

Question and Answer

Farm to Preschool and Out-of-School-Time (OST) RFQ

2019 Request for Qualifications (RFQ)

	Program Area	Question	Answer	Date
1	Data	Race and ethnicity data has not been something we have collected because of the sensitivity of the information, privacy and security reasons. Additionally, relationship building is key to our organization, and we do not want to be intrusive. Any flexibility in requiring it?	<p>The awarded lead agency will convene and facilitate a group of stakeholders for the program's design process, in partnership with HSD YFE. This group will also determine how to securely collect demographic data and ensure there are suitable policies and practices in place.</p> <p>The Farm to Preschool and OST program is committed to serving the priority and focus population (please see page 8 of the Guidelines and Application). This program is also accountable to the Sweetened Beverage Tax (SBT) Community Advisory Board (CAB) who want to ensure funding is used for the identified focus populations.</p>	June 4, 2019
2	Program Components	Is the expectation that the awarded lead agency would have a nutrition education specialist on staff?	The awarded lead agency will convene and facilitate a group of stakeholders for the program's design process, in partnership with HSD YFE. This could include identifying additional staffing requirements if necessary.	June 4, 2019
3	Review and Rating	Could we use the RFQ formatting and structure of the narrative, and answer them accordingly?	Each section (A-E) is formatted to be its own written narrative. The subset questions under each section do not necessarily sequentially line-up to the rating criteria. A strong application will provide a cohesive narrative that addresses the questions and rating criteria under each section.	June 4, 2019
4	Submission Instructions	Under Section IV Complete Application Requirements, it requires financial statement reports to be submitted by a CFO, Finance Officer or Board Treasurer. We don't have any of those. Who submits?	If an applicant does not have a CFO, finance officer or Board of Treasurer, an equivalent staff in the organization can submit the required financial statements.	June 4, 2019
5	Submission Instructions	We've submitted proof of insurance through previous work relationships with the City. Do we need to resubmit?	If HSD has an up-to-date copy at contract start date, the applicant does not need to resubmit proof of insurance.	June 4, 2019

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6	Program Components	Is the name of the program open to a name change--Farm to Preschool and OST--to more properly reflect the work we do?	<p>The awarded lead agency will convene and facilitate a group of stakeholders for the program's design process, in partnership with HSD YFE. The group of stakeholders may identify a more suitable program name, if necessary.</p> <p>For the purposes of this RFQ, please refer to the name given in the Guidelines and Application and respond based on how it is written.</p>	June 4, 2019
7	Submission Instructions	If we hand deliver the written application, do you still want it electronically?	HSD does not need an electronic application if it has already been hand delivered. The three options for submission can be found on pages 10-11, Submission Instructions and Deadlines, in the Guidelines and Application. Please ensure you receive a receipt regardless of how you submit your application.	June 4, 2019
8	Program Components	What is the design process and what do you want to see from it? We would like the design process to be very collaborative.	The 2020 design process is intended to be collaborative. It will be dependent on the awarded lead agency to determine how that process is implemented. The selected agency will convene and facilitate a group of stakeholders for the program's 2020 Farm to Preschool and OST design process, in partnership with HSD YFE. With funding from Seattle's Sweetened Beverage Tax (SBT), the 2020 design process will gather community input from Farm to Preschool and OST participants to create a sustainable, community-centered, program model to implement in 2021 and beyond.	June 4, 2019
9	Program Components	What's your expectation of delivery, in addition to the healthy food? What is the size? Has it been identified how many preschools are included? Are they licensed? Their size? Senior centers included?	<p>This program has a procurement and delivery component; please see pages 8-9, Expected Services Components, in the Guidelines and Application. The City does not determine the size of procurement or volume of delivery. The cohort in the 2020 design process may establish a standard if they determine it's necessary.</p> <p>Of the 59 sites that participate in the program, there are currently 39 preschools. All 39 preschools are licensed and have client capacity that range between 15 to 150 kids. Senior centers are not included in the RFQ.</p>	June 4, 2019
10	Program Components	What is the standard definition for "healthy and nutritious meals"?	For the purposes of this RFQ, "nutritious" is defined as food that is nourishing or full of nutrients, "healthy" is defined as health-promoting.	June 4, 2019

