

2024 East and South King County Congregate Meals Request for Qualifications (RFQ)

Information Session

September 17, 2024 (virtual)

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Seattle
Human Services

Equity • Support • Community

Welcome

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

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

Thank you.

Session Agenda

Introduction	Complete Applications
Timeline	Rating Criteria
HSD's Theory of Change	Review and Rating Process
Program Background & Requirements	Tips
Service Model and Service Components	Appeal Process
Client Eligibility and Performance Measures	Q & A
Submission Instructions	

Introduction

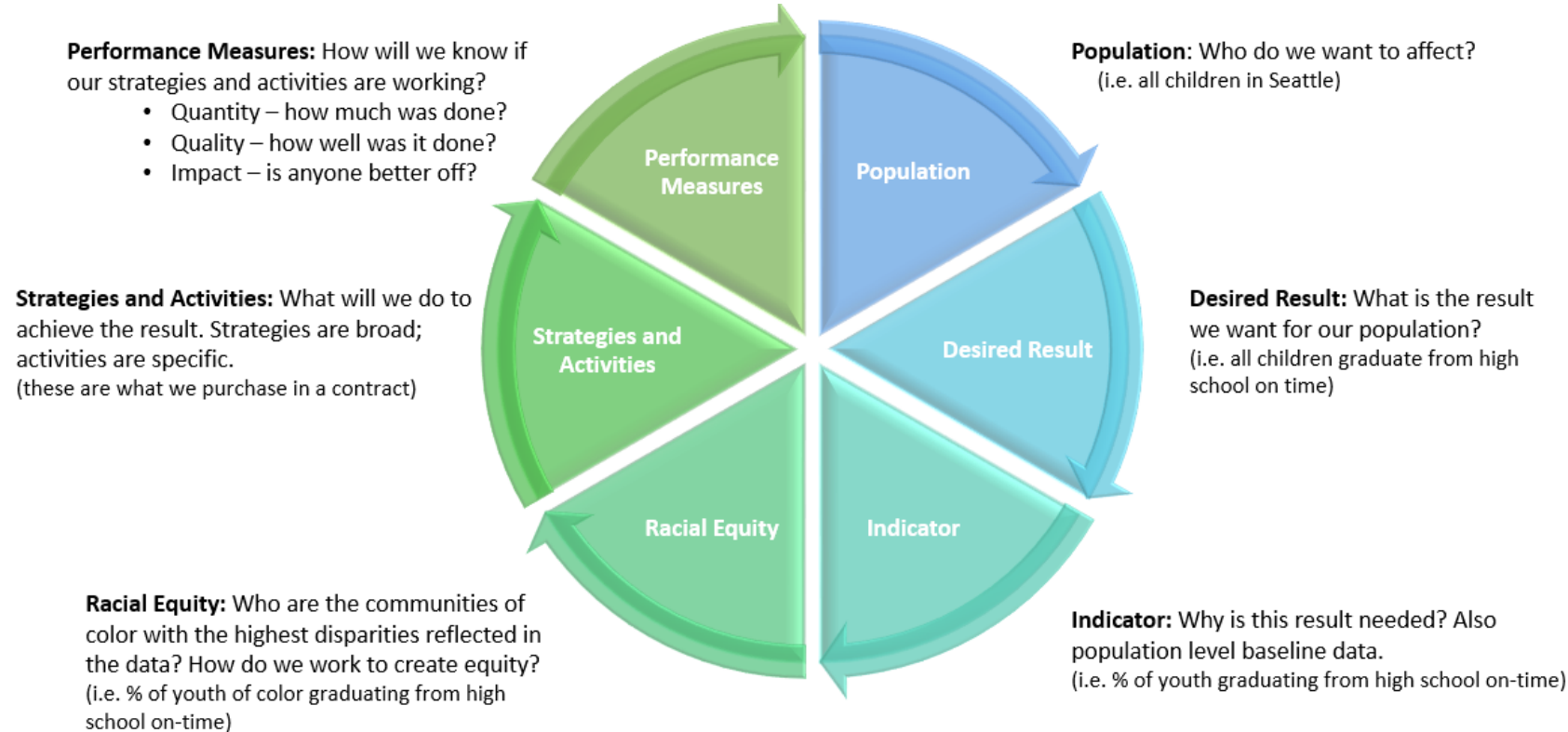
- This 2024 East and South King County Congregate Meals Request for Qualifications (RFQ) is an open and competitive funding process.
- Approximately **\$502,450** is available through the Older American's Act Title III(C1) and Nutrition Services Incentive Program (NSIP).
- Funding awards will be made for the period of January 1, 2025, to December 31, 2025. While it is the City's intention to extend agreements resulting from this funding opportunity on an annual basis through the 2027 program year, future funding will be contingent upon performance and funding availability.

