



# Seattle Human Services

**Equity • Support • Community**



# 2025 Farm to Family Child Care Request for Qualifications

## Information Session

Tina Skilton, Senior Planner



**Seattle**  
Human Services  
Equity • Support • Community

# Proprietary and Confidential Information

The State of Washington's Public Records Act (Release/Disclosure of Public Records) Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) states **that all materials received or created by the City of Seattle are considered public records**. These records include but are not limited to: RFP/Q narrative responses, budget worksheets, board rosters, other RFP/Q materials, including written/or electronic correspondence. In addition, HSD RFP/Q application materials are released to rating committee members, and all rating committee members must sign and adhere to the Confidentiality and Conflict of Interest Statement. **Personal identifiable information entered on these materials are subject to the Washington Public Records Act and maybe subject to disclosure to a third-party requestor.**

- Examples of personal identifiable information include:
- First Name
- Last Name
- Date of Birth
- Social Security Number
- Financial Account Number
- Driver's License Number or other State Identification Number

HSD does not require social security numbers on application materials or reports. For doing business with the City or HSD, it is recommended to obtain a federal taxpayer identification (EIN) number.

# What We Will Talk About Today

- Introduction
- Guidelines
  - Timeline
  - Who Can Apply?
  - Background
  - Service Requirements
  - Vendor Eligibility
  - Invoicing, Data, and Contracting Requirements
  - HSD Service Supports
- Application
  - Submission Instructions
  - Complete Applications
  - Rating Criteria
  - What happens after submissions?
  - Tips
- Appeal Process
- Q & A Instructions

# Introduction

This 2025 Farm to Family Child Care RFQ is an open and competitive funding process

- Approximately \$72,900 is available through the Washington State Department of Agriculture (WSDA) Farm to School Purchasing Grant
- Vendor Services to Include:
  - Procuring Washington grown produce that is child care menu appropriate, culturally relevant, and with a focus on BIPOC, immigrant and refugee, women-owned, and small farms
  - Delivery of produce, including customer service to providers and coordination with HSD staff
  - Providing nutrition education materials
- Funding awards will be made for the period of March 1, 2026 to June 30, 2027
  - Approximately 3 months of deliveries March 2026 -June 2026
  - Approximately 4 months of deliveries July 2026-June 2027 (service months to be negotiated in contract)

# Guidelines



# Timeline

| Funding Process                     | Timeline                                           |
|-------------------------------------|----------------------------------------------------|
| Funding Opportunity Announcement    | Thursday, November 13, 2025                        |
| Last Day to Submit Questions to HSD | 5:00pm, Thursday November 20, 2025                 |
| <b>Application Deadline</b>         | <b>12:00pm (noon), Wednesday, December 3, 2025</b> |
| Agencies Notified                   | Week of January 19, 2026                           |
| Appeals Deadline                    | 12:00pm (noon), Friday, January 23, 2026           |
| Vendor Agreements (contracts) Start | March 1, 2026                                      |

# Who can apply?

## HSD Agency Minimum Eligibility Requirements

Applications for HSD funding opportunities will be accepted from any legally constituted entities that meet the following minimum eligibility requirements:

- Applicant 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. I.E, LLC, Sole Proprietorship, S-Corp or C-Corp, or Public Development Authority.
- Applicant must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.
- Applicant 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 is a federally recognized Indian/Native American tribe. OR
- Applicant 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.

If the applicant is using a fiscal sponsor, the fiscal sponsor must meet the minimum eligibility requirements above.

Any other criteria specific to this funding opportunity will be outlined in Guidelines Section IV. For applicants with fiscal sponsors, program specific requirements in Section IV may be met by either the applicant, the fiscal sponsor, or a combination of both.

# Overview (pg. 3)

HSD seeks to secure one vendor to supply Community Supported Agriculture (CSA) boxes or bags of Washington grown produce with bi-monthly delivery service to 60-70 King County family home child care providers participating in the Child Care Nutrition Program and serving approximately 800 children.

# Who Receives Services (pg. 4-5)

- HSD's Child Care Nutrition Program (CCNP) sponsors about 100 family home child care providers in King County to participate in the United States Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP); HSD's main role as a sponsor is as a pass-through agency for USDA funds to participating CCNP providers to pay for healthy meals and snacks as well as ensuring menu compliance to CACFP meal pattern guidelines.
- Additionally, since 2022 HSD has procured Washington State Department of Agriculture (WSDA) grant dollars, for additional pass-through funding to ensure the children in CCNP family child care have access to quality local produce and that local farmers have an additional pathway to sell their products.
- HSD will provide the selected CSA vendor with a delivery roster of 60-70 home child care providers.

# Service Components (pg. 5)

## Vendor Services to Include:

- Procuring Washington grown produce that is child care menu appropriate, culturally relevant, and with a focus on BIPOC, immigrant and refugee, women-owned, and small farms
- Delivery of produce, including customer service to providers and coordination with HSD staff
- Providing nutrition education materials

# Service/Program Model (pg. 5 )

## Procurement of Produce

Procuring Washington grown produce for CSA boxes or bags that is child care menu appropriate, culturally relevant, and with a focus on BIPOC, immigrant and refugee, women-owned, and small farms. Procurement should include:

- Fruits, vegetables, leafy greens, and herbs
- Must be 100% Washington grown
- Prioritize purchases from small (defined as \$350k or less in annual sales) direct marketing farms and farms operated by a diverse variety of farmers including BIPOC, women, veteran, LGBTQ+, and socially disadvantaged farmers.

