST programs
- Number of unduplicated individuals, by race and ethnicity, served by preschools and OST programs
- Number of stakeholder meetings in the program design
- Number of agency partners and community members in the program design



Performance Measures (pg. 10)

Quality

- % of total menus reviewed by a nutrition educator that reflect healthy and culturally appropriate food ordered from the Farm to Preschool and OST program
- % of total farmers supplying food who are farmers of color and immigrant and refugee farmers
- % of agency partners and community members that participated in the program design



Performance Measures (pg. 10)

Impact

- % of total people served who report increased fruit and vegetable consumption



Key Staff (pg. 10)

Key staff should have experience:

1. Managing a food ordering and delivery system from farms to preschool and OST sites
2. Making connections between farmers and consumers
3. Developing partnerships to increase food access
4. Working with the priority and focus populations. Staff should also reflect the communities and populations served and be culturally competent



Submission Instructions (pg. 11)

- Applications due on Monday, July 1, 2019, 4:00 p.m.
- Mail or hand deliver to:
 - Seattle Human Services Department
 - RFQ Response – Farm to Preschool and Out-of-School Time
 - ATTN:** Jules Posadas
 - 700 Fifth Ave, Suite 5800
 - P.O. Box 34215
 - Seattle, WA 98124-4215
- Online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>.
- **No faxed or e-mailed submissions**
- Applications must be complete and on-time



Submission Instructions (pg. 11)

- The system is NOT an online Application – no saving
- You may upload files up to a maximum of 100 MB
- Acceptable file types include: .pdf .doc .docx .rtf .xls .xlsx
- There are required fields to be completed. ***Ensure you allow sufficient time to complete the steps in order to submit your application by the deadline.***
- The system automatically sends a confirmation to all e-mail addresses you enter



Complete Applications (pg. 15)

Late applications will not be accepted.

HSD is not responsible for ensuring that applications are received by the deadline.

Applications must include:

- Application Cover Sheet with a physical signature
- Narrative Response (10-page limit)
- Proposed Program Budget and Proposed Personnel Detail Budget form
- Proof of status as: IRS nonprofit, legal entity incorporation, or tribe
- Current Board of Directors roster
- Minutes from last 3 Board of Directors meetings
- Federally approved Indirect rate, if applicable
- Start-up timelines, as needed
- Partnership letters, as needed
- Specific to this RFQ, applicants that are a LLC can submit the following as a substitution to board meeting minutes and board of directors rosters:
 - Bylaws
 - Management meeting minutes
 - Management structure



Fiscal Documents (pg. 15)

- Agencies for which we have current financial and insurance documents will not be required to resubmit
- Agencies for which we have incomplete or no financial and/or insurance documents will be notified by the Coordinator and required to submit ALL requested documents within 4 business days from the date of written request
- Financial and Insurance documentation that may be requested are listed in Section IV. of the Application



Narrative Rating Criteria (pg. 12)

Scoring

Program Qualifications	30 points
Partnerships and Collaboration	25 points
Race and Social Justice	20 points
Capacity	15 points
Budget and Data	10 points
<i>Total: Narrative</i>	100 points



Possible Onsite Interview Rating Criteria (pg. 10)

Scoring

Standard Question	20 points
Custom Question	15 points
Custom Question	15 points
Total: Onsite Interviews	50 points



Review & Rating Summary

- Applications submitted
- Rating committee reviews complete applications
- Interviews/site visits
- Fiscal review
- Final recommendations to HSD Director
- Agency and public announcement



Tips

- Follow the required format defined in the Guidelines
- Be specific, detailed, and concise
- Answer all questions and in the context of your proposed program(s)
- Submit an accurate budget; double check your numbers
- Propose plans for addressing services that are not in place



Tips

- Have someone else read your application before submitting
- Meet the 10-page narrative limit
- Use the application submission checklist
- Start early
- Review the Online Submission Assistance Page for helpful information:
<http://web6.seattle.gov/hsd/rfi/help.aspx>
- **E-mail questions by the Q&A deadline 4:00 p.m., Monday, June 24, 2019: Jules Posadas at Jules.Posadas@seattle.gov**



Appeal Process

Applicants have the right to protest or appeal certain decisions in the award process

Grounds for Appeals:

- Violation of policies outlined in the Funding Process Manual
- Violation of policies or failure to adhere to guidelines or published criteria and/or procedures established in the funding opportunity

Appeals Deadlines:

- Appeals must be received within four (4) business days from the date of written application status (award/denial)
- A written decision by the HSD Director will be made within four (4) business days of the receipt of the appeal. The HSD Director's decision is final.

No contracts resulting from the solicitation will be executed until the appeal process has closed. An appeal may not prevent HSD from issuing an interim contract for services to meet important client needs.



Q & A

- Questions & Answers posted on RFQ website
- Only written answers are official
- Contact Jules Posadas at Jules.Posadas@seattle.gov with questions prior to Monday, June 24, 2019, 4:00 p.m.
- Any issues and/or questions about the online submission system, contact Mari Sugiyama, Funding Policy and Process Advisor, at (206) 684-0130 or mari.sugiyama@seattle.gov

