



# Aging and Disability Services Nutrition Request for Proposal Information Session

April 19 and 20, 2017



## Summary

- Review timeline
- Investment area and funding source
- Area Agency on Aging
- HSD's Outcomes Framework
- Agency Eligibility
- Submission Process
- Review and Rating Process
- Appeal Process
- Overview of Home Delivered Meals RFP
- Overview of Congregate Meals RFP
- Overview of Registered Dietitian Services RFP
- Response Tips
- Help Sessions
- RFP Coordinator: Angela Miyamoto – [Angela.Miyamoto@Seattle.Gov](mailto:Angela.Miyamoto@Seattle.Gov)



# Timeline

- Funding Opportunity Announcement Monday, April 10, 2017
  - Seattle Daily Journal of Commerce
  - HSD Funding Opportunities Web Page <http://www.seattle.gov/humanservices/information-for-grantees>
  - Mayor's Weekly/HSD Blog website/Life Lines newsletter
- Information Sessions Wednesday, April 19, 2017, 1:00 pm - 3:30 pm  
Renton Highlands Library (2801 NE 10th St, Renton)

Thursday, April 20, 2017, 10:00 am - 12:30 pm  
Bellevue City Hall, Council Chambers (450 110<sup>th</sup> Ave NE, Bellevue)
- Help Sessions Tuesday, April 25, 2017, 3:00 pm - 6:30 pm  
Valley View Library (17850 Military Rd S, SeaTac)

Monday, May 1, 2017, 9:30 am - 1:00 pm  
Bellevue Library (1111 110th Ave NE, Bellevue)
- Last Day to Submit Questions Thursday, May 11, 2017 by 12:00 p.m.
- **Application Deadline** **Wednesday, May 24, 2017 by 12:00 p.m.**
- Review & Rating Process May 31, 2017 – July 10, 2017
- Interviews and Site Visits, as Applicable July 10, 2017 – July 14, 2017
- Planned Notification Date Thursday, August 17, 2017
- Appeal Process August 18, 2017 – September 1, 2017
- Public Announcement of Awards September 14, 2017
- Contract Start Date January 1, 2018



## Investment Area and Funding Source

- The Home Delivered Meals, Congregate Meals, and Registered Dietitian Services Request for Proposals are an open and competitive funding process.
- Approximately \$3.6 million is available through federal and local funds so older adults experience stable health and are able to age in place.
- Funding awards will be made for the period of January 1, 2018-December 31, 2018.
- Continued investment after the initial contract period will be contingent on successful performance and funding availability.



## Results-Based Accountability Framework

HSD has developed a strategy for results-based accountability and addressing disparities to ensure that the most critical human service needs are met by:

- **Defining** the desired results for the department's investments;
- **Aligning** the department's resources to the desired results; and
- **Evaluating** the result progress to ensure return on investment.





# Results-Based Accountability Framework

The following desired results that would indicate success have been established based on identified community values.

## VISION

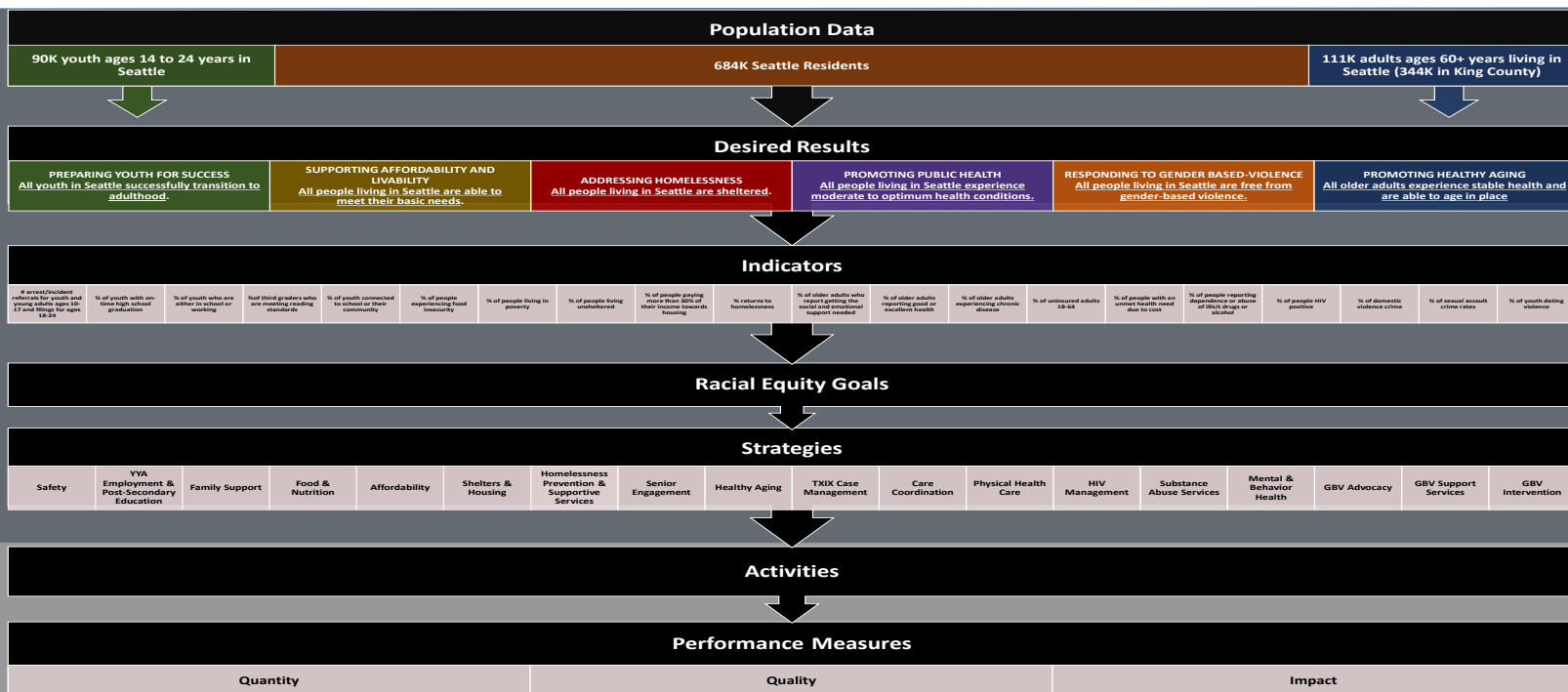
### HEALTHY COMMUNITIES, HEALTHY FAMILIES

All basic needs in our communities are met through innovative and collaborative approaches. Greater Seattle is a place where the richness of our diversity is valued, all of our communities thrive, and people grow up and grow old with opportunity and dignity

## MISSION

To connect people with resources and solutions during times of need so we can all live, learn, work, and take part in strong, healthy communities.

