

2023 Food Systems Request for Qualifications

Information Session

March 7, 2023

2:00 p.m. – 3:30 p.m.



Welcome

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

This Information Session will be **recorded**. The PowerPoint deck and Q & A will be posted on the [HSD Funding Opportunity](#) webpage within 5 business days.



What We Will Talk About Today

Guidelines

- Who can apply?
- Timeline
- What does the RFQ fund?
- Highlights
- Service areas
- Performance measures

Application

- Complete Applications
- How to submit your application
- What happens after submissions?
- Clarification to narrative responses
- Appeal process
- Tips
- Questions about the RFP
- How to get help



GUIDELINES



Who Can Apply?

HSD Agency Minimum Eligibility Requirements

- Must license, report and pay revenue taxes for the **WA State Business License (UBI#)** and **Seattle Business License**, if required.
- Must have a Federal Tax ID number/**employer identification number (EIN)** to facilitate payments from the City of Seattle to the provider.
- Incorporated as a private non-profit corporation in the WA State and granted **501(c)(3) tax exempt status** by the United States IRS. Status must be in good standing and must not have been revoked in the previous calendar year; OR
- Federally-recognized or WA State-**recognized Indian tribe**; OR
- Public corporation, commission, other **legal entity or authority** (RCW 35.21.660 or RCW 35.21.730). Status must be in good standing and must not have been revoked in the previous calendar year.

*Timeline

Funding Process	Timeline
Funding Opportunity Announcement	Tue, Feb 28, 2023
Information Session	Tue, Mar 7, 2023 2 p.m. – 3:30 p.m.
Last Day to Submit Questions to HSD	Mon, Mar 27, 2023 by 5 p.m.
Application Deadline	Tues, Apr 11, 2023 by 12:00 noon PT
Clarification to Narrative Responses	Apr 17 – May 12, 2023
Agencies Notified	Week of Jun 12, 2023
Contracts Start	Jan 1, 2024

**dates subjected to change, check [HSD Funding Opportunities page](#)*

What Does the RFQ Fund?

Provide the Seattle Food Committee (SFC) and Meals Partnership Coalition (MPC) networks with:

Service Area	Estimated \$
i. Nutritious Food Sourcing (formerly Bulk Buy)	\$1,126,968
ii. Transportation of Procured Food	\$461,333
iii. Network Administrative Support	\$180,627
TOTAL	\$1,768,928

Highlights

- **\$1,768,928** (open and competitive process)
- 1 application per agency
- State which service area(s); for which network(s)
- May apply for > 1 service area; work with SFC, MPC or both
- Fund max of 2 agencies per service area – 1 per network
- If applying for multiple service areas, submit 1 application with separate budgets.
- Lead agency in a collaboration submits the application



Highlights

- Services must take place within Seattle city limits
- Experience operating bulk food purchase and/or transportation of bulk food
- Agencies have applicable insurance, licensing or certifications
- Staff reflect communities served, linguistically and culturally competent
- Contracts start Jan 1, 2024 (funding anticipated for 4 years)
- Independent entity on funding allocations research; contract allocations may be adjusted in 2025.



Nutritious Food Sourcing

- Source nutritious and culturally relevant food for ~ 28 SFC and ~28 MPC partners
- meet networks' annual orders; work with the subcommittees on specific and customized needs
- written procedures (processes for food sourcing, allocations, online ordering, declined food, etc.)
- attend coalition meetings; work with networks on workflow efficiencies, cost-saving measures
- main contact and use customer service log to track and resolve customer service requests or communication issues



Performance Measures (negotiated at contracting)

Quantity

- i. Lbs/Servings of nutritious food procured monthly
- ii. # of unduplicated food banks and/or meal programs participate in receiving procured food monthly

Quality

- i. # and % that received the type and amount of nutritious food ordered, per the nutritious food sourcing calendar
- ii. # and % satisfied with the quality of services provided, as measured by annual customer service survey

Impact (measured by annual customer service survey)

- i. % report that nutritious food sourcing helps them provide a consistent, predictable source of food for their clients

Transportation of Procured Food

- Provide transportation for primarily procured food, including federal and state food assistance, for ~ 28 food banks and/or 28 meal programs
- Maintain a cost-effective food transportation program
- Work closely with food banks and meal programs to develop an equitable delivery schedule
- Transport food safely and timely; promptly resolve any service-related or communication issues



Performance Measures (negotiated at contracting)

Quantity

- i. Lbs of procured food transported monthly
- ii. # of unduplicated food banks and/or meal programs participate in receiving procured food monthly

Quality (annual customer service survey)

- i. # and % satisfied with the quality of services provided
- ii. # and % received their orders at the scheduled time

Impact (annual customer service survey)

- i. % report that the transportation of procured food is beneficial to their program operations and meets their needs and requirements.

