



Seattle Human Services

Equity • Support • Community



2023 Congregate Meals for Older Adults Request for Qualification (RFQ)

Information Session Presentation



Seattle
Human Services
Equity • Support • Community

Presentation Overview

- Timeline and Highlights
- Who can apply?
- Model
- Participant Eligibility
- Priority and Focus Populations
- Expected Performance
Commitments
- Staff Requirements and other
requirements
- Proposal
- Budget Sheets and other required
attachments
- Application
- Submission process
- Appeals
- Next steps
- Tips
- Questions?

Timeline

Activity	Timeline
Funding Announcement	March 1, 2023
Information Session #1	March 7, 2023 (in person only)
Information Session #2	March 9, 2023 (virtual only)
Last Day to Submit Questions to HSD	April 3, 2023 4:00 pm PDT
Application Deadline	April 12, 2023 12:00 pm (noon) PDT
Tentative Notification Date	June 27, 2023
Contracts Start	January 1, 2024

RFQ Highlights

- Congregate meal sites throughout King County that encourage the ability to socialize and enjoy a culturally relevant and nutritious meal
- Approximately \$3,295,179 is available
- Up to 15 proposals funded
- Contracts start Jan 1, 2024 (funding for 4 years)

Who can apply?

- Applicant or fiscal agent must meet all licensing requirements that apply to its organization. Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.
- Applicant or fiscal agent must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.
- Applicant or fiscal agent must be incorporated as a private non-profit corporation in the State of Washington and must have been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service, the applicant's 501(C) (3) status must be in good standing and must not have been revoked in the previous calendar year.
- OR, Applicant or fiscal agent is a federally-recognized or Washington State-recognized Indian tribe.
- Or, If the applicant or fiscal agent is a public corporation, or other legal entity established pursuant to RCW 35.21.660 or RCW 35.21.730, the applicant's status as a legal entity must be in good standing and must not have been revoked in the previous calendar year

Model

- Minimum of two sites in each major region of King County
 - Example, Sites A-D operate in the same region of King County
 - Site A: Monday/Wednesday/Friday
 - Site B: Tuesday/Thursday
 - Site C: Monday-Thursday
 - Site D: Friday only
- Transportation
- 25% Match requirement

Model Continued

- Meal Preparation
- High Quality Nutritious Meals
- Setting
- Facilities
- Enrollment and Donations

Participant Eligibility

- King County resident age 60+; or
- City of Seattle resident under age 60 that is an unpaid caregiver to an eligible participant.

Priority Population

Individuals:

- Residing in rural areas.
- With greatest economic need (with particular attention to low-income, Black, Indigenous, People of Color (BIPOC) individuals and older individuals residing in rural areas).
- With greatest social need (with particular attention to low-income, BIPOC individuals and older individuals residing in rural areas).
- With severe disabilities.
- With limited English proficiency.
- With Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals).
- At risk for institutional placement, specifically including survivors of the Holocaust.

Focus Population

- BIPOC Older Adults
 - American Indian/Alaska Native
 - Asian
 - Black/African American/African Descent
 - Hispanic/Latinx
 - Native Hawaiian/Pacific Islander

Expected Performance Commitments

- Quantity:
 - # of unduplicated older adults
 - # of meals
- Quality:
 - Older adults receive nutritious meals
 - Older adults receive meals that are culturally relevant
 - % of older adults who engage in activities provided with meals
- Impact:
 - % of older adults with increased food security as a result of Congregate Meals

Staff Requirements

- Adequate staff to deliver service
- Registered Dietitian Nutritionist (RDN)
- Access to a Certified Food Protection Manager (CFPM)

Other Requirements

- Basic enrollment information must be collected for all participants.
- All data must be entered into GetCare, a state data system.
- Applicants must be able to collect and report participant-level data.
- Nutrition Risk Screening must be offered to all participants.

Proposal

Section	Value
Proposal Description	55 points
Capacity, Experience and Commitment to Community	20 points
Collaborations and Subcontracting	15 points
Budget and Leveraging	10 points
Total	100 points

Budget Sheets

- Proposal Budget
- Personnel Detail Budget
- Meal Cost Worksheet

Submit completed excel workbook

Budget Sheet Instructions

- Complete Meal Cost Worksheet for each site on separate tab
- Site tabs will automatically feed into the Total Meal Cost Worksheet
- Proposal Budget will auto populate
 - Add other funding that will support meal program
 - Itemize expenses in categories listed below main budget sheet, as needed
- Manually enter Proposal Personnel Detail

Meal Cost Worksheet - Per Meal Site

Base Costs:

- Labor
- Fringe benefits
- Office supplies
- Rent
- Contractual Employment/Other Services
- Travel
- Insurance
- Utilities
- Other expenses
- Indirect costs

Meal Cost Worksheet - Per Meal Site

Unit Costs

- Food
- Supplies
- Other

Enter total # of meals

Meal Cost Worksheet – Per Meal Site Match

- Match (Volunteer Hours)
- Match (Other)

Meal Cost Worksheet – Text Box

Capacity to leverage other resources:

- Staff paid for by other funding
- Volunteers
- Monetary donations
- Food and supply donations