EXTERNAL PLAN



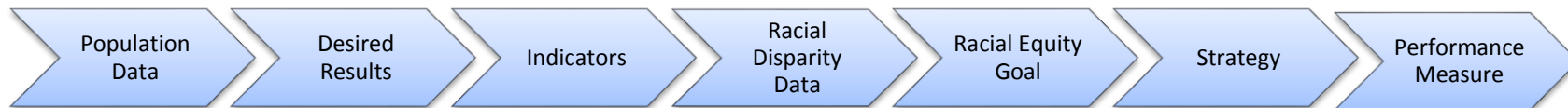
CONTRACTS & DIRECT SERVICES



# Results-Based Accountability Framework

HSD's **Theory of Change** ensures that data informs our investments – particularly around addressing disparities – and shows the logical link between the desired results, indicators of success, racial equity goals based on disparity data, strategies for achieving the desired results, and performance measures. With this model, HSD can ensure that resources are appropriately aligned to address the most critical human service needs based on the analysis of the entire population level data.

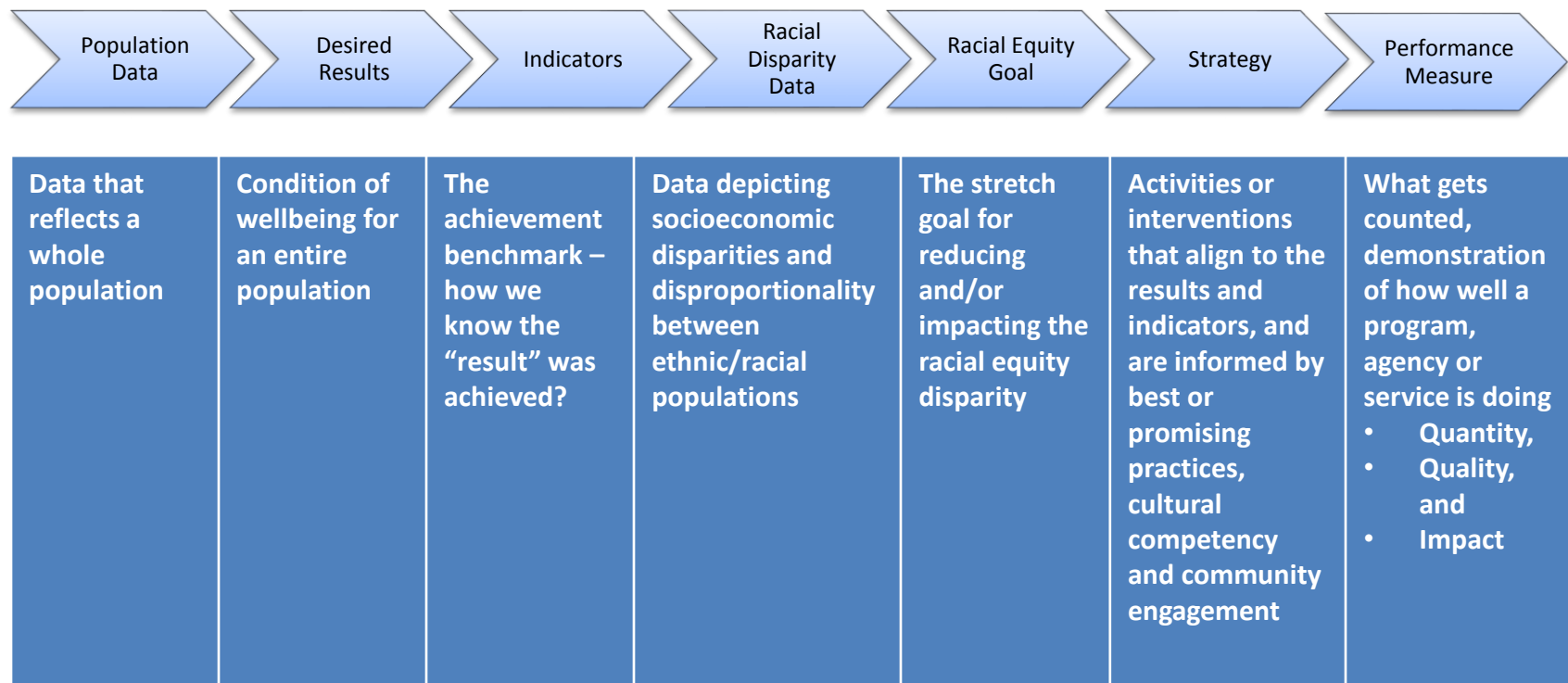
All investments resulting from HSD's funding opportunities will align with the **Theory of Change**.





# Results-Based Accountability Framework

## HSD's Theory of Change:







## Collaborations and Subcontracting

- Human Services Department commitment to achieve results and racial equity.
- Home Delivered Meals and Congregate Meals RFPs – Subcontracting relationship. (Pages 21-22)



# Agency Eligibility

- 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.
- 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 tribe in the State of Washington
- OR
- If the applicant is a public corporation, commission, other legal entity or authority 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.
- Must have at least two years of successful experience (see RFP for specific guidelines)
- The applicant demonstrates the capability to meet program expenses in advance of reimbursement (RFP specific).



## Review and Rating Process

- 1) Review for minimum eligibility and application completeness. Applications that are late, incomplete, or did not follow the required format will be deemed ineligible and will not be rated.
- 2) On-time, complete applications meeting all eligibility requirements are forwarded to the Rating Committee for their review and rating according to the rating guidelines. The Rating Committee will make funding recommendations to the HSD Director.



