

2023 Farm to Preschool Program Coordination and Food Procurement Request for Qualifications (RFQ)

Information Session

February 10, 2023, 2:00 p.m. – 3:30 p.m.



Welcome

This presentation will be **recorded and posted** online on the HSD Funding Opportunity webpage.

Please type your name and your agency name in the chat for attendance purposes.

Thank you.



Today we will talk about:

- Timeline
- Background
- Highlights
- Who can apply?
- What does the RFQ fund?
- Who receives services?
- Priority and focus populations
- Performance measures
- Application Scoring
- Complete Applications
- Clarifying Questions
- How to submit your application
- What happens after applications are submitted?
- Appeal Process
- Tips
- Open Questions & Answer Period
- Questions



Timeline

Funding Process	Timeline
Funding Opportunity Announcement	Monday, January 30, 2023
Webinar Information Session	Friday, February 10, 2023 2:00 p.m. – 3:30 p.m.
Last Day to Submit Questions to HSD	Monday, February 27, 2023
Application Deadline	Friday, March 10, 2023 at 12 p.m.
Clarification Questions from Proposals	Week of April 10, 2023
Agencies Notified	Week of June 12, 2023
Contracts Start	January 1, 2024



Background

- Youth and Family Empowerment Division (YFE)
- Sweetened Beverage Tax (SBT) ([Ordinance 125324](#))
<https://www.seattle.gov/sweetened-beverage-tax-community-advisory-board>
- [The Seattle Farm to Table](#) and [National Farm to School Network](#)
- \$282,656 funds available
- Open and competitive



Highlights

- This RFQ will fund up to 2 proposals
- There is no dollar limit on how much you can request. However, please note approximately 35% of the total funding will be allocated to Component One: Program Coordination, and 65% to Component Two: Food Procurement and Program Stipend Management.
- Services must be offered throughout the year
- Funding awards: January 1, 2024- December 31, 2024
- Contract renewals contingent on available funding



Highlights (cont.)

- Each applicant is limited to one proposal. For collaborative programs, only the agency identified as the lead should apply. If your agency is also listed as a partner in another agency's application, the services provided, and budget requested should be clearly defined and not duplicative.
- All funded agencies will participate in a community-based program evaluation designed by program participants and facilitated by a community-based evaluator.



Who can apply?

- 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 or Washington State-recognized Indian tribe. OR
- If the 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.
- Applicant is a Limited Liability Company (LLC).
- If the applicant is using a fiscal sponsor, the fiscal sponsor must meet the minimum eligibility requirements above.

[HSD Agency Minimum Eligibility Requirements](#)



What does the RFQ Fund?

The Farm to Preschool Program Coordination and Food Procurement RFQ will increase food access for low-income and BIPOC (Black, Indigenous, and People of Color) children and families who are part of the [Seattle Preschool Program](#) through two (2) program components:

Component 1- Program Coordination:

Provide leadership and coordination to partner with organizations as part of the Seattle Preschool Programs including but not limited to:

- Nutrition education providers
- Family food bag providers
- Participating preschool programs relationships
- Increase communication
- Coordinate program logistics
- Support data collection and strategic planning



What does the RFQ fund (cont.)?

Component 2- Food Procurement and Program Stipend Management:

Assist participating preschool programs in procuring local, culturally relevant food from regional farmers with a focus on BIPOC, immigrant and refugee, women, LGBTQ, and tribal-owned farms. In addition to managing preschool program stipends to purchase local, culturally relevant food from regional farmers.

- Around 50 participating preschool programs
- Serving 1,500 children
- Ages 3-5 years old

Note: Applicants may apply to Component One: Program Coordination, Component Two: Food Procurement and Stipend Management, or both.



Who receives services?

Seattle Preschools programs within Seattle limits will be receiving the Farm to Preschool Program Coordination and Food Procurement

The [2022 -2023 Seattle Farm to Preschool](#) participating sites is available through the HSD website.

Seattle Preschool Programs participating in the Seattle Farm to Preschool program are serving:

- City of Seattle residents
- City of Seattle Preschool programs serving more than 50% low- income children of color(below 350% of Federal Poverty Level (FPL) are prioritized for the Seattle Farm to Preschool program.
- Seattle Preschool Programs contracting with the [Department of Education and Early Learning \(DEEL\)](#) voluntarily participate in the Farm to Preschool Program.



Priority and focus populations

Priority Populations

- Low-income Seattle children and families.

Focus Populations

The following communities are focus populations:

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



Examples of eligible activities

Component 1- Program Coordination

- Relationship building and support programming:
 - Facilitate meetings with a group of stakeholders.
 - Build relationships, increase communication, coordinate program logistics, conduct strategic planning.
 - Support data collection and partner with program evaluator.
 - Maintain relationships with the Human Services Department (HSD) and the Department of Early Learning and Education (DEEL).



Examples of eligible activities (cont.)