Network Administrative Support

- SFC and MPC networks' coordination, and administration
- Attend Nutritious Food Sourcing subcommittee meetings
- Work closely with food banks and meal programs, and contracted partners to resolve service-related or communication issues
- Establish partnerships with other food security and justice organizations, small businesses, food distributors, farmers, schools, etc.
- Provide training, resources and general support on best practices, racial equity and inclusion, etc.
- Support network data collection



Performance Measures (negotiated at contracting)

Quantity

- i. # of trainings/workshops partners, with at least 1 training on race and equity
- ii. # of events convening to discuss emerging issues and best practices

Quality (annual customer service survey)

- i. # and % completing the trainings/workshops
- ii. # and % satisfied with the quality of the trainings/workshops
- iii. # and % satisfied with the quality of services provided

Impact (annual customer service survey)

- i. % report:
 - a. increased knowledge and tools to combat food insecurity
 - b. increased knowledge in how race and inequity impact access to food

APPLICATION



Complete Applications

	Section	Score	Example			
			Agency A	Agency B	Agency C	Agency D
Narrative Response	Core Narrative <i>(all to complete)</i>	50	X	X	X	X
	<i>Choose service area(s):</i>					
	i. Nutritious Food Sourcing	50	X	X		
	ii. Transportation of Procured Food	50		X	X	
	iii. Network Admin Support:	30			X	X
	Total Possible Score	180	100	150	130	80



Complete Applications

<u>Signed</u> Application Cover Sheet	Attachment 2	Template
Proposed Program Budget	Attachment 3	Excel template
Proposed Personnel Detail Budget	Attachment 4	Excel template
Narrative Response	Core Narrative: 3-page max	
	i. Nutritious Food Sourcing: 5-page max	<ul style="list-style-type: none"> customer service request tracking tool example program policies and procedures
	ii. Transportation of Procured Food: 3-page max	
	iii. Network Admin Support: 2-page max	



Complete Applications

If you are proposing:

- Significant partnership/subcontracting: signed letter of commitment from that agency's Director/authorized representative.
- Fiscal sponsorship: signed letter of agreement from that agency's Director/ authorized representative.

Do not include:

- Any materials not requested with your application
- Any private personal identifiable information that would constitute special handling or breach of confidentiality

How To Submit Your Application

- Applications can be submitted via online portal or email (either one, not both)
- **No faxed, mailed or in-person submissions**
- Applications must be complete and on-time
- Applications due: **April 11, 2023 by 12:00 p.m. (noon)**
- HSD is not responsible for ensuring that applications are received by the deadline



How To Submit Your Application:

1. Online Portal:

<http://web6.seattle.gov/hsd/rfi/index.aspx>

- Upload application early in case of internet connectivity issues
- 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

Trouble with portal, email:

Sola Plumacher, sola.plumacher@seattle.gov



How To Submit Your Application

2. Email:

HSD_RFP_RFQ_Email_Submissions@seattle.gov

- Email attachments are limited to 30 MB
- Subject heading must be titled: **2023 Food Systems 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 Submissions?

- Rating committee:
 - reviews and scores written applications
 - may ask clarifying questions (Apr 17 – May 12)
 - makes funding recommendations
- HSD Director makes final funding decisions
- All applicants notified (week of Jun 12)
- Appeals
- Final notifications



Clarification To Narrative Responses

- Raters may want to clarify responses in narrative
- Cannot be accepted if not submitted by deadline
- Apr 17 – May 12, 2023
- Coordinator will send questions to the Agency Primary Contact
- 3 business days to respond
- Responses will be part of your proposal and score accordingly.

Appeal Process

- Applicants have right to protest/appeal certain decisions in the award process
- Grounds for appeals:
 - Violation of policies outlined in the [HSD 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 (letter-size, 11-pt font, respective page limit)
- Not required to retype questions in narrative
- Be specific and answer all parts of the questions
- Use scoring criteria
- Use Excel template - double check your numbers
- Have someone review your application
- Start early and allow lots of time for submission process
- Submit all required attachments (use Attachment 1 - Application Submission Checklist)



Questions about the RFQ

- Submit RFQ questions: via email only
tan-mei.teo@seattle.gov
- All Q & A will be posted on [HSD Funding Opportunity](#) webpage (within 5 business days)
- Only written answers are considered official responses
- Check this page regularly to look for updates
- Deadline for receiving questions: **Mar 27, 2023 by 5 p.m.**



How To Get Help

Online submission system issues/questions:

Sola Plumacher, sola.plumacher@seattle.gov



Reminder

If you have not already, please type your name and agency in the Chat for attendance purposes.

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