## Review and Rating Process

- Agency Financials and Insurance information will be requested only of agencies whose applications meet minimum eligibility and move to the rating committee.
- 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. Be sure you are prepared to provide these to the Coordinator upon request.



## Review and Rating Process: Minimum Eligibility Screening

- 1) HSD will notify applicants, as soon as possible and in writing, if the application was incomplete or did not meet the minimum eligibility requirements and will therefore NOT be rated by the rating committee.
- 2) Applicants who believe that this determination was made in error may submit a written appeal within **5 business days** from the date of written notification by HSD.
- 3) Such an appeal will only be determined to have merit if the applicant proves that the application did meet the minimum requirements, qualifications, formatting standards, and was complete.
- 4) No additional information or details not included in the original application will be considered.
- 5) A successful appeal will result in the inclusion of the application in the review and rating process (and does not guarantee an award).





## Submission Deadline

- Submission deadline is **Wednesday, May 24, 2017 by 12:00 p.m.**
- All applications must be received in person, by mail, or electronic submission by deadline.
- No faxed or e-mailed applications will be accepted.



## Methods of submission

- Applications can be mailed or hand delivered to:

Seattle Human Services Department

Aging and Disability Services – Home Delivered Meals (or Congregate Meals or Registered Dietitian Services) Request for Proposal

**ATTN:** Angela Miyamoto

700 Fifth Ave, Suite 5800

P.O. Box 34215

Seattle, WA 98124-4215

- Applications can be submitted online at:  
<http://web6.seattle.gov/hsd/rfi/index.aspx>.



## HSD Online Submission System

- The HSD Online Submission System is a web-based program that allows applicants to upload their application for HSD Funding Opportunities (e.g. RFI, RFP, RFQ)
- The system is NOT an online Application (e.g. it does not include assigned logins, ability to insert narrative responses within the system, manage your applications, etc.)
- 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 as well, depending on how many files you are uploading. ***Ensure you allow sufficient time to complete the steps in order to submit your application by the deadline.***
- The system automatically sends out an e-mail confirmation to all the e-mail addresses you entered.



## HSD Online Submission System

- Review the Online Submission Assistance Page for helpful information:  
<http://web6.seattle.gov/hsd/rfi/help.aspx>.
- All applicants are expected to make arrangements to ensure that applications are received by HSD by the funding opportunity application deadline. You are encouraged to submit your application early when possible. It is advisable to upload your documents several hours prior to the deadline in case you encounter an issue with your internet connectivity which impacts your ability to upload documents. If you encounter internet connectivity issues, attempting to submit your application early will allow time for you to submit a hard copy by the deadline instead.
- **HSD is not responsible for ensuring that applications are received by the deadline.**
- If you experience any issues and/or have questions about the online submission system, please contact Susan McCallister, HSD Funding Process Advisor, by phone at (206) 233-0014 or e-mail at [susan.mccallister@seattle.gov](mailto:susan.mccallister@seattle.gov).



## Screen Shot

### HOME DELIVERED MEALS FOR OLDER ADULTS RFP

The Aging and Disability Services Division of the City of Seattle Human Services Department (HSD) is seeking applications from agencies interested in providing home delivered meals for older adults in King County. This RFP is open to any legally constituted entities that meet the minimum eligibility requirements. The home delivered meal program allows older adults to have a nutritious meal if they are unable to leave their home and prepare meals on their own. It is intended to serve the most vulnerable individuals so they are able to live in the community and age in place. Approximately \$1,413,296 is available through this RFP.

HSD intends to fund a maximum of three (3) proposals. Initial awards will be made for the period of **January 1, 2018 - December 31, 2018**. While it is the City's intention to renew agreements resulting from this RFP on an annual basis through the 2021 program year, future funding will be contingent upon performance and funding availability. The City of Seattle Human Services Department seeks to contract with a diverse group of providers to help ensure that the outcome of HSD's Home Delivered Meals investments support our desire to promote healthy aging and lifestyle as indicated by older adults experience stable health and can age in place. Timeline:

### Apply Now

Submit responses to open Request for Proposals (RFPs) or Request for Qualifications (RFQs).

[Application Submission Portal](#)

[Cover Letter](#)

[Guidelines and Application \(PDF\)](#)

[Application \(Word\)](#)

[Proposed Project Revenue Summary and  
Proposed Project Budget Worksheets \(Excel\)](#)

[Cost Worksheet \(Excel\)](#)

[Summary of Deliverables \(Excel\)](#)

[Master Agency Services Agreement](#)

<http://www.seattle.gov/humanservices/information-for-grantees/funding-opportunities/home-delivered-meals-rfp>





## CONGREGATE MEALS FOR OLDER ADULTS RFP

The Aging and Disability Services Division of the City of Seattle Human Services Department (HSD) is accepting applications from agencies interested in providing congregate meals for older adults. This Request for Proposal (RFP) is open to any legally constituted entities that meet the minimum eligibility requirements. The congregate meal program provides culturally appropriate nutritious meals, opportunities for social engagement, and access to other services and health promotion related activities. Approximately \$2,140,062 is available through this RFP.

HSD intends to fund a **maximum of 15 proposals**. Initial awards will be made for the period of **January 1, 2018-December 31, 2018**. While it is the City's intention to renew agreements resulting from this RFP on an annual basis through the 2021 program year, future funding will be contingent upon performance and funding availability. The City of Seattle Human Services Department seeks to contract with a diverse group of providers to help ensure that HSD's Congregate Meal Program investments promote healthy aging and lifestyle as indicated by older adults experience stable health and can age in place. *Timeline:*

|                        |  |
|------------------------|--|
| *Information Session 1 | Wednesday, April 19, 2017 Renton Highlands Library |
|------------------------|--|

### Apply Now

Submit responses to open Request for Proposals (RFPs) or Request for Qualifications (RFQs).

