

# 2021 Geographic Specific – Delridge, Georgetown, South Park – Food Bank Services Request for Proposal Information Session

February 12, 2021



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- 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.

# Session Agenda

- Introduction
- Timeline
- Background & Requirements
- Submission Instructions
- Review and Rating Process
- Tips
- Appeal Process
- Q & A

# Introduction

- This 2021 Geographic Specific Food Bank Services RFP is an open and competitive funding process
- Approximately \$113,808 is available through the Sweetened Beverage Tax (SBT) and City of Seattle General Fund
- Funding awards will be made for the period of July 1, 2021 to December 31, 2021

# Timeline

<b>Funding Opportunity Released</b>	<b>Wednesday, January 20, 2021</b>
<b>Information Session</b>	Friday, February 12, 2021 10:00 a.m. – 11:30 a.m. PST
<b>Last Day to Submit Questions</b>	Friday, March 5, 2021 by 12:00 p.m., Noon PST
<b>Application Deadline</b>	<b>Wednesday, March 24, 2021 by 12:00 p.m., Noon PST</b>
<b>Interviews, as applicable</b>	Monday, April 12, 2021 - Wednesday, April 21, 2021
<b>Planned Award Notification</b>	Friday, June 4, 2021
<b>Contract Start Date</b>	Thursday, July 1, 2021

*HSD reserves the right to change any dates in the RFP timeline.*

# Performance Measures (pg. 5-6)

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

- Quantity
  - Pounds of food distributed
  - Number of food bank visits
  - Number of meals served
  - Number of home food deliveries
  - Number of unduplicated individuals served
  - Number of food bags and weekend backpacks distributed
  - Number of food banks and meal programs served
  - Number of assessments and applications to food and nutrition and/or affordability services
  - Number of nutrition education sessions offered
- Quality
  - Percent of nutritious, culturally appropriate food distributed
  - % of those who need services and are connected to benefit programs
- Impact
  - Percent of people reporting reduced hunger
  - Percent of people reporting increased access to nutritious, culturally appropriate food
  - Percent of people reporting increased fruit and vegetable consumption
  - Percent of people reporting basic needs are met or improved after enrolling in one or more of the following programs: food, housing, utilities, childcare, GED/Post-secondary education, employment or job training, health care, transportation



# Background and Requirements (pg. 7-9)

- Background & RFP Rationale
- Service/Program Model
- Eligibility Criteria
- Populations
- Service Components
- Key Staff



# Background

- An estimated 271,380, or ten percent of King County households, cannot afford healthy food, and nearly half of those households are not eligible for the Supplemental Nutrition Assistance Program (SNAP).
- Surveys conducted by Best Starts for Kids and the Seattle Shopping and Wellness survey identified approximately 3% of adults in Seattle reported experiencing food insecurity, with that rate increasing to 22% for families with children, and even further to 51% for low-income families with children.
- People of color, lower-income populations, and those who identified as lesbian, gay, or bisexual more commonly reported experiences of food insecurity when compared to the data gathered on other populations. Participation in SNAP continues to rise among older adults.





# Background & RFP Rationale

- Seattle City Council passes Sweetened Beverage Tax (SBT) Ordinance
- Human Services Department (HSD) listening circles identify nutritious and affordable food priority
- Southwest Seattle identified as priority region for food bank services

# COVID-19 & Food Security

- 18% more households in King County received food assistance by June 2020, compared to January 2020, equating to an additional 17,300 households.
- 1 in 3 Seattle residents reported not accessing food because it was not familiar to them due to not being culturally appropriate.



# Service/Program Model (pg. 7-8)

- This Geographic Specific Food Bank Services RFP is to provide food bank services to low-income individuals in Georgetown, South Park, and Delridge Neighborhoods.

# Client Eligibility (pg. 8)

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

# Population (pg. 8)

## Priority Population

- The *Priority Population* for this investment opportunity is **low-income Seattle residents.**

## Focus Population

- American Indian/Alaska Native
- Black/African American
- Native Hawaiian/Pacific Islander
- Hispanic/Latinx



# Service Components (pg. 8)

- Expected Service Components:
  - Basic food bank operations (required)
  - Food Bank Services, including but not limited to:
    - Home Delivery
    - Meal Programs
    - Weekend Hunger Programs
    - Social Service Navigation Assistance

# Key Staff (pg. 9)

- Staff should reflect the communities and populations served, be culturally and linguistically competent, and have experience working with the priority and focus populations.



# Submission Instructions (pg. 10)

- Applications due on Wednesday, March 24, 2021 by 12:00 p.m., noon PST
- **Via Email**: Email to [HSD RFP RFQ Email Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov) . Any risks associated with submitting a proposal by email are borne by the applicant. Email attachments are limited to 30 MB. The subject heading must be titled: **202101 Geographic Specific Food Bank Services RFP**
- Online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>
- **No faxed or mailed submissions**
- Applications must be complete and on-time

# HSD Online Submission System (pg. 10)

- 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. 14-15)

The application may not exceed a total of 10 pages including the narrative sections and attachments (unless the attachment is requested and specifically states that it will not count toward the page limit). Pages which exceed the page limitation will not be included in the rating.

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

# Fiscal Documents (pg. 20-22)

- 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

# Fiscal Sponsors (if applicable)

- Applicants that have a fiscal sponsor, must ensure their fiscal sponsor can meet the 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 as outlined in the application and/or at the request of the RFP coordinator.

# Rating Criteria (pg. 11-14)

## Scoring

Program Design & Description	20
Population Needs	20
Cultural Competency, Race and Social Justice	20
Capacity and Experience	10
Partnerships and Collaboration	10
Budget and Leveraging	10
Data and Fiscal Management	10

# Review and Rating Process

- Applications submitted (**March 24, 2021**)
- Rating committee reviews complete applications (**April 5, 2021 – May 12, 2021**)
- Fiscal review (**April 12, 2021 – April 30, 2021**)
- Final recommendations to HSD Director (**May 12, 2021**)
- Agency and public announcement (**June 18, 2021**)



# 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 (continued)

- Have someone else read your application before submitting
- Meet the 10-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 Monday March 5, 2021, noon PST:  
Amaury Ávalos at [amaury.avalos@seattle.gov](mailto:amaury.avalos@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 RFP website
- Only written answers are official
- Contact Amaury Ávalos with questions prior to Monday, March 5, 2021, noon PST
- Any issues and/or questions about the online submission system, contact Monique Salyer, Funding Policy and Process Advisor, at [monique.salyer@seattle.gov](mailto:monique.salyer@seattle.gov)

# Thank you!