



City of Seattle

Edward B. Murray, Mayor

Human Services Department

Catherine Lester, Director

April 10, 2017

To All Interested Parties:

I am pleased to announce the availability of up to \$90,000 Federal and Local funds for Registered Dietitian Services to support Congregate Meal sites identified through the Congregate Meal Program Request for Proposal process. 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. Funding awards will be made for the period of January 1, 2018-December 31, 2018. Contracts after the initial period will be contingent upon successful performance and funding availability.

The Registered Dietitian Services Request for Proposal Guidelines and Application documents define investment results, program requirements, and the process for application submission and selection. Please plan to attend an information session(s) listed below to review the Request for Proposal and ask questions. Please bring a paper copy of the Request for Proposal as no copies will be provided during the information sessions.

Date	Time	Location
Wednesday, April 19, 2017	1:00 pm - 3:30 pm	Renton Highlands Library 2801 NE 10th St, Renton, WA 98056
Thursday, April 20, 2017	10:00 am - 12:30 pm	Bellevue City Hall, Council Chambers 450 110 th Ave NE, Bellevue, WA 98009

*Please contact RFP coordinator for accommodation requests: Angela Miyamoto at Angela.Miyamoto@Seattle.Gov. Accommodations are not guaranteed but very effort will be made to fulfill requests.

In addition to information sessions, help sessions will also be provided as follows:

Date	Time	Location
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

Contact RFP coordinator to schedule an appointment for the help sessions. Walk-ins are welcome on a first come-first served basis.

This Request for Proposal is an open and competitive process. Completed application packets are due by 12:00 p.m. on May 24, 2017. Applications may be submitted electronically via HSD's Online Submission System at: <http://web6.seattle.gov/hsd/rfi/index.aspx>. Alternately, an original application packet may be hand-delivered to:

Human Services Department
700 Fifth Avenue, Suite 5800
PO Box 34215
Seattle, Washington 98124-4215

Tel (206) 386-1001
Fax: (206) 233-5119
TDD: (206) 233-2778
www.seattle.gov/humanservices
(V.2.0 - 2016)

Seattle Human Services Department, Request for Proposal – Registered Dietitian Services, ATTN: Angela Miyamoto, 700 5th Avenue, Suite 5800 (58th floor) or mailed to: Seattle Human Services Department, Request for Proposal– Registered Dietitian Services, ATTN: Angela Miyamoto, P.O. Box 34215, Seattle, WA 98124-4215.

Copies of this Request for Proposal may be downloaded from: <http://www.seattle.gov/humanservices/information-for-grantees>. If you would like to receive a copy of the Request for Proposal in the mail or by email, please contact Angela Miyamoto, 206-684-0230 or by email at Angela.Miyamoto@seattle.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Audrey Buehring', written in a cursive style.

Audrey Buehring, Deputy Director
Human Services Department