[Application Submission Portal](#)

[Cover Letter](#)

[Guidelines and Application \(PDF\)](#)

[Application \(Word\)](#)

[Proposed Project Revenue Summary and  
Proposed Project Budget Worksheets \(Excel\)](#)

[Master Agency Services Agreement](#)

[Bars Classification of Expenditures by Object  
Guidelines](#)

<http://www.seattle.gov/humanservices/information-for-grantees/funding-opportunities/congregate-meals-rfp>



## REGISTERED DIETITIAN FOR OLDER ADULTS RFP

The Aging and Disability Services Division of the City of Seattle Human Services Department (HSD) is seeking applications from agencies interested in providing Registered Dietitian Services for Older Adults. This RFP is open to any legally constituted entities that meet the minimum eligibility requirements. Registered Dietitian's (RDs) are the nutrition experts and provide technical assistance and support to Congregate Meal programs to ensure meals are nutritious and safe to consume. RDs also provide food and nutrition education to participants to improve their health and wellbeing. Approximately \$90,000 is available through this RFP.

HSD intends to fund 1 proposal. Initial awards will be made for the period of **January 1, 2018-December 31, 2018**. While it is the City's intention to renew agreements resulting from this RFP on an annual basis through the 2021 program year, future funding will be contingent upon performance and funding availability. The City of Seattle Human Services Department seeks to contract with a provider to help ensure that the outcome of HSD's Registered Dietitian Services investment is that our community promotes healthy aging and lifestyle as indicated by older adults experience stable health and can age in place.

Timeline:

\*Information Session 1

Wednesday, April 19, 2017 Renton Highlands Library

### Apply Now

Submit responses to open Request for Proposals (RFPs) or Request for Qualifications (RFQs).

[Application Submission Portal](#)

[Cover Letter](#)

[Guidelines and Application \(PDF\)](#)

[Application \(Word\)](#)

[Proposed Project Revenue Summary and  
Proposed Project Budget Worksheets \(Excel\)](#)

[Master Agency Services Agreement](#)

[Bars Classification of Expenditures by Object  
Guidelines](#)

<http://www.seattle.gov/humanservices/information-for-grantees/funding-opportunities/registered-dietitian-rfp>



## Submission

- All applications need to be submitted using the online application system or hard copy delivered to the Human Services Department.
- **Congregate Meals RFP ONLY:**
  - If you are submitting a hard copy of the application, you must also **email the budget workbook** in an attachment to the RFP coordinator ([Angela.Miyamoto@Seattle.Gov](mailto:Angela.Miyamoto@Seattle.Gov)). **Do not submit your entire proposal.**



## Post-Notice of Award Appeal Process

Applicants have the right to protest or appeal certain decisions in the award process made by HSD.

Grounds for Appeals: Only an appeal alleging an issue concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest.
- 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 ten (10) business days from the date of written application status (award/denial).
- The HSD Director will review the written appeal and may request additional oral or written information from the appellant organization. A written decision by the HSD Director will be made within ten (10) 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.





# Home Delivered Meals RFP





## Overview

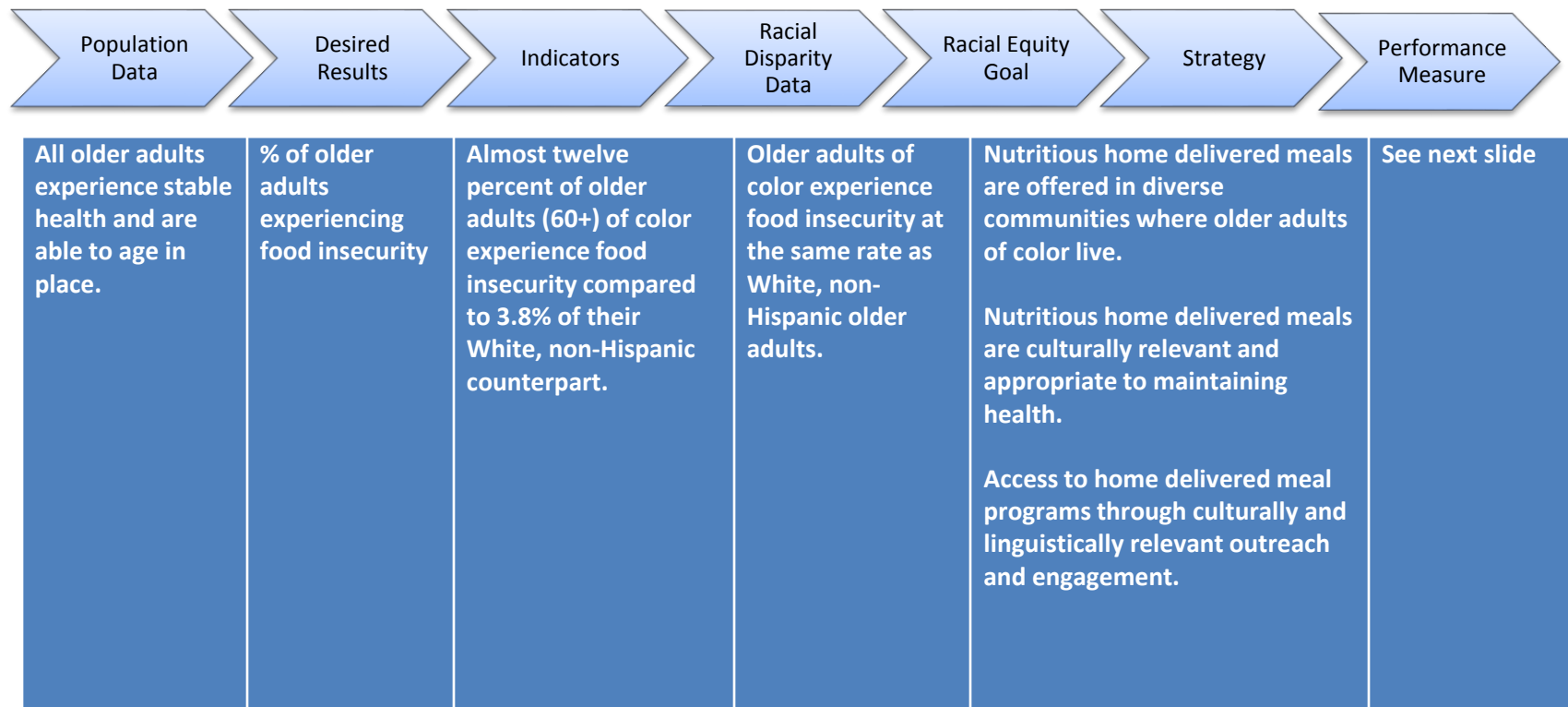
- Theory of Change
- Service/Program Model
- Client Eligibility
- Priority Communities and Focus Population
- Service Components
- Budget
- Staffing
- Other Regulations
- Rating Guidelines
- Application Components



# Results-Based Accountability Framework

## Pages 5-6

### HSD's Theory of Change:



<sup>[1]</sup> Behavioral Risk Factor Surveillance System, 2003-2013



# Theory of Change – Performance Measures

## Page 6

Performance measures will be reported with race/ethnicity breakdown and expected to have equitable quality and impact outcomes across all race/ethnicities. Specifically, the focus populations.