Timeline

Activity	Date
Funding Opportunity Announcement	Monday September 9, 2024
Information Session (Virtual only)	Tuesday September 17, 2024, 1:30-3:00 p.m.
Last Day to Submit Questions	Tuesday October 8, 2024, 5:00 p.m.
<u>Application Deadline</u>	Wednesday October 16, 12:00 p.m.
Review & Rating Process	Thursday October 17- November 18
Award announcement	Tuesday, November 19, 2024
Contract Start Date	January 1, 2025

HSD Theory of Change (pg. 8)

Uses Results-Based Accountability and leads with race



The 2023 Congregate Meals for Older Adults RFQ Theory of Change

Program Background (pg. 4)

The purpose of Older American's Act (OAA) funding for the nutrition program is to reduce hunger and food insecurity, encourage socialization of older individuals, promote health and well-being to delay adverse health conditions.

Congregate Meals for Older Adults provide places where older adults receive nutritionally balanced meals, socialize with their peers, receive information, and participate in activities to promote overall health and wellbeing. Those who participate in Congregate Meals for Older Adults have improved food and nutrient intake, increased consumption of fruits and vegetables, or bettered nutritional status.

Program Background (pg. 4-5)

This RFQ is a re-procurement of a portion of [The 2023 Congregate Meals for Older Adults RFQ](#) funds. More information on the 2023 RFQ can be found on the [HSD's Funding Opportunities website](#).

This investment is only open to work with the following East and South King County locations:

- Auburn Senior Activity Center
- Black Diamond Community Center
- Des Moines Activity Center
- Enumclaw Senior Activity Center
- Federal Way Community Center
- Issaquah Senior Center
- North Bellevue Community Center
- Pacific Community Center
- Peter Kirk Community Center
- Redmond Senior and Community Center
- SeaTac Community Center
- Tukwila Community Center

Eligibility Criteria:

- 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. I.E, LLC, Sole Proprietorship, S-Corp or C-Corp, or Public Development Authority.
- 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/Native American tribe. OR
- 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 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.pdf \(seattle.gov\)](https://seattle.gov/HSD-Agency-Minimum-Eligibility-Requirements.pdf)

Service/Program Model (pg. 5-6)

Meals:

- Meals must be prepared at the meal site or at the applicants approved kitchen.
- Meals must meet one-third (1/3) of the Dietary Reference Intake (DRI). See [Senior Nutrition Program Standards](#).
- Meals should be culturally relevant to the intended community and honor food preferences and choice.

Setting:

Applicant should work with each meal site to ensure the following are met:

- Site(s) provide a welcoming and culturally inclusive social environment where meals and activities are respectfully presented in participants' preferred language.
- Site(s) should offer services to participants, which may include transportation, exercise, health screening, health promotion activities, social engagement activities, events, and educational opportunities.
- Site(s) must offer nutrition education activities at least bi-annually with various methods and respond to participant needs and preferences.

Service/Program Model (pg. 6)

Partnerships:

- The following meal sites currently partner with Sea Mar Community Health Centers who provides transportation and works with these meal sites to encourage social engagement activities. Any awarded organization will be required to continue the partnership with Sea Mar Community Health Centers at the following sites:
 - Auburn Senior Activity Center
 - Des Moines Activity Center
 - Federal Way Community Center
 - North Bellevue Community Center
 - Peter Kirk Community Center
 - Redmond Senior and Community Center
 - SeaTac Community Center
 - Tukwila Community Center

Service Components (pg. 6-7)

- **Letter of Support:** A letter of support **from each meal** site that you intend to serve from an authorized representative of that site is required. Attachment 6 contains contact information for the meal site.
 - Meal site(s) may have signed letters of support for multiple applicants.
 - Meal site(s) have the right not to sign a letter of support.
 - Letter of support is a required document. Application will not be considered without a letter of support.
- **Service Agreements:**
 - Target population.
 - Program description
 - Responsibilities and obligations of each party, including compliance with Senior Nutrition Program standards.
 - Staffing interrelationships.

Service Components (pg. 7)

Key Staff:

- Each meal site must have adequate number of qualified personnel to assure satisfactory program performance including nutrition program director and other personnel. See [Senior Nutrition Program Standards](#).
- A Registered Dietitian Nutritionist (RDN), or Individual of Comparable Expertise (ICE) must provide monitoring and oversight to ensure that meals meet nutrition guidelines and send monthly reports to HSD. See [Senior Nutrition Program Standards](#) for RDN and ICE definition.
- Have access to a [Certified Food Protection Manager](#) (CFPM) to comply with [WAC 246-215-02107](#).

Note: Please check the guidelines for a complete list of requirements.