# Service/Program Model (pg. 5 )

## Delivery of CSA Bags or Boxes

Delivery of produce, including customer service to providers and coordination with HSD staff with:

- Delivery to all of King County
- Monday and Tuesday deliveries
- Coordinate delivery logistics with HSD staff
- Provide customer service and issue resolution to providers

# Service/Program Model (pg. 5 )

## Nutrition Education Materials:

Providing nutrition education materials in each CSA bag/box that includes content such as:

- Recipes
- produce processing and storage tips
- nutrition information
- serving suggestions
- farm and farmer highlights

# Vendor Eligibility (pg. 6-7)

## Qualified vendors will have:

- experience in procuring a wide variety of produce from Washington farms
- capability of providing bi-monthly front-door deliveries in all of King County
- provide nutritional education inserts in each CSA bag or box with produce highlights, recipes, nutrition information, and farm and farmer highlights
- customer service experience regarding deliveries to participating providers
- strong food justice approach

Highly qualified vendors will have all or most of the skills and qualifications listed on pages 6-7 of the Guidelines.

# Performance Measures (pg. 6-7)

**HSD measures performance for the vendor agreement resulting from this RFQ by quantity – how much service is being delivered.**

2025 Farm to Family Child Care performance measures may include, but are not limited to the following:

- # of CCNP Providers who receive CSA deliveries
- # of CSA bags delivered
- # of partner farmers owned and operated by BIPOC, immigrant and refugee, women, LGBTQ, and tribal farmers



# Invoicing Requirements (pg. 7)

**In addition to the HSD Agency Minimum Eligibility Requirements, agencies must also adhere the following criteria:**

## **Invoicing**

Awardee is required to submit detailed invoices (template not supplied by HSD) monthly to HSD, in a timely manner. To satisfy funder requirements, invoices must detail:

- The specific types of produce procured and delivered
- The quantity/volume of produce
- The farm(s) produce was sourced from
- Location of the farm(s)
- Demographics of farm owner(s)
- Price of produce



# Data and Contracting Requirements (pg. 7)

**In addition to the HSD Agency Minimum Eligibility Requirements, agencies must also adhere the following criteria:**

## **Data Retention**

Awardee must retain copies of appropriate receipts, paid invoices, or other financial records to support all food items listed on the Monthly Invoice for a period of six (6) years.

## **Debarment Regulations**

Awardee must not be debarred or suspended from receiving federal funds.

## **Fiscal Sponsor**

If you have a fiscal sponsor, provide a signed letter of agreement from the sponsor. The letter will not count toward the 4-page narrative response limit. The HSD fiscal sponsor requirements can be found here: [HSD-FiscalSponsor-Requirements.pdf](#)



# HSD Service Supports

**As a vendor, you will partner with HSD Child Care Nutrition Program staff to facilitate successful program delivery. HSD Services to Include:**

- Provide child care provider list with address and contact information
- Communicate provider or program changes to vendor in a timely manner
- Compile and retain qualitative feedback from providers and coordinate with vendor to resolve any service delivery issues that may be identified.
- Compile and retain written feedback from providers to be used in twice yearly reporting to funder.
- Track and report on demographic data of providers and children receiving services



# Application



# Submission Instructions (pg. 1)

**Applications due by: 12:00pm (noon) on Wednesday, December 3rd, 2025**

- Applications must be complete and on-time

## **Two Options to Submit:**

- Email HSD RFP RFQ Email Submissions@seattle.gov.

**OR**

- Online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>.



# HSD Online Submission System (pg. 6)

- The system is NOT an online Application – no saving
- You may upload files up to a maximum of 30 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. 7)

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 (4-page limit)
- Proposed Program Budget and Proposed Personnel Detail Budget form
- Service Deliverables Worksheet
- Sample Nutrition Education Materials Bag Insert
- Letter of Agreement from fiscal sponsor (if applicable)



# Fiscal Documents

Agencies are required to submit ALL requested fiscal and insurance documents within 4 business days from the date of written request

The following documents are required at the time of award announcement:

1. The current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement, and Statement of Cash Flow, signed by the organization's CFO, Finance Officer, or Board Treasurer; and
2. The most recent audit report. If unavailable, board-approved financial statements for the audit period will be requested; and
3. The most recent fiscal year ending Form 990 report or relevant tax filings.



# Fiscal Sponsors (if applicable)

- Applicants that have a fiscal sponsor, must ensure their fiscal sponsor can meet all criteria as listed in the HSD Fiscal Sponsor Requirements document.
- Fiscal Sponsors are required to comply with all HSD contracting requirements and the Master Agency Services Agreement.
- Fiscal sponsors are required to submit financial documents to HSD at the request of the RFQ coordinator.



# Rating Criteria (pg. 2-5)

## Scoring

|                                         |     |
|-----------------------------------------|-----|
| Program Description                     | 25% |
| Capacity and Experience                 | 40% |
| Food Equity and Values Based Purchasing | 10% |
| Budget & Leveraging                     | 25% |



# Review and Rating Summary

- Applications submitted
- Rating committee reviews complete and on-time applications
- 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 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 (continued)

- Have someone else read your application before submitting
- Meet the 4-page 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 Thursday, November 20th, 5:00pm:  
Tina.Skilton@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.



# Questions?

- Questions & Answers posted on RFQ website
- Only written answers are official
- Contact Tina Skilton with questions prior to Thursday, November 20th, 5:00pm
- Any issues and/or questions about the online submission system, contact Sola Plumacher, Funding Policy and Process Advisor at [Sola.Plumacher@seattle.gov](mailto:Sola.Plumacher@seattle.gov)



# Thank you for your time!

Tina Skilton, Senior Planner



**Seattle**  
Human Services  
Equity • Support • Community