### Quantity

- Number of unduplicated clients
- Number of meals served

### Quality and Impact

- Measurement tool will be developed in collaboration with successful applicant(s) which will demonstrate:
- Quality
  - Home Delivered Meals is a reliable service
  - Older adults receive high quality nutritious meals
  - Older adults receive meals that are culturally appropriate
- Impact
  - Participants have increased food security as a result of the Home Delivered Meals Program



# Overview of RFP/Q: Service/Program Model

## Page 8

- Older American's Act, Nutrition Programs
  - Reduce hunger and food insecurity
  - Promote socialization
  - Promote health and wellbeing
  - Delay adverse health conditions
- Home Delivered Meal Program

\*Up to 3 contracts



# Overview of RFP/Q: Criteria for Eligible Clients

## Page 10

- King County resident age 60+; Or
- City of Seattle resident age 18-59, low income with a chronic medical condition, as verified by a licensed medical provider
- AND
- Unable to leave home unassisted; and
- Unable to prepare meals for themselves; and
- Unable to perform one or more of the Activities of Daily Living (ADL) or Instrumental Activities of Daily Living (IADL) or has a behavioral or mental health condition that could result in premature institutionalization; and
- Lack informal support system.





## Overview of RFP/Q: Priority Community

### Pages 10-11

Priority communities for the Home Delivered Meal Program are defined by the Older Americans Act funding source and include older adults 60+ :

- Residing in rural areas
- Greatest economic need (income at or below federal poverty guidelines)
- Greatest social need
  - Cultural, social, or geographic isolation, including isolation caused by racial, ethnic, and/or sexual orientation status;
  - Limited English proficiency;
  - Severe disabilities;
  - Dementia or related disorders;
  - Risk for institutional placement;
  - Providing care to individuals with severe disabilities.



## Overview of RFP/Q: Focus Population

### Page 11

- Older adults of color
- Low income older adults that speak another language and not able to speak English very well including Vietnamese, Ukrainian, Korean, Spanish, Chinese, Russian, Khmer, Arabic, Samoan, \*Cushite and others.
- \*Cushite includes Somali and Oromo
- Proposals that clearly describe a plan to address significant needs among other populations will also be considered.



# Overview of RFP/Q: Expected Service Components

## Page 8

- Program requirements
  - Assessment and enrollment
  - Menus
  - Meal preparation
  - Meal ordering and delivery
  - Additional services
- Meal rates
  - Regular/General diet - \$3.00/meal
  - Special diet - \$4.50/meal
- King County-wide services



## Budget worksheets

### Pages 29-32

- Proposed personnel detail budget (Attachment 4)
- Meal costs (Attachment 5), see Page 11 for instructions
- Proposed program budget (Attachment 6)



## Overview of RFP/Q: Key Staffing and Staffing Level

### Page 12

- Program must have adequate number of qualified personnel to assure satisfactory program performance.
- A registered dietitian (RD), or individual of comparable expertise (ICE) must provide monitoring and oversight to ensure that meals meet nutrition and food safety guidelines.





## Overview of RFP/Q: Other Regulations

### Page 12

- Provide a minimum of 25% of the total program cost (in-kind or other non-federal fund sources) as match.
- RFP grant funds may be used only for operating expenses, staffing and food. Seattle HSD General Funds may only be used for services to City of Seattle residents.
- RFP grant funds may not be used for capital improvements, such as a kitchen or facility room remodel, or other one-time costs associated with implementing a new program.
- The total per meal cost is the amount that must be charged to non-eligible individuals and outside fund sources (e.g., COPES, Adult Day Health, private pay services).
- Submit participant-level data reports (meals by client) as required under the National Aging Program Information System (NAPIS) (Attachment 8).



## Rating Guidelines

|  |     |
|--|-----|
| Program Design                         | 30% |
| Capacity and Experience                | 30% |
| Collaborations and Subcontracting      | 15% |
| Cultural Competency and Responsiveness | 15% |
| Budget and Leveraging                  | 10% |



# Application Components

## Page 25

Applications must include:

- A completed and signed two-page Application Cover Sheet (Attachment 2).
- A completed Narrative response (see Sections II & III for instructions).
- A completed Summary of Proposed Deliverables Attachment 3).
- A completed Proposed Personnel Detail Budget (Attachment 4).
- A completed Meal Cost Worksheet (Attachment 5).
- A completed two-page Proposed Program Budget (Attachment 6).
- Roster of your agency's current Board of Directors.
- Minutes from your agency's last three Board of Directors meetings.
- Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
- If your agency has an approved indirect rate, a copy of proof that the rate is approved by an appropriate federal agency or another entity.
- If you are proposing to provide any new (for your agency) services, attach a start-up timeline for each service.
- If you are proposing a significant collaboration with another agency, attach a signed letter of intent from that agency's Director or other authorized representative.