Match requirements (pg. 9)

MATCH REQUIREMENTS

- RFQ applicants must provide a minimum of 25% of the total program cost (in-kind, volunteer support, or other non-federal fund sources) as match to the amount requested in the RFQ proposal.
- Applicant may work with each meal site to meet match requirements.
- Example: Total Program Cost: \$100,000
Match requirement: \$25,000
Total Funding Request: Minimum of \$75,000



Client Eligibility (pg. 7)

- King County residents age 60+

Population:

Priority populations for Congregate Meals for Older Adults are identified through the OAA. The OAA requires outreach focused on individuals:

- Residing in rural areas.
- With greatest economic need (with particular attention to low-income, Black, Indigenous, People of Color (BIPOC) individuals and older individuals residing in rural areas).
- With greatest social need (with particular attention to low-income, BIPOC individuals and older individuals residing in rural areas).
- With severe disabilities.
- With limited English proficiency.
- With Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals).
- At risk for institutional placement, specifically including survivors of the Holocaust.



Focus Population (pg. 8)

Focus populations are identified as specific racial or ethnic groups within the priority population and with data showing the highest disparities in the investment area. Given the data provided, focus population(s) for this investment opportunity are:

- **BIPOC older adults including:**
- American Indian/Alaska Native
- Asian
- Black/African American/African Descent
- Hispanic/Latinx
- Native Hawaiian/Pacific Islander

For more information regarding the data used to determine the priority and focus populations, please see HSD's Results Based Accountability and the [2023 Congregate Meals for Older Adults RFQ Theory of Change](#) document.



Performance Measures (pg. 8)

The 2024 East and South King County Congregate Meals RFQ performance measures may include, but are not limited to the following:

Quantity

- # of unduplicated older adults
- # of meals


Quality

- Older adults receive nutritious meals
- Older adults receive meals that are culturally relevant
- % of older adults who engage in activities provided around meals

Impact

- % of older adults who engage in activities provided around meals

For more information regarding the data used to determine performance measures, please see HSD's Results Based Accountability and the [2023 Congregate Meals for Older Adults RFQ Theory of Change](#) document.



Submission Instructions (pg. 1 of Application)

- Applications due on **October 16, 2024, at 12:00 p.m.**
- Email HSD_RFP_RFQ_Email_Submissions@seattle.gov The subject heading must be titled: 2024 East and South King County Congregate Meals RFQ

OR

- Online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>.
- Applications must be complete and on-time.

For any technical assistance contact:

Sola Plumacher at sola.plumacher@seattle.gov.



HSD Online Submission System (pg. 6 of Application)

- The system is NOT an online Application – no saving
- You may upload files up to a maximum of 30 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. 6 of Application)

Late applications will not be accepted. **HSD is not responsible for ensuring that applications are received by the deadline.**

Applications must include:

- ✓ A completed and signed Application Cover Sheet (Attachment 2).
- ✓ A completed RFQ Requirement Checklist.
- ✓ A completed Narrative Response that is a maximum of three (3) pages, not counting the budget and other documents.
- ✓ A completed Proposal Program Budget (Attachment 3), in Excel.
- ✓ A completed Proposal Personnel Detail Budget (Attachment 4), in Excel.
- ✓ Menus for 10 consecutive meals for each meal site.
- ✓ A Start-up Timeline for each meal site.
- ✓ Signed Letter(s) of Support from each meal site you are applying for.



Fiscal Documents (pg. 7 of Application)

- 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 on page 7 of the Application



Fiscal Sponsors (if applicable)

- Applicants that have a fiscal sponsor, must ensure their fiscal sponsor can meet all 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. 4-5 of Application)

Scoring

Program Description and Experience: (3 questions)	45 points
Partnerships and Collaborations: (2 questions)	30 points
Commitment to Services: (2 questions)	25 points
TOTAL	100 points



Review and Rating Summary

Application Review	Date
Applications submitted	October 16, 2024, by 12:00 p.m.
Rating committee reviews complete applications	October 17 – November 1, 2024
Fiscal Review	November 4–November 8, 2024 (if applicable) After award notification pre-contracting
Final recommendations to HSD Director	November 4- November 15, 2024
Agency and public announcement	November 19, 2024



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 Narrative 3-page limit
- Use the application submission checklist
- Start early- including reaching out to meal sites
- 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 **October 8, 2024**, Pamela Maskara at pamela.maskara@seattle.go and Angela Miyamoto at angela.miyamoto@seattle.gov*



Appeal Process (pg. 1 of Application)

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.

For more information, please see [HSD Appeal Process Document](#)



Questions?

- [Questions & Answers](#) posted on RFP website
- Only written answers are official
- Contact Pamela Maskara at pamela.maskara@seattle.gov and Angela Miyamoto at angela.miyamoto@seattle.gov with questions prior to October 8, 2024.
- Any issues and/or questions about the online submission system, contact Sola Plumacher, Funding Policy and Process Advisor, at sola.plumacher@seattle.gov