Component 2- Food procurement and Program Stipend Management

- Assist preschool sites in ordering food from local farmers.
- Deliver food to the preschool programs.
- Connecting preschool programs with local farmers for learning opportunities.
- Focusing on procuring food from Washington State farmers who are owned and operated by farmers of color, immigrant and refugees, women, LGBT and Tribal-owned farms.
- Manage stipends for the preschool programs.



Performance Measures

All funded agencies will participate in a community-based program evaluation designed by program participants and facilitated by a community-based evaluator.

[2023 Farm to Preschool Program Coordination and Food Procurement RFQ Theory of Change](#)

[Found on HSD Funding Opportunities Webpage](#)



Application scoring

Application Component- Specific Questions:

Component 1- Program Coordination (4-page limit)	Scoring
1- Program Description (3 questions)	30 points
2- Food Justice and Food Equity (3 questions)	30 points

Component 2- Food Procurement and Stipend Management (4-page limit)	Scoring
1- Program Description (3 questions)	30 points
2- Food Justice and Food Equity (4 questions)	30 points



Application scoring (cont.)

Application Shared Questions:

All applicants to complete:	Scoring
3- Agency Capacity and Experience (3 questions)	20 points
4- Data and Budget (4 questions)	20 points

Component 1- Total points= 100 (4-page limit)

Component 2- Total points= 100 (4-page limit)

If applying for both components- Total points= 160 (6-page limit)



Complete Applications Must Include:

1. A completed and signed two-page Application Cover Sheet (Attachment 2)
2. A completed Narrative Response that is a maximum of four (4) pages per program component (1 or 2), or a total of six (6) pages if applying for both sections.
3. A completed Proposed Program Budget (Attachment 3)
4. A completed Proposed Personnel Detail Budget (Attachment 4)
5. If you are proposing to provide any new (for your organization) services, attach a start-up timeline for each service.
6. Signed partnership letters and/or collaboration letters of intent.
7. If you are proposing a subcontract with another organization, attach a signed letter of commitment from that organization's Director or other authorized representative.
8. If you have a fiscal sponsor, attach a signed letter of agreement from that agency's Director or other authorized representative.



Clarifying Questions

In lieu of interviews, applicants will have the opportunity to respond to questions identified by the rating committee after you submit your application:

- Questions will refer to information on budget, operations, or inconsistencies in the application submitted.
- The RFQ Coordinator will reach out the week of **April 10, 2023**, to the individual identified as the Agency Primary Contact in the Proposal Cover Sheet (Attachment 2) based on the questions received by the rating committee.
- Each applicant can provide a written response submitted via email within three (3) business days from when the clarifying questions were emailed to the organization.
- Late written responses will not be reviewed.
- Applicant's responses will be part of your proposal and score accordingly.



How to submit your application

- Applications can be submitted online or via email (see next slides)
- **No faxed, mailed or in-person submissions**
- Applications must be complete and on-time. **HSD is not responsible for ensuring that applications are received by the deadline.**
- Applications due: **March 10, 2023, by 12:00 p.m. PST**



How to submit your application: online

- Submit online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>
- Upload your application early in case you have an issue with your internet connectivity
 - ❖ Not an online application – can't save your work
 - ❖ Upload files up to a maximum of 100 MB
 - ❖ Accepts: .pdf .doc .docx .rtf .xls .xlsx
 - ❖ System automatically sends a confirmation to your email
- If you have trouble submitting your application via the online system, contact:
Sola Plumacher at sola.plumacher@seattle.gov



How to submit your application: via email

- Email: HSD_RFP_RFQ_Email_Submissions@seattle.gov
 - ❖ Email attachments are limited to 30 MB
 - ❖ The subject heading must be titled: **2023 Farm to Preschool Program Coordination and Food Procurement RFQ**
 - ❖ Any risks associated with submitting a proposal by email are borne by the applicant
 - ❖ Applicants will receive an email acknowledging receipt of their application



What happens after applications are submitted?

- Rating committee reviews and scores written applications
- RFQ Funding Coordinator may request clarifying information
- Rating committee makes funding recommendations
- Recommendations go to HSD Director
- Agencies notified
- Appeals
- Final notifications



Appeal Process

- Applicants have right to protest/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:
 - Must be received within 4 business days from the date of written award/denial status
 - HSD Director's written decision will be made within 4 business days of appeal receipt. The HSD Director's decision is final.
- No contracts 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.



Tips

- Follow the required format
- Be specific and answer all parts of the questions
- Use scoring criteria
- Submit an accurate budget; double check the numbers
- Use the application submission checklist (Attachment 1)
- Start early and allow lots of time for submission process
- Have someone review your application



Open Questions & Answer Period

- Send RFQ questions to:
Janelle Jackson janelle.jackson@seattle.gov
- Deadline for receiving questions: **February 27, 2023, by 4 p.m.**
- All Q & A will be posted on [HSD Funding Opportunity](#) webpage (5 business days)
- Only written answers constitute HSD official responses



Help submitting your online application?

Contact - Sola Plumacher at sola.plumacher@seattle.gov



Please type your name and your agency name in the chat for attendance purposes.

Thank you.



Questions?