# Congregate Meals RFP



## Overview

- Theory of Change
- Service/Program Model
- Client Eligibility
- Priority Communities and Focus Population
- Service Components
- Staffing
- Summary of Proposed Deliverables
- Budget Worksheets
- Other Regulations
- Rating Guidelines
- Application Components

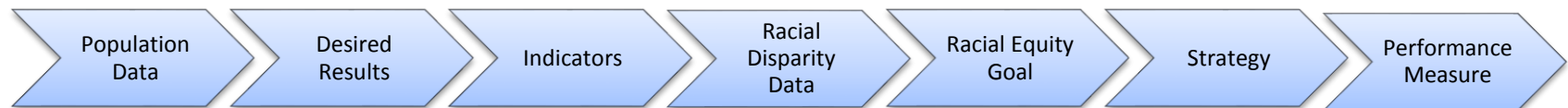




# Results-Based Accountability Framework

## Pages 5-6

### HSD's Theory of Change:



|  |   |  |   |   |                       |
|--|---|--|---|---|-----------------------|
| <p>All older adults experience stable health and are able to age in place.</p> | <p>% of older adults 60+ reporting good or excellent health</p> | <p>Among the 60+ population; Black/African Americans and Hispanic/Latino adults are 50% more likely, and American Indian/Alaska Native, and multiracial older adults are 20% more likely, to be in fair or poor health than white non-Hispanic adults.</p> <p>Data for numerically small groups (racial, ethnic, or based on other traits) rarely produces enough respondents to make a robust sample. National data, however, does show that older Native Hawaiian/Pacific Islanders (NHPI) adults have rates of fair/poor health that are closer to those of Blacks.</p> | <p>Black/African Americans, Hispanic/Latino, American Indian, Alaska Native, multi-racial, and Native Hawaiian/Pacific Islander 60+ older adults report good or excellent health at the same rate as white non-Hispanic older adults.</p> | <p>High quality nutritious meals and support services are offered in diverse communities and settings where older adults of color live.</p> <p>Nutritious meals and activities are culturally relevant.</p> <p>Nutrition education is culturally relevant.</p> <p>Access to meal programs through culturally and linguistically relevant outreach and engagement.</p> | <p>See Next Slide</p> |
|--|---|--|---|---|-----------------------|

<sup>[1]</sup> Behavioral Risk Factor Surveillance Survey 2005-2014

<sup>[2]</sup> Behavioral Risk Factor Surveillance Survey 2004-2014





# Theory of Change – Performance Measures

## Page 6

Performance measures will be reported with race/ethnicity breakdown and expected to have equitable quality and impact outcomes across all race/ethnicities. Specifically, the focus populations.

### Quantity

- Number of unduplicated clients
- Number of meals served

### Quality and Impact

- Measurement tool will be developed in collaboration with successful applicant(s) which will demonstrate:
- Quality
  - Older adults receive high quality nutritious meals
  - Older adults receive meals that are culturally appropriate
- Impact
  - Older adults are able to socialize and connect with peers in a group setting.



# Overview of RFP/Q: Service/Program Model

## Page 8

- Meal provision
- Food safety and facilities
- Enrollment, data collection and reporting
- Donations

\*Up to 15 contracts

Aging and Disability Services will make every effort for participants to have access to at least two meal sites, per region (Attachment 10), every week day (Monday-Friday).



# Overview of RFP/Q: Criteria for Eligible Clients

## Page 8

- King County resident age 60+; or
- Under 60, City of Seattle resident – unpaid caregiver to an eligible client



## Overview of RFP/Q: Priority Community

### Page 9

Priority communities of congregate meal sites are defined by the Older Americans Act funding source and include older adults 60+ :

- Residing in rural areas
- Greatest economic need (income at or below federal poverty guidelines)
- Greatest social need
  - Cultural, social, or geographic isolation, including isolation caused by racial, ethnic, and/or sexual orientation status;
  - Limited English proficiency;
  - Severe disabilities;
  - Dementia or related disorders;
  - Risk for institutional placement;
  - Providing care to individuals with severe disabilities.





## Overview of RFP/Q: Focus Population

### Page 9

- Black/African Americans, Hispanic/Latino, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, and Multiracial older adults (60+)
- Other racial/ethnic minority older adults (60+) that experience poor health status
- Low income older adults (60+) that speak another language and not able to speak English very well including Vietnamese, Ukrainian, Korean, Spanish, Chinese, Russian, Khmer, Arabic, Samoan, \*Cushite and others.

\*Cushite includes Somali and Oromo

- Proposals that clearly describe a plan to address significant needs among other populations will also be considered.



# Overview of RFP/Q: Expected Service Components

## Pages 9-11

- High quality nutritious meals
  - Tier 1: \$6.00 per meal
  - Tier 2: \$6.75 per meal
  - Tier 3: \$8.00 per meal
- Supportive setting
- Program sustainability



# Nutrition Transportation

## Page 36

### Nutrition Transportation (Attachment 11)

- Focus population
- Mobility/transportation challenges
- Limited transportation options

\*This is optional and will not be rated\*



# Overview of RFP/Q: Key Staffing and Staffing Level

## Page 11

- Program must have adequate number of qualified personnel to assure satisfactory program performance.
- A registered dietitian (RD), or individual of comparable expertise (ICE) must provide monitoring and oversight to ensure that meals meet nutrition and food safety guidelines and send monthly reports to ADS.



## Summary of Proposed Deliverables

### Page 28

#### Categories:

- Meal site name, address, days of week/hours, average daily attendance, number of meals, number of older adults served/year, focus population
- Region – Refer to Attachment 10 (Page 35)
  - North, Seattle, East Urban, East Rural, South Urban, South Rural
- Tier/Unit Rate
  - Only one tier/unit rate per meal site





## Budget Worksheets - Sections

### Pages 29-31

- Instructions
- Total Project
- Site (20 tabs)
- Itemized Costs



## Budget Worksheets – Site

- Complete a separate site tab for each meal site
- Select one unit tier/rate
- Budget:
  - First column: HSD requested funds
  - Second column: Match funds
  - Third column: Specify fund source
  - Fourth column: All other funds, specify in the itemized costs tab



## Budget Worksheets – Total Project

- Complete the first section of the Total Project tab
- May select multiple unit rate/tier as appropriate
- Budget section is locked and password protected on the Total Project tab
- Total Project budget items will populate by completing the individual site tabs



## Budget Worksheets – Itemized Costs

- Enter all itemized costs within the individual site budgets
- Include comments/descriptions of all costs identified



## Budget Worksheet Cont'd

- Workbook can accommodate up to 20 meal sites.
- Contact RFP coordinator ([Angela.Miyamoto@Seattle.Gov](mailto:Angela.Miyamoto@Seattle.Gov)) by Tuesday, May 2, if you propose to have more than 20 meal sites.





