

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”. 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.	June 4, 2019
13	Program Components	Is there language about prioritizing low income farmers? Is there a threshold? What is the definition?	<p>This RFQ does not specifically identify working with “low-income” farmers as a component to doing this work.</p> <p>It does require 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.”</p>	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