



City of Seattle

Edward B. Murray, Mayor

Human Services Department

Catherine Lester, Director

April 18, 2017

To All Interested Parties:

I am pleased to announce the availability of up to \$733,000 of Seattle General Funds for the Community Connectors at Food Banks Pilot Program. Services include food bank client engagement; information and referrals; and assistance to complete applications for service and benefit programs. Funding awards will be made for the period of August 1, 2017 to December 31, 2018. Contracts after the initial period will be contingent upon successful performance and funding availability.

The Community Connectors at Food Banks Request for Qualification (RFQ) Guidelines and Application documents define investment results, program requirements, and the process for application submission and selection. Please plan to attend the information session listed below to review the RFQ and ask questions. Please bring a paper copy of the RFQ as limited copies will be provided during the information session.

Date	Time	Location
Monday, April 24, 2017	2:00pm – 3:30pm	2100 Building – Meeting Room A 2100 24th Ave. S; Seattle, WA 98144

This RFQ is a competitive process. **Agencies who are currently contracted with HSD to provide food bank services are eligible to apply.** Completed application packets are due by **4:00 p.m. on Tuesday, May 23, 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: Seattle Human Services Department, RFQ – Community Connectors at Food Banks, ATTN: Natalie Thomson, 700 5th Avenue, Suite 5800 (58th floor) or mailed to: Seattle Human Services Department RFQ – Community Connectors at Food Banks, ATTN: Natalie Thomson, P.O. Box 34215; Seattle, WA 98124-4215.

Copies of this RFQ may be downloaded from: <http://www.seattle.gov/humanservices/information-for-grantees>. If you would like to receive a copy of the RFQ in the mail or by email, please contact Natalie Thomson at (206) 684-0840 or by email at natalie.thomson@seattle.gov.

Sincerely,

Audrey Buehring, Deputy Director
Human Services Department