## Overview of RFP/Q: Other Regulations

### Page 32

- Senior Nutrition Program Standards (Attachment 7)



## Rating Guidelines

|  |     |
|--|-----|
| Program Design                         | 40% |
| Capacity and Experience                | 15% |
| Collaborations and Subcontracting      | 15% |
| Cultural Competency and Responsiveness | 15% |
| Budget and Leveraging                  | 15% |



# Application Components

## Page 24

### Applications must include:

- A completed and signed two-page Application Cover Sheet (Attachment 2).
- A completed Narrative response (see Sections II & III for instructions).
- A completed Summary of Proposed Deliverables (Attachment 3).
- Completed the full Proposed Program Budget (Attachment 4).
- Completed the full Proposed Site Detail Budget for each meal site (Attachment 5).
- Completed Total Budget Itemized Costs (Attachment 6).
- **Hard copy and electronic version** of the budget worksheets – Attachments 4, 5, and 6 need to be emailed if **not** submitting online. Budget worksheets should be emailed to the RFP coordinator ([Angela.Miyamoto@Seattle.Gov](mailto:Angela.Miyamoto@Seattle.Gov)).
- Roster of your agency's current Board of Directors.
- Minutes from your agency's last three Board of Directors meetings.
- Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
- If your agency has an approved indirect rate, a copy of proof that the rate is approved by an appropriate federal agency or another entity.
- If you are proposing to provide any new (for your agency) services, attach a start-up timeline for each meal site.
- If you are proposing a significant collaboration or subcontracting with another agency, attach a signed letter of intent or collaboration from that agency's Director or other authorized representative.



# Registered Dietitian Services RFP



## Overview

- Theory of Change
- Service/Program Model
- Client Eligibility
- Priority Communities and Focus Population
- Service Components
- Staff
- Other Regulations
- Rating Guidelines
- Application Components
- Deadline

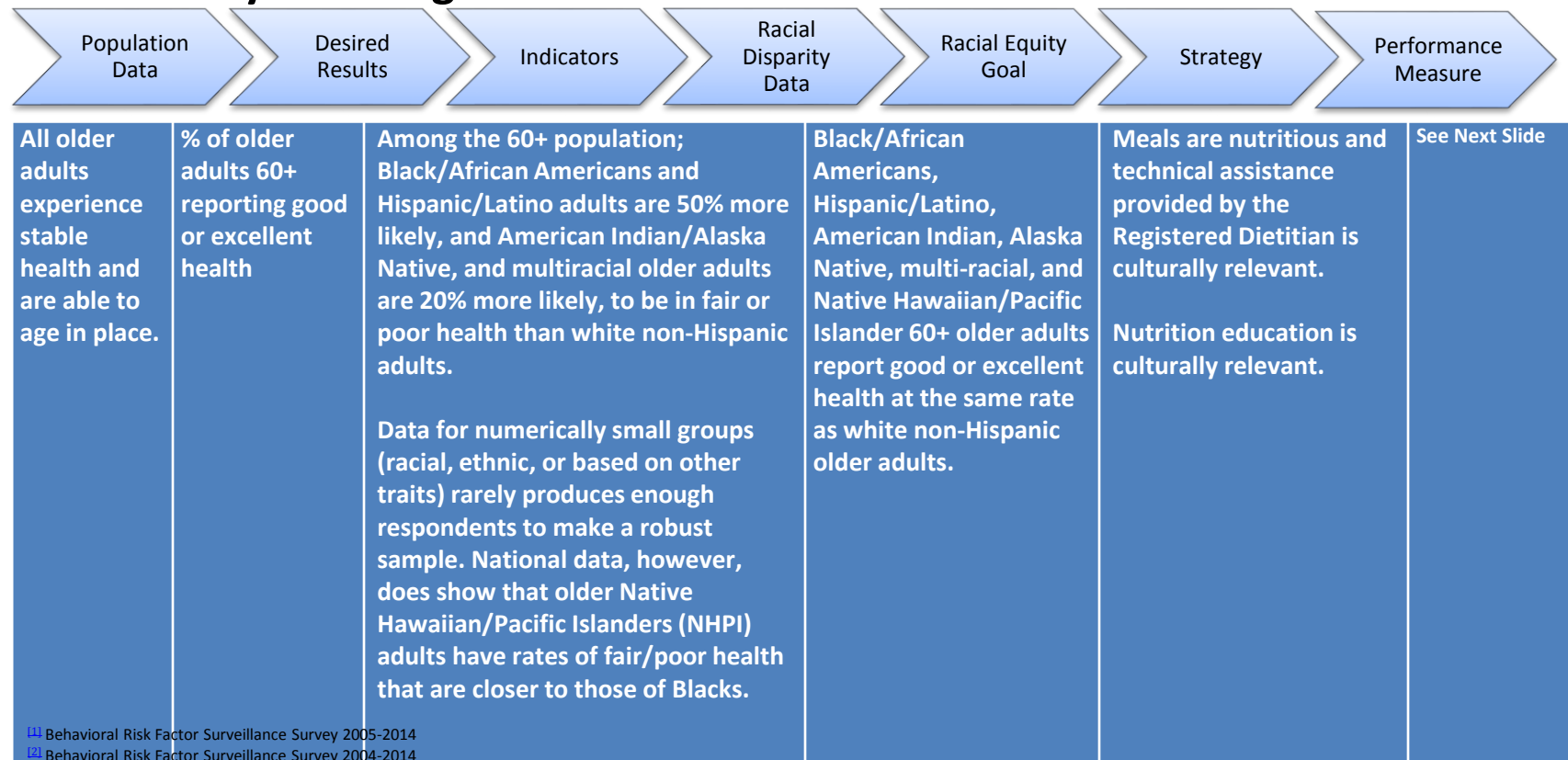




# Results-Based Accountability Framework

## Pages 5-6

### HSD's Theory of Change:



<sup>[1]</sup> Behavioral Risk Factor Surveillance Survey 2005-2014

<sup>[2]</sup> Behavioral Risk Factor Surveillance Survey 2004-2014



# Theory of Change – Performance Measures

## Page 6

Performance measures will be reported with race/ethnicity breakdown and expected to have equitable quality and impact outcomes across all race/ethnicities. Specifically, the focus populations.