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11	Program Components	What is the definition of “local” in terms of identifying farmers? Is it King County specific or Washington specific?	This RFQ defines “local” as operating in Washington State. For farmers operating in King County, we define it as “microlocal”. This RFQ is only determining applicants who have experience working with local farmers. The 2020 design process can establish new guidelines and practices as necessary.	June 4, 2019
12	Program Components	Is the goal for the program to grow larger (more preschools/kids) or deeper (depth of work)? Does the City have stated goals? Ideally, we all want both. Is there a priority or emphasis?	The awarded lead agency will convene and facilitate a group of stakeholders for the program design process, in partnership with HSD YFE. They will be responsible for identifying the amount of growth and depth of the work necessary for a sustainable and impactful program. For the purposes of this RFQ, applicants should refer to the Guidelines and Application to understand what we see as a successful program.	June 4, 2019
13	Program Components	Is there language about prioritizing low income farmers? Is there is a threshold? What is the definition?	This RFQ does not specifically identify working with “low-income” farmers as a component to doing this work. It does require that the awarded applicant, “Build relationships and procure food from farmers of color and immigrant and refugee farmers to provide affordable, nutritious, and culturally appropriate food to participating preschools and OST programs.”	June 4, 2019
14	Submission Instructions	Does the organization submitting the RFQ have to be located in the City of Seattle?	An organization applying for this RFQ does not need to be in Seattle, but services must be within the Seattle City limits and must serve Seattle residents.	June 4, 2019
15	Submission Instructions	We are an LLC, we do not have a Board of Directors. Can we submit substitutions for Board info/meetings/minutes where requested?	Specific to this RFQ, the Farm to Preschool RFQ will allow for-profit entities to apply. Applicants that are a LLC can submit the following as a substitution to board meeting minutes and board of directors rosters: <ul style="list-style-type: none"> • Bylaws • Management meeting minutes • Management structure Please view the amended Guidelines and Application document found on the Funding Opportunities webpage, including a new timeline for application submission.	June 4, 2019

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16	Eligibility	“Agencies” usually refer to non-profits. Can you clarify that this is open to not just non-profits?	Specific to this RFQ, the Farm to Preschool RFQ will allow for-profit entities to apply. Applicants will need to meet the RFQ-specific Eligibility Requirements found on pages 6-7 of the Guidelines and Application document. Please view the amended Guidelines and Application document found on the Funding Opportunities webpage, including a new timeline for application submission.	June 4, 2019
17	Submission Instructions	We have an LLC structure. Would state documentation be enough? Will providing an Employer Identification Number (EIN) be sufficient?	See question 16.	June 4, 2019
18	Program Information	Is there a map or can the locations of the current 60+ sites be shared?	Please refer to the site list titled “Farm to Preschool OST Attachment 1” available here on the Farm to Preschool RFQ webpage.	June 11, 2019
19	Program Information	Of the 60+ sites that serve both seniors and children, how many sites focus on children? Are these the sites for this RFQ?	All 69 sites focus on children and families. Senior sites are not included in the program. See question 18.	June 11, 2019
20	Program Information	Who currently forms the Seattle Farm to Table Partnership and how have they worked cooperatively to purchase fresh produce in the past?	The Farm to Table Partnership started in 2011 with 8 childcare and 3 senior-led programs that came together because they had the desire to access healthy local food. Currently, there are approximately 37 service partners (this number fluctuates month-to-month) that provide nutritional education and local healthy food options to 69 program sites.	June 11, 2019
21	Program Components	Will the current sites work with the selected lead agency? Are the current sites committed or required to work with the selected lead agency? Does the lead agency need to market,	Yes, the current sites are required to work with the selected lead agency. All necessary marketing, outreach, and partnerships to new program sites will be determined by a group of stakeholders during the program design process convened by the lead agency in 2020.	June 11, 2019

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		outreach and partner to acquire new children serving sites?		
22	Funding	What's the process or guidelines for reimbursement? How are the funds disbursed?	HSD has several types of reimbursement contracts with agencies. The contract awarded through this RFP may be outcome-based or unit cost. Agencies invoice HSD monthly after services are completed.	June 11, 2019
23	Program Information	Can you share the surveys done to inform this RFQ?	Please refer to community engagement report titled "Farm to Preschool OST Attachment 2" available here on the Farm to Preschool RFQ webpage.	June 11, 2019
24	Funding	What is the process for payment between the individual children sites and the lead agency?	In the current program model, preschool and OST sites are allocated stipends. When they order from the online ordering system the lead agency maintains, it draws down stipends. HSD reimburses the lead agency based on the amount drawn down.	June 11, 2019
25	Program Components	Does the lead agency need to supply food for out-of-school time?	Please refer to page 9 of the RFQ Guidelines and Application, Component 1: Food Procurement.	June 11, 2019
26	Submission Instructions	If an LLC, how many management meeting minutes is needed to submit?	If submitting as an LLC, three (3) management meeting minutes are required for submission.	June 21, 2019
27	Program Information	How much does a partner site order per month and what is the cost per unit/child?	Orders per site vary site-to-site and month-to-month. Orders are dependent on the needs of the site that month. The unit cost per child is also dependent site-by-site. Unit costs will vary depending on how much a site chooses to distribute across its program.	June 21, 2019
28	Program Information	Is HSD available to work with the awarded lead agency, especially convening in the 2020 design process?	The awarded agency will be responsible for convening and leading the 2020 design process cohort. HSD will be available to guide this process and provide any assistance when possible.	June 21, 2019
29	Program Information	Are orders prepared meals or produce?	This program is only focused on healthy local produce. There are no prepared meals.	June 21, 2019
30	Program Information	Why is the Northshore Preschool in Bothell a program partner?	The Northshore Preschool in Bothell has participated in the past which is why they show up in our partner list, but it is not currently active in the program. Northshore did not participate in 2018 or this year, so they have not been funded by the City.	June 21, 2019