

# **2020 Geographic Specific – Delridge, Georgetown, South Park – Food Bank Services Request for Proposal Information Session**

**February 28, 2020**



# Proprietary and Confidential Information

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- Examples of personal identifiable information include:
- First Name
- Last Name
- Date of Birth
- Social Security Number
- Financial Account Number
- Driver's License Number or other State Identification Number

HSD does not require social security numbers on application materials or reports. For doing business with the City or HSD, it is recommended to obtain a federal taxpayer identification (EIN) number.



# Session Agenda

- Introduction
- Timeline
- HSD's Theory of Change
- Background & Requirements
- Submission Instructions
- Review and Rating Process
- Tips
- Appeal Process
- Q & A



# Introduction

- This 2020 Geographic Specific Food Bank Services RFP is an open and competitive funding process
- Approximately \$111,686 is available through the Sweetened Beverage Tax (SBT)
- Funding awards will be made for the period of July 1, 2020 to December 31, 2020

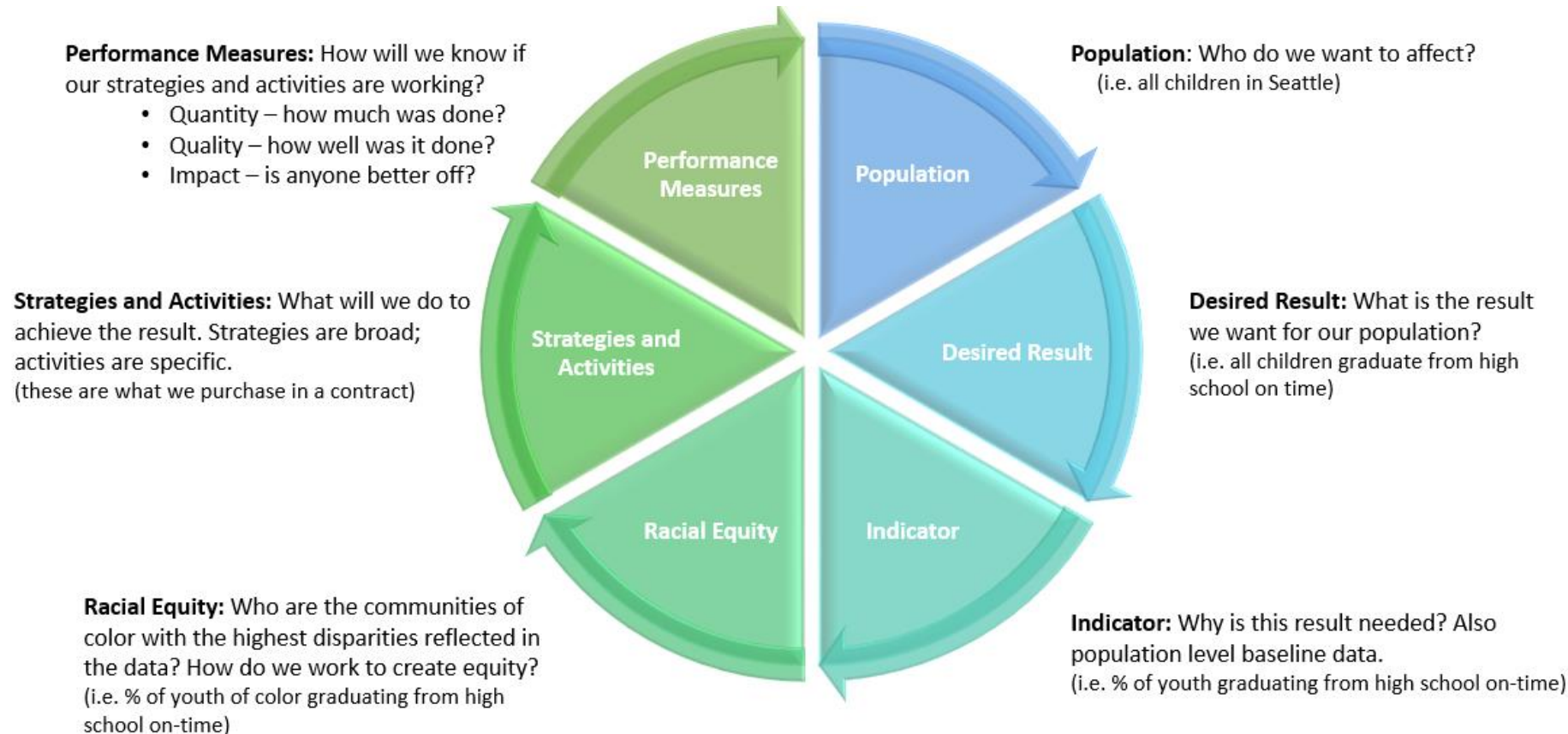
# Timeline

<b>Funding Opportunity Released</b>	<b>February 18, 2020</b>
<b>Information Session</b>	<u>Friday, February 28, 2020</u> 10:30 a.m. – 12:00 p.m.
<b>Last Day to Submit Questions</b>	Monday, March 9, 2020 by 12:00 p.m., Noon
<b>Application Deadline</b>	<u>Tuesday, March 24, 2020 by 12:00 p.m.,</u> <u>Noon</u>
<b>Interviews, as applicable</b>	Wednesday, May 6, 2020
<b>Planned Award Notification</b>	Friday, June 19, 2020
<b>Contract Start Date</b>	Wednesday, July 1, 2020



# HSD Theory of Change (pg. 5-6)

Uses Results-Based Accountability and leads with race



# Performance Measures (pg. 5-6)

Service dependent quantity, quality, and impact performance measures may include, but are not limited to:

- Quantity
  - Pounds of food distributed
  - # of food bank visits
  - # of meals served
  - # of home food deliveries
  - # of unduplicated individuals served
  - # of food bags and weekend backpacks distributed
  - # of food banks and meal programs served
  - # of assessments and applications to food and nutrition and/or affordability services
  - # of nutrition education sessions
- Quality
  - % of healthy, culturally appropriate food distributed
  - % of those who need services and are connected to benefit programs
- Impact
  - % of people reporting reduced hunger
  - % of people reporting increased access to healthy, culturally appropriate food
  - % of people reporting increased fruit and vegetable consumption
  - % of people reporting basic needs are met or improved after enrolling in one or more of the following programs: food, housing, utilities, childcare, GED/Post-secondary education, employment or job training, health care, transportation

# Background and Requirements (pg. 7-9)

- Background & RFP Rationale
- Service/Program Model
- Eligibility Criteria
- Populations
- Service Components
- Key Staff





# Background

- In Seattle, about 13% of adults reported experiencing food insecurity
- Seattle families with children experienced even higher rates of food insecurity, from 22% of families with young children (Best Starts for Kids Survey) to 51% of low-income families with children (Seattle Shopping and Wellness Survey)
- In 2017, about 13,400 Seattle residents experienced food insecurity, yet their incomes were too high to qualify for food assistance benefits



# Background & RFP Rationale

- Seattle City Council passes Sweetened Beverage Tax (SBT) Ordinance
- Human Services Department (HSD) listening circles identify healthy and affordable food priority
- Southwest Seattle identified as priority region for food bank services



# Service/Program Model (pg. 7-8)

- This Geographic Specific Food Bank Services RFP is to provide food bank services to low-income individuals in Georgetown, South Park, and Delridge Neighborhoods.



# Client Eligibility (pg. 8)

- Clients who receive services funded by this RFP must live within the city of Seattle and be low income (below 400% of the Federal Poverty Level (FPL)).



# Population (pg. 8)

## Priority Population

- The *Priority Population* for this investment opportunity is **low-income Seattle residents.**

## Focus Population

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



# Service Components (pg. 8)

- Expected Service Components:
  - Basic food bank operations
  - Food Bank Services, including but not limited to:
    - Place-based Food Banks
    - Home Delivery
    - Meal Programs
    - Weekend Hunger Programs
    - Social Service Navigation Assistance



# Key Staff (pg. 9)

- Staff should reflect the communities and populations served, be culturally and linguistically competent, and have experience working with the priority and focus populations.



# Submission Instructions (pg. 10)

- Applications due on Tuesday, March 24, 2020 by 12:00 p.m., noon
- Mail or hand deliver to:
  - Seattle Human Services Department
  - Request for Proposals Response – 2020 Geographic Specific Food Bank Services
  - ATTN:** Amaury Ávalos
  - 700 Fifth Ave, Suite 5800
  - P.O. Box 34215
  - Seattle, WA 98124-4215
- Online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>.
- **No faxed or e-mailed submissions**
- Applications must be complete and on-time



# HSD Online Submission System (pg. 10)

- The system is NOT an online Application – no saving
- You may upload files up to a maximum of 100 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. 14-15)

The application may not exceed a total of 10 pages including the narrative sections and attachments (unless the attachment is requested and specifically states that it will not count toward the page limit). Pages which exceed the page limitation will not be included in the rating.

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

Applications must include:

- Application Cover Sheet with a physical signature
- Narrative Response (X-page limit)
- Proposed Program Budget and Proposed Personnel Detail Budget form
- Current Board of Directors roster. If your organization does not have a Board of Directors, please submit a roster of your management or leadership team individuals. Rosters should include first and last names, and title/role, as it pertains to the Board or leadership team.
- Minutes from last 3 Board of Directors meetings. If you do not have Board of Directors meetings, please include management or leadership team meeting minutes that demonstrate the overall health, stability, and solvency of your agency.
- Proof of status as: IRS nonprofit, legal entity incorporation, or tribe
- Federally approved Indirect rate, if applicable



# Fiscal Documents (pg. 20-22)

- 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 Section IV. of the Application

# Fiscal Sponsors (if applicable)

- Applicants that have a fiscal sponsor, must ensure their fiscal sponsor can meet the 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. 11-14)

## Scoring

Program Design	20
Population Needs	15
Cultural Competency, Race and Social Justice	15
Capacity and Experience	15
Partnerships and Collaboration	15
Budget and Leveraging	10
Data and Fiscal Management	10



# Review and Rating Process

- Applications submitted (**March 24, 2020**)
- Rating committee reviews complete applications (**April 2, 2020 – April 23, 2020**)
- Fiscal review (**April 10, 2020 – May 1, 2020**)
- Final recommendations to HSD Director (**May 12, 2020**)
- Agency and public announcement (**June 5, 2020**)



# 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 10-page limit
- Use the application submission checklist
- Start early
- 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 Monday March 9, 2020, noon:  
Amaury Avalos at [amaury.avalos@seattle.gov](mailto:amaury.avalos@seattle.gov)***



# Appeal Process

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.

# Questions?

- Questions & Answers posted on RFP website
- Only written answers are official
- Contact Amaury Ávalos with questions prior to Monday, March 9, 2020, noon.
- Any issues and/or questions about the online submission system, contact Mari Sugiyama, Funding Policy and Process Advisor, at (206) 684-0130 or [mari.sugiyama@seattle.gov](mailto:mari.sugiyama@seattle.gov)





# Thank you!