### Quantity

- Number of menus
- Number of nutrition education sessions

### Quality and Impact

- Measurement tool will be developed in collaboration with successful applicant(s) which will demonstrate:
- Quality
  - Quality of program reports.
  - Culturally relevant services are delivered to program staff.
- Impact
  - Congregate meal program participants have high quality meals as a result of Registered Dietitian services provided.



# Overview of RFP/Q: Service/Program Model

## Pages 7-8

- Registered Dietitian Services
  - Technical assistance to Congregate Meal sites
  - Sites identified through Congregate Meals RFP
  - Other ADS funded food-related initiatives

\*1 Contract



# Overview of RFP/Q: Criteria for Eligible Clients

## Page 8

### Congregate Meal sites identified through Congregate Meal RFP:

- Language and cultural barriers to mainstream nutrition services and standards
- Program/site operated by volunteer organization or association
- Program does not have direct ownership or oversight of facility
- Program is located in and serves a rural community



## Overview of RFP/Q: Priority Community

### Page 8

Priority communities of congregate meal sites are older adults 60+ :

- Residing in rural areas
- Greatest economic need (income at or below federal poverty guidelines)
- Greatest social need
  - Cultural, social, or geographic isolation, including isolation caused by racial, ethnic, and/or sexual orientation status;
  - Limited English proficiency;
  - Severe disabilities;
  - Dementia or related disorders;
  - Risk for institutional placement;
  - Providing care to individuals with severe disabilities.





## Overview of RFP/Q: Focus Population

### Pages 8-9

Focus populations of congregate meal sites are:

- Black/African Americans, Hispanic/Latino, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, and Multiracial older adults (60+)
- Other racial/ethnic minority older adults (60+) that experience poor health status
- Low income older adults (60+) that speak another language and not able to speak English very well including Vietnamese, Ukrainian, Korean, Spanish, Chinese, Russian, Khmer, Arabic, Samoan, \*Cushite and others.

\*Cushite includes Somali and Oromo

- Proposals that clearly describe a plan to address significant needs among other populations will also be considered.



# Overview of RFP/Q: Expected Service Components

## Page 9

- Culturally appropriate technical assistance
  - Menu development and analysis
  - Food safety and safe food handling
  - Nutrition education
- Monthly status reports
- Other initiatives



# Overview of RFP/Q: Key Staffing and Staffing Level

## Pages 9-10

- Registered Dietitian (RD) or Individual with Comparable Expertise (ICE)
  - RD: Registered by the Commission on Dietetic Registration
  - ICE: Nutritionist defined by RCW 18.138
- Desired Qualification:
  - National Environmental Health Association: Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS), Certified Comprehensive Food Safety (CCFS), Certified Professional – Food Safety (CP-FS); or Registered Sanitarian from the Washington State Board of Registered Sanitarians.



## Overview of RFP/Q: Other Regulations

### **Page 10**

- Senior Nutrition Program Standards:

<https://www.dshs.wa.gov/sites/default/files/ALISA/hcs/documents/SNPStandards.pdf>



## Rating Guidelines

|  |     |
|--|-----|
| Program Design                         | 30% |
| Capacity and Experience                | 30% |
| Partnership and Collaboration          | 15% |
| Cultural Competency and Responsiveness | 15% |
| Budget and Leveraging                  | 10% |





# Application Components

## Page 21

### Applications must include:

- A completed and signed two-page Application Cover Sheet (Attachment 2).
- A completed Narrative response (see Sections II & III for instructions).
- A completed Proposed Program Budget (Attachment 3).
- A completed Proposed Personnel Detail Budget (Attachment 4).
- Roster of your agency's current Board of Directors.
- Minutes from your agency's last three Board of Directors meetings.
- Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
- If your agency has an approved indirect rate, a copy of proof that the rate is approved by an appropriate federal agency or another entity.
- If you are proposing a significant collaboration with another agency, attach a signed letter of intent from that agency's Director or other authorized representative.



## Application Deadline

**Wednesday, May 24 at 12:00 p.m.**



## Considerations

- Capacity to provide services as described
- Ability to provide services without RFP funds
- Subcontracting – mutually beneficial, clear roles/expectations
- Non-duplicative services



## More tips...

- Follow the required format defined in the Guidelines
- Be specific, detailed, and concise
- Answer all questions and use the rating criteria for guidance
- Submit an accurate budget; double check your numbers and formulas
- Write your application for an audience that is unaware of your agency and program
- Use the application submission checklist to ensure that you have addressed all questions and requirements
- Ensure enough time for application to get to HSD on time
- *E-mail Angela Miyamoto at [Angela.Miyamoto@Seattle.Gov](mailto:Angela.Miyamoto@Seattle.Gov) if you have any questions. Deadline is **Thursday, May 11 at 12:00 p.m.***



# Help Sessions

## Activities:

- Determining tiers or unit rate
- Instructions on completing budget worksheets
- Submitting documents electronically
- Reviewing documents for completeness

## What we will not help with:

- Identifying partnerships or collaborations
- Giving advice on program proposal
- Verifying a proposed focus population (if not listed in the RFP)
- Budget allocation for program costs





## Help Sessions

Tuesday, April 25, 2017

3:00 pm - 6:30 pm

Valley View Library

17850 Military Rd S, SeaTac, WA 98188

Monday, May 1, 2017

9:30 am - 1:00 pm

Bellevue Library

1111 110th Ave NE, Bellevue, WA 98004



## Help Sessions

Contact RFP Coordinator to schedule an appointment:

[Angela.Miyamoto@Seattle.Gov](mailto:Angela.Miyamoto@Seattle.Gov)

Walk-ins will be taken on a first-come, first-served basis



## Questions and Answers

Questions and Answers will be posted online within the next five (5) business days (see slides 18-20).

Questions and Answers will be posted online regularly.

Last day to submit questions is **Thursday, May 11 by 12:00 p.m.** Questions need to be emailed to RFP Coordinator: [Angela.Miyamoto@Seattle.Gov](mailto:Angela.Miyamoto@Seattle.Gov)



## Contact Information

**RFP Coordinator:**

**[Angela.Miyamoto@Seattle.Gov](mailto:Angela.Miyamoto@Seattle.Gov)**