Summary of Proposal Deliverables

- Complete for each meal site
- Priority and focus population
 - Priority example: rural, low income, socially isolated, speaks another language (specify)
 - Focus population: include ethnicity or country(ies) of origin
- Enter 1 region per meal site
- Unit rate and monthly base should match Meal Cost Worksheet

Allocation Recommendation

- Participant population
- Geographic region
- Capacity to leverage other resources

Application

- Signed Application Cover Sheet (Attachment 2)
- Narrative Response (12 page limit, an additional page for each additional meal site up to 14 page max)
- Proposal Budget (Attachment 3), in excel
- Proposal Personnel Detail Budget (Attachment 4), in excel
- Meal Cost Worksheet (Attachment 5), in excel
- Menus for 10 consecutive meals
- Summary of Proposal Deliverables (Attachment 6)

Application Continued

If you are proposing:

- New meal site: Start-up timeline
- Subcontracting: Memorandum of Agreement
- Partnerships: Letter of Collaboration
- Fiscal Sponsorship: Letter of Agreement
- Nutrition Transportation: Attachment 10

Application Submission

- Applications can be submitted via online portal or email (either one, not both)
- No faxed, mailed or in-person submissions
- Applications must be complete and on-time. HSD is not responsible for ensuring that applications are received by the deadline.
- Applications due: **April 12, 2023 by 12:00 p.m. (noon) PDT**

How to Submit Your Application – Online

Submit online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>

Upload your application early in case you have an issue with your internet connectivity

- Not an online application – can't save your work
- Upload files up to a maximum of 100 MB
- Accepts: .pdf .doc .docx .rtf .xls .xlsx
- System automatically sends a confirmation to your email

Trouble with portal, email:

[HSD RFP RFQ Email Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov)

How to Submit Your Application – Email

- Email: HSD_RFP_RFQ_Email_Submissions@seattle.gov
- Email attachments are limited to 30 MB
- Subject heading must be titled: **2023 Congregate Meals for Older Adults RFQ**
- Any risks associated with submitting a proposal by email are borne by the applicant
- Applicants will receive an email acknowledging receipt of their application

What happens after applications are submitted?

- Rating committee reviews written applications
- Rating committee makes funding recommendations
- Recommendations go to HSD Director
- Agencies notified

Appeal Process

- Applicants have right to protest/appeal certain decisions in the award process
- Grounds for appeals:
 - Violation of policies outlined in the HSD 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:
 - Must be received within 4 business days from the date of written award/denial status
 - HSD Director's written decision will be made within 4 business days of appeal receipt. The HSD Director's decision is final.
- No contracts 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.

If awarded

- The current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the applicant's CFO, Finance Officer, or Board Treasurer.
- The most recent audit report.
- The most recent fiscal year-ending Form 990 report.
- A current certificate of commercial liability insurance (if awarded, the applicant's insurance must conform to General Terms and Conditions Agreement requirements at the start of the contract).
- Current verification of nonprofit status or evidence of incorporation or status as a legal entity. You must have a federal tax identification number/employer identification number.
- Proof of federally approved indirect rate, if applicable.

Tips

- Be specific and answer all parts of the questions
- Look at the rating criteria
- Double check your budget numbers (use Excel template)
- Have someone review your application
- Start early and allow lots of time for submission process
- Submit all required attachments
- Do not submit any materials not requested with your application
- Check website regularly as updates and changes could be made

Questions

- Send RFQ questions to: Angela.Miyamoto@Seattle.Gov
- All Q&A will be posted on HSD Funding Opportunity webpage (within 5 business days)
- Only written answers are official responses
- Deadline to receive questions: April 3, 2023 by 4:00 pm PDT

<https://www.seattle.gov/human-services/for-providers/funding-opportunities/2023-congregate-meals-rfq>

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2023 Congregate Meals for Older Adults RFQ

The Aging and Disability Services Division of the City of Seattle Human Services Department (HSD) seeks applications from a diverse group of agencies interested in helping older adults maintain their quality of life and age in place by addressing their nutritional needs.

This RFQ invests in agencies that offer a place where older adults receive a culturally relevant, nutritionally balanced meal and have the opportunity to socialize with their peers.

Approximately \$3,295,179 is available through this RFQ from the following sources: \$1,967,373 in [Older Americans Act](#) funds, \$351,487 in [Nutrition Services Incentive Program](#) and \$976,319 in HSD General Fund dollars.

HSD intends to fund a maximum of 15 Congregate Meals for Older Adults proposals. Initial awards will be made for the period of January 1, 2024 - December 31, 2024. While it is the City's intention to renew agreements resulting from this funding opportunity on an annual basis through the 2027 program year, future funding will be contingent upon performance and funding availability.

RFQ Materials

[Congregate Meals for Older Adults RFQ Cover Letter](#) PDF

[Congregate Meals for Older Adults RFQ Guidelines & Application](#) PDF

[Congregate Meals for Older Adults RFQ Guidelines & Application](#) Word

[Congregate Meals for Older Adults RFQ Theory of Change](#) PDF

[Congregate Meals for Older Adults RFQ Budget Worksheets](#) Excel

Questions? Please email Angela Miyamoto:

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